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# 2024 University Security and Fire Safety Report

*Providing statistics for report years 2021, 2022, and 2023*

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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.**

Any questions pertaining to this information should be directed to the Department of Safety at (717) 691-6005 or the Coordinator for Title IX and Clery Compliance at (717) 796-1800 ext. 2608.



To the community members of Messiah University:

The 2024 Annual Security and Fire Safety Report serves as a summary of collaborative efforts engaged by Messiah University demonstrating our commitment to the safety and health of our community members. This report is prepared by the Coordinator for Title IX and Clery Compliance. Policies, procedures, statistics, and programming information have been submitted by community partners, including the Residence Life Department, Division of Student Success & Engagement, Division of Human Resources & Compliance, University Counsel, Facility Services Department, Fire Safety personnel, the Department of Safety, and the Engle Center for Counseling and Health Services.

The 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, harm reduction, and incident reporting at Messiah University, as well as document crime statistics for the past three years.

The safety and security of all University members remains a vital concern to our mission—students, faculty, and staff play critical roles in shaping the character of our community. Continuing to pursue a fully informed, accountable, and safe community is an ongoing journey which can only be achieved through collaboration with students, faculty, and staff.

Your ongoing and active participation is essential. While Messiah University presents opportunities to experience unique benefits of life in a small suburban community, it is both informed and realistic to remember that crime and the impact of harm exists in every community, including ours. Just as the University is committed to safety measures, so must each community member commit to personal awareness, accountability, and appropriate precautions to better protect ourselves and others.

Should you have questions or comments about the information contained within or related to this document, please reach out.

Kind Regards,

Hannah McBride  
*Coordinator for Title IX and Clery Compliance*  
Ext. 2608, [hmcbride@messiah.edu](mailto:hmcbride@messiah.edu), Old Main 201



### **Mission Statement**

Our mission is to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society.

### **Notice of Non-Discrimination**

Messiah University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability status, status as a veteran, or age in its programs and activities. Messiah University admits students of any race, color, national or ethnic origin, sex, disability status, status as a veteran, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate against students or applicants for admission on the basis of race, color, national or ethnic origin, sex, disability, status as a veteran, or age in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs, or in any other aspect of its operations.

### **Commitment to Safety**

Messiah University is supported by the Department of Safety, which is dedicated to the educational process by promoting a safe and secure living, learning, and working environment for all members of the University community. The Department of Safety is committed to physical and personal safety as well as integrity, service, and community. The Department of Safety also remains committed to collaborative partnerships across campus and in the surrounding community in order to ensure campus is a safe and healthy space for students, employees, and visitors.

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## **JEANNE ANN CLERY**

**1966-1986**

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### **A Brief History of the Clery Act and 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 occurrences and prevention on (and around) campus. 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 fatally assaulted in her residence hall room at Lehigh University in 1986. The perpetrator of the assault was both a stranger to Jeanne Clery prior to the attack, and a fellow student at the University. Following their daughter's murder, the Clery parents championed laws requiring the disclosure of campus crime information; the federal law that memorializes Jeanne Clery 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. This piece of legislation also prescribes various security-related protocols including emergency response procedures, timely notifications for on-campus crimes and missing students, and fire incident reporting. The Clery Act 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 Clery Act is intended to provide prospective and current students, student families, prospective and current employees, and University partners with accurate, complete, and timely information about safety on campus to support informed decisions. Concerns regarding campus safety remain an essential priority in selecting, developing, and maintaining a college or university, which drives this nationwide law.

In summary, the Clery Act requires colleges and universities to collect, report, and disseminate crime information to the campus community with the goal of increasing community awareness and so maintaining a safe environment for education and employment.

# **2024 UNIVERSITY SECURITY REPORT**

## ***Providing statistics for report years 2021, 2022, and 2023***

### **University Location**

Messiah University is a rural campus, comprised of approximately 363 acres 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 main campus (Grantham) and the secondary site (Winding Hill) are situated in two bordering jurisdictions: Upper Allen Township in Cumberland County, and Monaghan Township in York County.

Winding Hill (401 East Winding Hill Road, Mechanicsburg, PA 17055) is an educational center with administrative, café, lecture, and lab spaces in a technologically advanced learning environment. The facility does not include any student accommodations or residential housing. The University entered into an agreement to lease classroom space in 2016, and opened the site for classroom program instruction in July of 2017.

*Unless otherwise noted, the information provided in the 2023 University Annual Security and Fire Safety Report is applicable to both the Messiah University main campus (Grantham) and the Winding Hill site.*

### **University Enrollment**

Fall enrollment for 2023 totaled 3,344 students (2,586 undergraduate and 758 graduate students). There were 2,794 full-time students (2,254 undergraduate and 540 graduate) and 550 part-time students (332 undergraduate and 218 graduate). About 75% of undergraduate students lived in on-campus residences. For the 2023-2024 school year, there were 176 full-time instructional faculty (139 undergraduate-level faculty and 37 graduate-level faculty). 69% of faculty were tenured and 91% held their terminal degree. The number of full-time employees was 578. The number of part-time employees was 373.

### **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. 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 is also included. This report is prepared by the Coordinator for Title IX and Clery Compliance in collaboration with the Department of Safety and the Departments of Residence Life, Human Resources, University Counsel, Facility Services, Fire Safety, the Engle Center for Counseling & Health Services, and the School of Graduate and Professional Studies.

## **Enforcement Authority**

### **Grantham Campus *Department of Safety at Messiah University***

The Department of Safety office is located on campus (432 Grantham Road, Mechanicsburg, PA 17055) and is comprised of predominantly non-sworn personnel. As of February 07, 2023, four members of the leadership team within the Safety Department were sworn under Title 22, the Private Police Act, giving these four members law enforcement powers in the limited jurisdiction of Messiah University. The Department of Safety is not operating as a police force—personnel do not carry firearms and do not exercise powers of arrest.

All Department of Safety officers carry radios enabling direct communication with one another and local law enforcement. While safety officers do not carry firearms, they are trained in the use of OC Spray, handcuffing, de-escalation, and controlled force.

The Department of Safety reports to the Vice President for Operations. The Department of Safety employs a leadership team comprised of a Director, Associate Director, Assistant Director, and Dispatch Supervisor. In addition, senior officers also hold positions as a Fire & Safety Systems Coordinator, Event & Traffic Management Coordinator, Technology Specialist, and Equipment Specialist. The Safety Department also employs up to 8 additional patrol officers and dispatchers as well as a varying number of student safe walk/safe ride drivers and student traffic officers.

The Department's Fire & Safety Systems Coordinator is responsible for Fire and Life Safety concerns on campus. The Department's Associate Director is responsible for coordinating crime prevention programs and initiatives on campus. The Department's leadership team is responsible for documenting crime statistics and assisting in the compiling of information for the Annual Security Report.

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, facilities, designated non-campus properties and facilities, public property adjacent to/contiguous to campus property that is 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. Foot and bicycle patrol programs provide a means for the safety officers to patrol areas not accessible by motor vehicles, such as sidewalks, hiking trails, etc. Foot and bicycle patrol programs also establish a community policing approach, with increased accessibility and approachability for the campus community.

Additionally, the Department of Safety provides any reporting or disclosed victims of crime in the University community with their rights. These rights include the option for cases to be



investigated for possible criminal prosecution by the local police departments (Upper Allen or Carrol Township, depending on where the crime allegedly occurred) or other law enforcement agencies with jurisdiction. The Department of Safety also enforces Messiah University policies, and provides campus security patrols, safe walk/safe ride services, and emergency life safety responses.

The Office of Human Resources & Compliance ensures that the University is in compliance with federal, state and local environmental, health and safety regulations. This includes 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 potentially hazardous conditions, including reporting claims to governmental or voluntary agencies. This office is also involved with other aspects of compliance that inform the landscape of higher education, including FERPA, Title IX, VAWA, the Clery Act, the ADA, and Title VII.

The division of Student Success and Engagement also maintains compliance efforts supporting FERPA, Title IX, VAWA, the Clery Act, and the ADA. This division includes offices such as the Registrar, Student Success, Academic Accessibility, and the Dean of Students.

All disciplinary matters that are violations of University policy are referred to the Dean of Students. Depending on the nature and/or or severity of the alleged violations, other Messiah administrators may become part of the decision-making process; these administrators include (but are not limited to) the Vice President for Human Resources & Compliance, the Vice Provost for Student Success & Engagement, the Coordinator for Title IX and Clery Compliance, the Provost, the Dean of the School of Graduate and Professional Studies, or others as deemed appropriate.

## **Winding Hill Site**

### ***Local law enforcement, Upper Allen Township***

The Winding Hill site for Messiah University Graduate and Professional Studies programs is situated in Upper Allen Township, within the jurisdiction of Upper Allen Township Police Department (UATPD). Upper Allen Township, eastern Cumberland County, sits on the west shore of the Susquehanna River, which is a part of The Greater Harrisburg Metropolitan Area in central Pennsylvania. 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. The Grantham campus of Messiah University is also located in Upper Allen Township.

The Winding Hill site is patrolled regularly by Upper Allen Township Police both by vehicle patrols, and by foot when requested.

The [Upper Allen Police Department](#), (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, 1 Detective Sergeant, 2 Detectives, 15 Police Officers, 3 Traffic Safety Officers, 1 Records Clerk, and 1 Administrative Assistant. Upper Allen Police Officers are equipped to protect and engage the community with relevant,

informed policing. The police department maintains an updated fleet of marked and unmarked vehicles. Patrol vehicles are equipped with tracker units for speed enforcement, mobile video recording equipment that allows the officers to record what they are seeing, cellular telephones and mobile data terminals that allow officers to generate e-citations, access records management systems, as well as county, state, and national law enforcement databases. The Upper Allen Police Department is highly computerized. The records management system is a shared platform known as the Crime Network, or cNET, which is a web-based application that 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

### Training and Education

Safety officers and dispatchers receive training in security, law enforcement and emergency care. Training topics include Pennsylvania crimes code and federal law. Other areas of training include emergency medical response, including the use of automated external defibrillators (AED), NARCAN®, CPR, First Aid, and Stop the Bleed certification. Additionally, training is provided for handcuffing/OC, crisis intervention, critical incident response/incident command system, controlled force, crime prevention, active shooter/intruder response, Title IX, VAWA, Clery mandates, as well as human relations skills, verbal de-escalation, diversity and inclusion, trauma-informed care, public 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. Newly hired officers are paired with a Field Training Officer for approximately 8-10 weeks while being trained in all facets of their job duties. At the end of this training period, new officers/dispatchers must pass a “rookie exam” that is designed to verify that they are well-versed in their responsibilities and able to work alone without oversight.

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 Colleges and 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 safety services on the campus, it is important that community members follow thorough, informed safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws and policies. Opportunities to practice personal safety measures include using the Safe Walk/Safe Ride program, locking up valuables, and reporting suspicious and/or criminal activities. The Department of Safety takes a leadership role in providing educational programming regarding campus safety, fire safety, and crime prevention to campus.

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:

- Never take personal safety for granted; remain vigilant.
- Report all suspicious activity to Safety promptly.
- Utilize the Safe Walk/Safe Ride program during nighttime hours, or when feeling unsafe.
- Carry limited and conservative amounts of cash.
- Never leave valuables (wallets, purses, books, phones, computers, etc.) unattended.
- Never lend ID or access card(s) to anyone.

- Always carry personal keys and do not lend them to anyone.
- Ensure that personal vehicles remain locked and that valuables therein are hidden from view.
- Use a lock for personal transportation including scooters and bicycles.
- Always lock the door and windows to residence hall rooms and apartments, whether they are occupied or unoccupied.
- Do not prop interior or exterior doors open.
- Inventory all personal property

## Important Telephone Numbers

### Grantham Campus

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

## 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 healthy 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 at 717-691-6005 (6005 from campus extensions), to the local police via 911 (9-911 from on campus phone), to anyone on campus identified as a Campus Security Authority (see Section on CSAs for list), or to the Title IX Coordinator in the Human Resources Office. This includes when the victim of a crime elects to, or is unable to, make such a report. Prompt reporting is essential so that effective response measures may be taken, such as issuing a timely warning or emergency notification if necessary.

The Department of Safety Dispatch Office responds to calls 24 hours a day, 7 days a week, by trained dispatchers physically located in Eisenhower Campus Center. 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 individuals and personal injuries. The Department of Safety responds to all reports of crimes and/or emergencies that occur on campus, within the Department's expanded patrol jurisdiction, or within a campus controlled, owned, operated, and/or recognized facility, building, residence hall, or area.

Safety personnel also possess the ability to notify Cumberland County Public Safety (911 Center) of emergency situations via portable two-way radio communications systems. This direct radio link to Cumberland County Public Safety and emergency services personnel affords officers the ability to communicate directly with those entities without unnecessary delay. For more specifics regarding how to report a crime or other concern to the Department of Safety and/or other campus authorities, go to the Messiah University Department of Safety website and click on the [I Need to Report](#) tab.

The Department of Safety's main office (432 Grantham Road, Mechanicsburg) is located in Greenbriar, the taupe-colored building adjacent to the main campus entrance.

Eighteen (18) [Campus Emergency telephones](#) (identified by a blue light on top) are located throughout the campus and can be used to report crimes and other emergencies, or to call any on-campus extension. Specific numbers for emergency services are posted on these telephone receivers. *If a member of the community finds any of these phones inoperable or vandalized, they should call the Department of Safety at (717) 691-6005 so that repairs/replacements can be made as quickly as possible.*

## **Winding Hill Site**

Members of the Messiah University community attending or visiting the Winding Hill site are encouraged to promptly report crimes, suspicious activities, or other emergencies 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.

The Upper Allen Police Department's non-emergency number is 717-238-9676 and is answered 24 hours a day, 7 days a week; 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 and can be reached at 717-795-2445. The police department has an anonymous tip line which is available 24 hours a day, 7 days a week, by phone call or text at 717-850-UAPD (8273). The police department's office is located at 100 Gettysburg Pike, Mechanicsburg, PA 17055.

## **Reporting to Local Law Enforcement**

### **Upper Allen Township and Carroll Township Police Departments**

A person reporting a crime has the right to report the crime to the Upper Allen Township Police Department or Carroll Township Police Department (depending on the location of the crime) by calling 911. Additional information regarding these police departments including personnel and services can be found on their department websites:

[Upper Allen Township Police Department](#)

[Carroll Township Police Department](#)

Safety officers, confidential resources, residence life personnel, and other on-campus personnel trained to respond to emergency or crisis calls consistently provide this option to the victim of a crisis or crime and will assist the victim with that process if/when requested.

## Anonymous and Voluntary Confidential Reporting

### Anonymous Reporting

The University maintains an anonymous reporting option on the University reporting form ([www.messiah.edu/incident](http://www.messiah.edu/incident)); this form is linked from a variety of University webpages, allowing students and/or employees to report crimes without providing their names or other identifying information. The information provided via the report is received by the Director of Safety, the Coordinator for Title IX and Clery Compliance, the leadership team in the Safety Department, and any additionally relevant University personnel.

Once submitted, all report information is documented and, if possible, investigated to the best of the University's ability. Information sent through this site, while checked on a regular basis, is not monitored 24-hours-a-day. Therefore, the reporting form SHOULD NOT be used for emergencies that require immediate response or those that are life threatening in nature.

Messiah identifies and trains Campus Security Authorities (CSAs). Information reported to a CSA is *not* deemed confidential. Information will, however, only be passed on to "as needed" personnel. CSAs are not permitted to report anonymously.

There are limited resources on campus that are identified as fully confidential reporting options, exempt from reporting any information from disclosures.

- The University Campus Pastors – ext. 3080
- The Engle Center's professional counseling staff – ext. 5357

Additionally, the University has granted on-campus medical professionals and sexual/relational wellness resources **limited** confidentiality under HIPPA and Title IX. *These professionals are required to report crime data and trauma-disclosure data without Personally Identifiable Information (PII).*

- The University Coordinator for Interpersonal Violence Prevention and Education – ext. 7085
- The Engle Center's medical staff – ext. 6035

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 fully confidential staff** listed above are not disclosed in the University's crime statistics or reporting processes, unless those crimes are also reported through the facilitated anonymous reporting process to the Department of Safety or a Title IX resource.

Confidential staff encourage victims to report crimes of sexual assault, domestic violence, dating violence, and stalking to the University 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 the Department of Safety for the same reasons.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics, and for purposes of timely warning notice assessment, can also be made to the Prevention and Education Coordinator (ext. 7085). While not a CSA, this individual can make confidential reports to allow for proper inclusion in the annual disclosure of crime statistics and assessment for timely warning notice without including personally identifiable information.

### **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 Messiah does not own or control, it does not have to disclose statistics for crimes that occur in those facilities. Information about these opportunities and risk management can be obtained at [https://www.messiah.edu/info/23657/agap%25C3%25A9\\_center\\_for\\_local\\_and\\_global\\_engagement](https://www.messiah.edu/info/23657/agap%25C3%25A9_center_for_local_and_global_engagement).

Protocol for trip leaders to follow can be obtained by calling The Agape Center for Local & Global Engagement at 717-796-1800, x7255.



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

The University maintains excellent working relationships with federal, state, county, and local police agencies and coordinates with them in responding to criminal incidents through the Department of Safety. Safety 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 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 the efforts of law enforcement. 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 are 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 MOUs are maintained by the Department of Safety.

## Monitoring & Reporting of Off-Campus Crime or Criminal Activity

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 coordinate and communicate with Safety on 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 with situations that occur in close proximity to campus when requested by the local jurisdiction. This collaboration is primarily 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 emergency situations.

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 arrested by the local police in these cases may also be subject to University disciplinary proceedings through the conduct office (Dean of Students).

**Messiah University does not have any officially recognized student organizations that have housing facilities “off-campus”, i.e., non-campus facilities.**

### Winding Hill Site

Messiah University operates one separate campus site, which is the Winding Hill site. Graduate students and assistants, as well as employees working at this site, receive information on notifying the 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 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 University.

## **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 Clery Coordinator in collaboration with the Department of Safety and are made available in printed and electronic media by October 1<sup>st</sup> of each year. Crime statistics may be found at the end of this University Security Report. 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 report on 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 (CSAs)

### Context

According to the Clery Act (which is a federal law with the full title: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), Messiah University 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.’”

### Definition

The Clery Act defines “Campus Security Authority” (CSA) 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.”

Examples of officials that fall under this definition include a Dean of Students who has significant responsibility for student and campus activities, including spaces that house or host student activities, a Director of Athletics, any athletic coach, and a faculty advisor to a student group. These roles have significant responsibility for student and campus activities that set them apart from other official roles at the University—such as a single teaching faculty member or an administrative assistant.

The majority of teaching faculty are unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Other staff members such as maintenance and grounds employees are also unlikely to have significant responsibility for student and campus activities.

The CSAs at Messiah are designated by the Vice President of Human Resources & Compliance and Title IX Coordinator (with additional input from legal counsel) based on the Clery Act definition of CSA, the individual role assignment, and evaluation of reasonable burden.

### Confidential Resources

Confidential resources in the campus community, such as “pastoral counselors” and “professional counselors”, when acting as such, are not considered to be a Campus Security Authority. Confidential resources are required to report crimes for inclusion in the annual disclosure of crime statistics but are not required to include any personally identifiable information. Confidential resources inform individuals being counseled of the procedures to report crimes on a voluntary basis and also provide all victims of potential crimes with rights and resources to assist, regardless of their decision to report.

Federal regulations define counselors as:

Pastoral Counselor - An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

- Emily Bingham and Dr. Douglas Curry are campus pastors who may serve as confidential resources in Campus Ministries and can be reached via ext. 3080.
- Dr. Stephen Gallaher is the campus community pastor and serves as a confidential resource for employees. He can be reached at ext. 2382.

Professional Counselor - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

- The Engle Center counselors are confidential resources and can be reached at ext. 5357.

Additionally, through provisions offered by the Office of Civil Rights, University's may designate other personnel as confidential resources including "people who provide assistance to students who experience sexual violence [but] are not professional or pastoral counselors" as confidential resources.

Per the OCR guidance, the Coordinator for Interpersonal Violence Prevention and Education is also a confidential resource at Messiah University for the purpose of facilitating confidential interpersonal violence reporting options.

- Emma Dougherty, the Prevention and Education Coordinator is a confidential resource and can be reached at [edougherty@messiah.edu](mailto:edougherty@messiah.edu) or ext. 7085.

### **Scope of Campus Security Authorities**

CSAs are required to disclose statistics for offenses and potential crimes 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.

Also, please be aware that CSAs are required to report violations that occur off campus while in an official university capacity.

Clery report statistics are reported based on the calendar year not the academic year.

The criminal offenses for which CSAs are required to disclose statistics are:

- Aggravated assault
- Arson
- Burglary

- Drug abuse violations
- Liquor law violations
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Reports of weapons: carrying, possessing, etc.
- Robbery

We are also required to report statistics for **bias-related (hate) crimes** for the following offenses:

- Aggravated assault
- Arson
- Burglary
- Damage/destruction/vandalism of property
- Intimidation
- Larceny—theft
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Sex offenses (forcible and non-forcible)
- Simple assault
- Vandalism

### **Reporting Crimes and Potential Crimes**

In emergency situations, these crimes should be reported by calling the police at 911.

In non-emergency situations, reports can be made to Campus Safety at ext. 6565 from a campus phone or by calling 717-691-6005 from off campus. It is recommended that CSAs save this number on their cell phones in the event they are not near a campus phone.

Any Campus Safety officer can assist in filing a report with the Clery Coordinator, who is also the Title IX Coordinator and works in close collaboration with the Department of Safety.

CSAs may also report sex-based offenses to the Title IX Coordinator (Hannah McBride) or the Coordinator for Interpersonal Violence Prevention and Education (Emma Dougherty) at ext. 5300 or by calling 717-796-5300 from off campus.

### **Notification**

Messiah University 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 Campus Safety within 24 hours.

Even if you are not sure whether an ongoing threat exists, or the validity of the potential crime, report the potential crime promptly.

CSAs are notified of their designation, definition, and role requirements annually:

- In October, all CSAs receive a notification and mandatory training module.
- Prior to holiday break in December, all CSAs receive an inquiry soliciting reports.
- Prior to the close of the Spring semester in May, all CSAs receive an inquiry soliciting reports.

### **Rights and Responses for Messiah University Community Members**

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.

In matters of sex offenses, the victim may choose not to request an investigation. In these instances, the protocols compliant with the Clery Act as well as Title IX and VAWA are engaged according to the victim's wishes.

Substantiated incidents may result in University disciplinary action as well as referrals to local law enforcement for criminal prosecution. University discipline proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.

Crime victims or concerned individuals may address questions regarding support measures to the Dean of Students at ext. 3200 or to any of the confidential resources available on campus. Support measures include counseling and health resources, changes in academic, work, or living situations, parking assignments, university response or discipline processes, and/or assistance in crime reporting to local law enforcement and/or advocacy agencies.

### **Campus Security Authorities at Messiah**

To maintain reasonable expectations for reporting requirements, appropriate training, and support student employment, Messiah University intentionally limits the number of student employee roles designated as CSAs.

Additionally, no volunteer roles are designated as CSAs.

Below is a list of positions that have been identified at Messiah University as CSAs to report (potential) crimes for the annual federally mandated Clery Act report:

#### Personnel Responsible for Community Safety and Support

Department of Safety (*all employees*)  
Office of Human Resources & Compliance

*(all employees, except the Coordinator for Interpersonal Violence Prevention & Education)*

Director of Facility Services

Campus & Building Services Supervisors *(including all supervisors of student employees)*

Title IX Coordinator and Deputy Coordinators

Director of Sustainability

#### President's Cabinet and Supporting Staff

President of the University

Executive Coordinator for the Office of the President and the Board of Trustees

Executive Assistant for the Office of the President

Provost (Interim)

Associate Provost

Assistant Provost

Vice President for Diversity Affairs

Vice President for Enrollment Management

Vice President for Advancement

Vice President for Finance & Planning

Vice President for HR & Compliance & Payroll

Vice Provost for Student Success & Engagement

Vice President for Operations

#### Academic Leadership

Dean, School of the Arts, Culture, and Society

Dean, School of Science, Engineering and Health

Dean of the School of Graduate and Professional Studies

Academic Department Chairs

Advisors/Facilitators of Trips under Education Abroad Department

Director of Academic Advising

Director of Student Services and Compliance for Graduate and Professional Studies

Director of the Collaboratory for Strategic Partnerships and Applied Research

Collaboratory Program Manager

Director of Peace and Conflict Studies

Director of Oakes Museum

#### Personnel Responsible for Student Success & Engagement

Dean of Students

Director of Residence Life

Assistant Director of Residence Life, First-Year Experience

Assistant Director of Residence Life, Upper Class Experience

Director of Housing

Residence Life Educators

Director of Career and Professional Development Center

Assistant Director for Career Coaching & Education

Assistant Director for Internships & Faculty Partnerships



Assistant Director for Employer & Alumni Relations  
Coordinator of Special Projects & Events  
Career Coach  
Director of Student Engagement  
Director of First Year Experience  
Director of International Student Programs  
Intercultural Programs Advisor  
Director of Multicultural Student Programs  
Coordinator of Internships and Multicultural Student Programs  
Financial Services Counselor – Multicultural Student Programs Coordinator  
Director of Off-Campus Programs in the Agape Center  
Director of Service Learning & Community Engagement in the Agape Center  
Director of the Academic Success Center  
Assistant Director of the Office of Academic Accessibility  
Academic Success Assistant for the Office of Academic Accessibility  
Test Proctor in the Office of Academic Accessibility  
Director of Student Success  
Student Success Coordinator  
Student Clubs and Organization Advisors  
Summer Camps Staff and Counselors

#### Athletics Personnel

Executive Director of Athletics  
Associate Athletics Director for Facilities  
Associate Athletics Director, SWA  
Assistant Athletic Director for Communications and Events  
Assistant Director of Athletics for Compliance and Internal Operations  
Director of Sports Medicine  
Athletic Trainers  
Athletic Communications Coordinator  
Director of Fitness Center  
Athletic Coaches (Head and Assistant)  
Aquatic Director  
Assistant Aquatics Director  
Director of AROMA Sports Ministry Program  
Assistant Director of AROMA Sports Ministry Program  
AROMA Ministry Staff

#### Student Employees

All Graduate Assistants  
All Summer Camp Staff  
SOAR Peer Mentors in The Office of Student Success  
Residence Assistants  
STOs and Escort Drivers in The Department of Safety  
Fitness Center Staff

## 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 1-800-932-0313.

**After making a report, you must also notify the University's Department of Safety and/or the Title IX Coordinator, as these personnel are 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/>

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

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

## Title IX Resourcing 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 gender or sex-based 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 sex-based 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 their 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 sex-based violence are strictly prohibited.

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

- Behavior that targets, threatens, and/or demeans a person based on their sex
- Sexual contact without consent, including while a person is incapacitated
- Sexual exploitation of another person, such as posting sexual pictures on social media
- Coercion for sexual contact, including threatening or intimidating a person for sexual contact
- Interpersonal violence such as stalking and/or intimate partner violence

Any community member who believes he or she has been the victim of discrimination, discriminatory harassment, or sex-based harassment, including any interpersonal violence or sexual misconduct is encouraged to report the matter. Students and employees may utilize the following information about various resources for support and reporting:

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

Students who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sex-based harassment, including any interpersonal violence or sexual misconduct are urged to seek help.

The following members of the University community have been specifically trained on Title IX, VAWA, and Clery regulations:

The Coordinator for Title IX and Clery Compliance, Amanda Coffey (ext. 5300), provides leadership for the University's Title IX program. She, along with the Deputy Coordinators, are responsible for carrying out investigations, resolving complaints, addressing compliance-related responsibilities, and processing appropriate reporting. She approves and coordinates support measures via collaboration with the Coordinator for Interpersonal Violence Prevention & Education

The Dean of Students and Deputy Coordinator, Doug Wood (ext. 3200), 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 the Title IX Coordinator 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 a Deputy Coordinator and investigator. She is also responsible for coordinating athletics compliance and athlete education.

The Director of Safety, Bryce Wickard (ext. 2467), is a Deputy Coordinator and investigator. Bryce is also responsible for implementing No Contact Mandates and safety measures.

The Prevention and Education Coordinator, 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 administrators 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 sex-based harassment or assault, please contact the Title IX Coordinator or one of the professionals listed above.

Students and employees at Messiah who are concerned they might be the victim of a crime including sexual assault, rape, domestic violence, dating violence, and/or stalking at Messiah University, have specific rights. For more information, please contact one of the resources listed above or see the information listed [online](#).

## Secure Access to University Facilities and Residences

### Grantham Campus

The campus covers approximately 363 acres (approximately 1.234 million square feet) and 50 buildings (includes off-campus buildings and 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 (excluding student residence halls) are accessible to members of the campus community, their guests, and visitors during normal hours of business. Additional hours of access are designated on weekends and during holidays, due to the variety of events and activities scheduled outside normal business hours on campus.

Non-residential buildings are unlocked for access at a designated time each morning and secured at a designated time each evening by Safety or Campus and Building Services personnel. Residential buildings are secured at all times, except during open visitation hours, and access is limited to authorized individuals. 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.

Unauthorized individuals who trespass on University property are subject to prosecution under state law.

### Residence Halls and Campus Apartments

Messiah University residential facilities include traditional residence halls and campus apartments for enrolled students. In addition, the University maintains four 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. 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. There are set hours throughout the week that residential students can visit any floor or apartment section.

### Housing Break Information *Fall, Thanksgiving, and Spring Breaks*

All campus residences remain open with two Resident Assistants and one Residence Life Educator on call. The exterior doors are on controlled access so that students must swipe their cards to get in the building.

Resident Assistants are on-call from 7 PM to 7 AM and do a walk-through of rooms and apartments between 7 PM and 1 AM.

### ***Winter Break***

All campus buildings, including residences, are closed from 24 hours after finals until the day before classes begin in January of the new year. However, some limited residences are opened prior to that date for students who need to return for athletics or other approved, University-related programs or activities. There is one Residence Life Educator on call during that period. Department of Safety staff are on duty 24 hours a day, 7 days a week during Winter Break, and check all campus buildings daily to assure that the campus is secure.

### **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 Life Educator and the Director of Housing.

During the academic year, employees assigned to student housing facilities include full-time professional Residence Life Educators *or* Graduate Assistants, providing live-in supervision of traditional residence halls and apartments. These professionals are aided by a staff of Resident Assistants (student employees); at least one Resident Assistant 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 reporting training, sexual assault prevention and response protocol, alcohol intervention, and Clery/Campus Security Authority overview. At least one Campus and Building Services custodian is assigned to each residence facility.

### **Special Interest Student Housing**

On and around the perimeter of Messiah University there are four satellite houses 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. Resident Assistants are also assigned to reside in and provide support to these residential spaces.

### **Security and Access**

The Department of Safety officers and Campus and Building Services staff lock the exterior doors on campus buildings following a daily schedule based on the scheduled daily activities occurring on campus. Door and locking hardware deficiencies are reported by these officers and staff to the Facility Services department and/or Education Technology 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 and interior hallways. The Residence Life Educators and Resident Assistants supplement the Department of Safety personnel by providing a visible deterrent to crime and serving as additional collaborative, observing partners with the Safety Department.

Safety officers also grant access for students and employees who have locked themselves out of buildings, offices, rooms, or apartments.

The Department of Safety assigns each officer to a residence hall and to most academic/administrative buildings on campus. The officers conduct daily foot patrols through their assigned buildings in an effort to build relationships, enhance visibility, and answer questions about safety matters. Security cameras are utilized in several parking lots, in computer labs, in specific office areas, and in other areas deemed necessary to deter crime. The Department of Safety, Educational Technology, and Facility Services 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, owners of the building. 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, which are in locked card access status, except during business hours (7:30am to 4:30pm, Monday through Friday). 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.

For access control issues into Winding Hill, the Department of Safety is notified. If it is an access control issue (computer program), the Educational Technology department is contacted. 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 lit. The Department of Safety and Facility Services personnel inspect lights monthly, and any fixtures that are malfunctioning are referred for service. 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 with attention to how they might impact campus security and safety.

### **Winding Hill Site**

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

## **Crime Prevention and Security Awareness Programs**

The Department of Safety believes it is more beneficial to be proactive than reactive. A primary venue for accomplishing this goal is the Department's crime prevention and safety awareness initiatives. These programs are based upon the concepts of eliminating/minimizing criminal opportunities, situational awareness, and self-protection. Topics include self-defense and risk reduction, active shooter, drug and alcohol, theft, electrical safety, fire safety, distracted driving, bicycle safety, etc.

The Department of Safety develops regular annual programming which is made available and advertised to all members of the Messiah community. In addition to those programs, information regarding crime prevention and security awareness is disseminated through mass emails, posters, bulletin boards, the student magazine, the student TV station, the Department of Safety newsletter, and website.

In emergency or crisis situations, information is released to the campus community through Timely Warning Notices, Emergency Notifications, or Messiah Alerts. *Additional information can be found the sections of this report specific to those communications.*



Crime Prevention and Security Awareness programs that were conducted on campus (by the Department of Safety or another collaborating partner on campus) during 2023-2024 include:

- Training Residence Assistants regarding crime prevention, safety expectations, and reporting protocols
- Mass emails regarding campus safety awareness
- Active Shooter Response posters
- Monthly bulletin board displays with topics including, summer safety, nighttime safety, dating violence, bike/scooter/skateboard safety, distracted driving, electric safety, boating safety, etc.
- Fire Evacuation maps/posters
- Active Shooter Qualtrics training for all first-year and transfer students
- Messiah Student TV news features regarding campus safety and crime prevention
- Session with parents of International Students regarding crime and safety
- Verbal De-escalation training for all officers/dispatchers
- New Employee Orientations (held at the beginning of each semester for new employees, covering scenario-based learning to educate new hires of responsibilities, reporting, resources/responses to interpersonal violence on campus)
- Inclusivity Training for Department of Safety personnel, RAs, and Student Leaders
- Fire Safety Training (held throughout the year for new and returning RAs, Department of Safety personnel, Residence Life Educators, and all other employees who work with specific job requirements)
- 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 simulated hands-on training on use of fire extinguisher)
- Tabletop exercise for employees to review response protocols
- Tabletop exercise with Residence Life personnel on various topics, such as Active Shooter, Suicide Prevention, Facility Emergency, etc.
- Operation ID: Engraving valuables to discourage theft/recover stolen items.

## Security Awareness Initiatives & Procedures

### Personal Risk Reduction

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. Options for community members to engage their own risk awareness and resilience include the following.

If someone tries to harm you:

- Remain 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

Phone calls/texts:

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

On social media:

- Mark all personal sites as private
- Do not accept friend requests from individuals or accounts you do not know
- Never send intimate photos, money, credit card numbers, etc.
- Use caution when connecting with individuals through dating or social networking sites. Consider bringing someone with you on first dates, meet in public spaces, and make sure someone knows where you are going and when you will return.

In your vehicle:

- Lock your doors at all times, even when driving
- Park in well-lit areas
  - Store valuables out of sight and lock them in the trunk when car is parked
- Call someone if your car breaks down. Stay inside your vehicle (unless that presents a hazard) with the doors locked. Do not get out of the vehicle unless it is for police, professional roadside assistance, or someone you know
  - Sound the horn if threatened
- Never pick up hitchhikers

Identity Theft and Internet Fraud:

- For more information on how to protect yourself from these ever-growing crimes see [Identity Theft/Internet Fraud](#).

## University Risk Reduction Services

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**

Members of the Messiah University community can call the Department of Safety (24 hours a day, 7 days a week, 365 days a year) for service at (717) 691-6005. Please put this phone number in your cell phone. *This number can also be found on the back of campus IDs issued after 2022.*

### **[Campus Emergency Telephones](#)**

There are 18 emergency blue light phones located around campus as 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 then 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 7 days a week and may be conducted by student escort drivers or safety officers. Call Dispatch at (717) 691-6005 to request this service. Please ask the Dispatcher for an estimated time of arrival. *If there is a high volume of service calls occurring on campus, it may take several minutes for the officer to arrive.*

### **Anonymous and Non-Anonymous Reporting**

The Department of Education requires all colleges and universities to provide an anonymous reporting option. We understand that some individuals may not be comfortable reporting in person. To report online, anonymously or non-anonymously, community members may report via the [Incident Report Form](#).

*This reporting link is for non-emergency reports only. For appropriate responses to life threatening situations, please call 911.*

### **Emergency Text Alerts**

Messiah University uses an emergency [Text Alert](#) system to provide notifications of campus emergencies, closures, or delays. Community members must register their contact information for this service in order to receive text alerts. To register, log onto FalconLink, type in "Text Alert System" in the search box, type in Messiah University, click on continue, and then complete the form.

Additionally, all employees and students receive email notifications that mirror the text alert information.

### **Emergency Notifications and Timely Warnings**

Messiah University will make timely warnings and emergency notifications via the text alert system and campus wide emails and may use a variety of other dissemination methods as needed. We encourage our community members to read any message identified as a University Timely Warning or Emergency Notification.

### **Amnesty Policy**

Students will be granted immunity from University disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff, Title IX personnel, or other University officials 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 that they are the first to call for assistance, must provide their name to 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>

### **Access Control**

Employees and students can swipe/tap their Messiah University ID cards at card readers found at designated building entrances. A magnetic strip on the card identifies users and allows the encoded reader to open the door. This access should be provided *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, Educational Technology, and Facility Services to identify and maintain these cameras. These departments work together when requests are made for the addition of cameras or when situations warrant.

### **Building Foot Patrols**

The Department of Safety assigns each officer to a residential building and an academic or administration building on campus. The officers conduct daily security foot patrols through their assigned building in an effort to build relationships, increase visibility, and respond to safety questions or recommendations.

### **Security Panic Buttons**

Panic buttons are installed in select office locations throughout campus to assist personnel working in those areas when an emergency or crisis arises.

Once the panic button is activated, the Department of Safety officers and dispatchers are immediately notified, police are contacted, and a protocol is followed for officer 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 enable the officers to provide a presence in campus locations not accessible by patrol vehicles.

### **Crime Prevention Bulletin Board**

The Department of Safety provides monthly crime prevention tips and safety information to campus community members via a bulletin board located in the Eisenhower Campus Center.

### **SAFE – “Self-Defense Awareness & Familiarization Exchange”**

The Department of Safety provides trained and certified instruction to students and employees who wish to learn how to avoid and escape from threatening situations.

### **Bicycle Registration**

The Department of Safety provides bicycle registration to deter theft and aid in the recovery of bikes that may go missing. [Bicycle registration](#) is available electronically on the department’s web page.

### **Safety Day**

The Department of Safety provides an annual Safety Day event wherein face-to-face, interactive opportunities are presented to educate the Messiah community regarding various topics such as cooking safety, vehicle maintenance, first aid, bicycle safety, drunk driving, fire safety, etc.

This event is situated in a location with a high volume of pedestrian traffic, to ensure accessibility to a large segment of the campus community.

### **Messiah University Workplace Safety Committee**

A state-certified committee meets regularly to review safety lapses and preventative measures regarding personal risk, environmental protection, code compliance, etc. Members of the committee are representatives from a diverse cross-section of campus entities. The Committee meets year-round and a quorum must be present for each meeting.

### **Touching Base**

Representatives from the Department of Safety, The Engle Center for Counseling and Health Services, Residence Life, the Office of Academic Accessibility, Student Success & Engagement, and the Student Activities Board meet weekly during the academic year to review student concerns and to collaborate in providing student care services.

### **EHS, OSHA, EPA, & DOT Training**

Mandatory onboarding information and specific, pertinent training are provided to new employees and must be revisited on an annual basis.

This training and associated policies are monitored and provided by the Office of Human Resources & Compliance.

**IT Cyber Security Awareness Initiative**

The Education Technology Department conducts phishing campaigns on a quarterly basis where employees are randomly selected to engage in education regarding identification of phishing emails and protective measures. In addition, Education Technology issues mass emails to students and employees, informing the community of attempted scams on campus and providing information on how to protect themselves from these.

To be successful in maintaining effective safety practices across campus, it is important that all community members engage in personal and institutional risk reduction opportunities.

*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 (8:00 AM to 5:00 PM, Monday through Friday, apart from campus holidays or campus closures) at the Dispatch Office, located in the Eisenhower Campus Center.

Any entries that are *older* than 60 days can be provided for public inspection within two business days, upon request. 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 upon 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 and harmful or concerning incidents on or within the University's Clery geography (and updated information regarding previously reported crimes) are entered into the Daily Crime and Fire Log within two business days of when the report was received by the Department of Safety. It is important to note that the Department of Safety has no jurisdiction outside of its identified Clery geography. However, any time 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 meet any of the following criteria:

- Disclosure is prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- 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 issues. These efforts include the following:

- Annual Report - This University Security and Fire Safety Report is published and distributed annually and is available to the media and any individual or organization requesting a copy. It is also available online, linked through a variety of department sites to the Department of Safety's website.
- Student Magazine - *The Swinging Bridge* – publishes special articles concerning security issues and upcoming events related to safety and crime prevention.
- Employee Newsletter – *The Intercom* - publishes articles concerning security issues that occur and upcoming crime prevention events on campus.
- Media – [The Pulse](#): The Pulse is dedicated to informing the campus community of significant, current news. The Pulse consists of Pulse FM 90.7 radio station, The Clarion yearbook, The Swinging Bridge magazine, and the YBTV YouTube channel.
- Daily Crime and Fire Log - a chronological record of all crimes and on-campus residential fires reported to the Safety Department. See information above under “Daily Crime and Fire Log”.
- Emergency Text Alerts - A campus emergency [Text Alert](#) system utilizing text messaging is used to notify students and employees of emergencies; these notifications include weather emergencies and any situations involving an immediate threat to the health or safety of community members on campus, once the information of a significant emergency or dangerous situation is confirmed. 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 determine 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 FalconLink.
- Timely Warning Notices, Emergency Notifications, and Messiah Alerts – these notifications can all be used under different circumstances to notify the campus community in the event of a crime- related concern on campus.



## Emergency Preparedness Overview

[Emergency Response](#) at Messiah University is managed by the University's [Crisis Management Team](#), a standing institutional governance group.

Strategic emergency operations development involves preventing the occurrence of, preparing for, responding to, and recovering from any emergencies that could impact the Messiah University community and surrounding communities. Strategy includes maintaining a comprehensive plan that includes all levels of emergency personnel and engages the individuals that make up our community to prevent situations that cause emergencies. This plan is designed to inform community members of the procedures to follow should a crisis occur; it is a well collaborated response approach from University personnel, local officials, and State and Federal agencies to effectively mitigate any crisis. Finally, this strategic plan 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 inform 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 engage with such incidents to determine if the situation poses a threat to the community. If a threat to the community is determined, 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 Team is summoned, and the Emergency Response Procedures are engaged.

## Emergency Response Procedures

In accordance with the University's Emergency Management Plan, University officials on the [Crisis Management Team](#) 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 for Operations
- Vice Provost for Student Success & Engagement
- Director of Communications
- Associate Vice President for Marketing & Communications
- Director of Safety
- Dean of Students
- Vice President for Human Resources & Compliance/Title IX Coordinator
- 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's campus involving an immediate threat to the health or safety of students and/or employees, so that community members may take reasonable precautions for their safety. Notification will be issued without delay unless issuing a notification will, in the judgment of the first responders (including local law enforcement agencies, fire safety personnel, and/or EMS) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### Additional Information

Anyone with information warranting an emergency notification 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 taupe building directly adjacent to the main entrance, before the railroad track bridge), 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 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 help provide community members with informed options to manage their safety, and reduce potential victimization.

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](#). An authorized Messiah University member of the Crisis Management Team develops the messages for this system and activates the texts.

### Electronic Mail Messages (Email)

Mass 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 Team typically develops the messages for this system and activates the mass email.

### Campus Emergency Response Website

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

### Emergency Blog

Found online at <http://messiah911.wordpress.com>, the Emergency blog 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

Twitter and Facebook can primarily be used to send notices. The Department of Marketing and Communications typically develops the messages for this system and is responsible for posting to Relevant social media sites 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**

The Emergency Hotline be used to provide more information to the campus community. An authorized Messiah University member of the Crisis Management Team or designee is responsible for developing messages for this system.

### **Fire Alarm System**

Fire Alarm Systems 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 current crisis.

### **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 Team.

### **Postings and Signage**

Signs and postings in residence halls and other highly visible locations through the campus community (including employee lounges) may be utilized during a campus crisis emergency at the direction of a member of the Crisis Management Team.

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

## **Timely Warning Notice (TWN)**

### **Criteria for Issuance**

A Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees that a Clery Act reportable crime has occurred and may possibly be repeated, so that campus community members can protect themselves from harm. Timely Warning Notices will be disseminated as soon as pertinent information is available, in a manner that withholds the personally identifiable information (PII) of the victim(s) as confidential, with the goal being to aid in the prevention of similar crimes and/or maximize self-protection.

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/non-negligent manslaughter
- Aggravated assault (cases involving assaults among known parties, such as an altercation between two roommates which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if there is believed to be an

ongoing threat to the larger University community)

- Robbery involving force or violence (cases including “pick pocketing”, “purse snatching”, and other similar methods of robbery will typically not result in the issuance of a Timely Warning Notice, but will be assessed individually)
- Sexual assault (circumstances considered individually, depending on the facts of the specific case, when and where the incident occurred, when it was reported, and the amount of information known by the TWN Decision Team). In cases involving sexual assault, there is often a delay in reporting information for a period of time after the incident occurred; thus, the University has limited or no ability to distribute a “timely” warning notice to the community.)
- Major incidents of arson
- Other “Clery Act Crimes” as determined necessary by the TWN Decision Team, including:
  - Criminal Homicide
  - Sex Offenses
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Hate Crimes
  - Dating Violence
  - Domestic Violence
  - Stalking
  - Arrests & Referrals for Liquor, Drug, or Weapon Law Violations

Additional criteria that should be met for the issuance of a Timely Warning Notice include:

- The crime was reported to a Campus Security Authority (CSA) or local law enforcement
- The incident or crime occurred on, or within, Messiah’s Clery-specified geography (on campus, off campus properties controlled by the University, or public areas contiguous to campus)
- The incident or crime constitutes a serious or continuing threat to the person and/or property of the members of the Messiah community

Crimes that do not meet the definitions of a crime under the Clery Act or that occur outside of the University’s Clery geography, will be evaluated on an individual basis. Timely Warning Notices may be issued for these cases if deemed necessary by the TWN Decision Team; alternately, a Messiah Alert may be used to disseminate information per the “Messiah Alert” policy (also outlined in this report).

Campus officials not subject to the Timely Warning Notice 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.

Incidents reported more than fourteen (14) days since the incidents have occurred will be reviewed on an individual basis, but a Timely Warning Notice will typically not be issued in these instances as the circumstances and reporting delay would not allow the University to respond and disseminate a warning notice in a timely manner.

### **Person(s) Responsible for Decision-Making**

The decision to issue a Timely Warning Notice is made in coordination and consultation by at least two of the following personnel from within the TWN Decision Team. In an extreme emergency, the notification process may be implemented at the sole direction of the University's Crisis Controller (Vice President for Operations) or designee. The TWN Decision Team includes:

- Vice President for Operations
- Vice President for Human Resources and Compliance/Title IX Coordinator
- Vice Provost for Student Success and Engagement
- Dean of Students
- Director of Safety
- Director of Communications
- Associate Vice President for Marketing & Communications

The decision-making process shall be commenced by the first member of the team to receive the report of an issue of concern (typically the Director of Safety or the Vice President for Operations). That person is then responsible to contact the Director of Safety (or designee) and Vice President for Operations (or designee), and any other members of the team whom they believe are best suited to respond to the particulars of the matter. Consultation may be conducted by phone, text, email, Zoom/online meeting technology, or in person.

Upon deciding to issue a Timely Warning Notice, the notice will generally be written by the Director of Safety (or designee), the Associate Vice President for Marketing & Communications, or the Director of Communications, and is then reviewed, approved, and distributed by the Vice President for Operations (or designee) and as deemed necessary, additional members from the Decision Team.

*Note: If a crime is reported directly to Upper Allen Township Police Department (UATPD) or Carroll Township Police Department (CTPD) that could pose a serious or continuing threat to the Messiah University community, a representative of UATPD or CTPD will notify the Department of Safety as soon as practical and will provide sufficient detail to allow the Department of Safety and the Decision Team to assess the crime and determine if a Timely Warning Notice should be distributed to the Messiah University community. UATPD or CTPD will assist the University in its response to a crime that affects the University community, as deemed appropriate.*

## **Pertinent Information**

Because the intent of a Timely Warning is to enable members of the campus community to protect themselves, a TWN will typically include the following information (unless issuing any of this information would risk compromising law enforcement efforts):

- A brief description of the incident, including type of crime, date/time of the incident, and the general location where it occurred.
- Physical description of the suspect(s)
  - As deemed necessary, and depending upon available information
- Crime prevention and/or safety tips
- How to report a similar incident (including Department of Safety and local law enforcement contact information)
- This statement:
  - *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 will not include information that would identify the victim, such as:

- The first or last name of the victim(s);
- A home or other physical address, including a room number or floor of incident (if/when disclosing building information);
- Contact information (including a postal, email, internet protocol address, or telephone/facsimile number);
- A social security number, driver license number, passport number, or student or employee identification number;
- Any other information, including date of birth, racial or ethnic identity, or religious affiliation, which would serve to identify any individual.

## **Target Audience**

Timely Warning Notices must reach the entire campus community and will be disseminated primarily through the campus mass email system. Additional methods of communication that may be used include, but are not limited to:

- RAVE text message alerts
- Posting on the Department of Safety website
- Emergency blog (<http://messiah911.wordpress.com>)
- Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
- Social media
- Postings and signage in residence halls and other highly visible locations throughout campus including employee lounges
- Local news media

## Emergency Notifications (EN)

### Criteria for Issuance

In the event of an emergency, and in compliance with the federal Clery Act, Messiah University will initiate and provide Emergency Notifications to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students, employees, and visitors.

Messiah University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the 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.

The Department of Safety staff is most frequently responsible for responding to and investigating reported emergencies to confirm the existence of an emergency, sometimes in consultation with other offices or organizations such as Facility Services, Campus and Building Services, Student Success & Engagement, the Engle Center for Counseling & Health Services, the National Weather Service, Cumberland County Emergency Operations Center (911), and/or responding law enforcement or fire departments.

Upon confirmation of the existence of an emergency, the Director of Safety or an on-call supervisor is immediately contacted so that the Director of Safety (or designee) and the Vice President for Operations (or designee), in consultation with the EN Decision Team (if necessary), can assess the need for an Emergency Notification, develop the content of the notification, and determine which segment(s) of the campus community will receive the notification.

Examples of such emergencies include, but are not limited to:

- Hazardous materials incident requiring sheltering in place or evacuation
- Hostage/barricade situation
- Riot
- Suspicious package with confirmation of a device
- Tornado, hurricane, or another severe storm
- Fire/explosion
- Suspicious death
- Structural damage to University-owned or controlled facility
- Biological threat
- Gas leak
- Active shooter on or near campus

Examples of circumstances that likely do not meet the threshold of a significant emergency or dangerous situation include, but are not limited to:

- Power outage
- Snow closure
- String of larcenies



## **Person(s) Responsible for Decision-Making**

The decision to issue an Emergency Notification is typically made by the Vice President for Operations (or designee) and the Director of Safety (or designee), in coordination and consultation with additional members of the Decision Team (listed below) depending upon the nature of the emergency. In an extreme emergency, the notification process may be implemented at the sole direction of the University's Crisis Controller (Vice President for Operations) or designee. The EN Decision Team includes:

- Vice President for Operations
- Vice President for Human Resources and Compliance/Title IX Coordinator
- Vice Provost for Student Success and Engagement
- Dean of Students
- Director of Safety
- Director of Communications
- Associate Vice President for Marketing & Communications

The decision-making process shall be commenced by the first member of the team to receive the report of an issue of concern (typically the Director of Safety or the Vice President for Operations). That person is then responsible to contact the Director of Safety (or designee) and Vice President for Operations (or designee), and any other members of the team whom they believe are best suited to respond to the particulars of the matter. Consultation may be conducted by phone, text, email, Zoom/online meeting technology, or in person.

If the decision is made to move forward with an Emergency Notification, the person responsible for the dissemination of the notification (typically the Vice President for Operations, or designee) must be established and documented.

*Note: If a crime is reported directly to Upper Allen Township Police Department (UATPD) or Carroll Township Police Department (CTPD) that could pose a serious or continuing threat to the Messiah University community, a representative of UATPD or CTPD will notify the Department of Safety as soon as practical and will provide sufficient detail to allow the Department of Safety and the Decision Team to assess the crime and determine if an Emergency Notification should be distributed to the Messiah University community. UATPD or CTPD will assist the University in its response to a crime that affects the University community, as deemed appropriate.*

## **Pertinent Information**

The Director of Safety (or designee), the Associate Vice President for Marketing & Communications, or the Director of Communications, will draft the initial notification message for review and dissemination by the Vice President for Operations (or designee) and, as deemed necessary, additional members of the EN Decision Team.

Once the content of the Emergency Notification message has been created and reviewed, some or all the systems established will be utilized to communicate the threat to the campus community or the appropriate segment(s) of the community, if the threat is limited to a particular area or segment of the campus.

Content of the message will be determined based upon the nature of the incident – the type of

threat, location of the incident, potentially affected segment(s) of the campus community, and any additional factors that may be present as part of the situation. Based on these factors, the content of the message will generally include the following components:

- Information about the nature of the emergency—what, where, when, etc.
- Actions that need to be taken immediately
- Evacuation procedures or shelter-in-place instructions, if necessary
- An assurance that follow-up information will be relayed as the situation changes, the threat dissipates, or the threat is neutralized
- Additional information as deemed necessary by members of the EN Decision Team
- This statement:
  - *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.*

### **Target Audience**

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 and will be disseminated primarily through the University's Rave text message alert system and the mass email system. Additional methods of dissemination may include, but are not limited to:

- Emergency blog (<http://messiah911.wordpress.com>)
- Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
- Department of Safety website
- Social media
- Public announcements
- Public address systems/megaphones
- Digital signage (where available)
- Postings and signage in residence halls and other highly visible locations throughout campus including employee lounges
- Fire alarm systems (where available)
- Other methods deemed necessary that may be used in the information dissemination or mass notification process

If any of these systems fail or members of the EN Decision Team deem it appropriate, in-person communication may be also used to disseminate information.

Once the Director of Safety (or designee), Vice President for Operations (or designee), and the EN Decision Team (if necessary) receive confirmation that an imminent emergency exists, they shall discuss how geography, traffic flow, population densities, University schedules, etc. will be impacted by the projected emergency.

This information will be the foundation for determining if the Emergency Notification should be disseminated to the entire campus community or if it should be segmented. The available information will also aid in determining which individuals, groups, buildings, etc. should be the recipients of an Emergency Notification if the notification is segmented.

The local news media may also be utilized, as determined by the EN Decision Team, to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties if deemed necessary. The larger community can also access emergency information via:

- The University Emergency blog (<http://messiah911.wordpress.com>)
- The University Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
- The University website ([www.messiah.edu](http://www.messiah.edu))
- The University Emergency Hotline (717-691-6084)
- Campus Dispatch (717-691-6005).

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its Emergency Notification procedures. An institution that follows its Emergency Notification procedures is not required to issue a Timely Warning Notice based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed. Any follow-up should be communicated promptly, as circumstances require or after the threat has subsided. The members of the EN Decision Team responsible for development/issuance of the initial Emergency Notification draft and disseminate the follow-up notification(s) in consultation.

Follow-up information will be distributed using some or all the previously identified methods of communication (not including fire alarm systems).

A complete policy and procedure for issuing an Emergency Notification is managed and administered by the Department of Safety and the Crisis Management Team.

## Messiah Alerts

### Criteria for Issuance

A Messiah Alert is not related to compliance with the federal Clery Act, but rather is a discretionary notification from the University. A Messiah Alert may be issued in the following circumstances:

- The University is aware of a situation that may affect the well-being of its community members, but that does not meet the criteria for a Timely Warning Notice or an Emergency Notification.
- Examples:
  - IT reports that a number of students have received, and been defrauded by, Phishing emails.
  - An employee saw a suspicious person at the covered bridge a week ago but hasn't seen the person since then.
  - Several cellphones went missing from the Fitness Center a couple of days ago and students are being advised to stow their belongings more securely.
  - Weather emergencies or snow closures
  - Power outage or utilities outage

### Person(s) Responsible for Decision-Making

The decision to issue a Messiah Alert is made in coordination and consultation by at least two of the following personnel from within the MA Decision Team. *This is the same committee as the Decision Teams for both Timely Warning Notifications and Emergency Notifications.*

Vice President for Operations  
Vice President for Human Resources and Compliance/Title IX Coordinator  
Vice Provost for Student Success and Engagement  
Dean of Students  
Director of Safety  
Director of Communications  
Associate Vice President for Marketing & Communications

The decision-making process shall be commenced by the first member of the team to receive the report or disclosure of an issue of concern. That person is responsible for contacting members of the team whom they believe are best suited to respond to the particulars of the matter. Consultation may be conducted by phone, text, email, Zoom/online meeting technology, or in person.

If the decision is made to move forward with a Messiah Alert, the person responsible for the dissemination of the notification must be established and documented. The Director of Safety (or designee), the Associate Vice President for Marketing & Communications, or the Director of Communications, will typically draft the initial notification message for review and dissemination by the Vice President for Operations (or designee) and, as deemed necessary, additional members of the

Decision Team.

### **Information to be Included**

- General information about what has occurred or is currently occurring.
- Precautions that can be taken in response to the matter at hand.
- Who to contact if there are questions or concerns.
- Personally identifiable information (PII) should **not** be included for non-suspects; including PII for suspects should be carefully considered on an individual basis.

### **Target Audience**

The Decision Team will determine which segments of the Messiah community should receive the Messiah Alert, with the campus mass email system being the primary method of dissemination. Additional methods of communication that may be used include, but are not limited to:

- Rave text message alerts
- Posting on the Department of Safety website
- Emergency blog (<http://messiah911.wordpress.com>)
- Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
- Social media
- Postings and signage in residence halls and other highly visible locations throughout campus including employee lounges
- Local news media

## 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 (from an 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. The 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 multiple officers who are certified as EMTs (Emergency Medical Technicians). They assist at all medical calls when they are working on shift.

Messiah EMTs (Emergency Medical Technicians) are volunteers who assist the Department of Safety on medical calls, are available at special events for emergency medical care and at specific athletic events that would require medical services. The Messiah EMTs are “on call” and are notified by the Dispatch Office through the use of cell phones. Messiah EMTs attend regular meetings to coordinate services and evaluate service delivery.

AEDs (Automated External Defibrillators), STOP THE BLEED kits, and general FIRST AID kits 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 Team](#) 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 Management 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. This plan covers emergency incidents including (but not limited to) the presence or threat of an active shooter, fire, intruder, weather emergencies such as a tornado, earthquake, etc. Employees are encouraged to take time to familiarize themselves with the information and how it relates to their workspace.

Evacuation drills are coordinated by the Department of Safety, in cooperation with Residence Life and Campus and Building Services personnel each semester (at least twice a year) for all residential facilities on campus. Students learn the locations of the emergency exits in residence halls and apartment buildings. Students are also provided guidance about how to safely exit each facility for a short-term building evacuation by means of evacuation posters displayed on the inside of each residential dorm room door.

Designated locations for long-term evacuations are not posted or communicated in advance because decisions regarding long-term evacuation plans 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 Team, 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 & Safety Systems Coordinator to evaluate the compliance and educational components of the drill for all participating. 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 and transfer) students and all new employees. Intermittent updates are provided to refresh campus awareness throughout the year. The Resident Assistants and Residence Life Educators 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 included below and 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 details exist in the Crisis Management Team's broader Crisis Management Plan and would be made available to community members and their families in the event of an actual emergency.

For further information pertaining to Emergency Response and Evacuation procedures specific to certain emergencies, including Q & A, see the information provided at [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 to effectively alert evacuate and/or shelter people during an emergency. To be successful, the University relies on the cooperation and proactive 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 vehicles 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 are expected to 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 a dangerous scene in a zig-zag fashion; keep your hands visible when you exit.
- NEVER sound the fire alarms in a non-fire emergency.
- Do NOT use elevators; use the stairs.
- Assist the physically impaired. If they are 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 fingers visible.
- Follow officer instructions and avoid pointing, screaming, and yelling.



If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors as leaving the area may expose you to the external danger(s).

Thus, “hiding out” or sheltering-in-place means to remain in your current location and 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 to 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 fingers visible.
- Follow officer instructions and avoid pointing, screaming, and yelling.

### **Winding Hill Site**

Section 14 of the [Messiah University Safety Manual](#) is the campus’ Emergency Action Plan. This plan covers emergency incidents including (but not limited to) the presence or threat of an active shooter, fire, intruder, weather emergencies such as a tornado, earthquake, etc. Employees are encouraged to take time to familiarize themselves with the information and how it relates to their workspace.

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 members identify 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, faculty members 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 such as during a fire drill, chemical leak or explosion (within a building or outside of buildings), natural disaster, intruder on campus, etc. When an emergency event requiring evacuation is confirmed, the Department of Safety and the [Crisis Management Team](#) 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:

- **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.
- **Level II, Urgent Campus Evacuation (*within 1-8 hours*)**  
A Level II evacuation requires the evacuation of all students and non-essential employees from the campus within a specified period. Visitors are required to leave campus immediately.
- **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 and Building Services, 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 the "Mass Notification Systems" section located of this report.*

The University has identified and posted all emergency exits; evacuation maps are provided in each classroom, lab, office, residence hall room, apartment building, 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 are expected to assist visitors, students, and others who are not familiar with the plan or who have particular needs requiring assistance 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 (*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. Typically, the need to implement a general evacuation is initiated by local or regional authorities and implemented by the Crisis Management Team and the Department of Safety.

The Crisis Management Team and the Department of Safety will first communicate the need and plan for a campus-wide evacuation to the 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. The Department of Safety will simultaneously call an emergency 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 the "Mass Notification Systems" section of this report.*

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

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 may safely await personal transportation. Employees, students, and visitors will be instructed via the emergency blog, mass email, and text message alerts 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 Team and the Department of Safety.

The Crisis Management Team 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. Residence Life will be simultaneously advised to direct

students in leaving campus immediately (without taking time for gathering personal possessions), and 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 may safely await personal transportation. Employees, students, and visitors will be instructed via mass email and text message alerts as to the appropriate route for leaving campus. In addition, employees and students will be asked to confirm that the community members they encounter (everyone in work unit, class, and residence) 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, emergency notifications, and general safety alerts 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.**

Information regarding this expectation can be found at [Emergency Preparedness and Evacuation Plan](#). Students and families are strongly encouraged to sit down and create a plan so that if a disaster or emergency occurs, the student is well prepared. Students and families are instructed to determine the most practical means by which the student could (promptly) 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 unannounced fire and emergency evacuation drills each semester to test the campus 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 and 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 Office of Human Resources & Compliance annually notifies the campus community of the campus’ 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 Team 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 Team, is 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.

**Main Campus (Grantham) Site:**

For 2023-2024 school year, Messiah University held the following tests (drills/exercises/planning sessions):

<b>Type of Test</b>	<b>Date Conducted</b>	<b>Time Conducted</b>	<b>Announced (AN) or Unannounced (UA)</b>	<b>Description</b>
<b>Drill - D Exercise - E</b>				
Planning Sessions	Monthly	Varied	AN	Crisis Management Team <i>Planning &amp; Preparation Sessions</i>
E	8/15/23	3:30 PM	AN	Crisis Response Exercise <i>Tabletop scenarios with RDs and RAs covering emergency responses to utility outages, mental health crises, sexual/interpersonal violence disclosure, and physical safety threats.</i>
Training	9/12/24	Evening Session	AN	Resident Assistant Training <i>Active Shooter Incidents</i>
D	9/1/23 9/19/23-9/25/23	4:00 PM Various Times	UA	Test of the RAVE Alert system <i>Text and email sent to subscribers</i>
D	8/30/23 10/25/23 3/06/24 4/10/24	Various Times	UA	Fire exit/evacuation drills of residential buildings on campus
Training	Various Dates	Various Times	AN	Mandatory digital education and training modules provided to employees regarding active-shooter protocols

**Winding Hill Site:** There were no emergency evacuation drill/exercises done at this site during the 2023-2024 school year.

**Action Reports**

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. [The Engle Center for Counseling and Health Services](#) and the [Office of Human Resources & Compliance](#) 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, The Engle Center for Counseling and Health Services, and the Office for Student Success & Engagement. These 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) Programs provided in 2023-2024:**

Date/time	Location	Program	Dept. Collaborated with	Target population	Number of Attendees
3/21/24	PAWC	Life Hacks <i>Drug &amp; Alcohol Education</i>	Engle Center Residence Life	Upperclass Undergraduate Students	35
3/21/24 4/24/24 4/29/24 5/7/24 5/8/24	Engle Center Conference Room	(Psycho-Educational) Alcohol and Substance Abuse Education	Engle Center	Undergraduate Students	Various
7/26/23	LSU 237	On-Call AOD Training	Residence Life & Dean of Students	Residence Life Educators	8

8/17/22	PAWC 310	On-Call AOD Training	Residence Life & Dean of Students	Residence Assistants	63
8/30/23	Email Notification	Drug & Alcohol Free Campus Information	Dean of Students	Messiah Employee & Student Community	Various
Ongoing	<a href="https://www.messiah.edu/">https://www.messiah.edu/</a> Search: Drug & Alcohol Programs	Drug and Alcohol Abuse Prevention Programs	Dean of Students	Messiah Employee & Student Community	Various

## 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 dispensing of alcohol and other drugs by visitors, employees, and students. 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/or expulsion.

For students who have a drug or alcohol-related problem that may be alleviated through counseling, the University will address those students through the counseling process, rather than through disciplinary processes, if the student voluntarily seeks help.

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. Violations regarding the possession, use, and sale of alcoholic beverages are reported to law enforcement, including the violation 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 include, but are not limited to, fines, education, referrals for counseling, community service, probation, residence hall separation, or suspension and/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 knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense.



Misrepresentation of age to a licensed dealer or other individuals 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 Blood Alcohol Content (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 website. 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 & Engagement](#).

The most recent version of Messiah University's Drug and Alcohol Abuse Prevention Program (DAAPP) can be viewed 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 are also provided in 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 the Dean of Students, located in the Eisenhower Campus Center, 2<sup>nd</sup> Floor, or by calling 717-796-5234.**

Students, staff, and faculty are informed annually about the DAAPP and DFSCA and how to obtain copies through the Office of Residence Life.

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

In compliance with the Drug Free Schools and Campuses Act and its implementation 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 academic courses and/or programs, including breaks during the academic year (e.g., Thanksgiving, Fall, and Spring Breaks), they will not use alcohol, illegal drugs, or tobacco both on and off campus.

### **EXCEPTIONS:**

Of-age (21 and older) 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 Dean of Students' Office.*

Violation of this policy may result in sanctions ranging from a letter of reprimand to expulsion. As noted in the [Student Handbook](#), a record of disciplinary sanctions is kept on file with the office of Student Success & Engagement while the student is at Messiah. University officials, as well as parents or guardians, 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. 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 regarding 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(5) 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 are only considered if issued for an offense that occurred during a period of enrollment for which the student was receiving federal student financial aid; convictions are not considered a violation 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 is not considered a violation, nor does a conviction received when a juvenile, unless the individual 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 lengthier period. A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Further drug convictions will provoke additional periods of ineligibility. Students denied eligibility for an indefinite period can regain eligibility 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 they have successfully completed the rehabilitation program.

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

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

## Amnesty Policy

While the University expects all students to behave in accordance with our community standards, the 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 they are the first to call for assistance, must use their 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 toward 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 they 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 they were 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 their 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 their 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, they 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.

Residential students on-campus have the option to confidentially identify 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 Dean of Students or designee will notify that individual (within 24 hours) upon determining that the student was, remains, 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 within the Registrar’s office.

### **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.

Students may register this confidential contact online via FalconLink using the following steps:

- Log into FalconLink
- Navigate to and select "Self Service Main Menu"
- Select "Personal Information" Tab
- Select "Emergency Contacts - Student" Tab
- Select "Update Emergency Contacts"

- Select "New Contact"
- Fill out form (be sure to scroll down to "Missing Individuals Contact" in the relationship area of form).
- When completed, click the "Submit Changes" button.

### **Emergency Contact Procedures**

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

- The Department of Safety will notify local law enforcement and the Office of the Dean of Students.
- The student's confidential contact listed on file will be contacted by the Office of the Dean of Students or designee.
- 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 Dean of Students or designee no later than 24 hours after the student is determined missing.
- Other campus offices who have a need to know (i.e. Department of Residence Life) will be notified.

### **Background Checks Required**

Since 2003, Messiah University has required a range of background checks of all applicants to whom employment is offered.

Since 2015, Messiah University has required the following background checks of all applicants to whom employment is offered and all employees who work with minors: PA State Police Check, Child Abuse Clearance, and FBI Fingerprinting.

Any offer of employment prior to the completion of these background checks 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 Office of Human Resources & Compliance any felony or misdemeanor convictions which occur subsequent the date of employment.

Applicants for student admission are required to disclose any prior felony or misdemeanor convictions, 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 (1) an 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 attend appointments at 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 by going to the [Campus Visitor and Solicitation Policy](#) on Messiah's Student Success & Engagement website. This policy provides information on the housing of guests and others not assigned to student housing or not regularly associated with Messiah University.

## Weapons/Firearms Policy

To ensure that Messiah University maintains a residential, learning, and work space safe and free of violence for its community, the University prohibits the possession or use of weapons on University property. A license to carry the weapon does not supersede the University policy.

Any Messiah University community member in violation of this policy will be subject to prompt disciplinary action; for University employees (including interns, graduate assistants, and student employees), disciplinary action is up to and including termination. Students found in violation of this policy are subject to student conduct processes and will have the weapon immediately confiscated by the Department of Safety and held in a locked room until the student returns home.

All members of the community are subject to this provision, including campus visitors and contract or temporary employees on University Property. "University Property" is defined as all university-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the college's ownership or control. This policy applies to all vehicles that come onto university property.

Weapons include, but are 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.

In addition, sports equipment derived from, or similar to, weapons such as baseball bats, fencing swords, bows & arrows, javelins, paint ball guns should be confined to sports facilities for their use or kept locked in a personal vehicle. If in doubt as to whether or not something you possess is considered a weapon by the University, contact the Department of Safety.

Messiah University reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a student, employee or visitor has a weapon on University property.

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.

This policy is maintained and enforced by the Crisis Management Team in collaboration with the Department of Safety, and the Weapons-Free Workplace Policy is administered by the office of Human Resources. Anyone with questions or concerns specific to this policy should contact the Department 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//>.

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/>

In addition, University employees are informed of their requirements to report suspected abuse of a minor to the State, under changes made to the Child Protective Services Law (CPSL). These reports must be made by any University employee witnessing or suspecting abuse or neglect of a minor within Pennsylvania directly to PA Childline at: 1-800-932-0313.

## **Institutional Surveys**

Surveying is a best practice across institutions of higher education; 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.

### **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 most-recently administered a campus wide climate survey in March 2017. 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 sex-based discrimination, stalking, harassment, relationship violence and racial or ethnic discrimination.

Results identified general community outlook as affirmative, with both undergraduate student and employee populations responding with overall contentment in areas of well-being and safety, noting interactions are largely positive and respectful within a welcoming community.

Results also identified areas of discrepancy that required (and continue to require) further attention, programming, education, and campus response. The institution launched several initiatives to support these findings and promote well-being, safety, inclusion, and community engagement across the areas of belonging and interpersonal wellness.

### **Additional Health, Wellness, and Safety Surveys**

The University administers the National College Health Assessment (NCHA) to undergraduate students every three years under the leadership of the Engle Center for Counseling and Health Services and the Office of Institutional Research. NCHA includes questions that reference safety, drug use, and potential experiences of violence. Data from this survey is explored within the Department of Student Success and Engagement to better inform practices to educate and support undergraduate students.

The School for Graduate and Professional Studies (in collaboration with the Office for Institutional Research) also administers a survey to graduate students every other year. This survey asks specific questions about interpersonal violence and discrimination; responses to this survey help inform how the School for Graduate and Professional Studies engages practices to educate and support undergraduate students.

## Interpersonal Violence & Sexual Misconduct Policy

This policy addresses a range of inappropriate gender-based conduct for which the common element is nonconsensual sexual contact or violence, 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, gender-based harassment, hazing, 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 Interpersonal Violence and Sexual Misconduct Policy includes protocols to prevent, address, and remedy the following conduct within the Messiah University community:

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

**Title IX Misconduct** (i.e., *Quid Pro Quo* Sexual Gender-based harassment; Severe, Pervasive and Objectively Offensive Sexual Gender-based 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 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.)

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.

Accordingly, Messiah University's Policy prohibiting Interpersonal Violence and Sexual Misconduct is consistent with federal and state 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. Members of the Messiah University community are free to pursue education, employment, and participation (in athletic programs, scholarships, membership, and other University activities) free from sex discrimination, including gender-based 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 support measures in the event of a violent crime. Alongside the Clery Act of 1990—responsible for requiring thorough documentation, reporting criteria and publicized crime statistics for college and 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, and/or Clery (or University community members that wish to file a related complaint) may contact one of the University resources listed below:

**Title IX Coordinator**

Amanda Coffey, Vice President for HR & Compliance  
Old Main 1st Floor  
acoffey@messiah.edu, 717-796-5300

**Coordinator for Interpersonal Violence Prevention & Education**

Hannah McBride  
Old Main 1st Floor  
hmcbride@messiah.edu, 717-796-1800, ext. 2608

**Title IX Deputy Coordinator**

Doug Wood, Dean of Students  
Eisenhower Campus Center 204  
dwood@messiah.edu, 717-796-1800 ext. 3200

**Clery Compliance Coordinator**

Bill Viney, Safety Officer  
Greenbriar Building  
wviney@messiah.edu, 717-691-6005

**Title IX Deputy Coordinator**

Bryce Wickard, Director of Safety  
Greenbriar Building, 203  
bwickard@messiah.edu, 717-691-6005 or ext. 2467

**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), gender-based 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, gender-based harassment, hazing, sexual assault, and stalking. Messiah University also affirms this statement of procedures for institutional disciplinary action in cases of alleged interpersonal violence, gender-based 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 participation 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 community member—regardless of age, gender, race, ethnicity, ability or disability, orientation, or religion.

If any allegations of interpersonal violence (including dating or domestic violence), gender-based harassment, hazing, sexual assault and/or stalking within our community are disclosed to a University official, this policy provides rights, resources, response options (including informal and formal), measures of support and/or protection, and disciplinary proceedings that may be accessed and applied accordingly.

Messiah University seeks to provide a consistent, caring, and timely response when 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 gender-based harassment, stalking, hazing, sexual misconduct, and/or sexual violence.

Our protocol is designed to do the following:

- Establish and cultivate community involvement in the prevention of interpersonal violence and/or sexual misconduct.
- Create a University environment that expedites and encourages the prompt reporting of interpersonal violence and/or sexual misconduct.
- Facilitate the care for a complainant by providing a prompt and compassionate response.
- Ensure due process and equitable access to care for respondents.
- Provide supportive and protective measures to community members impacted by interpersonal violence and/or sexual misconduct.
- Provide crisis intervention, advocacy, and referral services to community members impacted by interpersonal violence and/or sexual misconduct.
- Offer complainants varied and appropriate response options.
- Deliver prompt and thorough action according to complainant request (as appropriate).
- Conduct prompt and thorough investigations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.
- Take timely and effective steps reasonably calculated to end the interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking, prevent its recurrence, and as appropriate, remedy its effects.
- Where appropriate, assist local law enforcement.
- When appropriate, assist community members in pursuing civil and/or criminal processes.

### **Actual Knowledge and Deliberate Indifference**

Messiah University commits to responding to all reports of prohibited conduct, including alleged incidents of interpersonal violence, gender-based 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 the University is obligated to respond to the report by providing access to options and protocols included in this policy to address the situation.

### **Complainants and Respondents**

The term “complainant” is used to refer to a member of the Messiah University community who discloses allegations of interpersonal violence and/or sexual misconduct and wishes to participate in a process to address the report of the harm or prohibited conduct.

*In some instances, the person who allegedly experienced interpersonal violence and/or sexual misconduct may not wish to participate in a resolution process. In such cases, under Title IX Misconduct definitions and processes 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 any process documents) to refer generally to community members who have disclosed allegations of interpersonal violence and/or sexual misconduct, even if they do not choose to 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 gender-based harassment.

Complainants are provided with this complete policy upon filing a complaint. Respondents are provided with this complete policy upon being notified of an allegation.

### **Supportive Measures for Complainants and Respondents**

Messiah University provides access to University-issued supportive measures for complainants, respondents, and witnesses that are impacted by interpersonal violence and/or sexual misconduct in our community. The University will provide supportive measures as requested by affected parties and as appropriate—the provision of supportive measures is evaluated based on availability, precedence, and reasonable burden for the University and/or affected parties.

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

A complainant may also access supportive measures regardless of whether a formal complaint is filed (with the University or local law enforcement) if the accommodations are reasonably available and do not violate due process by putting undue burden on a respondent or the University.

## ***No Contact Mandates***

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 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 community member at the University is interested in receiving information or support regarding the “No Contact Mandate” process, the complainant may contact the Title IX Coordinator, the Coordinator for Interpersonal Violence Prevention and Education, the Department of Safety, or the 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.

## ***Access to Supportive Measures***

Upon receipt of a report of interpersonal violence, gender-based 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, including respondents and/or witnesses.

Messiah University will provide complainants and respondents with prompt supportive measures before an investigation or other formal response action is completed.

The University provides written notification to complainants and respondents about supportive measures available to them, via the Title IX Coordinator and/or designee, including measures affecting their academic, living, transportation, and working situations. *The written notification will include the following information: who to contact to request the support measure, the support measures options that may be available and how to obtain assistance with requesting support measures.*

Communication of supportive measures are limited and 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 or designee.

Supportive and protective measures available for request include:

- Academic support or flexibility

- 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, residence hall, or on-campus apartment
- Provide permission for living off-campus
- Change in work schedule
- Change in work assignment
- Change in parking assignment
- Safety escort on campus

Supportive measures *may* include changes or restrictions imposed on another community member (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
- Prohibition from attending specific events or activities
- Implementation of a No Contact Mandate and/or restrictions from campus
- Implementation of a Campus Ban for a non-community member
- Other reasonable supportive measures

To receive assistance in obtaining such supportive and/or protective measures, a community member should contact any of the following:

**Title IX Coordinator**

Amanda Coffey, Vice President for HR & Compliance  
Old Main 1st Floor  
acoffey@messiah.edu, 717-796-5300

**Coordinator for Interpersonal Violence Prevention & Education**

Hannah McBride  
Old Main 1st Floor  
hmcbride@messiah.edu, 717-796-1800, ext. 2608

**Title IX Deputy Coordinator**

Doug Wood, Dean of Students  
Eisenhower Campus Center 204  
dwood@messiah.edu, 717-796-1800 ext. 3200

**Title IX Deputy Coordinator**

Bryce Wickard, Director of Safety  
Greenbriar Building, 203  
bwickard@messiah.edu, 717-691-6005 or ext. 2467

**Title IX Deputy Coordinator**

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

To ensure no community member at Messiah University experiences personnel as an obstacle to receive the access to support this policy outlines, the University has additional designated personnel who can help community members to understand, evaluate and choose among the services described, and help ensure continuity of services by offering follow-up contact.



Community members may choose to seek assistance from trained personnel according to gender, familiarity, and/or professional expertise.

The following serve as additional designated campus personnel for responding to inquiries regarding supportive measures:

- Vice Provost for Student Success and Engagement
- Director of Residence Life
- Department of Safety Supervisors
- Engle Center for Health and Counseling Services (*Confidential resources*)
- Campus Pastors (*Confidential resources*)
- Director of Human Resources and Compliance

### **On-Campus Confidential Resources for Complainants and Respondents**

Any person—complainant or respondent—involved in an allegation and/or report of interpersonal violence and/or sexual misconduct may have access to a confidential resource. Only specific employees are required to maintain near complete confidentiality and talking to them is sometimes called a “privileged communication.” For community members desiring confidential support, he/she may speak with any of the following on-campus resources:

- Coordinator for Interpersonal Violence Prevention & Education (ext. 2608)
- Professional staff in the Counseling Center (ext. 5357) —*confidential for undergraduate students only*
- Nurses in the Engle Health Center (ext. 6035) —*confidential for undergraduate students only*
- Campus Pastors (ext. 3080)—*confidential for students only*
- Community Pastor for Employees ([communitypastor@messiah.edu](mailto:communitypastor@messiah.edu))—*confidential for employees only*

Confidential staff are required to pass along non-personally identifiable statistical information to the Clery Coordinator, with the knowledge of the community member. 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 identifiable information regarding community members 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, gender-based 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.

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 when possible. If personally identifiable information is included in an anonymous report, it may be used in an investigation.

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

A complainant who reports confidentially (to the Coordinator for Interpersonal Violence Prevention and Education, Community Pastor for Employees, Campus Pastors, or staff in the Counseling Center or Health Center) needs to understand that, if the complainant wants to maintain confidentiality, the University may be unable to investigate the complaint or pursue disciplinary action against the respondent.

Even so, confidential staff members will still assist community members in receiving other necessary protection and support, such as 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 an informal or formal complaint with the University or report the incident to local law enforcement.

## **Amnesty**

### ***Medical and Code of Conduct Amnesty***

Complainants and/or witnesses, regardless of age, will be granted immunity from University disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Title IX administrators, 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 is never granted to respondents for instances of abuse, violence, assault, or egregious behavior to another person.

Amnesty includes but is not limited to: alcohol possession and/or consumption, consensual sexual conduct, and/or inappropriate use of institutional property.

Community members will be immune from institutional 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, administrators identified in this policy, police and/or emergency services, in good faith based on a

reasonable belief that another person needed immediate medical attention or intervention to prevent death, serious injury or trauma of some kind.

2. The community member reasonably believed she/he was the first person to make the call or contact on behalf of the other individual(s).
3. The community member provided his/her own name when making the call or contact on behalf of the other individual(s).
4. The community member remained with the person needing medical assistance and/or intervention until emergency health care providers or appropriate personnel arrived and the need for his/her presence had ended.

Community members 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.

### ***LGBT+ Rights***

Reporting an incident of discrimination, gender-based 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. The University acknowledges 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 community members regardless of gender or sexual orientation.

We value safety and care for our community members. Messiah University amnesty protects LGBT+ identities and relationships from sanctions for conduct violations as our priority is addressing discrimination, gender-based harassment, interpersonal violence, and/or sexual misconduct.

If you or someone you know has experienced same-sex assault or gender-based 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.

### **Information for Complainants**

#### ***Confidentiality and Privacy for Complainants***

Messiah University acknowledges that it can be difficult to disclose harmful experiences and it is the individual's right to choose what, if anything. The University encourages complainants to seek options that provide safety and support and allow the University to respond appropriately to harm in our community.

Complainants have the right to talk with University officials about protecting their privacy and to report a violation of this policy in confidence.

Complainants 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 and access to protective measures.

Complainants have the right to file an anonymous report.

Complainants have the right under federal law (Title IX) and University policy to expect reports of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking will be taken seriously by the University. At the request of the community member making the report or when deemed necessary to protect the interests of the University community, reports will be investigated and properly resolved through grievance 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 community member seeking information or wishing to report an incident of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking.

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 the Admissions Welcome Center, or with assistance from the Title IX Coordinator and/or Coordinator for Interpersonal Violence Prevention and Education.

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

Different employees on campus have different abilities to maintain a complainant's confidentiality:

*All employees* are expected to keep disclosures and personal information private—that is, to be respectful and discreet. If a report is necessary, all employees are expected to report only to campus officials that must know information in order to follow due process.

*All employees* (except designated confidential resources) 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.

*Confidential resources* are designated employees permitted to provide access to supportive measures without reporting any personally identifiable information. Confidential resources inform persons being counseled of the procedures to report crimes on a voluntary basis and provide all victims of potential crimes with rights and resources to assist, regardless of their decision to report.

Confidential resources may be obligated to report despite their professional "privilege" if they receive information that indicates: a person may be of harm to themselves or others, and/or the confirmation or suspicion of abuse of a minor.

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

## ***Advisors and Advocates for Complainants***

All complainants of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to contact a person of their choosing to act as an advisor, or an advocate for support during any of the following processes, including all interviews and appointments with University personnel.

*Advisors*, as defined by the Clery Act, are any individual who provides the complainant support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the complainant's choosing—including a parent, a roommate, an advocate, or an attorney.

*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. (Advocates can be contacted at the [YWCA Carlisle](#) or [Harrisburg](#).)

## ***Medical Attention and Evidence Collection Procedures for Complainants***

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 address sexual assaults. *In PA, evidence may be collected even if you choose not to make a report to law enforcement.*

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.

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.

Complainants of interpersonal violence, gender-based 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 personnel 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.

Additionally, 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 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.

### ***Complainant Rights to Protective Measures***

Messiah University complies with Pennsylvania State law in recognizing orders of protection. Any Messiah University community member 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, the Title IX Coordinator, and/or the Coordinator for Interpersonal Violence Prevention and Education, to develop a Safety Action Plan.

*A Safety Action Plan 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 community member 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 Department of Safety, the Title IX Coordinator, and/or 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.

The Coordinator for Interpersonal Violence Prevention and Education or the Department of Safety will assist complainants via referral to local courts/District Attorney, Domestic Violence Services, or YWCA Rape Crisis Centers for protection order processing (the most efficient way to obtain a protection order is to use one of these local advocacy resources). 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 community member 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 protection order violations to the local police.

### ***Off-Campus Resources for Complainants***

Off-campus counselors and advocates will 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.

Advocates can assist complainants in obtaining medical attention while protecting a complainant’s identity.

Law enforcement will not maintain confidentiality.

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

<b>RESOURCE:</b>	<b>CONTACT INFORMATION:</b>
<b>Counseling</b>	<ul style="list-style-type: none"> <li>• Messiah University Engle Health/Counseling Ctr.: 717-691-6035</li> </ul> <p><i>(Can make recommendations for local confidential counseling and psychiatric services in the local area)</i></p>
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Harrisburg Hospital: 717-221-6250</li> <li>• West Shore Pinnacle Hospital: 717-791-2600</li> <li>• Carlisle Regional Medical Ctr.: 717-249-1212</li> <li>• Holy Spirit Hospital: 717-763-2100</li> </ul> <p><i>(All have SANE personnel—trained professional staff who specifically handle sexual assaults.)</i></p>
<b>Cumberland County Rape Crisis Services (Carlisle)</b>	Office: 1-888-727-2877 24/7 Hotline: 717-258-4324 or 717-258-1143
<b>Domestic Violence Services Cumberland &amp; Perry Counties</b>	24/7 Hotline: 1-800-852-2102
<b>Harrisburg Rape Crisis &amp; Domestic Violence Services</b>	Office: 1-800-654-1211 24/7 Hotline: 717-238-7273
<b>Complainant Advocacy</b>	Complainant Services of Cumberland County Phone: 717-761-5599

<b>Legal Assistance</b>	Cumberland County District Attorney's Office Phone: 717-240-6220
<b>Visa and Immigration Assistance</b>	Office: 1-800-375-5283 30 N. 41 <sup>st</sup> Street; Philadelphia, PA 19104
<b>Upper Allen Police Carroll Twp Police</b>	<ul style="list-style-type: none"> <li>• Upper Allen: 717-238-9676</li> <li>• York County: 717-766-0249</li> </ul>

**Information for Respondents**

***Confidentiality and Privacy for Respondents***

Messiah University acknowledges that it can be difficult to participate in proceedings that address allegations of interpersonal violence and/or sexual misconduct. The University encourages respondents to seek options that provide safety and support and engage University protocols with honesty.

Respondents have the right to talk with University officials about protecting their privacy and to report a violation of this policy in confidence.

Respondents have the right to access support and protective measures.

Respondents have the right under federal law (Title IX) and University policy to expect that reports of interpersonal violence, gender-based harassment, hazing, sexual assault, and/or stalking will be taken seriously by the University, and that respondents are afforded due process in all proceedings. 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 community member seeking information.

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

Different employees on campus have different abilities to maintain a respondent's confidentiality:

*All employees* are expected to keep disclosures and personal information private—that is, to be respectful and discreet. If a report is necessary, all employees are expected to report only to campus officials that must know information in order to follow due process.

*All employees* (except designated confidential resources) 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.

*Confidential resources* are designated employees permitted to provide access to supportive measures without reporting any personally identifiable information. Confidential resources inform persons being counseled of the procedures to report crimes on a voluntary basis.



Confidential resources may be obligated to report despite their professional “privilege” if they receive information that indicates: a person may be of harm to themselves or others, and/or the confirmation or suspicion of abuse of a minor.

A comprehensive review of respondent’s rights is found in **Appendix C** of this policy.

**Advisors for Respondents**

All respondents of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to contact a person of their choosing to act as an advisor during any of the following processes, including all interviews and appointments with University personnel.

*Advisors*, as defined by the Clery Act, are any individual who provides the respondent with support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the respondent’s choosing—including a parent, a roommate, an advocate, or an attorney.

**Off-Campus Resources for Respondents**

Off-campus counselors will maintain confidentiality and not share information with the University unless the respondent requests 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.

Law enforcement will not maintain confidentiality.

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

<b>RESOURCE:</b>	<b>CONTACT INFORMATION:</b>
<b>Counseling</b>	<ul style="list-style-type: none"> <li>• Messiah University Engle Health/Counseling Ctr.: 717-691-6035</li> </ul> <p><i>(Can make recommendations for local confidential counseling and psychiatric services in the local area)</i></p>
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Harrisburg Hospital: 717-221-6250</li> <li>• West Shore Pinnacle Hospital: 717-791-2600</li> <li>• Carlisle Regional Medical Ctr.: 717-249-1212</li> <li>• Holy Spirit Hospital: 717-763-2100</li> </ul>
<b>Legal Assistance</b>	Cumberland County District Attorney’s Office Phone: 717-240-6220
<b>Visa and Immigration Assistance</b>	Office: 1-800-375-5283 30 N. 41 <sup>st</sup> Street; Philadelphia, PA 19104
<b>Upper Allen Police Carroll Twp Police</b>	<ul style="list-style-type: none"> <li>• Upper Allen: 717-238-9676</li> <li>• York County 717-766-0249</li> </ul>

## Education and Support

All campus departments who would be able to offer appropriate support for a community member reporting or responding to allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking need to be familiar with:

- Boundaries of confidentiality
- Compliance with due process as it pertains to their role
- Reporting options available to the complainant
- Resources available on and off campus
- Services offered by the University and specific departments
- Trauma-informed response

Programming and prevention education for community members and employees addressing the issues of interpersonal violence, gender-based harassment, hazing, sexual assault, and stalking will be addressed in multiple spaces and contexts at the University:

- Prohibited conduct, rights for community members, and reporting options for all incoming students and new employees.
- Reporting obligations for employees, and specifically for Campus Security Authorities.
- Ongoing primary prevention and awareness programs for all students and employees, including options for bystander intervention (delegation, distraction, direct intervention, and de-escalation).
- Prevention education and trauma-informed response are addressed annually in all Residence Life staff training.
- Hazing prevention and response education is offered to groups on campus, and on rotation as mandatory education to student-athletes and athletic personnel.
- Healthy and unhealthy relationship awareness and prevention programming (such as One Love, consent workshops, groups on boundaries and self-advocacy, etc.) is offered annually to all students—not mandatory.
- Stalking awareness, prevention, education, and response programming is offered annually to all students—not mandatory.
- Trauma-informed options are integrated into all prevention, education, and response programming.
- Safe and positive options for bystander intervention (including delegation, distraction, direct intervention, and de-escalation).
- Ongoing prevention and awareness programs for community members that focus on community norms, empathy-building, gender roles, and healthy relationship skills.
- Self-defense classes or de-escalation classes (RAD or SAFE) are available several times a semester, or by arrangement with the Department of Safety.
- An educational brochure addressing interpersonal violence policies and processes will be posted annually.
- Information on rights and resources will be posted annually (online and across campus).

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/>

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/>

Material access: <https://www.stalkingawareness.org/know-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/>

Material summary access available upon request.

Title IX Training—TrainedED

*Content subject to copyright.*

CCCU Title IX Training – Part One

<http://www.trainedsolutions.com/portfolio-item/cccu-title-ix-trngpart1/>

CCCU Title IX Training – Part Two

<http://www.trainedsolutions.com/portfolio-item/cccu-titleix-trngpt-2/>

Restorative Justice Training—American Bar Association

*Content subject to copyright.*

Presentation access: [https://www.americanbar.org/groups/crsj/events\\_cle/program-archive/restorative-justice/](https://www.americanbar.org/groups/crsj/events_cle/program-archive/restorative-justice/)

Restorative Justice Training—Center for Restorative Justice

Trainers: Carrie Landrum and Kaaren Williamsen

*Content subject to copyright.* <https://www.sandiego.edu/soles/restorative-justice/campus-prism.php>

Training slides not available for public viewing.

## **The Grievance Process**

### ***Disclosure***

Complainants of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking are encouraged to begin the process by talking with whomever they feel comfortable, which could include employees that serve as a source of personal or professional support.

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

**Reporting**

**To report an emergency, please dial 9-1-1 or the Department of Safety’s emergency extension 6565.**

A report begins the procedure of offering complainants options for supportive measures and resolution processes.

An array of safety, medical, psychological, administrative and resolution services are in place and immediately available to community members reporting interpersonal violence.

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.

The University is committed to supporting a complainant’s right to exercise his or her informed choice among these services and to ensuring (as is reasonably possible) his or her confidentiality if confidential support is requested. Messiah University will provide access to supportive measures regardless of whether the complainant elects to pursue University disciplinary action or civil/criminal processes.

The options for where to make official or confidential reports are as follows:

OFFICIAL REPORTING	CONFIDENTIAL REPORTING
<ul style="list-style-type: none"> <li>• <b>Report online:</b> <a href="#">Interpersonal Incident Report</a></li> <li>• <b>Report to the IPV Coordinator:</b>  <b>Coordinator for Interpersonal Violence Prevention &amp; Education</b> <i>(also a confidential resource)</i> Hannah McBride Old Main 1st Floor hmcbride@messiah.edu, 717-796-1800, ext. 2608</li> <li>• <b>Report to the Title IX Coordinator or a Deputy Coordinator:</b>  <b>Title IX Coordinator</b> Amanda Coffey, Vice President for HR &amp; Compliance Old Main 1st Floor acoffey@messiah.edu, 717-796-5300</li> <li><b>Title IX Deputy Coordinator</b> Doug Wood, Dean of Students Eisenhower Campus Center 204 dwood@messiah.edu, 717-796-1800 ext. 3200</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Report <i>anonymously</i> online:</b> <a href="#">Interpersonal Incident Report</a></li> <li>• <b>Report to the IPV Coordinator:</b>  <b>Coordinator for Interpersonal Violence Prevention &amp; Education</b> <i>(also a confidential resource)</i> Hannah McBride Old Main 1st Floor hmcbride@messiah.edu, 717-796-1800, ext. 2608</li> <li>• <b>Report the incident to a <i>confidential</i> resource on-campus:</b> <ul style="list-style-type: none"> <li>· Counselor (Engle Center): ext. 5357</li> <li>· Nurse (Engle Center): ext. 6035</li> <li>· Campus Pastors: ext. 3080</li> <li>· Community Pastor for Employees: <a href="mailto:communitypastor@messiah.edu">communitypastor@messiah.edu</a></li> </ul> </li> <li>• <b>Report the incident to a <i>confidential</i> professional off-campus:</b>  Advocacy &amp; Rape Crisis— <ul style="list-style-type: none"> <li>• 24/7 HOTLINE (Carlisle):</li> </ul> </li> </ul>

<p><b>Title IX Deputy Coordinator</b> Brooke Good, Head Coach, Asst. Athletics Director Sollenberger Sports Center, Suite 4501 good@messiah.edu, 717-796-1800 ext. 7359</p> <p><b>Title IX Deputy Coordinator</b> Bryce Wickard, Director of Safety Greenbriar Building, 203 bwickard@messiah.edu, 717-691-6005/ext. 2467</p> <ul style="list-style-type: none"> <li>• <b>Report to the Department of Safety at 717-691-6005</b></li> <li>• <b>Report to Upper Allen police at 911 or 717-795-2445</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1-888-727-2877</li> <li>• 24/7 HOTLINE (Harrisburg):</li> <li>• 1-888-727-2877</li> </ul> <p>Domestic Violence Services—</p> <ul style="list-style-type: none"> <li>• 24/7 HOTLINE (Carlisle):</li> <li>• 1-800-852-2102</li> </ul>
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**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.**

***Confidential Reporting***

Community members have the option of remaining anonymous when reporting via the Interpersonal Incident Report at [www.messiah.edu/incident](http://www.messiah.edu/incident).

In addition, confidential reporting is available through the Coordinator for Interpersonal Violence Prevention and Education, the Engle Center, the Campus Pastors, and the Community Pastor for Employees.

If an employee chooses to report a grievance to Human Resources and Compliance and requests confidentiality, the ability to maintain confidentiality will depend on evaluating the nature of the complaint and the responsibility of the University to maintain safety for all community members.

*(Reporting confidentially does limit the University’s ability to respond, investigate, and the potential for subsequent outcomes or resolution.)*

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

The complainant is notified of their rights, in writing.

**University Response to Reports**

***Notification***

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

This communication also includes a link to this policy for full notification of rights and procedures, as well as an invitation to have a confidential conversation to review any of the information made available.

It is through this communication and intake process that a complainant identifies the supportive measures and/or response options that they wish to pursue. The University responds according to the complainant's wishes unless the options requested are not appropriate according to the parameters of this policy.

Response options include: a confidential response that does not initiate a response but can still include supportive measures, filing an informal complaint, and filing a formal complaint.

### ***Interpersonal Violence and Sexual Misconduct Response Team***

If the Title IX Coordinator (or designee) determines that a report of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking represents a potentially imminent and/or violent danger to the campus community, they will promptly convene the Interpersonal Violence and Sexual Misconduct Response Team (IPV/SMRT).

A potentially imminent and/or violent danger to the community includes but is not limited to the following alleged conduct:

- A pattern of acquaintance sexual assault;
- A pattern of domestic violence;
- A pattern of dating violence;
- A stranger assault;
- A violent or sadistic assault, including assault with a weapon;
- Gang rape;
- Random and troubling stalking patterns

The Interpersonal Violence and Sexual Misconduct Response Team will include:

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

When appropriate, the IPV/SMRT Team will work in conjunction with the mobilization of the University's Crisis Management Team. The purpose of the IPV/SMRT is to address the safety needs of the community while protecting the complainant's right to privacy, the respondent's right to due process, and ensuring the integrity of University response. If a threat to the community is determined, an Emergency Notification or a Timely Warning will be released and other steps to ensure campus safety will be considered. The Vice Provost for Student Success and Engagement or the Title IX Coordinator/Vice Provost for Human Resources and Compliance will be responsible for the release of information and will do so in consultation with the Director of Public Relations. The Vice Provost for Student Success and Engagement or the Title

IX Coordinator/Vice Provost for Human Resources and Compliance will notify the President and President's Cabinet of the concern and response.

The complainant will not be present at the IPV/SMRT meetings and the complainant's rights to confidentiality will be respected by all team members. The IPV/SMRT will keep the complainant informed, either directly to the complainant or indirectly, if the complainant prefers a designee to protect their identity.

### ***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 Dean of Students (or a designee) and may result in immediate suspension of the University community member 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 University community member 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 community member 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.

### ***Retaliation***

Retaliation is any act of harm **in response to** actual or perceived harm.

Retaliation in response to a report—including against someone who reports an allegation of interpersonal violence and/or sexual misconduct, or against someone who participates in the investigation of an allegation of interpersonal violence and/or sexual misconduct—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 filed a complaint or pursued an investigation. 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 a complainant, respondent, or witness in any manner.
4. Cyber-bullying or using social media to criticize, harass, demean, or aggravate the complainant, respondent, or witness.
5. Excluding the complainant, respondent, or witness from team meetings or other such events to which they are a rightful participant.

6. Asking friends to assault, intimidate, or bully a complainant, respondent, or witness.

All acts of retaliation directed at another party that could be interpreted as threatening or harassing are prohibited and may be investigated and sanctioned as a violation of the University's code of conduct.

Community members 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.

## **Grievance Procedures**

### ***Context and Expectations***

Federal law requires the University to offer resolution processes, including investigative processes, in response to reported incidents of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking in which the complainant reports via a formal complaint.

Once made aware of a formal complaint, Messiah University is committed to addressing the complaint and establishing a resolution.

Messiah University 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.

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.

Complainants are offered a range of resolution processes, and every complainant has the right to request an investigative process once they have filed a formal complaint. Although the University's general grievance procedures allows for an informal resolution process, an informal process is not an appropriate response to address some allegations of interpersonal violence and/or sexual misconduct.

*There is no expectation that the complainant meet with or 'work things out' with the respondent.*

Once a formal complaint has been received, the Title IX Coordinator reviews and assesses the formal complaint statement to determine whether the desired resolution process is appropriate to pursue. Upon approval, the Title IX Coordinator signs the complaint statement to initiate the response process.

### ***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, regarding the same formal complaint. For example, a facilitator for an informal resolution process will not also function as an investigator should the same complainant(s) and respondent(s) request an investigatory process after participating in an informal resolution process.

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

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 function 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***

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 participation by both the complainant and respondent, as well as approval by the Title IX Coordinator.

*This process is not always an appropriate response option for allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.*

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.

During this process, both the complainant and the respondent may request to have an advisor present.

1. The Dean of Students and/or a designee (or the Dean of the School of Graduate and Professional Studies and/or a designee) will determine and schedule the appropriate meetings to discuss the allegation. This University official will initially meet separately with the complainant and the respondent, consult with other advisors and University personnel 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 appropriate University official (such as the Dean of Students, the Dean of the School of Graduate and Professional Studies, the Title IX Coordinator, and/or a designee) 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 reassessed for appropriate action. 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, as well as participating respondents.

The complainant (and respondent, if named) is notified of their rights, in writing.

### ***Adaptable Resolution Process***

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.

*This process is not always an appropriate response option for allegations of interpersonal violence, gender-based harassment, hazing, sexual assault and/or stalking.*

By fully participating in this process the respondent will not be charged with a violation of University Policy, but will be expected to engage personal accountability.

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.

During this process, both the complainant and the respondent may request to have an advisor present.

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 articulate an understanding and informed agreement on the necessary elements of the process. Both the complainant and respondent must agree to the following terms should they wish to participate in the adaptable 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 respondent'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 to the investigative resolution process.

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

If the resolution is agreed to by both the complainant and the respondent, the Dean of Students/Dean of the School of Graduate and Professional Studies, 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.

The complainant and respondent are notified of their rights, in writing.

### ***Grievance Review Board***

Investigative resolution processes utilize a 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 are convened in discrete committees, according to due process of conduct hearing and appeal.

The hearing subcommittee is comprised of a minimum of 3 members, including a Chair (decision-maker).

The appeal subcommittee is comprised of a minimum of 3 members, including a Chair (decision-maker).

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

## ***University Investigative Resolution Process***

The goal of the University investigative 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 investigate.

During this process, both the complainant and the respondent may request to have an advisor present.

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 (such as the respondent or a witness) refuse or fail to cooperate fully with an investigation, they may be subject to disciplinary action.

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 1st Floor  
717-796-5300  
[acoffey@messiah.edu](mailto:acoffey@messiah.edu)

Doug Wood, Dean of Students, Title IX Deputy Coordinator  
Eisenhower Campus Center 204  
717-796-1800 ext. 3200  
[dwood@messiah.edu](mailto:dwood@messiah.edu)

Bryce Wickard, Director of Safety, Title IX Deputy Coordinator  
Greenbriar Building, 203  
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 Coordinator  
Sollenberger Sports Center, Suite 4501  
[good@messiah.edu](mailto:good@messiah.edu), 717-796-1800 ext. 7359

Hannah McBride, Coordinator for Interpersonal Violence Prevention & Education  
Old Main 1st Floor  
717-796-1800, ext. 2608  
[hmcbride@messiah.edu](mailto: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.*

The complainant is notified of their rights, in writing. 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 their response statement.

The respondent is notified of their rights, in writing.  
The investigative resolution process is initiated.

The investigative resolution process includes the follows procedures:

**1.** In response to the formal complaint and request for investigation, an investigation is initiated. Two of the University investigators/Title IX Deputy Coordinators will serve as investigators at the approval of the Title IX Coordinator.

Investigators should be without a conflict of interest and anyone with a conflict of interest will be removed from the investigation.

The investigation will include interviewing the complainant and the respondent in separate interviews.

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.

In the investigatory process the University investigators are responsible for the following:

- Meeting with both parties.
- Providing both parties with written materials communicating rights, supportive measures, and resources.
- Establishing an appropriate timeline for processing the grievance.
- Meeting with representatives and personnel relevant to the investigation.
- Organizing, implementing, and/or partnering in an appropriate investigation.
- Interviewing persons believed to have relevant information.
- Documenting and collecting statements, interviews, and evidence.
- Reviewing findings with the Title IX Coordinator as necessary.
- Rendering and/or reviewing a written decision and resolution recommendation with the Title IX Coordinator and/or designee.
- Closing and retaining the investigation file.

**2.** The investigators will share the investigation materials, summary, and all evidence with the Title IX team, hearing subcommittee of the Grievance Review Board, and all parties involved.

**3.** Within ten (10) business days of receiving the full investigation materials, evidence, and summary:

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

Additional inquiries can be made (if necessary) by investigator(s).

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

**4.** At the conclusion of the investigation, the hearing subcommittee of the Grievance Review Board will convene (with the option to schedule a live hearing).

Should the hearing subcommittee of the Grievance Review Board choose to convene a live hearing, both parties will be notified simultaneously, and in writing, of the hearing date and provided pre-hearing appointments with investigators to prepare for the hearing process with their advisors.

In a live hearing process, the complainant and respondent will be retained and interviewed separately with no need for direct interaction.

**5.** The Grievance Review Board is responsible for reviewing all investigative 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 in writing.

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 Chair of the Grievance Review Board is responsible for providing the written decision, which must be reviewed and/or confirmed by the Title IX Coordinator and/or designee.

The written decision 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.

**6.** The complainant and the respondent parties are provided with the opportunity to review the determination and recommendations for sanctions.

**7.** Both the complainant and the respondent parties are provided with an opportunity to approve or appeal the outcome. Specific appeal criteria must be met.

*See Appeal Process below.*

**8.** If either the complainant or the respondent parties choose 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 considered.

9. The other party then has an opportunity to review the appeal and offer a written statement in response.

10. Both the appeal and response, along with the initial investigation information, outcomes, and sanctions, will be given to the appeal subcommittee of the Grievance Review Board 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.*

11. The appeal subcommittee of the Grievance Review Board will then make the final determination of outcomes based on all information.

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

### ***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, while also adhering to processes specific to Title IX jurisdiction. Once the University receives a formal complaint of a violation of this policy and a request for an Investigative Resolution Process, the University will assess whether or not the report will meet the standards of Title IX jurisdiction.

If the report meets the standards of Title IX jurisdiction, the response proceedings follow the University Investigative Resolution Process with the addition of the following components specific to a Title IX live hearing:

a. During this process, the investigators will inform the complainant and respondent that if they choose to have advisors of choice in the hearing, the advisors will be included 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.

### ***Mandatory and Discretionary Dismissals***

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:

The Title IX Coordinator is *obligated* to dismiss a formal Title IX Resolution Process (or any allegations therein) in response to a complaint if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual gender-based 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 community member 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 (Messiah University).

The Title IX Coordinator has the *discretion* to dismiss a formal Title IX Resolution Process (or any allegations therein) in response to a complaint 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 (Messiah University); or
- Specific circumstances prevent the recipient (Messiah University) 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 complainant and respondent parties.

This dismissal decision is appealable by either the complainant or the respondent party under the procedures for grievance appeal listed below. The decision *not* to dismiss is also appealable by either the complainant or the respondent party claiming that a dismissal is appropriate.

If a complainant or respondent party would like to appeal, they must submit a request for appeal in writing to the Title IX Coordinator within ten (10) days of the decision to dismiss (or the decision not to dismiss). If they do not submit their request for appeal within the ten (10) 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 seven (7) 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 scope for disciplinary sanctions is described below. The application of sanctions will reflect the seriousness of the incident and the community member's history of previous violations. The University considers violations of this policy to be extremely serious violations and may be subject to SUSPENSION, EXPULSION, and/or TERMINATION from the University.

- 1. Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the community member's file.
- 2. No Contact Mandate:** University personnel may implement a No Contact Mandate at the request of a complainant *or* at the discretion of the University, according to the perceived need for boundaries and community impact.
- 3. Loss of Privilege:** May include but is not limited to: loss of a privilege of participating in a University activity, in registration of vehicle, in visitation, or other matter. Graduating senior community members who violate University policies prior to graduation may lose the privilege of participating in senior activities and commencement ceremonies. The University may also implement the loss of supervisory and/or leadership roles at the University, or loss of eligibility for promotion.
- 4. Housing Restrictions:** Students may be required to abide by specific housing assignments which may include but are not limited to: on-campus housing permission only, assignment to a single residence (without roommates), assignment to off-campus housing, or change in housing assignment as determined by the University. Additionally, residential community members 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.
- 5. Developmental/Educational Assignments:** May include but are not limited to: attendance at educational programs, personal essay, mandatory professional development, and written reflection on issues relevant to one's discipline case or involvement in a mentoring relationship.
- 6. Assessment and Treatment:** Community members may be assigned to undergo an off-campus assessment and relevant treatment as a condition for remaining in the community or as a condition for returning to the community.
- 7. Fines:** A monetary fee imposed to deter and prevent activity detrimental to the community.
- 8. Restitution:** A monetary fee imposed to compensate for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.

- 9. Community Service:** Assignment to complete relevant, appropriate, and/or educational community service on or off campus.
- 10. Disciplinary Probation:** A strong written reprimand. Notification is made to appropriate University officials: University-based financial aid may be reviewed, and community members in leadership positions (e.g., residence staff, SGA leaders, captains of intercollegiate athletics teams, ministry team leaders, supervisors, committee chairs, etc.) 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.). Community members who have applied to study abroad programs and/or cross-cultural courses will be subject to further review by appropriate University personnel.
- 11. Ban from Campus:** Written notification to individuals: within the University community, closely affiliated with the University community, with prior affiliation to the University community, with intention to join the University community, and/or posing a threat of some kind to the University community. This notification indicates that the individual(s) in question are not permitted on University-owned property and/or to attend University events or activities. The University notifies local law enforcement of the implementation of a campus ban; should a campus ban be violated the University will notify local law enforcement and pursue action.
- 12. Suspension:** Involuntary separation of students 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).
- 13. Withholding degree:** The University may withhold awarding a degree otherwise earned until completion of the process set forth in the disciplinary procedures, including the completion of sanctions imposed.
- 14. Expulsion:** Permanent separation of the student(s) from the University. A permanent record will be kept in University disciplinary and academic files.
- 15. Termination:** Permanent separation of the employee(s) from the University. A permanent record will be kept in University disciplinary and employment files.

## ***Grievance Appeal Process***

The Grievance Process includes an option to appeal the determination set forth by the Grievance Review Board. The following procedures to appeal are provided in writing simultaneously to both the complainant and the respondent parties.

One or more of the following appeal criteria must be cited in order for the appeal to be considered:

- A procedural error or irregularity materially affected the outcome(s)
- Previously unavailable evidence is produced that could impact the outcome(s); and/or
- The investigators or Title IX personnel had conflict of interest or bias that impacted the outcome(s)

If either the complainant or the respondent party 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 Dean of Students and/or the Title IX Coordinator within ten (10) business days of the date of the written decision.

The Dean of Students and/or the Title IX Coordinator will confirm receipt of the written statement of appeal within five (5) business days.

The complainant or respondent party 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 Dean of Students 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 the complainant and the respondent parties.

The complainant and respondent may be assisted during resolution hearings and related meetings by an advisor 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. Advisors may speak privately to their party during the proceeding. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the hearing Chair.

Advisors for the respondent and complainant may not present evidence or question witnesses during an appeal hearing, unless the appeal hearing is conducted during a Title IX Resolution Process.

As a reminder, in the event that an appeal hearing is granted during a Title IX Resolution Process, the complainant and respondent will each be permitted the presence an advisor of their choice 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 the complainant and respondent parties during any hearing on the allegations 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 complainant and the respondent parties of the decision responding to the appeal, and any recommendations within seven (7) business days of the conclusion of the deliberative process. This notification will be provided to both the complainant and the respondent parties simultaneously in writing. The decision of the Grievance Review Board will be final.

Additionally, the decision will be shared with all investigators and the Title IX Coordinator. The Title IX Coordinator may inform the Vice Provost for Student Success and Engagement, the Dean of Students, and/or other members of the President's Cabinet if appropriate.

## Appendix A – Definitions of Terms

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### **Advisor:**

Advisors, as defined by the Clery Act, are any individual who provides the complainant or respondent support, guidance, or advice.

Under the Clery Act, institutions are not permitted to limit the choice of the advisor or their presence in any meeting or institutional disciplinary proceeding; however, institutions are permitted to establish restrictions regarding the extent to which an advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

This advisor can be anyone of the complainant or respondent's choosing—including a parent, a roommate, an advocate, or an attorney.

### **Amnesty:**

Amnesty refers to an exemption from institutional disciplinary or state legal proceedings in a violation of the community member code of conduct; amnesty offers punitive immunity based on medical and/or safety concerns for the community members reporting and/or affected. Community members, 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 interpersonal violence and sexual misconduct. 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 gender-based 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 (as understood and applied by Messiah University) 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. Gender-based 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):**

A Felony or misdemeanor crime of violence committed—

- i. By a current or former spouse or intimate partner of the complainant;
- ii. By a person with whom the complainant shares a child in common;
- iii. By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- iv. 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
- v. 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.

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.

**Gender-Based 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.*

*For the University's full Harassment Policy which includes other forms of harassment, see: [https://www.messiah.edu/info/22493/harassment\\_policy](https://www.messiah.edu/info/22493/harassment_policy)*

**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 knew, or a sober, reasonable person in the position of the respondent should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, community members 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.

- i. Who is or has been in a social relationship of a romantic or intimate nature with the complainant; and
- ii. 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 community member's bedroom, restroom, or locker room, is considered public nudity and will not be tolerated. Any community member 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 gender-based 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 the 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 Gender-Based 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 Gender-based harassment is defined as any instance of *quid pro quo* gender-based harassment by an employee of the University; or when a community member, 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 gender-based 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):

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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

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.

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:

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 allegations reported to the University meet the criteria listed below, the allegations may constitute Title IX Misconduct, in which case the report will be addressed under the procedures applicable to Title IX Misconduct.

If at any point the University determines that the allegations do not meet the criteria of Title IX Misconduct, the allegations may continue to be addressed under University policy as Interpersonal Violence and/or Sexual Misconduct.

Conversely, if the University is responding to allegations reported to the University as Interpersonal Violence and/or Sexual Misconduct under University policy, and University officials receive information that indicates the allegations meet the criteria of Title IX Misconduct, the resolution process will continue under the procedures applicable to Title IX Misconduct.

In order for reported allegations to be considered for Title IX Misconduct resolution, the allegations must meet the following criteria:

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

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Any community member who alleges discrimination, including any type of interpersonal violence, gender-based harassment, hazing, sexual assault or stalking, is offered 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, and/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 an advisor of your choice to accompany you to all hearings/interviews.
6. You have the right to request that an advocate join you in attending appointments.
7. You have a right to be provided with an advisor in a Title IX Misconduct hearing, should you require an advisor but do not have the ability to procure one for yourself.

### Right to Response:

1. You have the right to report a violation of the Interpersonal Violence and Sexual Misconduct Policy and have Messiah University respond promptly with the appropriate process, including an investigation.
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.
4. You have the right to choose *not* to report the allegation or crime to the Department of Safety and/or a law enforcement agency.

### 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 assignment, parking assignment, and/or housing assignment.
3. You have the right to request that the University implement a “No Contact Mandate” with the respondent(s).
4. You have the right to all relevant University policies, including “amnesty” and “no retaliation.”
5. You have the right to an advisor 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 request 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.
11. You have the right to receive notification of your rights and all University processes in writing.

## **Appendix C – Respondent’s Rights**

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Any community member who is accused of discrimination, including any type of interpersonal violence, gender-based 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 and inform 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 and/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 an advisor of your choice to accompany you to all hearings/interviews.
5. You have the right to obtain legal representation.
6. You have a right to be provided with an advisor in a Title IX Misconduct hearing, should you require an advisor but do not have the ability to procure one for yourself.

### **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 assignment, parking assignment, and/or housing assignment.
3. You have the right to request that the University implement a “No Contact Mandate” with the complainant(s).
4. You have the right to all relevant University policies, including “no retaliation.”
5. You have the right to an advisor 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 request 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.
10. You have the right to receive notification of your rights and all University processes in writing.

## Grievance Processes

The following 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

#### INVESTIGATION

Upon receiving information that any student has allegedly violated the Code of Conduct, the Dean of Students or designee (e.g., Residence Director) will investigate the alleged violation. The Dean of Students or designee will dismiss the allegation as unfounded or summon the student for a meeting. In certain cases, they may be invited to a hearing. Prior information may be gathered by the Department of Safety and shared with the Dean of Students and designee.

#### DISPOSITION

The Dean of Students or designee will refer the student to a conduct meeting typically hosted by an administrative hearing officer (e.g., Residence Director) or to a formal disciplinary hearing. This decision is made with respect to the context of the alleged violation(s) and whether or not it is a repeat offense.

#### SUMMONS

Any student may be summoned (via email, letter, etc.) for purposes of the investigation and/or to discuss the allegations. In some cases, students will be invited to a hearing. This written request will specify a place for the meeting and a time with a reasonable expectation of timeliness for the meeting to occur. If a student fails to appear without good cause, as determined by the Dean of Students or designee, the student's enrollment status may be altered or cancelled until the student complies with the summons, or the University may proceed with a disciplinary hearing. Failure to read mail or e-mail is not considered good cause for the failure to respond to a summons. (See Messiah University Policy on Communications) At this meeting the student is also provided with the Student Conduct Procedures as outlined here.

#### PROCEDURES FOR CONDUCT MEETINGS

The administrative hearing officer(s) conducting the meetings will work with the student in determining responsibility for the alleged violation and developing individual meaningful outcomes. Should the student not be satisfied with the outcomes of these meetings, they have the right to appeal. Failure to comply with the assigned sanctions may result in a formal hearing for noncompliance.

#### PROCEDURES FOR FORMAL HEARING

The Dean of Students or designee will decide which hearing body or hearing officer will hear a specific case in consultation with appropriate university personnel. The nature of the alleged violation, in addition to a student's disciplinary history, will also be taken into account when making this decision.



**Hearing Officer** may refer to the Vice Provost for Student Success and Engagement, Dean of Students, Director of Residence Life, Residence Director, or other designee of the Vice Provost for Student Success and Engagement.

**Student Government Association Student Review Board** is an elected group of seven students which provides peer accountability with student disciplinary matters. The Student Review Board may also be used to consider Housing and Parking appeals by the Office of Residence Life/Housing and Department of Safety, respectively. The Student Review Board is advised by the Dean of Students.

**University Review Board**, a faculty-student group, deals with more serious cases and addresses appeals of other hearing bodies.

**Notice:** A student invited to a disciplinary hearing shall receive a written notice specifying the alleged violation(s) as well as the date, time, and place of the hearing. This notice will be given at least two (2) business days in advance of the hearing. If a student who has received appropriate notice fails to appear before a hearing officer or hearing board, evidence in support of the violation may be presented and considered even if the student is not present.

**Respondent and Complainant Rights:** The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been the victim of a violation of the University Code of Conduct have the right to submit their complaint to a University official. The complainant has the right to be kept informed of the status of the proceedings, to have the presence of a non-attorney support person during a hearing, and to submit a statement of personal impact to the hearing officer/body.

**Hearing Procedures:**

1. The hearing shall be conducted in private. The hearing officer or Chair of the Hearing Board will admit relevant witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.
2. There shall be a single verbatim record of all proceedings before a hearing board. Deliberations shall not be recorded. The record shall be the property of the University.
3. In hearings involving more than one respondent, the hearing officer or chair of the hearing body may permit the hearings to be conducted either separately or jointly.
4. The evidence against the respondent shall be presented by a person designated by the Dean of Students.
5. The respondent shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, to address witness statements, to present relevant witnesses and evidence on his or her behalf, and to remain silent.
6. The respondent shall have the right to be assisted by an advisor of his or her choice. The advisor may attend the hearing but may not speak or otherwise participate. Because these are University disciplinary procedures and not legal proceedings, attorneys may not serve as advisors.
7. The hearing officer or members of the hearing body may question the complainant, witnesses, and/or the accused.

8. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in University disciplinary hearings.
9. All procedural issues (e.g., testimony or evidence to be admitted or excluded, questioning of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the hearing officer or Chair of the hearing body.
10. The hearing may be adjourned by the hearing officer or Chair of the hearing body at any time. The hearing may be rescheduled for consideration of further evidence or to allow more adequate time for deliberation.
11. Lying by the respondent or evidence produced at a hearing that the respondent may have violated another University rule or standard may be treated as a separate disciplinary violation.
12. After hearing all evidence and witnesses, the hearing officer or body shall determine whether the respondent is responsible for each disciplinary violation with which he or she is charged. The determination shall be made on the basis of the preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the violation).

**Decision:** Within seven working days of the conclusion of the hearing, the respondent will be provided with the written decision of the hearing officer or body. The decision will include a statement of outcomes including findings of fact and any sanctions imposed, as well as the applicable appeal procedure. In compliance with federal law, the complainant will be provided with a limited notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction imposed) only in the case of a crime of violence or non-forcible sex offense.

## **SANCTIONS**

The same sanctions apply to both Administrative Decisions and Formal Hearings. Messiah University student conduct philosophy is grounded in the principles of education, personal growth and faith formation – all of which are central to the mission of the University. Discerning and applying appropriate sanctions helps to hold students accountable to our community standards while promoting their individual growth and learning. With the desire to be transparent about what sanctions students typically receive for Code of Conduct violations, the list below represents a general framework. Following this list of typical sanctions, broader categories of sanctions are defined. The following variables will be considered to determine the range of sanctions and whether or not additional sanctions may be applied: a student's truthfulness throughout the student conduct process, a student's prior disciplinary history, and the impact of the violation on the community. While students are expected to encourage each other in their adherence to the Code of Conduct, a student who is present but not participating in the misconduct will normally not be held to the same level of sanctions as the participant. The sanction list is not exhaustive but it serves as a general guide in the student conduct process. Sanctions will be applied in both administrative and formal hearing processes.

**\*Inactive Sanctions:** Inactive Sanctions are sanctions which are automatically applied to specific violations as described below for Level I, II, and III violations.

**\*\*Active Sanctions:** In keeping with our goal of making the student conduct process a redemptive and learning experience, in addition to their designated inactive sanctions, students

are often required to complete an assignment that is designed to offer opportunities to develop new knowledge or skills, reflect on their experiences, and contribute to the community in some way. Some examples of these opportunities are written reflection papers, community service, mentoring, educational programs, engagement in alcohol/drug assessment and a requirement to follow up on recommendations, and counseling. Students choosing the Administrative Decision process will collaborate with the administrator as part of the process to determine relevant active sanctions.

### **Level I Violations**

- Quiet Hours
- Visitation - Less than 30 minutes with no behavioral issues
- Tobacco use
- Personalizing Rooms
- Fire Safety (Candles)
- Operational Rules
- Sports in halls
- Pet policy
- Missed mandatory meetings
- Computing
- Skateboard / Rollerblading in off limit areas
- Attire
- Being in the presence of alcohol but not consuming, distributing, etc.

These Level I Violations generally result in losing some privileges (e.g. visitation) and/or educational assignments. Students may also be assigned an active sanction as appropriate, and/or may receive a warning (for minor violations).

### **Level II Violations**

- Multiple Level I violations
- Visitation – Anything longer than a 30 minute period and/or problematic behavior and/or prior violation
- Respect for the Rights of Others
- Use, manufacturing and/or distribution of alcohol
- Sexual misconduct
- Abuse of student conduct process
- Disruption of university activities
- Racial harassment
- Sexual harassment
- General harassment / Bullying / Cyberbullying
- Hazing
- Failure to comply with directives of university officials
- Theft
- Property Damage / Vandalism
- Knowledge of unreported illegal drugs in living space

These Level II violations generally result in losing some privileges and being assigned active sanctions. In addition, a student is typically placed on Disciplinary Probation (depending on the severity of the violation and/or previous student conduct violations).

### Level III Violations

- Multiple Level II violations
- Assault (physical or sexual)
- Providing, use or sale of a controlled substance
- Acts of violence that put the safety of self and/or others at risk

Level III violations generally result in immediate suspension from the university for one or two semesters. These can also result in expulsion from the university.

### BROAD CATEGORIES OF SANCTIONS

1. **Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file. Should you be found responsible for future violations of University policy, you will face increased sanctions.
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 season of strong accountability indicating that the student is not in good standing with the University. Students on Disciplinary Probation will face increased sanctions and face the possibility of having their enrollment suspended should they be found responsible for any future Code of Conduct violations. Students seeking certain employment or enrollment in graduate school, law school, medical school, etc. may have to speak to their probationary status when going through the application process. 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, leaders of clubs or organizations, etc.) 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/info/21513/refunds>
9. **Expulsion:** Permanent separation of the student from the University. A permanent record will be kept in University disciplinary and academic files.

### **DISCIPLINARY WITHDRAWAL**

Students may seek permission for disciplinary withdrawal from the University after involvement in a serious violation of University rules and standards before official disciplinary action is taken. A permanent record may be kept in University disciplinary files. Academic advisors, residence directors, and parents are normally notified of the reason for withdrawal. Refunds are issued on a prorated basis and the administrative withdrawal fee is not charged. Conditions for readmission may include a personal interview, counseling, evidence of satisfactory academic work, and citizenship at another educational institution, evidence of satisfactory employment, or other conditions.

### **INTERIM SUSPENSION**

In certain circumstances, the Vice Provost for Student Success and Engagement or designee may impose an interim suspension prior to a hearing before a disciplinary officer or body. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety or well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University. Please Note: Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Vice Provost for Student Success and Engagement.

### **STUDENT RECORDS**

Student records involving Title IX violations, suspension or expulsion from the University will be part of a student's permanent educational record and will be retained in the Office of the Dean of Students.

Records of any other violations or sanctions will be expunged from a student's confidential record three years after graduation.

## **APPEAL PROCESS**

1. A student wishing to appeal must submit a written appeal to the appropriate officer or body for appeals as identified in their decision letter within five business days of the date of the decision. The criteria for granting appeals are as follows:
  - a) A procedural error or irregularity materially affected the decision of the hearing officer or body;
  - b) Previously unavailable evidence is produced which will materially affect the decision of the hearing officer or body;
  - c) The decision is unsupported by a preponderance of the credible evidence; or
  - d) The sanction imposed is too severe in relation to the disciplinary violation.
2. The typical officer or body for appeals is as follows:
  - a) Student Review Board will hear appeals of cases originally decided by Residence Life staff, as well as appeals of fines imposed by residence staff and the Department of Safety.
  - b) University Review Board will hear appeals of cases originally heard by the Dean of Students or Student Review Board.
  - c) The Vice Provost for Student Success and Engagement will hear appeals of all cases originally heard by University Review Board.
3. In all cases, the decision of the officer or body hearing the appeal will be final.
4. The officer or body hearing the appeal has the option to decide the case solely upon written material provided by the student, or may review the record of the disciplinary hearing, examine evidence, and interview witnesses.
5. The officer or body hearing the appeal may uphold or reduce the original sanctions imposed but may not increase the sanctions. Upon production of previously unavailable evidence which may materially affect the decision of the hearing officer or body, the officer or body hearing the appeal may remand the case for a full or partial rehearing. A written decision will be rendered within seven working days of the conclusion of the review process.
6. Students placed on disciplinary probation may appeal their prohibition from serving in leadership positions after four months of being on probation. After four academic months, a student on disciplinary probation may submit an appeal to the Vice Provost for Student Success and Engagement in writing. The Vice Provost for Student Success and Engagement or designee will review the appeal with the student's academic advisor and Chair of the University Review Board. This triumvirate may choose to interview the student or act on the written appeal alone prior to rendering a decision. A written decision will be rendered within seven working days of the conclusion of this review process.

## **AUTHORITY OF VICE PROVOST FOR STUDENT SUCCESS & ENGAGEMENT**

In extraordinary circumstances, the Vice Provost for Student Success and Engagement may initiate immediate disciplinary action without referring a student to a disciplinary hearing. Examples of such situations include potentially inflammatory or dangerous circumstances, violations occurring during breaks or vacations, situations involving off-campus parties, and situations where student or victim privacy rights are of particular concern. The Vice Provost for Student Success and Engagement will take such action in consultation with appropriate University officials.

## 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, misconduct, intimidation, violence and discrimination. Any act of harassment, misconduct, intimidation, violence or discrimination, 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 or interpersonal violence are not typically addressed through an informal process.

See *Sexual Misconduct Policy*:

[http://www.messiah.edu/download/downloads/id/4729/Interpersonal\\_Violence\\_Sexual\\_Misconduct\\_Policy.pdf](http://www.messiah.edu/download/downloads/id/4729/Interpersonal_Violence_Sexual_Misconduct_Policy.pdf).

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. 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. If a supervisor or manager becomes aware that harassment and/or misconduct 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.

If an individual has a concern with his or her supervisor or, for any reason 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.

The Office of Human Resources guides the process in several ways:

1. gather the input and support of appropriate University resources related to the situation (such as those with applicable expertise, i.e., the Vice President for Diversity Affairs, the Director of the Academic Success Center, the Provost, etc.)
2. recommend appropriate options for addressing the matter

3. assist in identifying problematic behavior
4. facilitate conversations
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, an individual who feels harassed or retaliated against may initiate the formal complaint process by filing a complaint with Human Resources. A complaint form is available.

at: [http://www.messiah.edu/download/downloads/id/1265/Harrassment\\_Incident\\_Reporting\\_Form.doc](http://www.messiah.edu/download/downloads/id/1265/Harrassment_Incident_Reporting_Form.doc).

1. The complainant needs to provide a grievance statement, background information, and the requested resolution.
  - a) The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.
  - b) Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension or termination of employment.
2. The Office of Human Resources and Compliance is responsible for reviewing the situation and will partner with specific resources (such as community experts, i.e., the Vice President for Diversity Affairs, the Director of the Academic Success Center, the Provost, etc.) in determining if an investigation is warranted.
3. If warranted, the Office of Human Resources and Compliance is responsible for the following:
  - a) establishing an appropriate timeline and relevant partner(s) for processing the grievance
  - b) reviewing the anticipated schedule and interview agenda with the resource representative(s) and investigatory partner(s)
  - c) 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.*
  - d) ensuring all parties have been provided with documentation of the grievance process, rights, and complaint
  - e) interviewing individuals believed to have relevant information, or facilitating interviews by appropriate investigatory partner(s)



- f) reviewing findings with the appropriate investigatory partner(s), VP/Provost, and resource representative *(Please note for complaints related to violations of the University's Interpersonal Violence and Sexual Misconduct Policy, the Grievance Review Board will serve as the final investigatory partner.)*
  - g) rendering or reviewing a written decision and resolution recommendation in conjunction with investigatory partner(s) *(Please note for complaints related to violations of the University's Interpersonal Violence and Sexual Misconduct Policy, the Grievance Review Board will render the final determinations and resolution recommendation(s))*
  - h) closing and retaining the investigation file
4. The Office of Human Resources and Compliance will ensure that both the complainant and the respondent are notified that they may request to have a colleague present for support. No party or participant in the employee grievance process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the grievance. *(Please note should a complaint involve both students and employees, the matter of legal counsel will be reviewed in advance.)*
  5. The final written decision will reflect either a determination that the allegations were unwarranted, the allegations cannot be corroborated, or 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).

Credible evidence depends upon the following factors:

    - (i) the quality of the evidence (first-hand knowledge, credible corroboration etc.);
    - (ii) prior complaints against the respondent; and
    - (iii) prior complaints made by the complainant.

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) the response of the participants; and
    - (iii) the potential impact on community.
  6. If the investigation determines that, while there has been no harassment, misconduct or violation of policy, there has been some potentially problematic conduct, reparative action may be required.
  7. Copies of the decision will be shared with all parties as well as all parties' supervisors and the appropriate Vice President or Provost.

8. 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 an appeal to the Grievance Review Board.

Both parties have three (3) days to appeal and the reason for appeal must be one of the following: (1) new evidence; (2) flaw in process; or (3) sanctions are over- or under-whelming. This request should be made through the Vice President of Human Resources and Compliance who will convene an appeals session of the Grievance Review Board. One or more of the following appeal criteria must be cited in order for the appeal to be considered:

- a) A procedural error or irregularity materially affected the decision of the Vice President of Human Resources and Compliance
  - b) Previously unavailable evidence is produced
  - c) The outcomes issued are too severe or too lenient in relation to the violation
9. The Grievance Review Board is appointed by the President. Typically three (3) members will serve at an appeal hearing. Membership includes at least one faculty member and at least one staff/hourly employee. 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.
  10. 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.
  11. The final written decision by the Grievance Board will reflect either a determination that the allegations were unwarranted, cannot be corroborated, or the allegations were founded. The terms of the prescribed resolution, including any disciplinary action deemed appropriate, will be provided in the final decision.
  12. Copies of the decision will be shared with both parties as well as both parties' supervisors and the appropriate Vice President or Provost.

The grievance and appeals process can also be viewed [here](#).

## Primary Prevention, Education, 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 providing a calendar of optional programming throughout the year.

Some topics covered during this programming include, but are not limited to:

- Overview and discussion of the University's Interpersonal Violence & Sexual Misconduct Policy
- Overview and discussion of reporting obligations, options, and procedures
- Strategies for preventing harm from occurring
- Explanation and discussion of what the definition of "consent" looks like
- Overview and discussion of victim services & resources

## Ongoing Prevention and Awareness Programs

The University provides annual educational programming 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.

Programming includes a variety of modalities, including face-to-face presentations, online and interactive modules, printed materials, self-defense programming, chapel series, panel discussions, digital materials, small group facilitation, collaborative events, and related lectures.

*Note: For additional crime prevention and security awareness initiatives provided to our campus please refer to that section of this report.*

Examples of **ongoing awareness, education, training, and prevention programs** for students and employees include, but are not limited to:

- **New Faculty & Adjunct Orientation:**  
Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, employee rights and resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault, and Hazing.
- **New Employee Orientation:**  
Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, employee rights and resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault, and Hazing.
- **Summer Student Orientation:**  
Title IX, Clery, and VAWA provisions for protection, reporting options, confidential resources, prohibited behavior, specific information pertaining to minors, and University response.

- **Summer Student Employee Supervisors:**  
Training specific to supervising minors and reporting any potential abuse of minors.
- **CSA, Title IX, Clery and VAWA Training:**  
Training for various campus groups including Residence Life, the Department of Safety, and Athletic Staff; covers 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.
- **Spilling the Tea:**  
Sessions for first year students that address context specific to Messiah University for legal requirements, reporting options, confidential resources, definitions of harassment, interpersonal violence (including dating and/or domestic violence and hazing), stalking, and sexual assault.
- **Hazed and Confused:**  
Scenario-based workshop on confidential resources, University policies, reporting options, etc., particularly in regards to hazing (including sexual assault, dating violence, and stalking).
- **Invisible Identities Inclusivity Training:**  
Resource training regarding sexual minorities, discrimination, and sex-based harassment.
- **Diplomacy in Leadership – SGA Cabinet Education:**  
Resource training regarding sexual minorities, discrimination, and sex-based harassment.
- **The Changing Landscape of Harassment & Harm:**  
Scenario-based discussion session training for employees in leadership roles focusing on Messiah University context for reporting options, confidential resources, and definitions of and responses to harm.
- **Gender Concerns Committee:**  
Collaborative committee that meets periodically throughout the semester to consider gender inequity, discrimination and violence on campus to plan appropriate responses.
- **She, Us, & I:**  
Ongoing weekly therapeutic group for female identifying students engaging in supportive reflection and resourcing for unwanted or confusing sexual experiences.
- **Bystander Intervention:**  
Class for resident assistants in Bystander Intervention techniques in incidents of concern focused on sexual assault, hazing, dating violence, and stalking. Strategies for safe bystander intervention include distraction, delegation, de-escalation, and direct intervention.

- **Consent Education:**  
Educational workshop on components of consent and practical tools for identifying and practicing consent. Often titled, “Coffee & Consent” or “Can we talk about consent?”
- **Healthy Relationships:**  
SAGE programming to discuss healthy and unhealthy relationships via “red” or “green” flags, awareness for Domestic Violence Awareness Month.
- **Love Yourself:**  
Discussion-based programming around self-advocacy, healthy relationships, and self-awareness.
- **Home is Hard:**  
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.
- **Cute or Creepy:**  
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.
- **Baby, It’s Cold Outside:**  
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.
- **Family Dynamics:**  
A presentation with Q&A about coping with unhealthy or challenging family dynamics.
- **Gender Roles – Healthy Masculine Perspectives:**  
SAGE programming with panel discussion and plug resources about healthy masculinity.
- **Gender Roles – Healthy Feminine Perspectives:**  
SAGE programming with panel discussion and plug resources about healthy femininity.
- **Sexual Assault Vigil – Recovery and Resourcing:**  
Vigil of reflection and strength responding to and acknowledging the trauma of sexual violence.
- **Wellness Class:**  
An online module for Wellness Class on the intersection of sexual assault and public & private wellness.
- **Safety in a Digital Landscape:**  
Materials and workshop topics around sexual exploitation, media, technology, and risk resiliency.

## 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 Department of Safety, in partnership with the Coordinator for Title IX and Clery Compliance, is primarily responsible for gathering statistical information included in the Annual Security and Fire Safety Report. 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 CSAs. The Office of Student Success & Engagement and the Office of Human Resources & Compliance 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). CSAs are also informed in writing and through training to report crimes in a timely manner so those crimes can be evaluated by the University 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 from nor is it provided by the Engle Center for Counseling & Health Services and the University Pastors. Professional counselors are not required by law to provide statistics for this compliance document. Professional counseling and pastoral counseling 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 individuals 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 & Health Services, Campus Pastors, and the Prevention & Education Coordinator (as a confidential resource, per OCR guidance) facilitate anonymous reporting unless otherwise instructed by a student wishing to report; 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 the Clery Coordinator in partnership with the Department of Safety. The Clery Coordinator also 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.

The campus receives an annual notification (via email) from the Clery Coordinator summarizing the contents and intentions of this report. The email also includes a direct link to the "University Security and Fire Safety" report online and instructions on how to obtain a physical copy of the report by notifying the Coordinator for Title IX and Clery Compliance.

### **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 crime occurs when an individual is assaulted by another individual. If, after inquiring or investigating the details of the assault, facts of the case indicate that the assailant was motivated to commit the assault because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the initial crime of 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 Success & Engagement for possible disciplinary action for violations of those specific laws.

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

### **Unfounded Crimes**

If a crime is reported as occurring on campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfind a crime.

As of February 07, 2023, four members of the Department of Safety Leadership Team 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 those four 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 2021-2023: Grantham Campus

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and the availability of those statistics be released to applicants and new employees upon request.

The index crime rate uses the actual number of Full Time Equivalent (FTE) undergraduate and graduate students and FTE employees calculated according to a state mandated formula. The index numbers in the table below reflect incidents per 100,000 FTE for approximate comparison. The crime rates were established using unduplicated population figures for the calendar year of total members of the University community. For example, the crime rates for 2023 were established using unduplicated population figures for the 2023 calendar year of 4,136 total members of the community (standard rounding rules are applied).

Calendar Years	2021		2022		2023	
	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS
<b>Part I Offenses</b>						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	2	48
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	1	31	2	48
Theft - Larceny	13	364	16	496	18	435
Motor Vehicle Theft	0	0	2	62	0	0
Arson	0	0	0	0	0	0
<b>TOTAL</b>	<b>13</b>	<b>364</b>	<b>19</b>	<b>589</b>	<b>22</b>	<b>532</b>
<b>Part II Offenses</b>						
Other Assault	1	28	2	62	1	24
Counterfeiting & Forgery	1	28	0	0	0	0
Fraud	2	56	1	31	1	24
Embezzlement	0	0	0	0	0	0
Stolen Property	1	28	1	31	0	0
Vandalism	12	336	42	1300	19	459
Weapons	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	0	0	1	31	6	145
Drug Abuse Violations	0	0	1	31	0	0
Gambling	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	0
Driving under the Influence (DUI)	0	0	0	0	0	0
Liquor Law	3	84	2	62	5	121
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	23	644	26	805	24	580
Vagrancy	0	0	0	0	0	0
All Other Offenses *	4	112	6	186	25	604
<b>TOTAL</b>	<b>47</b>	<b>1317</b>	<b>47</b>	<b>2508</b>	<b>82</b>	<b>2009</b>

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

Hate Crime Statistics for Messiah University:

In 2021, 2022, and 2023 no reported cases of hate crimes for the calendar years.

\*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 2021-2023: Winding Hill

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and the availability of those statistics be released to applicants and new employees upon request.

The index crime rate uses the actual number of Full Time Equivalent (FTE) undergraduate and graduate students and FTE employees calculated according to a state mandated formula. The index numbers in the table below reflect incidents per 100,000 FTE for approximate comparison. The crime rates were established using unduplicated population figures for the calendar year of total members of the University community. For example, the crime rates for 2023 were established using unduplicated population figures for the 2023 calendar year of 4,136 total members of the community (standard rounding rules are applied).

Calendar Years	2021		2022		2023	
	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS
<b>Part I Offenses</b>						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft - Larceny	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Part II Offenses</b>						
Other Assault	0	0	0	0	0	0
Counterfeiting & Forgery	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0
Weapons	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Gambling	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	0
Driving under the Influence (DUI)	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	1	24
Vagrancy	0	0	0	0	0	0
All Other Offenses *	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>24</b>

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

Hate Crime Statistics for Messiah University:

In 2021, 2022, and 2023 no reported cases of hate crimes for the calendar years.

\*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 2021-2023**

Offense Type	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	2	0	0	2	2
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Fondling	2023	5	2	0	7	5
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	1	0	0	1	1
	2021	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Burglary	2023	2	0	0	2	2
	2022	3	0	0	3	3
	2021	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0
	2022	2	0	0	2	0
	2021	0	0	0	0	0
Arson	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

Offense Type	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2023	0	1	0	1	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2023	0	1	0	1	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Stalking	2023	10	3	0	13	4
	2022	6	0	0	6	3
	2021	12	0	0	12	9
Arrest and Disciplinary Referrals	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Liquor Law Violations - Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Related Violations - Arrests	2023	0	0	0	0	0
	2022	1	0	0	1	1
	2021	1	0	0	1	1
Weapons Possessions - Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Weapons Possessions - Referrals	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Liquor Law Violations - Referrals	2023	13	0	0	13	13
	2022	5	0	0	5	5
	2021	4	0	0	4	4
Drug Related Violations - Referrals	2023	0	0	0	0	0
	2022	1	0	0	1	1
	2021	0	0	0	0	0

**Hate Crime Statistics for Messiah University:**

In 2023, there were no reported cases of hate crimes for the calendar year. In 2022, there were no reported cases of hate crimes for the calendar year. In 2021, there were no reported cases of hate crimes for the calendar year.

**Statement on Unfounded Cases:**

There were no unfounded criminal incidents in calendar years 2021, 2022, or 2023.

Winding Hill Campus Crime Statistics for Messiah University (Table Two)  
(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)  
Calendar Years 2021-2023

Offense Type	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Fondling	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Burglary	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Arson	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

Offense Type	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Stalking	2023	1	0	0	1	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Arrest and Disciplinary Referrals	Calendar Year	On Campus (Including Residential)	Non-Campus	Public Property	Total	On Campus (Residential Only)
Liquor Law Violations-Arrest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Related Violations-Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Weapons Possessions-Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Weapons Possessions-Referrals	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Liquor Law Violations-Referrals	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Related Violations-Referrals	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

**Hate Crime Statistics for Messiah University:**

In 2023, there were no reported cases of hate crimes for the calendar year. In 2022, there were no reported cases of hate crimes for the calendar year. In 2021, there were no reported cases of hate crimes for the calendar year.

**Statement on Unfounded Cases:**

There were no unfounded criminal incidents in calendar years 2021, 2022, or 2023.

## 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 –**

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

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

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the individuals 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 Definition of Stalking:**

- 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 individuals 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 individuals arrested for each of the offenses.

The Department of Safety provides only arrest data for Part II offenses.

### Part I Offenses

#### Criminal Homicide

- **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:
  - the killing of a felon by a law enforcement officer in the line of duty; or
  - the killing of a felon, during the commission of a felony, by a private citizen.
- **Manslaughter by Negligence:** the killing of another person through gross negligence of another. Traffic fatalities are excluded.

#### Sexual Assault (Sex Offenses)

**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.

**Fondling** – 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 and/or because of his/her temporary or permanent mental incapacity.

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

**Statutory rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### Robbery

The taking or attempted taking of anything of value from the care, custody, or control of a person or individuals 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.

**Part II Offenses****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 individuals 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 individuals from the streets or other specified areas; prohibiting individuals from remaining in an area or place in an idle or aimless manner; or prohibiting individuals 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 and the Coordinator for Title IX and Clery Compliance. The Director of Safety and the Clery Compliance Coordinator are responsible to receive and resolve any complaints. Upon resolution of the complaint, the complaining party shall be informed that if they continue 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.

*This report was compiled by the Coordinator for Title IX and Clery Compliance, the Department of Safety Office, in coordination with University Legal Counsel, the Office of Student Success & Engagement, Fire Safety, and the Office of Human Resources & Compliance. Report completed September 2024.*

# Messiah University Fire Safety Report

*Providing statistics for report years 2021, 2022, and 2023*

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## 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 annually, published online, and distributed through a mass email notification.

A written log of all fires occurring during the current calendar year will be maintained at the Department of Safety Dispatch Office in the Eisenhower Campus Center and may be viewed by any member of the public or the University community at large during normal business hours. 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 annual Fire Safety Report.

As required by federal law, Messiah University will distribute an annual notice (by October 1) to all enrolled students and current employees. This notice includes 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. Similar notice will be provided as required by law to all prospective students and prospective employees.

## 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

*NOTE: As part of our response to the COVID-19 pandemic, Messiah University leased sections of apartment buildings (units 2351 and 2381) in the nearby Oakwood Hills apartment complex during the 2020 fall semester and the 2021 spring and fall semesters. Unit 2381 was leased and used for student housing for all three of these semesters; unit 2351 was also used for student housing, but the lease for that unit was not renewed for the 2021 fall semester.*

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.

Unless noted, all automatic fire alarm systems are monitored 24 hours a day, 7 days a 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 extinguishers are also inspected monthly by trained Department of Safety personnel.

### Fire Safety Systems in Campus Residential Facilities - Calendar Year 2023

Facility	Clery Classification	Fire Alarm Monitoring Done on Site by DoS	Fully Sprinklered	Smoke Detection	Fire Extinguishers	Evacuation Placards	Number of Evacuation Drills - Calendar Year 2023
<b>Bertram House</b> 236 N. Grantham Rd. Dillsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0
<b>Bittner Residence</b> 320 College Ave. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Foreman House</b> 521 Grantham Rd. Mechanicsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0
<b>Fry Residence</b> 375 College Ave. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Grantham Residence</b> 380 College Ave. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Hess Residence</b> 370 College Ave. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Hill House</b> 2716 East St. Mechanicsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0
<b>Kelly Residence</b> 2775 Tower Rd. Mechanicsburg, PA	On-Campus	X	No sprinklers	X	X	X	4

<b>Melhorn House</b> 528 Grantham Rd. Mechanicsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0
<b>Mellinger Residence</b> 325 College Ave. Mechanicsburg, PA	On-Campus	X	No sprinklers	X	X	X	4
<b>Miller Residence</b> 390 College Ave. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Mountain View Residence</b> 370 Center Dr. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Naugle Residence</b> 395 College Ave. Mechanicsburg, PA	On-Campus	X	Partially sprinklered	X	X	X	4
<b>Schrag (Rafiki) House</b> 355 College Ave. Mechanicsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0
<b>Smith Residence</b> 400 College Ave. Mechanicsburg, PA	On-Campus	X	No sprinklers	X	X	X	4
<b>Sollenberger Residence</b> 360 Center Dr. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Witmer Residence</b> 355 Creekside Dr. Mechanicsburg, PA	On-Campus	X	X	X	X	X	4
<b>Woodland House</b> 310 College Ave. Mechanicsburg, PA	On-Campus	Local smoke alarms - not monitored by DoS	No sprinklers	X	X	None	0

## Institutional Policies

### Portable Electrical Appliances, Smoking, and Open Flames in Student Housing Facilities

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 3.2 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 Life Educator and in conjunction with an approved meal plan exemption.

Among other items, 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 capacity may be responsible for the cost of restoring 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 “piggy-back” or “daisy-chain” extension cords.
- Never “piggy-back” or “daisy-chain” power strips by plugging one into another.
- Power strips must be directly plugged into the wall outlet.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Do not nail (or tack) 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 overcurrent protection or reset capabilities.
- Do not bring “home-made” cords or electrical rigging for your devices.

Wiring and outlets in student housing may not be able to handle the increased electrical demand of University student expectations. If use of a device frequently causes power to trip off, or if a power cord or outlet feels hot, the device should be disconnected immediately, and the condition reported promptly to the Department of Facility Services (ext. 6011). Never attempt to alter a three-prong plug to fit in a two-prong outlet. Doing so can result in severe personal 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 or grounds. Resident students who violate these regulations will be referred to the offices of Residence Life and Student Success & Engagement to be counseled for their actions, as well as potentially sanctioned according to the severity of the violation.

As provided by section 308 of the *International Fire Code (2018 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 Life Educators’ apartments).

When used as part of a religious service, and not involving the handling of individual candles by the participants or 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 in rare instances as part of official, pre-approved University events; even this provision is dependent upon weather conditions and other restrictions as established by local and state governments' fire hazard

declarations. The University does maintain a permanently installed, gas-powered fire pit location at the Larsen Student Union for general use by members of the University community. This location is overseen and supervised by the Office of Student Engagement.

Residential students, commuting students, employees, or their guests 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 offices of Conference & Event Services and Dining Services.

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

More information on these policies may be available by contacting the Fire & Safety Systems Coordinator at [jnaccarato@messiah.edu](mailto:jnaccarato@messiah.edu) (ext. 6022).

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

Residence Life policies related to fire safety can be found in the [Messiah University Student Handbook](#). All members of the Messiah University community have access to the Student Handbook through the Messiah University Residence Life website, and can review fire safety information about information such as building evacuation procedures and prohibited items. Mandatory informational sessions about residence hall regulations are also held at the beginning of each fall semester for all residents.

The Fire & Safety Systems Coordinator is available to provide fire safety training to staff and students within areas or departments where the potential for a fire would have a devastating effect, or the individuals (or those they supervise) are considered to be at somewhat higher risk than the rest of the campus community. One such example includes annual training provided for the office of Residence Life. This training is usually comprised of a presentation for Residence Life Educators and Resident Assistants, covering a variety of topics including campus fire systems and building evacuation procedures.

To assist in maintaining safe spaces in the event of an emergency and/or evacuation, 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.

## **Emergency Procedures in the Event of a Fire (Students and Employees)**

When a fire alarm sounds, all individuals 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 develop quickly and can rapidly grow out of control. If warranted, Dispatch Services will make notifications to Residence Life staff of the situation. Individuals found responsible for intentionally activating false fire alarms, tampering with or stealing any fire safety equipment or any type of safety signage, or not refusing to comply with evacuation procedures will be subject to a fine (maximum \$500) and/or other disciplinary actions.

Additional safety procedures include:

- When a fire alarm sounds, remain calm and close the window(s) in the room you occupy.
- Grab only the clothing necessary for existing weather conditions. Do not attempt to collect personal belongings.
- Turn off all electrical appliances, including stoves, ovens, and room lights or light fixtures.
- Before exiting, touch the door lock and/or the top gap between the door and doorframe to see if it is hot. If either is hot to the touch, do not open the door.
  - Instead, if you can do so safely, use a window to escape or yell for help. Keep the window closed if smoke enters the room when you open it.
- Close, but do not lock room or apartment door(s) behind you.
- Stay low under smoke and toxic fumes, crawl on your hands and knees, if necessary and possible.
- Do not use elevators! Use stairways only.
- If you require the use of an elevator for mobility purposes, please notify the Department of Safety of your location and need for assistance. Contact information for Safety can be found on the back of University-issued ID cards.
- Leave by the nearest EXIT. Do not run. Leave the building directly from a stairway; do not use your ID card to pass through doors during an evacuation.
- Remain clear of buildings 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 the building for any reason, even if alarm signals are silenced. Wait until permission is granted by personnel in charge of drill or fire scene, (i.e., Safety Officer, drill coordinator, Residence Life Educator, or ultimately, the township Fire Chief).

- In an actual EMERGENCY (especially if you are trapped in a room by smoke or fire), use the phone in that room or 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.

## **Fire Drill/Emergency Evacuation Procedures**

### **Grantham Campus Residence Halls and Apartment Buildings**

Fire drills are held in each residence hall and apartment building during the first few weeks of the Fall semester and midway through the Spring semester. The date and time of these drills are announced to coordinating and supervising employees, but unannounced to the residents and student body. Drills are conducted by the Fire & Safety Systems Coordinator (an officer within the Department of Safety) in conjunction with Residence Life Educators, other Department of Safety officers, and Campus and Building Services 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 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 and effective evacuation rather than upon speed. Refusing to participate 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 a fire alarm sounds (whether under the auspices of a drill or otherwise), students should cease their current activity, turn off electric appliances, and leave the building. The last person to leave a room should be certain that the door is closed, but not locked. Students should be responsible for one another; that is, individuals who are sleeping, showering, or who require any additional assistance to effectively participate in a fire drill should be aided by their fellow residents.

Once outside, students should remain quiet and orderly so that instructions from University personnel may be easily heard and understood. Once it has been determined that all students have fully participated (i.e., that no one has tried to hide inside the building or left the location prematurely) the drill should be considered complete, and students will be permitted re-entry by the attending University employee.

Students who fail to evacuate in a timely manner or do not cooperate with instruction from a University employee 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 treated casually even if sounded as a drill. Smoke detectors should never be disabled and sprinklers should never be tampered. 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.

## Number of Fire Drills

### 2021

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 2021 there were a total of nineteen fire drills held in our student residences – one per semester for each of the major residences, as well as one each during the fall semester at both 2351 and 2381 Oakwood Hills.

### 2022

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 2022 there were a total of nineteen fire drills held in our student residences – one per semester for each of the major residences, as well as one each during the Fall and Spring semesters at 2381 Oakwood Hills and one during the Spring semester at 2351 Oakwood Hills.

### 2023

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 2023 there were a total of forty-eight fire drills held in our student residences – two drills per semester for each of the major residences.

In addition, five fire exit drills were conducted in administrative, non-residential buildings on our **Grantham Campus**.



## Reporting a Fire

### Grantham Campus

All fires on campus, no matter how small, even if they have already been extinguished, must be reported to Dispatch Services:

**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. A fire panel in the University South Complex was replaced in 2023-2024 and some fire safety devices in the core/elevator area were upgraded to addressable devices.

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 with the primary focus being to update buildings with older systems such as Fry Residence, Smith Residence, and South Complex.

While our systems are currently in compliance with the appropriate local, state, and federal fire codes, we are anticipating making significant investment in improvements across campus in 2024-2025.

## 2021 Fire Statistics

Facility	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
<b>Bertram House</b> 236 N. Grantham Rd. Dillsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bittner Residence</b> 320 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Foreman House</b> 521 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fry Residence</b> 375 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Grantham Residence</b> 380 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Hess Residence</b> 370 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Kelly Residence</b> 2775 Tower Rd. Mechanicsburg, PA	1	1	5/18/201	2:50p m	Other (oven cleaning)	0	0	\$0
<b>Melhorn House</b> 528 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mellinger Residence</b> 325 College Ave. Mechanicsburg, PA	1	1	6/12/2021	9:50pm	Cooking	0	0	\$0
<b>Miller Residence</b> 390 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mountain View Residence</b> 370 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Naugle Residence</b> 395 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2351 Oakwood Hills</b> 2351 Oakwood Hills Drive Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2381 Oakwood Hills</b> 2381 Oakwood Hills Drive Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Schrag (Rafiki) House</b> 355 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Smith Residence</b> 400 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sollenberger Residence</b> 360 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Witmer Residence</b> 355 Creekside Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Woodland House</b> 310 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 2022 Fire Statistics

Facility	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
<b>Bertram House</b> 236 N. Grantham Rd. Dillsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bittner Residence</b> 320 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Foreman House</b> 521 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fry Residence</b> 375 College Ave. Mechanicsburg, PA	1	1	12/03/2022	6:06 PM	Cooking, drip pans	0	0	\$0
<b>Grantham Residence</b> 380 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Hess Residence</b> 370 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Kelly Residence</b> 2775 Tower Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Melhorn House</b> 528 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mellinger Residence</b> 325 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Miller Residence</b> 390 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mountain View Residence</b> 370 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Naugle Residence</b> 395 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2351 Oakwood Hills</b> 2351 Oakwood Hills Drive Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2381 Oakwood Hills</b> 2381 Oakwood Hills Drive Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Schrag (Rafiki) House</b> 355 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Smith Residence</b> 400 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sollenberger Residence</b> 360 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Witmer Residence</b> 355 Creekside Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Woodland House</b> 310 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 2023 Fire Statistics

Facility	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
<b>Bertram House</b> 236 N. Grantham Rd. Dillsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bittner Residence</b> 320 College Ave. Mechanicsburg, PA	2	1 2	10/8/2023 12/8/2023	7:59PM 7:59AM	1-Box inside microwave caught fire 2-Parchment paper caught fire	0 0	0 0	\$50.00 \$0.00
<b>Foreman House</b> 521 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fry Residence</b> 375 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Grantham Residence</b> 380 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Hess Residence</b> 370 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Kelly Residence</b> 2775 Tower Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Melhorn House</b> 528 Grantham Rd. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mellinger Residence</b> 325 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Miller Residence</b> 390 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mountain View Residence</b> 370 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Naugle Residence</b> 395 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Schrag (Rafiki) House</b> 355 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Smith Residence</b> 400 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Sollenberger Residence</b> 360 Center Dr. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>Witmer Residence</b> 355 Creekside Dr. Mechanicsburg, PA	2	1 2	8/29/2023 1/23/2024	6:11PM 7:54PM	1-Food caught on fire 2-Residue on burner caught fire	0 0	0 0	\$500.00 \$0.00
<b>Woodland House</b> 310 College Ave. Mechanicsburg, PA	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Messiah University Fire Safety Website Link**

Further information regarding fire safety can be 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 owned and maintained by the Department of Safety. Questions and concerns about the Fire Safety Report may be directed to the Fire and Safety Systems Coordinator at the following contact information:

John Naccarato ([jnaccarato@messiah.edu](mailto:jnaccarato@messiah.edu), ext. 6022), or  
 Department of Safety Dispatch ([dispatch@messiah.edu](mailto:dispatch@messiah.edu), ext. 6005)

This information was prepared by: Hannah McBride, Coordinator for Title IX and Clery Compliance  
 In partnership with the Department of Safety  
 Date: September 2024