



Lancaster Theological Seminary

2014 Annual

Safety & Security Report

Campus Safety and Security at Lancaster Theological Seminary is a shared responsibility. The best protection against campus crime is an aware, informed, alert campus community—students, faculty and staff who use reason and caution—along with a strong law-enforcement presence.

The vast majority of our students, faculty, staff and visitors do not experience crime at LTS. However, despite our best efforts, crime sometimes occurs. The information provided in this document is because of our commitment to campus safety and security and in compliance with the federal law, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), and the Pennsylvania Uniform Crime Reporting Act (formerly known as the College and University Security Information Act). It is meant to be useful to you. If you have concerns, questions or comments about federal or state law requirements or LTS's compliance with these laws, please contact the Vice President of Operations & Finance at 717-290-8713.

This report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by LTS, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes information regarding the law enforcement authority that monitors the LTS campus; policies concerning campus security, such as crime prevention, alcohol and drug use, sexual assault, state sex offender registry, and the reporting of any crimes that may occur on the campus. Additional copies of this report may be obtained through the office of the Vice President of Operations & Finance, and will be sent to a person upon request.

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Important Numbers:

All Emergencies:

911

F & M Police Switchboard 717-291-3939

Lancaster City Police Switchboard 717-664-1180

Concierge 717-572-0819

Lancaster Bureau of Fire 717-291-4866

Poison Control Hotline:

1-800-222-1222

National Domestic Violence Hotlines:

1-800-799-SAFE

1-800-787-3224

Lancaster YWCA Sexual Assault Prevention & Counseling Center 24 hour Hotline:

717-392-7273

Lancaster Regional Medical Center:

717-291-8211

Campus Numbers:

Maintenance Office: 717-290-8745

Vice President of Operations & Finance: 717-290-8713

Office of the President for LTS: 717-290-8701

Information About the Clery Act

A brief History of the Clery Act, a Description of Compliance Requirements, and Who is Involved in this Report

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crimes data are collected, reported, and distributed to the campus community and are also submitted to the Department of Education (ED). The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

All postsecondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the Clery Act regulations. Although Clery Act compliance is an institutional responsibility, full compliance is a campus-wide effort, and concerns all members of the campus community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities. At LTS, all faculty and staff are considered mandated reporters, and are therefore considered to be campus security authorities.

LTS obligations to be in Compliance with the Clery Act

To be in compliance with Clery Act regulations, LTS has several obligations. These obligations fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

1. Policy disclosure;

LTS must provide the campus community and the public with accurate statements of its current policies and practices regarding:

- Procedures for students and others to report criminal actions or other emergencies occurring on campus;
- Security of and access to campus facilities; and
- Campus law enforcement.

2. Records collection and retention;

LTS is required to keep some campus records and to request records from law enforcement agencies.

- LTS must keep records of crimes reported to campus security authorities.
- LTS must also make a reasonable good-faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to ED.
- LTS is required to keep a daily crime log that must be open to public inspection, which can be found in the Office of the Vice President of Operations & Finance.

3. Information dissemination

To provide campus community members with information necessary to make informed decisions about their safety, LTS must distribute information in several ways. LTS must:

- Provide a “timely warning” of any Clery Act crime that might represent an ongoing threat to the safety of students or employees;
- Provide access to the LTS crime log during normal business hours;
- Publish an annual security report and distribute it to all current students and employees, and inform prospective students and employees about the content and availability of the report;

- Inform the campus community where to obtain information about registered sex offenders; and
- Submit LTS's crime statistics to ED through the Web-based data collection system.

When do the Clery Act Requirements Happen

Compliance with the Clery Act is not a once-a-year event. Some requirements are ongoing, such as policy implementation, timely warnings, and crime log updating, while other requirements are less frequent, such as the annual security report and the crime statistics report that is submitted to ED.

Listed below is an overview of the basic requirements and time frames for the main components of compliance.

1. Component: Development, disclosure and implementation of all campus security policies.
 - a. Frequency: Routinely on an ongoing basis.
 - b. Contact: All members of the campus community.
2. Component: Timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety.
 - a. Frequency: Whenever there is a threat that a crime is ongoing or may be repeated (i.e. as soon as the information becomes available).
 - b. Contact: All members of the campus community.
3. Component: A daily crime log that lists, by date reported, all crimes reported to the campus faculty and staff.
 - a. Frequency: Updated daily as crimes are reported.
 - b. Contact: Must be made available for public inspection without exception.
4. Component: Annual security report containing campus security policy disclosures and crime statistics for the previous three years.
 - a. Frequency: Must be published and distributed annually by October 1. There is no grace period.
 - b. Contact: Current students and employees individually. Prospective students and employees notified of availability of report.
5. Component: Report to ED of statistics for Clery Act crimes via designated Web site.
 - a. Frequency: Each fall, on the dates provided by ED in a letter to your institution.
 - b. Contact: Made available for public inspection.

Description of the Campus

Lancaster Theological Seminary is located in the city of Lancaster, in Lancaster County, Pennsylvania. Accredited through the Association of Theological schools and the Middle States Commission on Higher Education, the Seminary offers graduate studies leading to a Master of Divinity degree, a Master of Arts and Religion degree, and a Doctor of Ministry degree. For academic year 2013-2014, the student body numbered approximately 114. Strong emphasis is placed on the interaction within the Seminary community among students, faculty, administration, and support staff. The staff and faculty are comprised of 29 full-time and 26 part-time instructors and non-instructional staff.

The campus consists of four well-maintained classroom/administrative buildings, including the library, plus three apartment buildings, one residence hall and seven row homes (all but 1 of which were sold between 2013-2014). Streets bordering the campus and their directional relationships are: W. James St. S), College Ave. W), W. Frederick St. N), and N. Pine St. E): Open grass areas and large mature trees accentuate the campus and provide a relaxed atmosphere. The grounds of the Seminary are open to the public; the academic facilities of the Seminary are open to students, faculty, staff, guests and other individuals as needed for active conduct of the educational programs and in connection with business matters. The general public is invited to use the library and to attend any special events in campus buildings, when so publicized by the Seminary. As a

private institution, the Seminary reserves the right to limit access to any facility at any time. Individuals not associated with the Seminary through employment, as a student, or as a guest of an employee or student, may be deemed trespassers.

Department of Public Safety Authority and Jurisdiction

LTS is a small enough campus that we do not have our own Department of Public Safety. Therefore, LTS utilizes Franklin & Marshall College's Department of Public Safety as the local police in conjunction with the Lancaster City Police. F & M's Police Department is an Accredited Law Enforcement Agency, and requires that all of their officers have attended Act 120 Police Academy training as well as attended and completed Pennsylvania state requirements for Act 235, Lethal Weapons Training. F & M provides 24 hour quality police that is reachable via switchboard operators at 291-3939. To reach the switchboard for the Lancaster City Police, dial 664-1180.

Criminal Records Checks

LTS conducts state and federal criminal background checks for all newly hired members of the professional staff and Seminary volunteers. All temporary, part-time, full-time, and (unpaid volunteer) professional staff appointments are contingent upon satisfactory completion of a criminal records check. LTS conducts local public records checks during the interview process, and official checks upon hire.

Access to Facilities

During business hours, the LTS campus (excluding housing facilities) will be open to students, employees, contractors, guests, and invitees. During non-business hours, access to all Seminary facilities is by key, FOB device, or by maintenance.

The use of LTS facilities is given to University groups and by approved non-University organizations under certain circumstances. Permission to use these facilities does not constitute University endorsement of the activities held in the facilities. The policy on Use of Facilities can be found in the Business Office.

Crime Prevention and Safety Awareness Programs

LTS is working in conjunction with F & M to provide educational programs throughout the year, which are available to faculty and student. Crime Prevention Programs, Emergency Preparedness Programs, and Sexual Assault Prevention Programs are offered on a continual basis. There are crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drug/alcohol abuse, theft, and vandalism, as well as educational sessions on personal safety, which are offered on a periodic basis through the F & M Department of Public Safety. For a current list of programs available please visit the F & M public safety website at: <http://www.fandm.edu/publicsafety.xml>

The Residential System

On-campus housing is primarily for students and consists of three apartment buildings containing (30) one-bedroom and (10) two-bedroom apartments, and (1) three-or-four bedroom row homes. (1) Presidents House. Housing for commuter students consists of a (40) room dormitory style building. Individual apartment doors are secured by separately keyed knob sets and deadbolts; all windows are lockable. Row homes also have

lockable knob sets and deadbolts on doors. The hallway doors of the building used for commuter students are always locked; each sleeping room is secured by a lockable knob set and lockable windows. Housing assignments are made by the Business Office. Changes in housing assignment can be requested in writing to the Registrar. If ever needed for the student's personal safety, the Business Office may change the students housing assignment.

Emergency Preparedness

Threat, Crisis or Actual Emergency

Because the LTS facility is completely surrounded by F & M facilities, the policies outlined in the F & M Emergency Response and Crisis Management Plan would cover what should happen to all persons on the LTS campus in the event of an evacuation, with the exception that LTS would be responsible for the buildings on the seminary property. Copies of the F & M Emergency Response and Crisis Management Plan can be found in the Business Office.

Hazardous Weather

1. How will information be available?

If bad weather occurs, or an emergency should arise, information regarding Seminary delays, cancellations, or closings will be posted on the LTS website: www.lancasterseminary.edu.

Information regarding Seminary delays, cancellations, or closings will also be recorded on the Seminary main telephone number: 717-393-0654 and sent via email to "everyone@lancasterseminary.edu."

Information regarding Seminary delays, cancellations, or closings **WILL** be submitted to television and radio stations or other web sites.

Those responsible for program planning should alert participants about consulting the LTS website and main phone number for any delays, cancellations, or closings.

2. When will the information be available?

Should the Seminary need to delay opening in the morning, every effort will be made to update the LTS website by 6:30 AM. However, should weather conditions change or worsen or should campus accessibility become a concern, the Seminary **may update** the status of delay or opening. Please consult the three sources named above for the most accurate and up to date information.

3. What if I am stranded at the seminary?

In the case of inclement weather, please be aware of the weather where you are and in Lancaster; you need to decide if it is safe for you to travel.

If severe weather should occur after you are here at the Seminary, limited space is available for emergency overnight stays. We suggest that you keep an "emergency kit" of linens, a change of clothes, toothbrush, etc. in your car—just in case! Emergency kits are also available in the SCC Food Bank. See the Assistant in the Business Office, or call 717-290-8725, if you become stranded because of the weather and you will be charged a student rate for a room only.

Criminal Activity Off-Campus

When an LTS student is involved in an off-campus offense, it is investigated by local, state, or federal law enforcement, and dependent on the location, by public safety officers from Franklin & Marshall College. While Lancaster Bureau of Police and Manheim Police Departments have primary jurisdiction in all areas off campus, F & M officers can and do respond to student-related incidents that occur in close proximity to the F & M campus. F & M officers have direct radio communications with the city police and maintain close relations with County Control Dispatch, fire department, and ambulance services to facilitate rapid response in any

emergency situation. Any incident involving students or guests of LTS receives reciprocal cooperation and information exchange from F & M.

Relationship with Local Authorities

While LTS does not have its own Public Safety Office, we maintain an excellent working relationship with the Department of Public Safety of Franklin & Marshall College. Through them, we have working relationships with the township police, local city police and fire departments, as well as the city housing authority, and we receive timely assistance from all. LTS also cooperates with federal, state, and local agencies and immediately notifies local police of reportable offenses.

Franklin & Marshall College and the James Street Improvement District (JSID) bike squads patrol the neighborhood surrounding LTS, helping to promote a safe environment for both students and Lancaster City residents. The bike patrol officers patrol areas throughout the day, and are professionally trained. JSID has discovered that the presence of the bike squad deters crime and promotes a sense of security among Lancaster City residents. The F&M bike squad wears yellow and navy shirts, while JSID officers wear red jerseys.

Missing Student Policy

In the event that a student, faculty or staff member is reported as missing, LTS follows specific steps, described below, to investigate that person's location.

LTS strongly recommends that all students register confidential contact information. The first contact would be used in the event that a student is determined missing for a period of time less than 24 hours. The second contact would be used in the event that a student is determined missing for a period of time more than 24 hours.

The Registrars Office maintains the confidential contact information that will be filled out by all students at the beginning of their seminary career and updated as needed annually via SONISWEB. These people will be contacted if you are reported missing. This information will be kept confidential and will be accessible only to authorized Campus and Law Enforcement Officials.

In the event that you discover that a student from the seminary has gone missing, notify the Business Office. They will attempt to verify the student's location, and if unsuccessful will notify the proper authorities.

Disciplinary Policies

Personal Conduct: As a Christian community of learning, the Seminary expects that persons show respect for one another. Such respect includes care for the personal well-being and faith development of others. It involves sensitivity to personal differences, including racial, sexual, ethnic, and religious diversity. Such respect also extends to respect for the property and privacy of others. In order to maintain the standards of this community of learning and to ensure just and fair dealings with all persons, the procedures in section 11 of the Student Handbook should be followed when there is a breach in the Personal Conduct expectations. When appropriate, the Vice President of Academic Affairs/Dean of the Seminary, in consultation with the Dean of

Students, President, and/or by written request of any of the parties directly involved, may convene the Standards Committee.

Standards Committee: The Standards Committee is appointed annually by the Vice President of Affairs/Dean of the Seminary, and consists of two faculty members (excluding the President, the Vice President of Academic Affairs/Dean of the Seminary, and the Dean of Students) and two students.

- When called, the Standards Committee meets as soon as possible, usually within 48 hours after receiving a referral. In most cases the Committee will request pertinent information, meet with the student(s) involved, and any other appropriate persons. If the Committee concludes that disciplinary action is appropriate, it will formulate a motion for faculty action. The faculty's action may include and of the following:
 - **Formal Admonishment:** A formal admonishment consists of a written statement that becomes a part of the student's permanent file.
 - **Suspension:** Action to suspend a student includes a recommendation of steps the student should take to be permitted to resume studies.
 - A student may apply to the Vice President of Affairs/Dean of the Seminary for removal of suspension after satisfactory completion of recommended steps.
 - Removal of suspension is an action of the Vice President of Affairs/Dean of the Seminary in consultation with the faculty.
 - **Dismissal:** Students dismissed from the Seminary may not resume studies without re-applying and being admitted. Dismissal will be recorded on the student's transcript and a copy of the dismissal action will become a part of the student's permanent file.
 - Other action appropriate to the circumstances.
- In the case of a Master of Divinity student, the Vice President of Affairs/Dean of the Seminary will report the decision of the faculty to the student's endorsing denominational body when such decision is appropriate.

Appeals: A student receiving a disciplinary action by the faculty may appeal to the President according to the following procedure:

- A written request should be submitted to the President within five (5) business days of the date of the faculty's decision, documenting the basis of the appeal.
- If appropriate, the President will meet with the student, the faculty advisor, and/or the chairperson of the Standards Committee.
- If, after discussion, the student requests a formal appeal, the President will appoint an Appeals Committee comprised of one faculty member (excluding the President and the Vice President of Academic Affairs/Dean of the Seminary), one student, one ministerial guide if appropriate, and one faculty member or pastor recommended by the student.
- After hearing the point(s) of substance or process upon which the appeal is based, the Appeals Committee will make a report to the President.
- The President will respond within five (5) business days after receiving all supporting documentation and/or report from the Appeals Committee.
- The decision of the President is final.
- During any appeal, the student is responsible to abide by course and handbook regulations, including class attendance and assignments.

Drug and Alcohol Policies and Education Programs

In accordance with the laws of the United States under the Drug Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, Section 22, LTS has adopted the following policy and hereby constitutes itself as a drug-free workplace.

LTS prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipts, transportation or possession of illegal drugs or unauthorized controlled substances on the school's premises or while engaged in business for the school off the premises. LTS also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of LTS' policy for anyone to engage in work for the school or participate in educational offerings, or to report to work or classes in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all full-time and part-time employees, temporary workers and volunteers of LTS as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engaged in business for the school.

Violation of prohibition against the unlawful possession, use or distribution of illicit drugs brings with it strict disciplinary sanctions. For students, those sanctions may be executed by the Standards Committee and may include expulsion from the Seminary [See Section 9 of the LTS Student Handbook]. For employees, the oversight of disciplinary actions will be addressed first by the immediate supervisor and then the Office of the President, and may include termination of employment.

The unlawful possession of illicit drugs and alcohol brings with it strict legal sanctions under local, state and federal laws.

Available counseling and treatment programs:

Council on Drug and Alcohol Abuse: 717-299-8023

Lancaster County Drug and Alcohol Commission-Prevention Unit: 717-299-8023

Support Groups:

Alcoholics Anonymous: 717-394-3238

Al-Anon: 717-393-7767

Alateen: 717-393-7767

Narcotics Anonymous: 717-393-4546

Substance Abuse Victorious: 717-656-4271

The seminary reserves the right to require employees [and students] to submit to random drug and alcohol abuse screenings.

Anti-Harassment Policy

LTS is committed to maintaining an environment free of unlawful discrimination, and therefore, has a zero tolerance for harassment, exploitation, and intimidation. We will not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, or ethnic background, age, religion, or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. In addition, sexual conduct (both overt and subtle) can serve to create an offensive environment and therefore, is prohibited. LTS will not tolerate sexual misconduct in any form, including acquaintance or date rape. LTS will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape or sexual assault. LTS prohibits rape and sexual assault.

Scope:

The prohibition against sexual harassment applies to everyone—Trustees or subcommittees thereof, Administration, supervisors, faculty, students, salaried and hourly employees, contractors, vendors and visitors. LTS will not tolerate sexual harassment of any kind by any one.

Purpose:

To maintain an environment free of sexual and other harassment.

Definition:

For the purposes of this policy, we define sexual harassment as follows: (1) sexual flirtations, touching, advances, etc. ; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs at the Seminary.

Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment, matriculation, favorable grades or evaluations, or academic decisions; (2) using submission or rejection of the conduct as a basis for employment or academic decisions; (3) substantially interfering with the individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

No member of the Board of Trustees or Administration, supervisor, faculty, employee, [student], or other individual has the authority to condition an employee's job or benefits or a student's matriculation, favorable grades or evaluations, or academic decisions in exchange for sexual favors.

Procedure:

If you believe you are a victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to promptly report the facts of the incident to your supervisor [to the Dean of Students] in cases involving students, either as victims or alleged perpetrators] or, if your supervisor [or Dean of Students] is implicated, to the President. If the President is implicated, the Chairperson of the Board may also be notified. An investigation will be promptly conducted. To the extent possible with the concurrence of the complainant, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, an investigation will be conducted and the employee or student advised of the conclusions. No retaliation against any person who files a complaint or cooperates in an investigation shall be taken.

Employees and supervisors must report an incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of harassment. After appropriate investigation, any employee or student who is found to have engaged in harassment of another employee or other member of the community will be subject to appropriate disciplinary action and may be subject to immediate discharge or dismissal/expulsion. Additional action may include: referral to counseling; withholding of a promotion; reassignment, temporary suspension without pay or financial penalties [or, in the case of a student, penalties described in Section 9 of the Student Handbook]. Any employee or student who makes an intentional or reckless false complaint will also be subject to the same disciplinary action as outlined above [or in Section 9 of the Student Handbook].

Employees are apprised if they believe that they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

Prevention of Sexual Assault and Rape

LTS uses a number of means to prevent sexual assault and rape including:

Encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Lancaster Police Department; and encouraging students to make use of the public safety resources, such as escorts/concierges provided by the Business Office.

Responding to Sexual Assault and Rape

Since LTS maintains a Business Office, all violations of the law involving sexual assault or rape should be reported immediately to the Business Office for further investigation by the City of Lancaster Police Department's rape unit.

Incidents of sexual assault and rape should also be reported to the Dean of Students of Students, or any other senior administrator of LTS. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. LTS officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information to the Business Office, so that incident can be included in LTS crime statistics.

If an incident is reported to an LTS official, the official shall inform the student of her or his right to inform the Lancaster Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident, upon student's request.

Victims of sexual assault and rape may request that LTS change academic and living situations. LTS will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

Finally, the student shall be informed of counseling, mental health and other services:

Lancaster YWCA Sexual Assault Prevention & Counseling Center 24 hour Hotline: 717-392-7273

Procedures for Disciplinary Action in the Case of Sexual Assault and Rape

When a student reports being sexually assaulted or raped by another student, the Dean of Students shall conduct a timely investigation of the allegations in the case, including interviewing any witnesses as needed. The decision to proceed with charges in a sexual assault or rape case is a joint decision of the Dean of Students and President, with final authority residing with the President.

If formal charges are brought against the accused student by LTS, the case shall either go to a hearing for adjudication, or be disposed of administratively in a settlement agreement.

The student charged with sexual assault or rape is entitled to due process and will be given notice and full opportunity to respond to the allegations. The student can seek representation, have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the school policy on sexual assault and rape, and the procedures that will be followed to address the charges.

If formal charges are brought against the accused student by LTS, the Dean of Students will notify the accused in a written statement outlining the charges. The student charged will have seven (7) working days to respond in writing. The Dean of Students may then seek a settlement that is mutually agreeable to the person making the allegations and the student charged. The Dean of Students and student(s) involved will have 10 working days after receipt of the charged student's response to negotiate an administrative settlement agreement. If no such agreement is reached after 10 working days, the incident shall proceed to a hearing for adjudication.

If a hearing is required, the Dean of Students shall, within 15 working days, appoint a committee composed of three (3) LTS staff members from the administrative council. The committee will, within 30 days of being appointed, hear evidence presented by the accuser and accused, and/or their representatives, and may interview any witnesses as needed, and review any other available evidence. The committee will vote, with a majority having final authority, on whether to sustain the charges. The committee will notify the Dean of Students, the student bringing charges, and the student charged, of the outcome of its vote within five (5) working days of voting. If the charges are sustained, the committee will recommend disciplinary action, up to and including dismissal from all academic programs at LTS, to the Dean of Students. The Dean of Students may act on the recommended disciplinary action, or take other action, up to and including dismissal from all academic programs at LTS. The Dean of Students will inform the student charged of disciplinary action within 10 working days of the committee notification.

The student charged may appeal the outcome of the disciplinary action in writing within 10 working days of being notified. The appeal is to be directed to the President of LTS, who will review the case. The President will make a decision on the disciplinary action recommended by the Dean of Students within 10 working days and will inform the student charged. The decision of the President is final and no further appeal is allowed.

If a student is determined to have committed sexual assault, rape, acquaintance rape, other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs may be imposed by LTS.

Sex Offender Registration

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as “Megan’s Laws”). If registered sex offenders are enrolled at, or employed at a postsecondary institution, the offenders must also provide this information to the state. The information is then provided by the state to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the Central Penn College Student Services Office is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Penn, an offender is required to register under 42 Pa.C.S. § 9795.1(a), (b)(1) or (2)(relating to registration). 42 Pa.C.S. § 9792.

Megan Law’s is available via Internet pursuant to Section 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited.**

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently reincarcerated after registration.

This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Penn, nor does it make information about every sex offender living in Penn available on the Internet. Under Penn law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, it should be understood that positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. You are cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

To access the Pennsylvania State Police, go to the website listed below:

<http://www.pameganslaw.state.pa.us/EntryPage.aspx>

Weapons, Explosives, and Hazardous Material Policy

Irrespective of any license or authority, LTS faculty, students, staff, whether working or not, and visitors and members of the University community, may not possess or use air rifles, pistols, firearms, weapons, ammunition, gunpowder, fireworks, explosives, gasoline and other dangerous articles and substances in University buildings or on University property. Normal laboratory materials are excluded from this policy when used in a laboratory setting.

Possession and distribution of items mentioned above may be governed by specific federal, state and local regulations.

An individual who violates this policy should be reported to the Lancaster City Police Department immediately. Violators of this policy may be subject to disciplinary action under University policy and/or civil or criminal action.

How to Report a Crime, Suspicious Activity, or Emergency

Members of the LTS community, or any other person authorized to be present on the LTS campus, should report any suspected criminal activity or other emergency that poses a threat to life or property.

If immediate danger to life or property exists, dial 911.

If immediate danger is not present, call Security/Concierge 717-572-0819

In all cases, report the incident to the Business Office. It is the policy of the seminary that all crimes be reported. Incidents that may or may not be crimes may also be reported to the Business Office. Such incidents may also be reported to those facilities persons with responsibility for controlling access to buildings

or facilities and officials having significant responsibility for student and campus activities. Licensed counselors and campus clergy are exempt from certain reporting requirements. All matters of strictly pastoral concern are treated with confidentiality. The appropriateness of confidentiality in other instances is assessed on a case-by-case basis. LTS encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Department Report. For clarity on issues of confidentiality, please check with Dean of Students Edwin Aponte, or Valerie Calhoun, Vice President of Business and Finance.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through LTS or under the criminal justice system, you may still want to consider making a confidential report. All of the faculty of LTS are considered mandated reporters, and therefore report all instances of crimes that occur at LTS that they hear of to the Office of the Vice President of Operations & Finance, but upon request of the victim, will file a report without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, LTS can keep an accurate record of the number of incidents involving our campus, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filled in this manner are counted and disclosed in the annual crime statistics for the institution.

Timely Notifications

If bad weather occurs, or an emergency should arise, information regarding Seminary delays, cancellations, or closings will be posted on the LTS website: www.lancasterseminary.edu.

Information regarding Seminary delays, cancellations, or closings will also be recorded on the Seminary main telephone number: 717-393-0654 and sent via email to "everyone@lancasterseminary.edu."

Information regarding Seminary delays, cancellations, or closings **WILL** be submitted to television and radio stations or other web sites.

Housing Information

Living on Campus: Nevin and Harner Halls provide one-bedroom apartments, while Bowman Hall offers ten two-bedroom apartments for couples. Each apartment is equipped with a full kitchen and private bath. High-speed Internet service, heating, water, sewer, and trash are included. Students are responsible for their own electric utilities, as well as optional cable television and landline phone service. In addition, residents may provide their own window unit air conditioners.

Situated between Nevin and Harner is a courtyard with picnic tables, chairs and a fire pit. Some residents have grills which they share with the community. Please secure permission from the individual owners before using them.

Under some circumstances other non-residential members of the LTS community may use this area for events. However, respect for the privacy and quiet of the residents is a primary concern. It may help to think of the courtyard as the residents' front yard. Please consult with residents before assuming it is fine to hold an event.

Commuters: For commuter students, Richards Hall provides private rooms with a bed, desk, bookcase, a closet or armoire, and a phone for campus and local calls. Each room is equipped with a sink and shares a

bathroom with a single suitemate. High-speed Internet service is also provided. Residents must provide their own CAT5 or CAT6 Ethernet cable.

Richards Hall is centrally air conditioned during the warmer months. A lounge area with fully equipped kitchen is provided on each floor. Students are advised to mark food items with their name before storing them in the refrigerator.

Guest Housing: For short-term guests a limited number of furnished (rooms with private bath) and one-bedroom (apartments with private bath and full kitchen) are available on a first-come, first-served basis. Contact the Business Office for details.

Laundry: A laundry facility is located in the basement of Bowman Hall with four washers and four dryers. Access is by steps only. As an alternative, extra laundry facilities are located in the basement of Richards Hall and may be used when the maintenance staff is not busy with laundering commuter and short-term housing linens. The Richards facility is accessible by an ADA entrance on the back of Richards Hall. Currently both washers and dryers require load in quarters for use. For keys to the Bowman facility or a fob for access to Richards, contact the Business Office.

Maintenance of Buildings and Grounds

The Maintenance Department staff is responsible for maintaining the buildings and grounds with a concern for public safety. The LTS family assists in the maintenance of the buildings and grounds by regularly notifying Maintenance Department personnel of potential safety hazards such as broken windows, locks, and burned out lights that are found during daily use of the campus facilities. When potential hazards are made aware to the Maintenance Department, they can promptly make those repairs affecting safety. The Maintenance Department staff also provides an on-call system for handling emergencies occurring outside of regular business hours, when notified through the Concierge.

Campus Reporting Authority Policy

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” requires the College to collect crime data from the local police and Campus Security Authorities. The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to Campus Security Authorities. The intent of including non-law enforcement personnel as Campus Security Authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The function of a Campus Security Authority is to report to the Department of Public Safety Campus Police, those allegations of Clery Act crimes that he or she concludes are made in good faith. A Campus Security Authority is not responsible for determining whether a crime took place—that is the function of law enforcement personnel.

Once a report is received, it must be forwarded to the Department of Public Safety Campus Police. A representative of the Department of Public Safety Campus Police will be available to assist you to determine what information should be reported and to work with you in maintaining the confidentiality of the individual. Reports filed in this manner are counted in the crime statistics for the College, but the identity of the victim is kept confidential.

The Clery Act regulations define a Campus Security Authority as:

- A member of a Campus Police Department or a 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 a Campus Security Department (e.g., an individual who is responsible for monitoring the entrance into 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. (See below)
- 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.

The Clery Act does not designate specific titles as security authorities. A Campus Security Authority is identified by the function performed by the individual or organization. The function must involve relationships with students. Campus Security Authorities cannot delegate this responsibility. Campus Security Authorities at the College level includes:

- All members of the Department of Public Safety Campus Police
- Anyone who is responsible for monitoring the entrances to institution,
- Deans
- Professional Staff in a Dean of Students Office, including leaders in Student Affairs and Housing
- Staff in the Student Center or Student Union Building
- Staff in Student Activities Office – handling extracurricular activities
- Housing/Resident Assistants/Advisors; Resident and/or Community Directors
- Coordinator of Greek Affairs or related position
- Faculty Advisors to Student Organizations
- Associate Deans
- Assistant Dean (Student Conduct Officer)
- Director, Student Life
- Residence Life Administrator
- Administrator, Student Activities
- Director of Athletics
- Athletic Coaches and Assistant Coaches
- All other administrators as defined in the Clery Act definition

Professional mental health and religious counselors are exempt from reporting obligations, but may refer individuals to a confidential reporting system. LTS professional counselors are encouraged to tell their clients about the incident reporting procedures, reports (actual, confidential reports, or anonymous reports) are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of LTS Campus crime.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that will enhance the safety of the community at large and will provide a more accurate portrait of actual campus crime.

Remember, help is available. All you need to do is ask.

Crime Definitions

Criminal homicide. These offenses must be separated into two categories: Murder and Non-Negligent Manslaughter, and Negligent Manslaughter.

- **Murder and Non-Negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*
- **Negligent Manslaughter** is defined as *the killing of another person through gross negligence.*

Sex offenses. For sex offenses only, definitions from the FBI's National Incident-Based Reporting System (NIBRS) Edition of the *UCR* are used. These offenses must be separated into two categories: forcible and non-forcible.

Sex Offenses—Forcible is defined as *any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

There are four types of forcible sex offenses:

- **Forcible Rape** is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth). This offense includes the forcible rape of both males and females.
- **Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With an Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- **Forcible Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Sex Offenses—Non-forcible are incidents of *unlawful, non-forcible sexual intercourse.* Only two types of offenses are included in this definition:

- **Incest** is *non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- **Statutory Rape** is *non-forcible sexual intercourse with a person who is under the statutory age of consent.* If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery. Robbery is *the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*

Aggravated Assault. Aggravated assault is *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. Burglary is *the unlawful entry of a structure to commit a felony or a theft.* The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft. Motor vehicle theft is *the theft or attempted theft of a motor vehicle.*

Arson. Arson is *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.*

Hate Crimes. LTS must include, by geographic location and by category of prejudice, any of the aforementioned offenses, **and any other crime involving bodily injury** reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are: xvii

- **Race.** *A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).*
- **Gender.** *A preformed negative opinion or attitude toward a group of persons because those persons are male or female.* Gender bias is also a Clery Act-specific term, not found in the FBI's *Hate Crime Data Collection Guidelines*.
- **Religion.** *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).*
- **Sexual orientation.** *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).*
- **Ethnicity/national origin.** *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).*
- **Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations

In addition to disclosing statistics for the aforementioned offenses, the *Clery Act* requires LTS to disclose both the number of arrests and the number of persons referred for disciplinary action for:

1. Illegal weapons possession;
2. Drug law violations; and
3. Liquor law violations.

Arrest for *Clery Act* purposes is defined as *persons processed by arrest, citation or summons.*

Referred for disciplinary action is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

Illegal Weapons Possession is defined as *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. This classification encompasses weapons offenses that are*

regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violations. *This is defined as 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).*

Liquor Law Violations. *This is defined as 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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.*

Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of the Campus Security Act

Criminal Homicide: Murder and Non-Negligent Manslaughter	2011	2012	2013				
On Campus*	0	0	0	Motor Vehicle Theft	2011	2012	2013
In dormitories or other residential facilities	0	0	0	On Campus*	0	0	0
In or on a noncampus building or property	0	0	0	In dormitories or other residential facilities	0	0	0
On public property	0	0	0	In or on a noncampus building or property	0	0	0
				On public property	1	1	0
Negligent Manslaughter	2011	2012	2013	Arrest for: Liquor Law Violations	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	0	0	0	On public property	0	0	0
Sex Offenses: Forcible	2011	2012	2013	Arrest for Drug-related Violations	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	0	0	0	On public property	0	0	0
Sex Offenses: Non-Forcible	2011	2012	2013	Arrest for: Weapons Possession	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	0	0	0	On public property	0	0	0
Robbery	2011	2012	2013	Disciplinary Referrals: Liquor Law Violations	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	0	0	0	On public property	0	0	0
Aggravated Assault	2011	2012	2013	Disciplinary Referrals: Drug-related Violations	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	0	0	0	On public property	2	3	0
Burglary	2011	2012	2013	Disciplinary Referrals: Drug-related Violations	2011	2012	2013
On Campus*	0	0	0	On Campus*	0	0	0
In dormitories or other residential facilities	0	0	0	In dormitories or other residential facilities	0	0	0
In or on a noncampus building or property	0	0	0	In or on a noncampus building or property	0	0	0
On public property	2	0	0	On public property	0	0	0
Arson	2011	2012	2013				
On Campus*	0	0	0				
In dormitories or other residential facilities	0	0	0				
In or on a noncampus building or property	0	0	0				
On public property	0	0	0				

* This category includes all on-campus incidents, including those listed in the category "in dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

Fire Safety

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. LTS complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view these logs, please send a request for information to the Business Office. Information will be made available within two (2) business days of a request for public inspection.
2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. LTS complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Security & Fire Safety Report must include three (3) years of data.

If a fire occurs in any building, community members should immediately notify the Concierge by dialing 717-572-0819 from any phone, as well as dialing 911. If a member of the LTS community finds evidence of a fire that has been extinguished, and the person is not sure whether the proper authorities have already responded, the community member should immediately notify the Concierge to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at either the primary or secondary Building Area of Refuge (BAR) as noted on the building's Emergency Preparedness Bulletin. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a redesignated fire safe floor. Occupants should use the stairs to evacuate the building.

Fire Protection Equipment and Systems: All residential buildings and University buildings are equipped with pull alarms. Most buildings on campus are also equipped with automatic fire detection and alarm systems which are monitored by Yarnell. Research has been done about equipping the remaining buildings with the Yarnell monitoring system.

Maintenance performs residential inspections at mid-year, usually during the winter break. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or wellbeing of the wider residential community. The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items. Rooms are also examined for evidence of prohibited activity such as smoking in the room.

Conditions warranting follow up are reported to Business Office. The resident's signature on the lease, required in order to take occupancy, signifies their acceptance of and responsibility for abiding by residential

and LTS policies as provided through all printed publications, web sites, email and other vehicles. Specific Health and Safety policies and procedures are outlined in the Residential Handbook as well as the Occupancy Agreement. Per the agreement, Housing Services may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes.

REQUIRED REPORTABLE FIRE DATA

In compliance with the Department of Educations required Annual Fire Safety Report we are furnishing the following required information:

- Number of Fires in on-campus housing facilities
- Fire Cause
- Number of fire related injuries that resulted in treatment at a medical facility
- Number of Fire related deaths
- Value of property damage as a result of the fire
- Description of each on campus housing facility fire safety systems
- Number of regular mandatory supervised fire drills

Fire Policies for LTS

Portable Electrical Appliances: Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in University residences as they pose a threat of electrical overload and/or fire.

Space heaters may only be used when installed by Facilities Services.

Microwaves, computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that show the electrical ratings and listing by a nationally recognized testing laboratory e.g., ETL, UL, etc). We strongly recommend the use of surge protectors.

Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords.

Lamps: A Special Safety Advisory – The use of halogen lamps is prohibited.

Carefully read all safety instructions and warnings that accompany any lamp.

Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instruction.

Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.

Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
NEVER place materials such as towels or clothing on top of lamps.

Avoid placing lamps in location where they may be knocked over.

Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.

Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

Smoking: Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential buildings, and outdoors within 20 feet of windows and doors. Some houses have additional restrictions. Those who violate this policy may face disciplinary actions, fines, and possible termination of their Housing Agreement.

Open Flames: Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residence. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/ substances is prohibited in residences, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to judicial action and criminal prosecution.

In the few areas where there is a functional fireplace, student must obtain approval for use. Before starting a fire, remove all combustible materials from the area and be sure the flue is open. Keep a screen in front of the fireplace while the fire is burning. Do not use liquid fuel starter and when using paper, limit the amount to avoid quick acceleration that could cause a flare up.

Evacuation procedures:

BUILDING EVACUATIONS:

Natural disasters, such as earthquakes, floods, and catastrophes, such as chemical spills, biological threats, aircraft accidents, or explosions, are potential hazards that can affect any campus.

We must be prepared for all of these, as well as human-made crisis, which can come in the form of bomb threats, terrorism or violence on campus. The objective of these pages is to provide a safe and efficient method to evacuate the entire campus or part of the campus in the event of a disaster on or near campus or to shelter in place.

Emergency Coordinator's assigned to College facilities will assist first responders in the execution of emergency plans. Emergency Coordinators are volunteers and will be responsible for accountability of faculty, staff, and guests of the college.

To obtain the name of your coordinator please contact Victor Wright.

GENERAL POPULATION EVACUATION:

To be prepared for an emergency, at all times, you should:

- Recognize the sound of the evacuation fire alarm.
- Know at least two ways out of the building.
- Know the predetermined meeting location for your group.
- Know your Emergency Coordinator

- When you hear the evacuation alarm or are verbally instructed by an appropriate authority to begin evacuating the building:
 - Make sure that all individuals in your area hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc. as you exit.
 - Use the nearest stairway. Do not use the elevator.
 - Accompany and assist persons with disabilities.
 - Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
 - Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- Once outside, move to your predetermined assembly area or follow the instructions of emergency personnel on the scene. Stay away from building entrances to avoid interfering with emergency personnel or equipment. During working hours Emergency Coordinators will direct & assist in the evacuation needs of your building.

EVACUATION OF PERSONS WITH DISABILITIES:

The following information provides basic guidelines for assisting persons with physical disabilities during an emergency evacuation.

Ground Floor:

Persons with physical disabilities should exit the building along with other building occupants.

Above or Below Ground Floors:

Visually Impaired

Tell the person with the visual impairment the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort him/her out of the building. As you walk, advise the person of any obstacles. When you reach your assembly area, orient the person to where he/she is and ask if any further assistance is necessary.

Hearing Impaired

Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Offer assistance as you leave the building.

Mobility Impaired

Since elevators should not be used for evacuation during an emergency, persons with mobility impairments need assistance evacuating. Individuals who can walk may be able to evacuate themselves. Walk with the person to provide assistance if necessary.

Evacuating individuals who are not able to walk is much more complicated. If there is no immediate danger, take the individual to a safe place, such as a stairwell, or an **“Area of Refuge”** to await emergency personnel. Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the mobility impaired person's exact location.

Only in situations of extreme and immediate danger should you try to evacuate a wheelchair user yourself. The person with the disability is the best authority on how he/she should be moved. Ask before you move someone. While it is best to let professional emergency personnel conduct the evacuation. Carrying a person with mobility issues can be done by two people who have interlocked their arms to form a "chair" or by carrying the person in a sturdy office chair.

What To Do in the Event of a Fire

RESPONSE TO FIRE OR SUSPECTED FIRE

- If a burning odor or smoke is present, pull a fire alarm to activate the fire alarm system. Yarnell monitors these alarms, and will notify the on call maintenance person as well as call the fire department.
- If you are inside a room and the door is closed, feel the door before you open it.
- If it is hot, do not open the door. Stuff towels or blankets at the bottom of the door. Go to the window to signal for help.
- If it is cool, use caution in opening the door.
- If you can help control the fire without personal danger and have received training, take action with available fire extinguishers. If not, leave the area.
- Never allow the fire to come between you and an exit. Leave the building, checking as you leave to make sure everyone has left the immediate area. Close doors behind you to confine the fire.
- Once you have evacuated the building, call Concierge at: 717-572-0819 and report the location of the fire and the material burning if known.
- Remain at the scene in a safe location away from fire and report this information to emergency service personnel as they arrive.

RESPONSE TO AUDIBLE FIRE ALARMS:

- If the audible fire alarm sounds, evacuate the building.
- If you can do so safely, shut off any gas in your area.
- Leave immediately; do not delay to locate personal items
- Make sure that all members of your area respond to the alarm.
- Evacuate the area; as you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc.
- Use the nearest stairway. Do not use elevators.
- Accompany and assist persons with disabilities.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire and smoke.
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- Once outside, move at least 100 feet from the building.
- Meet at your assembly area for the Emergency Coordinator to account for all members of your floor or department.
- Return to the building only when given the "all clear" by Public Safety.

Fire Extinguisher training is available to all LTS students, faculty, and staff at no cost. The Public Safety Office holds classes throughout the year. We encourage you to participate in these training sessions. Contact the F & M Public Safety at 717-291-3939 to schedule training. Fire training is not required by LTS, but it is highly recommended for all faculty and students of LTS.

PROCEDURES FOR REPORTING FIRES THAT DO NOT REQUIRE A CALL TO THE FIRE DEPARTMENT

The state of Pennsylvania has adopted the Uniform Construction Code. This code in turn adopts the International Building Code and the International Fire Code. The City of Lancaster has opted in and has adopted these codes. These Codes along with local ordinances require that all unwanted fires that occur on a property are required to be immediately reported, by the owner, to the fire department.

It is the policy of the Lancaster Bureau that all fires regardless of when discovered are reported as soon after the discovery as possible. These events should be reported to the On-duty Shift Commander of the City of

Lancaster Bureau of Fire at: 717-291-4866. This would allow for an investigation into the cause and origin of the fire. (*Lancaster City Bureau of Fire Policy*)

LTS FIRE EVACUATION DRILL POLICY AND PROCEDURE

Policy: The State of Pennsylvania has adopted the Uniform Construction Code (*U.C.C.*). This code in turn adopts the International Building Code (*I.B.C.*) and The International Fire Code (*I.F.C.*). The City of Lancaster has opted in and has adopted these codes. These codes require emergency evacuation (*drills I.F.C. Section 405, sub section 405.1 to 405.9*).

The frequency of required fire evacuation drills (*I.F.C. table 405.2*) for R-2 Occupancy classifications includes Dormitories, Fraternities and Sororities (*I.F.C. page 26*)

Purpose: To provide a supervised practice of a mandatory evacuation of a building for a fire. Educate all personnel to promptly exit via the nearest exit and to assemble in their predetermined locations.

Procedure: To comply with the Codes of Lancaster City (*U.C.C., I.B.C and I.F.C.*) and conduct the required fire drills for all building involved:

1. Students: shall leave the building immediately upon hearing the fire alarm sound. They may report any suspected fire related information by calling 911, Concierge at 717-572-0819 or activating an alarm located in the building.
2. Remain calm and if possible close windows in their room.
3. Turn off any electrical items.
4. Take only clothing that will be needed for the type of weather conditions that exist.
5. Leave by the nearest exit.
6. Do not use the elevators.
7. Do not attempt to go back into the building even if the alarm stops. Wait until the Fire Official or Public Safety Officer on the scene has given permission to re-enter.

In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call 911, Public Safety 291K3939 by using a house phone or cellular phone. Be sure to give your location in the building as best as you can for assistance.

CONDUCTING AND DOCUMENTING REQUIRED FIRE EVACUATION DRILLS: (*I.F.C. 405.5*)

Emergency Evacuation Drill

INSPECTOR SIGNATURE DATE INSPECTOR

BUILDING NAME

DATE

TYPE OF BUILDING

DORM

GREEK

LTS BUILDING

TIME

INSPECTOR

NOTIFICATION METHOD

SMOKE DETECTOR

PULL STATION

NUMBER OF STAFF ON DUTY/PARTICIPATING
NAMES
NUMBER OF OCCUPANTS EVACUATED
SPECIAL CONDITIONS SIMULATED
PROBLEMS ENCOUNTERED
WEATHER CONDITIONS
TIME REQUIRED TO COMPLETE EVACUATION
PUBLIC SAFETY OFFICERS NEEDED
RECALL TIME FOR REENTRY
DRILL NUMBER

1
2
3
4

ADDITIONAL INFORMATION:

Fire Safety Coordinator Duties:

- Record all record keeping information.
- Establish time of event and additional personnel needed.
- Complete first Fire Evacuation drill within ten (10) days of Fall Semester.
- Provide information when requested within three (3) days.
- Establish follow up meeting within 10 days to Critique the Fire Evacuation Drill.

Public Safety Duties:

- Provide needed manpower to complete evacuation and check all rooms and common areas to make sure all occupants have exited.
- Activate the alarm and reset the alarm upon completion of the drill
- Confirm with dispatcher in Public Safety that all is clear before giving the re-entry signal.
- One Officer will assist the Fire Emergency coordinator or Fire Safety Coordinator in timing of evacuation, Providing Officers Name s) of entry, Building assigned.
- Time of event and needed personnel will be determined prior to event
- All Fire Evacuation Drills on Franklin and Marshall College Campus will be in conjunction with Public Safety

Buildings On campus: Richards, Lark, Dietz Refectory, Mayer Commons, and the Library

Apartment buildings: Bowman, Nevin, and Harner

All Buildings off Campus with management companies or managers shall meet the required drills and schedule said drills with the fire emergency coordinator or fire safety coordinator.

FIRE DRILLS

Historically, fire drills of all student-housing facilities were performed on an intermittent basis. Beginning in 2013 we have initiated a program to conduct and document fire drills of all student housing facilities two times each semester. All other campus buildings will be scheduled for one fire evacuation drill each semester. Local fire codes require that these fire evacuation drills be performed within the first 10 days of the academic year. See the **“LTS FIRE EVACUATION DRILL POLICY AND PROCEDURE” POLICY** and **“CONDUCTING AND DOCUMENTING REQUIRED FIRE EVACUATION DRILLS”** policy on page 27 of this document for specific fire drill evacuation procedures and documentation requirements.

Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency personnel.

Fire-related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the Building Area of Refuge (B.A.R.) to begin an accountability and assessment process.

Fire Alarms Monitored by Yarnell: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year.

Fire Safety Training Programs Delivered: Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the University or city of Lancaster to occupants of residence facilities concerning fire prevention and preparedness.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors: Buildings that have functional fire alarm systems and smoke detectors installed. Please note, most residence halls, and University buildings are equipped with a functional fire alarm system and smoke detectors. All campus buildings are equipped with manual pull levers that are monitored by Yarnell.

Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building. Please note, Richards hall is equipped with wet pipe sprinkler systems throughout.

Emergency Evacuation Drills (formerly known as Fire Drills): The number of supervised scheduled drills or actual events at campus residence facilities that are facilitated and certified by the Division of Public Safety's Fire & Emergency Services (FES) department in cooperation with assigned University building personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles. Each year FES facilitates four (4) emergency evacuation drills targeting all residential facilities. In accordance with the Lancaster Fire Code all academic and administrative buildings undergo the required number of emergency evacuation drills each year. Additionally, all University buildings are required to participate in an annual Shelter - In-Place Awareness Drill.

Annual Disclosure of Fire Statistics, Listed by Building

Fires – Summary									
	2011			2012			2013		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Harner Hall	0	0	0	0	0	0	0	0	0
Nevin Hall	0	0	0	0	0	0	0	0	0
Bowman Hall	0	0	0	0	0	0	0	0	0
Richards Hall	0	0	0	0	0	0	0	0	0
House-a	0	0	0	0	0	0	0	0	0
House-b	0	0	0	0	0	0	0	0	0
House-c	0	0	0	0	0	0	0	0	0
House-d	0	0	0	0	0	0	0	0	0
House-e	0	0	0	0	0	0	0	0	0
House-f	0	0	0	0	0	0	0	0	0
House-g	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0