



**Lancaster**  
THEOLOGICAL SEMINARY

**2023 ANNUAL**

**Annual  
Security &  
Fire Safety  
Report**

**CONTAINS DATA FOR 2020, 2021 & 2022**

# POLICY STATEMENTS FOR COMPILING THE ANNUAL SECURITY REPORT, SECURITY AND ACCESS TO CAMPUS FACILITIES, AND LAW ENFORCEMENT & JURISDICTION

## About Us

Lancaster Theological Seminary, founded in 1825 at Dickinson College in Carlisle, Pennsylvania, is a richly diverse and dynamic graduate school of theology located in the historic city of Lancaster, Pennsylvania. In 2021, Lancaster Theological Seminary, hereinafter referred to as LTS, entered into a partnership with Moravian University and Moravian Theological Seminary, which would combine the two historic seminaries. In 2022, Moravian University opened a dedicated space in the Seminary library to introduce online programs to Lancaster area residents. To learn more about this partnership, please visit [moravian.edu/lancaster](http://moravian.edu/lancaster).

Campus safety and security at LTS is a shared responsibility of all members of our campus community. The best protection against campus crime is an aware, informed, alert campus community, with students, faculty, and staff who use reason and caution. While the LTS campus and surrounding neighborhood are described as a “low crime” area, crime does occasionally occur, despite our best efforts to prevent it. LTS does not have its own Police Department or Public Safety Office; however, an excellent working relationship is maintained between the Moravian University Police Department and the Lancaster City Bureau of Police, which is available to respond and assist with police related incidents and emergencies on the LTS campus. 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 to summon the Lancaster City Bureau of Police.
- If immediate danger is not present, contact the Lancaster City Bureau of Police via their non-emergency #: 717-664-1180

The Moravian University Police Department is an additional resource for the LTS community and is available to assist with many of the areas outlined in this report. The information provided in this document highlights our commitment to campus safety and security, as well as compliance with federal laws, including but not limited to 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 used as a resource for all members of our campus community. If you have any comments, questions, or concerns 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 or the Moravian University Police Department, hereinafter referred to as the MUPD, located at 119 W. Greenwich Street, Bethlehem PA, 18018, which is staffed 24 hours a day and can be reached by calling 610-861-1421.

## Policies for Preparing the Annual Security Report

The Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (commonly referred to as the “Clery Act”), requires public and private colleges and universities to disclose information about certain crimes that occur on or near campus. The Commonwealth of Pennsylvania Act 180 (commonly referred to as the “Uniform Crime Reporting Act”) requires institutions of higher education to provide students and employees with information relating to crime statistics and security measures and to provide similar information to prospective students and employees upon request. The Annual Security and Fire Safety Report (hereinafter referred to as the ASR) fulfills the requirements of these acts via the publication and distribution of information regarding crimes occurring at institutions of higher education. Additionally, institutions of higher education are required to keep an open crime log and fire log regarding incidents occurring at their institutions.

At Lancaster Theological Seminary, the ASR is prepared using a collaborative approach including members of the MUPD, the Office of Equity and Compliance (Title IX), Division of Student Life, stakeholders at LTS,

and local criminal justice agencies, and requires the compilation of crimes reported throughout the previous calendar year. Campus crime, arrest, and referral statistics include those reported to the MUPD, stakeholders at LTS, to designated campus officials, and/or to local criminal justice agencies. The statistical data contained within this report refers to the number of crimes reported, not necessarily the outcome of the investigations into those reported crimes. The data is also broken down into crimes that have occurred on campus, as well as on public property and non-campus buildings around the Lancaster Theological Seminary. Once completed, the Annual Security and Fire Safety Report is published and made available to the campus community. The report is also posted publicly on the Lancaster Theological Seminary website at <https://www.lancasterseminary.edu/reports-resources/safety-security/>. An email is sent to students, faculty, and staff members once the Annual Report is posted. This email includes the web address and information on how to obtain a hard-copy of the report. The crime statistics in the Annual Report are submitted to the Department of Education, which is made available to the general public through the Department of Education website.

## **Security & Access**

As mentioned in the mission statement of the MUPD, maintaining the physical security and surroundings of the campus is a top priority. There are video security cameras in operation throughout the LTS campus, at both exterior and interior locations. Security cameras may be in operation in the common areas, generally defined as space designated for group use and control. Examples of common space include living rooms, lounges, TV rooms, hallways, stairs, laundry rooms, and kitchens. Personal space, generally defined as space designated for individual control and use, such as bedrooms, are not monitored via security cameras.

As a private institution, LTS restricts access to and presence in all residence halls to students, faculty, staff, and guests. All residence locations are accessed using room keys, which are issued to residents when they move into the unit. The loss of a key must be reported to the Facilities personnel or on-site housing manager as soon as possible. Possession or use of any key by anyone other than the person to whom it has been issued is not allowed and will result in disciplinary action.

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 Facilities personnel.

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.

## **Law Enforcement & Jurisdiction**

LTS does not have its own Campus Police Department or Department of Public Safety. Crimes and emergencies are reported to the Lancaster City Bureau of Police, which is a full-service police department providing services to the City of Lancaster 24-hours a day. To reach the switchboard for the Lancaster City Bureau of Police, call 911 or dial 717-664-1180. The department is the largest and only urban law enforcement agency in Lancaster County, serving nearly 60,000 residents. At full staffing, their workforce consists of approximately 145 sworn officers and 48 civilian employees. The station is located at 39 West Chestnut Street, Lancaster, PA 17603, in the heart of downtown, making it an optimal location to dispatch their officers when police services are needed. The mission of the Lancaster Bureau of Police is to be a professionally responsive and innovative police agency, committed to providing outstanding service and protecting our community. Their core values included Service, Integrity, Honor, Courage, Commitment, and Duty.

## **Authority to Arrest & Relationships**

- a. Each sworn member of the Lancaster Bureau of Police shall have the power and the authority to enforce the laws of this Commonwealth, the ordinances of the City of Lancaster, and the County of Lancaster.

- b. Each sworn officer will also have the power and authority to perform the functions of an officer anywhere within the primary jurisdiction as to:
  - i. Any offense the officer views or otherwise has probable cause to believe a person committed within their primary jurisdiction.
  - ii. Any other event which occurs within their primary jurisdiction and which reasonably requires action on the part of the police to preserve order, to protect or defend persons or property, or otherwise to maintain the peace and dignity of this Commonwealth.
- c. Each sworn member will have the authority to exercise powers and authority within the Commonwealth but outside the territorial limits of the primary jurisdiction, as authorized by 42 Pa.C.S. Section 8953, all subsections inclusive. As employees of a municipal police department, Lancaster Bureau of Police officers are certified as "Municipal Police Officers" under L. 1974, Act 120, eff. 6/18/74, establishing the Municipal Police Officers' Education and Training Commission" (MPOETC)

## **Monitoring & Reporting of Criminal Activity**

Periodically, the MUPD receives information from the Lancaster Bureau of Police regarding criminal offenses that occurred in the vicinity of LTS.

### **Off-campus Student Organizations**

LTS does not have any officially recognized student organizations in-off campus facilities, to include housing.

## **REPORTING POLICY STATEMENTS**

### **Accurate and Prompt Reporting**

All members of the LTS community are expected to contribute to the safety of themselves and others, and are encouraged to report all crimes and emergencies in a timely manner. A criminal offense can be reported in person, by contacting a Lancaster Bureau of Police Officer, or by responding to the Lancaster City Bureau of Police Department located at 39 West Chestnut Street, Lancaster, PA 17603, and/or telephonically by calling 911 or dial 717-664-1180 to reach the city switchboard 24-hours a day.

Criminal offenses can also be reported to the Moravian University Police Department by calling 610-861-1421 or on-line by visiting the [Campus Police](#) website, clicking on "Reporting an Incident" and completing the [Crime Reporting Form](#) and/or the [Equal Opportunity and Title IX Reporting Form](#) for incidents of sexual violence.

Keep in mind that crimes in progress or emergency situations should be immediately reported to the Lancaster City Bureau of Police Department as outlined above.

### **Reporting of Criminal Offenses**

#### **Campus Security Authorities**

In 1990, Congress passed the Campus Awareness and Campus Security Act. This legislation was followed by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998.

Regulations associated with these acts require institutions such as LTS to report specific information about certain on-campus crimes that have been reported to local police agencies or to any official of the institution with significant responsibility for student and campus activities (Campus Security Authority).

The law defines "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a

student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.

Where applicable, the following LTS employees and students have a reporting obligation as a Campus Security Authority:

- The President
- All Members of President's Staff
- All Student Life Administrators\*
- All Staff in Diversity, Equity & Inclusion/ Global Education
- Equal Opportunity and Title IX Coordinator/Civil Rights Investigators
- All Campus Police Officers and Dispatchers
- Contracted Event Security
- Athletic Director and All Coaches
- Fitness Center Monitors (inclusive of student employees)
- All Members of the Residence Hall Staff (inclusive of student employees)
- HUB Desk Managers (inclusive of student employees)
- Library Desk Workers (inclusive of student employees)
- All Faculty/Staff Advisors to Student Organizations
- All Faculty/Staff Advisors to Study/Travel Abroad

### **Voluntary Confidential Reporting**

Individuals who wish to make an anonymous report, including reports of suspicious activity, hate crimes, or incidents involving bias or sexual violence, can do so by dialing the Anonymous Tip Line at 610-861-1539. This Tip Line is for information gathering purposes only and is not intended for use to report crimes in progress or emergency situations. It is not monitored 24 hours a day.

### **Procedures for Confidential Reporting**

\*Chaplain(s) and licensed professionals the Counseling and Health Centers will seek to maintain confidentiality to the extent permitted by law, but are still required to complete the form maintaining the anonymity of the victim.

Annually, the Seminary distributes notice to the campus of the list of CSAs and their roles in reporting crimes. Each CSA is reminded of their designation and participates in either an in person or online training to understand this obligation and how to appropriately report crimes at the Seminary.

Official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

#### **Definitions/Related Information**

<b>Pastoral Counselor</b>	A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
<b>Professional Counselor</b>	A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

### **TIMELY WARNINGS POLICY STATEMENT**

The Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) requires "institutions to give timely warnings of crimes that represent a threat to the safety of students and employees. Such notifications are provided by a broadcast email message through the institution's

email service in order to alert students, faculty, and staff in a timely manner to situations or crimes that may represent a serious or ongoing threat to the campus community, to heighten safety awareness, and, depending on the circumstances, to solicit information that may lead to an arrest and conviction. The name(s) of any victim(s) are confidential and will not be included in any such notification. While every attempt is made to issue reasonably prompt notice, releases are subject to the availability of accurate facts concerning the incident.”

When an incident occurs on campus which may merit a timely warning, the highest-ranking police officer on Moravian University campus at that time is empowered to decide whether or not one is merited and, if so, what the appropriate level of warning is given the situation, consulting with the Chief of Police as necessary and possible. The officer or the dispatcher will issue the notification themselves if no additional consultation is deemed necessary due to low threat level or limited potential for harm (e.g., a situation of a rash of car break-ins).

In situations of greater concern or potential impact, when time permits, Campus Police consults with the Student Life and with the President's Office in order to decide whether such notice is advisable, considering the nature of the threat, the extent of the risk, the population at risk, and whether there is another, possibly even more effective, way to minimize the risk of reoccurrence of the incident (e.g., a situation of alleged sexual assault).

When a situation appears to pose an imminent, significant threat of personal injuries or property damage, the emergency notification system will be deployed by the Campus Police. The emergency notification system ([Moravian Alert](#)) will be used only for situations involving an imminent, significant threat for large-scale personal injuries or property damage. It may also be used to announce weather closings and delays. The system consists of a five-tier communications sequence, activated in the following order: (1) public address message, (2) text message, (3) e- mail, (4) web posting, and (5) voicemail, as deemed appropriate.

The Moravian University Campus Police conduct two annual tests of the Timely Notification and Emergency Moravian Alert Systems. These tests are conducted to ensure the notification systems in place are working properly. Testing includes: sending an alert message via SMS, computer monitors/screens, and email. In cooperation with our Moravian University Information Technology Department, we are able to broadcast our Moravian Alert.

### **Definitions/Related Information**

Institutions must issue a timely warning for any Clery Act crime that occurs within Clery geography that is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

## **EMERGENCY NOTIFICATION & EVACUATION POLICY STATEMENT**

### **Policies for Emergency Notification & Evacuation**

Emergencies are reported through the [Moravian Alert](#) System on the campus network, and on AMOS. If there is a crisis, important information will be posted here, such as announcements, news releases, and instructions to students, parents, employees and the media.

Because LTS falls under the jurisdiction of the Lancaster City Bureau of Police, the policies outlined in the Lancaster City Bureau of Police Emergency Response and Crisis Management Plan covers protocols in the event of an evacuation, with the exception that LTS would be responsible for the buildings on the seminary property. Copies of the Lancaster City Bureau of Police Emergency Response and Crisis Management Plan can be found in online at <https://police.cityoflancasterpa.gov/>



## Definition

<b>Test</b>	Regularly scheduled drills, exercises, and appropriate follow through activities, designed for assessment and evaluation of emergency plans and capabilities.
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## GENERAL PREVENTION & AWARENESS PROGRAMS STATEMENTS

### **Security Awareness Programs**

Members of the MUPD, along with Student Life staff, Equity and Compliance (Title IX) and other LTS campus programming organizations, periodically sponsors security awareness and educational programs. Programs concerned with security and safety address the topics of self-defense, rape and acquaintance-rape (date-rape) prevention, healthy relationships/intimate partner violence, alcohol awareness and the alcohol policy, legal liability, bystander intervention, and fraternity and sorority new member activities. Prior to their arrival on campus, all new students (traditional first-year students, and transfers) are asked to complete online training modules that addresses alcohol and other drugs, consent and sexual violence, hazing and intimidation, mental wellbeing, and identities and inclusion. Most of these programs have been repeated for general audiences, specific residence-hall groups, student athletes, and mandatory reporters. Most programs involve an informed presentation followed by questions and discussion. Residence-hall staff members along with members of Campus Police jointly schedule educational programs on security and safety for the residents of their floor during the first semester and throughout the school year. Campus Police provides training to all Resident Advisors which includes drug awareness, alcohol awareness, crime prevention and fire prevention. The Executive Director for Equity and Compliance (Title IX Coordinator) disseminates policy and trains all mandatory reporters, including Resident Advisors, on their reporting obligations under federal law.

### **Crime Prevention Programs**

Tips on crime prevention and safety can be reviewed on Campus Police website at: <https://www.moravian.edu/campuspolice/services/safety-tips>

Pamphlets on crime Prevention, Alcohol Awareness and Responsibility and Fire Prevention can be viewed at:

- [Emergency Preparedness](#)
- [Crime Prevention](#)
- [Alcohol Awareness](#)
- [Fire Prevention](#)

## DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENT

### **Drug, Alcohol, and Substance Abuse**

#### **Alcohol, Drugs and Firearms Policies**

LTS recognizes that the role of alcohol consumption in our culture is reflected within the institutional environment. Without either condemning or condoning the use of alcoholic beverages, the institution subscribes to an alcohol policy based on the principle of responsible use of alcohol, which encourages individuals to maintain a lively social atmosphere in which alcohol is not the primary factor.

The consumption of alcohol has the potential for abuse, and the institutional community will neither tolerate nor encourage inappropriate use of alcohol. Therefore, the institution has developed guidelines to assure responsible conduct relating to the provision or consumption of alcoholic beverages by members of the campus community. Students and organizations violating these guidelines are subject to disciplinary action. Students and organizations violating public laws will not be shielded from the legal authority of public agencies responsible for enforcing federal, state, and local laws, even when institutional disciplinary action is taken as well.

LTS's alcohol policy complies with the Commonwealth of Pennsylvania's law on the consumption and

furnishing of alcoholic beverages. The policy outlines procedures to be followed in the registration and monitoring of social events and prescribes action to be taken when the policy and procedures are not followed.

A full statement of the LTS Alcohol Policy is published in the [2022-2023-LTS-STUDENT-HANDBOOK](#), which also addresses LTS's prohibition against the possession, use, and sale of illegal drugs. Substance abuse issues are addressed through the offering of topical programs provided to members of the campus community with information concerning health risks, legal sanctions, and the like.

Unauthorized use or possession of firearms, other forms of hazardous devices, any form of fireworks, chemicals, explosives or potentially lethal weapons including martial arts materials on Seminary property is strictly prohibited. "Possession" includes storing the items listed in vehicles brought to campus.

## **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING: PREVENTION POLICY STATEMENT**

### **Equal Opportunity, Harassment, and Non-Discrimination Policy (formerly Sexual Misconduct Policy)**

The [2022-2023-LTS-STUDENT-HANDBOOK](#) and <https://www.moravian.edu/policy/harassment-discrimination> address the institutions' commitment to maintaining an environment free of unlawful discrimination, and their zero tolerance for harassment, exploitation, and intimidation. In compliance with new federal Title IX regulations, the institutional Equal Opportunity, Harassment, and Non-Discrimination Policy went into effect on August 14, 2020, available at <https://www.moravian.edu/policy/harassment-discrimination>.

Under the Equal Opportunity, Harassment, and Non-Discrimination Policy, sexual misconduct, including sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking are deemed violations of expected conduct for Moravian University and Lancaster Theological Seminary students, subject to separation from the institution. Student victims of sexual violence are urged to contact the Advocates for Survivors of Sexual Violence (484) 764-9242. Additional information can be found at <http://home.moravian.edu/public/stusvc/takeAction/>

Moravian University and Lancaster Theological Seminary consider sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking to be serious offenses, unacceptable within the institutions or any community. Offenders, whether faculty, staff or students, may be prosecuted under the Pennsylvania Crimes Code and also under the institutions' Equal Opportunity, Harassment, and Non-Discrimination Policy.

Allegations against students are investigated by the institutions' Civil Rights team and adjudicated through Equity and Compliance by a trained hearing panel in a live hearing (within 106.30) or administrative hearing (outside 106.30). The hearing panel determines whether a student has violated the institutional Equal Opportunity, Harassment, and Non-Discrimination Policy and if so, determines sanctions. A preponderance of the evidence or more likely than not standard is used to determine responsibility and the finding must be supported by the majority of the members of the hearing panel.

Moravian University and Lancaster Theological Seminary employ emergency removal as deemed appropriate using a violence risk assessment (VRA). If a student alleged to have engaged in sexual misconduct including sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and/or stalking, they are subject to action in accordance with the institutions' Student Handbook. Such action may result in separation from the institution, including suspension or expulsion for students (or termination of employment for faculty and staff).

Procedurally, when a report of sexual violence, gender-based violence, or other sex or gender discrimination, is received, the Executive Director for Equity and Compliance (Title IX Coordinator) is notified. If the victim wishes to access local community agencies (including counseling and advocacy) and/or law enforcement for support, the victim will receive assistance in making these contacts. The



Advocates for Survivors of Sexual Violence are available 24/7 by phone or text. The Title IX Coordinator will offer supportive measures to the victim including contact limitations, academic, housing or workplace accommodations, visa and immigration assistance, referrals to counseling, medical and other support services, and other assistance as may be appropriate and available on campus or in the community. More information about supportive measures is available at <https://www.moravian.edu/titleix/resources>.

When a formal complaint is signed by the complainant or by the Title IX Coordinator, a prompt, fair and impartial investigation, will be initiated, which may lead to a disciplinary hearing and the imposition of sanctions, based upon a preponderance of evidence (more likely than not), upon the responding party. The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, that the effects on the victim and the community are remedied, and that steps are taken to reasonably prevent recurrence. The Title IX Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, process advisors, hearing officers, panelists and appeals officers that ensures a fair and impartial process. Training will focus on sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training provides a foundation for all stakeholders in the process to protect the safety of victims, ensure due process, uphold the rights of both parties, ensure compliance with Title IX regulations, and promote accountability for those who commit offenses.

Title IX records are maintained to ensure privacy in accordance with Pennsylvania law and the federal FERPA statute. Information is shared internally only between administrators who need to know and with the highest possible degree of privacy in relation to any accommodations or measures afforded to a victim, except to the extent necessary to provide them. Investigative evidence is shared equitably with the parties in compliance with federal Title IX regulations. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification.

In any complaint of sexual violence, sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking or other sex or gender-based discrimination covered under Title IX, the reporting party and responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. The rights of the parties are outlined in detail in Appendix A of the Equal Opportunity, Harassment, and Non-Discrimination Policy at <https://www.moravian.edu/policy/harassment-discrimination>.

Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefore. Delivery of this outcome to the parties will occur simultaneously and without undue delay between notifications. All parties will be informed of the appeal processes, and their right to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the outcome becomes final. Incidents that fall under section 106.30 of Title IX are resolved using the grievance procedures outlined in Process A. Any other incidents outside the scope of 106.30 of Title IX but within the Equal Opportunity, Harassment, and Non-Discrimination Policy are resolved using the procedures outlined in Process B. Informal resolution options are also available as an alternative to a formal investigation and hearing. All processes are described in detail at <https://www.moravian.edu/policy/harassment-discrimination>.

In an effort to reduce the risk of the crimes of sexual violence, inclusive of sexual assault (inclusive of rape), sexual harassment, sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking occurring among its students, Moravian University and Lancaster Theological Seminary utilize a range of campaigns, strategies and initiatives to provide awareness, education, risk reduction, and prevention programming.

It is the practice of Moravian University and Lancaster Theological Seminary to offer programming to prevent sexual assault (inclusive of rape, whether by a stranger or known assailant), sexual harassment,

sexual exploitation, intimate partner violence (inclusive of dating and domestic violence), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year and include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention), and discuss relevant institutional policies, as well as the Pennsylvania definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Prior to their arrival on campus, all incoming students (first-year students, transfers, graduate students, and adult learners) must complete an online learning program which addresses critical issues students face in college including sexual violence, alcohol/drug use/abuse, mental wellbeing, and diversity/inclusion. All employees must also complete annual required online training related to sexual violence, harassment/discrimination, protection of minors, and mandatory reporting obligations.

Programs also offer information on risk reduction that strive to educate and empower students on how to recognize warning signals and minimize risk of attack, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events such as the Take Back the Night march and rally, It's On Us campaign, One Love Escalation workshop, Denim Day campaign to end victim-blaming, and several events for Sexual Assault Awareness Month in April. These efforts are often collaborative among Student Life offices, Equity and Compliance, other campus departments, and student organizations. Additionally, MOUs are in place with the local rape crisis center (Crime Victims Council) and domestic violence shelter (Turning Point) to provide training and education programming to the campus, as well as consult on the development of policies, response protocol, and victim support services.

A number of other programs are developed each semester to address sexual violence and related issues as well. Recent programs concerned with security and safety have addressed the topics of self-defense, sexual assault prevention, alcohol awareness and the University's alcohol policy, legal liability, bystander intervention, and fraternity and sorority pledging activities. Most of these programs have been repeated for general audiences, and/or tailored to specific residence-hall groups, student athletes, Greek communities, or other student groups. Most programs involve an informed presentation followed by questions and discussion. Residence-hall staff members along with members of Campus Police jointly schedule educational programs on security and safety for the residents of their floor during the first semester and throughout the school year. Campus Police provides training to all Resident Advisors which includes drug awareness, alcohol awareness, crime prevention and fire prevention. The Executive Director for Equity and Compliance (Title IX Coordinator) disseminates policy and trains all mandatory reporters, including Resident Advisors, on their reporting obligations under federal law.

During New Student Orientation, all first-year students are invited to "The Hook Up" which addresses healthy relationships and sexual violence prevention. The Title IX Coordinator and Advocate Coordinator are present to discuss their campus resources and campus expectations. The Hook Up was most recently presented during new student orientation on Sunday, August 27, 2023.

All persons are encouraged to report any instance of sexual violence to the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours), to the Title IX Coordinator (in person, by mail, email, phone or using the online reporting form), or to a primary support provider such as a representative of the Counseling Center, Health Center, Spirituality and Inclusion (formerly Religious Life), Campus Police, or the Office of Student Life. Offenses to be reported include those perpetrated by other students, faculty, staff, other members of the University community, or non-members. Individuals of any gender may experience and report sexual violence and male Advocates are made available upon request. A student wishing to

officially report such an incident may do so by contacting the Moravian University Title IX Coordinator  
1309 Main Street, Room 204, Bethlehem, PA 18018  
Email: [titleix@moravian.edu](mailto:titleix@moravian.edu)  
Phone number 610.625.7023  
Online Title IX Reporting Form & Information: <https://www.moravian.edu/titleix>

Victims of sexual violence are likely to feel a broad range of emotions. These violent acts are not their fault. It is important for victims to seek support to help them through this traumatic event. Friends, family, counselors and the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours), can provide such support and help victims to seek out the attention and help that they need.

**If you have been sexually assaulted, go to a safe place. Do not wash. Seek medical attention within 72 hours. See additional information below.**

## **Victim Services**

To report an offense, if you or someone you know has had an unwanted sexual experience, please call the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours). A female Advocate will answer and can have a male Advocate call you back quickly at your request.

For counseling, contact the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours); additional resources include the Counseling Center (610 861-1510), the 24-hour hotline of Crime Victims Council (610 437-6611), or Spirituality and Inclusion (610 861-1583). Counseling services are free.

For medical help, contact the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours); additional resources include the Health Center (610 861-1567), St. Luke's Hospital (610 954-1102), or Lehigh Valley Hospital/Muhlenberg (484 884-2522). Ask for a SAFE or SANE nurse, who is specially trained to work with victims of rape and sexual assault. Transportation can be requested by contacting the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours).

Legal assistance resources are outlined at <https://www.moravian.edu/titleix>. Referrals for legal assistance may also be available by contacting the ADVOCATES for Survivors of Sexual Violence at 484 764-9242 (24 hours); additional resources include the Crime Victims Council (610 437-6611), the Attorney Referral and Information Service (610 258- 6333), the 24-hour hotline of the Pennsylvania Coalition Against Rape (888 772-7227), or the Pennsylvania Commission on Crime and Delinquency (PCCD) (800 233-2339).

In an emergency and for assistance from law enforcement, contact the Lancaster City Bureau of Police by calling 911 or at 717-664-1180 (24 hours).

## **OTHER REQUIRED STATEMENTS**

### **Registered Sex Offenders**

Neither Moravian University, nor LTS have formal policies concerning the admission of students with a criminal record; however, applicants are asked to list any criminal convictions. If an applicant indicates a prior criminal conviction, the institutions will take the matter under consideration in the application process.

Criminal background and child abuse clearances must be provided by all new employees. A Motor Vehicle Records check is conducted on all employees who are required to operate any institution-owned motor vehicle as a condition of their employment. Additional clearances may be required depending upon the nature of the employee's role on campus. Any employees who interact directly with minors must undergo new clearances every 5 years. Training on the protection of minors and mandatory reporting of harassment, discrimination and sexual violence is provided to all new employees upon and to all current employees annually.

The Commonwealth of Pennsylvania requires sex offenders to register with police in the jurisdiction in which they live, work or study. In addition to the federal database, the Pennsylvania State Police are authorized to create and maintain a state registry of sexual offenders, Sexually Violent Deviate Children,

and Sexually Violent Predators. The Pennsylvania State Police Megan’s Law Website contains information concerning the registry of sexual offenders, a searchable database, and registry information such as tiers of offenses, length of registration, and any community notification requirements. This information can be found at <http://www.pameganslaw.state.pa.us/>.

## Disclosure of Results of Disciplinary Proceedings

Upon request, Moravian University and LST will disclose the results of any disciplinary proceeding conducted by the institutions against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (incest or statutory rape) to the alleged victim or next of kin if the victim is deceased. In cases involving allegations of physical harm, taking of property, or damage or destruction, the right to be notified in writing of the outcome of any Accountability Meeting or Accountability Panel hearing, including any sanctions applied that relate to the reporting party. In all other cases involving a reporting party, the reporting party will only receive notification of any sanctions applied that relate to the reporting party.

## MISSING STUDENTS POLICY STATEMENT

### Missing Student Notification Policy

In accordance with the Higher Education Act of 2008, each student living in residence has the option to register with the Student Life Office a confidential contact person to be notified in case the student is determined to be missing (students will receive an email annually directing them to a form where they can provide this information); only authorized campus officials and law enforcement officers have access to this information. All students should know that, even if they have not registered a contact person, local law enforcement will be notified if the student is missing; all students under 18 (and not emancipated) should know that their parent or guardian will be notified.

The institution may be notified of a missing student through a variety of channels and by any member of the staff and student body. The person to whom the incident is reported should contact Police immediately. The Police will not delay initiating an investigation into a report of a missing student/person.

## COUNTING CLERY ACT CRIMES

### Crime Statistics Checklist

The table below provides statistics for the three most recent calendar years concerning the number of crimes that occurred on or within Lancaster Theological Seminary’s Clery geography and that are reported to local police agencies or to a campus security authority.

Federal Campus Crime Statistics												
INCIDENTS	On Campus*			In On-Campus Student Housing			In/On Non-Campus Building or Property			On Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	1	0	0	0	0	0	0
Fondling	0	0	1	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	1	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>No. of Students Referred for Campus Disciplinary Action</b>												
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded Incidents</b>	0	0	0									

\* The crime data included above refers to incidents occurring in Richards Hall, all of which involved students enrolled in the Pennsylvania College of Art and Design (PCAD), residing in Richards Hall on the LTS campus.

## Geographical Reporting Definitions from the Clery Act

**On-Campus:** (1) Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution 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) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-Campus Building or Property:** (1) Any building or property owned or controlled by a student organization that is recognized by the institution; and (2) Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

### Definitions/Related Information

<b>Arson</b>	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.
<b>Criminal Homicide - Manslaughter by Negligence</b>	The killing of another person through gross negligence.
<b>Criminal Homicide - Murder and Nonnegligent Manslaughter</b>	The willful (nonnegligent) killing of one human being by another.
<b>Robbery</b>	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.
<b>Aggravated Assault</b>	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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
<b>Burglary</b>	The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
<b>Motor Vehicle Theft</b>	The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned— including joyriding.)
<b>Weapons: Carrying, Possessing, Etc.</b>	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.



<b>Drug Abuse Violations</b>	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
<b>Liquor Law Violations</b>	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.
<b>Sex Offenses</b>	Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. <p>A. Rape—The 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.</p> <p>B. 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.</p> <p>C. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</p> <p>D. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.</p>
<b>Larceny-Theft (Except Motor Vehicle Theft)</b>	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
<b>Simple Assault</b>	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.
<b>Intimidation</b>	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.
<b>Destruction/ Damage/Vandalism of Property</b>	To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
<b>Dating violence</b>	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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. For the purposes of this definition— <ul style="list-style-type: none"> <li>Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</li> </ul>

	<ul style="list-style-type: none"> <li>• Dating violence does not include acts covered under the definition of domestic violence.</li> <li>• Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</li> </ul>
<b>Domestic violence</b>	<p>A felony or misdemeanor crime of violence committed—</p> <ul style="list-style-type: none"> <li>• By a current or former spouse or intimate partner of the victim;</li> <li>• By a person with whom the victim shares a child in common;</li> <li>• By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</li> <li>• By 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</li> <li>• By 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.</li> </ul> <p>Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</p>
<b>Sexual Assault</b>	An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
<b>Stalking</b>	<p>(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—</p> <ul style="list-style-type: none"> <li>• Fear for the person’s safety or the safety of others; or</li> <li>• Suffer substantial emotional distress.</li> </ul> <p>(ii) For the purposes of this definition—</p> <p>A. Course of conduct means two or more acts, including, but not limited to, acts in 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.</p> <p>B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.</p> <p>C. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</p> <p>(iii) For the purposes of complying with the requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</p>
<b>Federal Bureau Investigation’s (FBI) Uniform Crime Reporting (UCR) program</b>	A nationwide, cooperative statistical effort in which city, university and of college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of [certain Clery Act crimes].
<b>Hate Crime</b>	A crime 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 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.



## Commonwealth of Pennsylvania Act 180 (“Uniform Crime Reporting Act”)

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees, which is calculated according to a state-mandated formula. The formula is the number of FTE students plus the number of FTE employees (faculty/staff). The rate is obtained by dividing this figure into 100,000 and multiplying the quotient by the individual statistics to produce the crime rate per 100,000 persons in each category. The index in the table below is based on incidents per 100,000 FTE

OFFENSES						
PART I OFFENSES	2020		2021		2022	
	Offenses	Rate	Offenses	Rate	Offenses	Rate
Criminal Homicide*	0	0.00	0	0.00	0	0.00
Forcible Rape	0	0.00	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	0	0.00
Aggravated Assault	0	0.00	0	0.00	0	0.00
Burglary	0	0.00	0	0.00	0	0.00
Larceny-Theft	0	0.00	0	0.00	0	0.00
Motor Vehicle Theft	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	0	0.00
PART II OFFENSES	2020		2021		2022	
	Offenses	Rate	Offenses	Rate	Offenses	Rate
Forgery & Counterfeiting	0	0.00	0	0	0.00	0
Fraud	0	0.00	0	0	0.00	0
Stolen Property (see Larceny-Theft)	0	0.00	0	0	0.00	0
Vandalism	0	0.00	0	0	0.00	0
Weapons	0	0.00	0	0	0.00	0
Sex Offenses*	0	0.00	0	0	0.00	0
Drug Abuse Violations	0	0.00	0	0	0.00	0
Offenses Against Family/Children	0	0.00	0	0	0.00	0
Driving Under the Influence	0	0.00	0	0	0.00	0
Liquor Laws	0	0.00	0	0	0.00	0
Drunkenness	0	0.00	0	0	0.00	0
Disorderly Conduct	0	0.00	0	0	0.00	0
All Other** (except Traffic)	0	0.00	0	0	0.00	0

Note: The statistics listed above are the number of crimes reported and investigated by the Moravian Police Department. They do not reflect the crimes reported and investigated by other local agencies and Police Departments.

\* Note: Any criminal investigation into a death or sex offense is investigated by Lancaster City Bureau of Police and reported through their UCR statistics. Sex offenses may also be investigated through a campus investigation through the Office of Equity and Compliance.

\*\* Note: All Other Offenses

## **FIRE SAFETY REPORT AND STATISTICS**

Moravian University and Lancaster Theological Seminary consider students, faculty and staff to be among their most important and valuable assets and strives to protect these institutions and all that it is comprised of, by reducing and attempting to eliminate all potential health and physical hazards.

The Lancaster Fire Department stresses the importance of properly functioning life safety devices and that false alarms put lives at risk for responding emergency personnel. The Lancaster Fire Department and/or Lancaster City Bureau of Police are authorized to enforce all life safety infractions covered by city or state laws which may result in fines or sanctions by LTS.

Fire, Crime, and Alcohol Prevention seminars are conducted periodically throughout the year. The students are encouraged to speak with instructors and view the materials for their safety and well-being. The Environmental Health and Safety Coordinator also convenes monthly Safety Committee meetings and is responsible for updates to the [Emergency Action Plan: Fire and Fire-Related Incidents \(FEAP\)](#).

Campus Police provides annual Resident Advisor Training & Building Tech Training that allows these individuals to promote life safety by sharing the information they have received at floor meetings and at campus functions. The training includes emergency responses, fire safety, building evacuation, and their role in a fire emergency. This can play a big part in our goal of life safety through peer pass-on of practices they have learned.

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and included in this act was the Campus Fire Safety Right-to-Know Act. Pursuant to the act, institutions are required to publish annually a fire safety report that details fire safety systems, policies, practices, and statistics for all on-campus student housing units.

### **Definitions/Related Information**

<b>Fire</b>	A fire, for the purposes of the HEA, is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
<b>Cause of fire</b>	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.
<b>Fire-related injury</b>	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.
<b>Fire-related death</b>	Any instance in which a person (1) 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 (2) dies within one year of injuries sustained as a result of the fire.
<b>Value of property damage</b>	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 should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
<b>Fire safety system</b>	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.
<b>Fire drill</b>	A supervised practice of a mandatory evacuation of a building for a fire.

## Fire Log

The HEOA requires institutions to maintain a daily fire log which lists the nature of the fire, date, time and general location of each reported fire in on-campus student housing units.

## Fire Activity & Loss Data

Fire Responses	2020	2021	2022
A. Number of fires	0	0	0
B. Fire-Related Injuries	0	0	0
C. Fire-Related Fatalities	0	0	0
D. Value of Property Damaged	0	0	0

Provided below are the required statistics for each on-campus student housing facility (identified by name and street address) regarding the above-mentioned fire activity including: **A.** number of fires; **B.** fire-related injuries; **C.** fire-related fatalities, and **D.** value of property damaged due to fires on campus:

## Fire Data for Lancaster Theological Seminary Resident Student Housing Facilities

Building/Location	2020				2021				2022			
	A	B	C	D	A	B	C	D	A	B	C	D
1. Bowman Hall: 561-563 College Avenue	0	0	0	0	0	0	0	0	0	0	0	0
2. Harner Hall: 545-547 College Avenue	0	0	0	0	0	0	0	0	0	0	0	0
3. Nevin Hall: 541-543 College Avenue	0	0	0	0	0	0	0	0	0	0	0	0
4. Richards Hall: 555 W. James Street	0	0	0	0	0	0	0	0	0	0	0	0

## Fire Safety Systems for On-Campus Housing

Student residence halls listed below all have full fire sprinkler systems with fire department connections in plain view from the main roadway with signs in red lettering with a white background showing their respective locations. **(Except where noted\*)**

Sprinkler heads are located in all common areas and bedrooms along with closets and basements. Student residence halls are also equipped with manual pull stations, hardwired smoke detectors, and heat detectors that are located on every level and each bedroom. These detectors relay alerts to Campus Police of a fire alarm and upon receiving the alarms, the City of Lancaster Fire Department is dispatched to respond to the scene. During fire alarms, students must evacuate the building, and are only allowed to re-enter after Campus Police along with the Lancaster Fire Department clears all levels and floors of the building with the alarm.

Campus Police along with the Environmental Health and Safety Coordinator and Members of Facilities conduct and/or regularly inspect, test and maintain University facilities to comply with fire and life safety codes and the FEAP. A private contractor conducts yearly testing of fire safety devices, fire extinguishers, sprinkler systems, and chemical suppression systems located on the campus. In addition, a private contractor conducts bi-annual inspections on fire suppression systems located in the various campus owned cooking areas.

Moravian University and Lancaster Theological Seminary are committed to the safety and wellbeing of the



institutions' communities. Fire drills are conducted in residence halls with the commencing of classes each semester, and random drills are conducted in other campus buildings throughout the year. Fire extinguishers are located in all buildings, with fire alarm pull stations within 5 feet of all exits and exit signs that are in plain view.

Educational training is conducted in fire safety and a fire prevention pamphlet is disseminated, which outlines fire safety and prevention tips.

No Parking/Fire Zones have been clearly marked and are strictly enforced to ensure that all emergency vehicles will have access to the buildings.

## **Improvements in Fire Safety**

In 2022, an Environmental Health and Safety (EHS) Coordinator was hired, who is responsible for the institutional environmental health and safety program. This role is focused on the development of compliant safety practices and protocol that enhance overall safety culture at the institution. The position works collaboratively with faculty and staff in natural sciences and art, as well as with facilities personnel, campus police, and other key stakeholders. The EHS Coordinator is responsible for the institutional Fire Emergency Action Plan (FEAP), coordinating fire life safety equipment inspections, evacuation drills, training, and policy review with campus stakeholders and local fire departments. They serve as chair of the Safety Committee, convening campus stakeholders monthly to recognize and eliminate hazards, and minimize potential risks to campus; work to build an active safety culture by establishing best practices, offering training and educational programs, and encouraging risk management and incident reporting; coordinate response and provide investigation to reported environmental/ occupational health and safety concerns; consult in the development of safety and risk management policies and emergency response protocol and assist as appropriate in response to actual incidents; remain current of all compliance requirements related to regulatory agencies including but not limited to OSHA, EPA, and City of Bethlehem; maintain proactive, positive relationships with local, state, and federal agencies and serve as point of contact for inspections and inquiries; and perform other duties as necessary or required by the position.

## **Prohibited Portable Electrical Appliances and other Fire Ignition Sources**

- Smoking of any type
- Candles, incense or other open-flame devices
- Halogen lamps
- Flammable decorations or wall/ceiling tapestry hangings
- Space heaters, electric or fossil fuel
- Hot plates, toaster ovens
- Charcoal grills/propane within 25 feet of buildings
- Fireworks, firearms, chemicals, explosives
- Open burning
- Lava Lamps
- Hoverboards

Please find the Link to Prohibited Items located in the Student Handbook : [Residence Life & Housing Policies And Regulations](#).

## **Fire Safety and Awareness**

Students that are away from home especially for the first time should be aware of the hazards and dangers of fire that can occur inside their living space and should exercise caution at all times. As mentioned above, items such as candles, charcoal, and fireworks should not be stored in residential halls. Student Life only permits appliances that are UL listed within the resident halls. All cooking must be in proper designated areas and while these appliances are in use, students must never leave the immediate area.

Remember to keep all aisles of egress open by not placing trash, bicycles, furniture, or other items in common areas that could impede the egress to safety if a fire alarm sounds.

All decorations must not obstruct life saving devices and must be of a non-flammable material and/or fire resistant materials. Placing materials on the ceiling and walls of resident halls is discouraged and the University reserves the right to remove any and all decorations for safety reasons. This includes hanging any items from sprinkler heads.

Fire doors shall not be propped or left open for any reason. If these doors are discovered open and reported to Campus Police; the residents of that section will be held responsible. This is not limited to but includes obstructions such as tape, rocks, cardboard, trash cans, etc.

The use of propane and charcoal grills are permitted with the grill being at least 15 feet from any structure. If charcoal was used for cooking, proper extinguishment and disposal of the ashes should be completed at the end of the cooking to prevent a fire.

The use of fire pits or chimeneas are not permitted because they are included under the category of open burning, which is not permitted within the City of Lancaster. A special permit is required from the City of Lancaster Fire Department for any open burn request affiliated with any ceremonial activity.

The use of Fireworks is prohibited on or in any University owned property.

LTS is a smoke free institution in all buildings and facilities but smoking is permitted at least 45 feet from any building and entrances. All smoking materials and devices must be properly extinguished and discarded in proper containers.

Any violation of the above fire prevention regulations may be subject to disciplinary action and or fines.

### **Lancaster Theological Seminary- Evacuation Procedures:**

When the fire alarm sounds, act immediately to ensure your safety since the fire alarm system in your building is designed to provide you with early warning and detection that a problem exists and allow you to exit safely during an emergency situation. Evacuation maps are posted on all floors in the residence halls and academic buildings. Please review the maps and plan two different routes to leave the floor and building.

- Never ignore the alarm, assume the alarm is false, or assume it is only a drill.
- Do not panic.
- Immediately evacuate the building.
- Everyone must evacuate in the safest and closest exit or stairway. Never use an elevator.
- If you have a disability of any type that requires assistance, retreat to the nearest area of refuge such as the stair tower and await assistance from campus police or fire department personnel.
- Have an exit strategy by knowing two ways out, such as another stairway, emergency exit, or fire escape.
- Once outside the building, move away preferably across the street or inside another safe structure.
- Assume there is a fire even though you do not see smoke in your immediate area.
- Do not obstruct fire fighters and fire apparatus by being in the local vicinity.
- If the incident is on upper floors, keep out of the hazard zone.
- Once outside, never go back in until the fire department allows re-entry.
- Call 911 once you are out safely and have a phone.
- If you know someone is still inside, contact the Police and provide the last known location where last seen.



**Lancaster**  
THEOLOGICAL SEMINARY

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**Lancaster Theological Seminary**

555 West James Street, Lancaster, PA

A diverse and vibrant community, Lancaster is an ideal place to sharpen your ministry. Our beautiful, historic campus is within walking distance of downtown shops, galleries and restaurants, and across the street from Franklin & Marshall College.

Centrally located in southeastern Pennsylvania, just an hour west of Philadelphia, Lancaster is served by Amtrak, major airports and bus lines, and it's an easy drive from New York City, Baltimore, and Washington, D.C.

