Maintaining a Safe & Secure Campus
Millersville University 2017 Annual Security and Fire Safety Report
The security and safety of the Millersville University campus are paramount to providing an environment that fosters educational exploration and academic excellence. The policies and procedures outlined in our annual report promote the safety and help reduce risks to the members of the Millersville University campus community.

Millersville University has implemented training, policies, victim centered support and reporting that comply with changes made to the Clery Act through the Violence Against Women Act (VAWA). At Millersville University we use the Clery Act, Title IX and VAWA policies to guide our prevention, education and responses across university divisions. Each member of the campus is encouraged to read and know about the programs and services in place at Millersville University to reduce risk and to ensure a safer campus community. Each member of the Millersville University campus community shares in the responsibility for keeping our campus safe. It is our shared duty to report any safety or security concerns we may each have to the Millersville University Police. You can contact the police at 717-871-4357 or use our new smartphone app, LiveSafe, to make those reports.

Thank you for your contribution to building a safe, caring and concerned campus community.

Brian P. Hazlett
Student Affairs & Enrollment Management

The University

Millersville University of Pennsylvania is located in Lancaster County, Pennsylvania, an area that continues to have among the lowest crime rates in the nation. Millersville University offers a diversified program of undergraduate and graduate studies in the arts, sciences, business and education. The student body of 7,988 undergraduate and graduate students (6,581 FTE), who study, work and live in a community of faculty, staff and student support staff who are concerned about the quality of life on campus for all of its members. The faculty includes 368 highly qualified full-time and part-time personnel. The noninstructional staff consists of 513 persons, providing a nonstudent working community on campus of 901 employees.

The 250-acre campus, located three miles from the city of Lancaster in the suburban community of Millersville, includes 84 well-maintained buildings on well-lighted streets and walkways. A pond, gardens and large expanses of grounds provide students an environment that is exceptionally comfortable. The grounds of the campus are open to visitors, as are lobbies and business offices in major University buildings. Residence halls, however, are open only to students, employees and invited guests. The general public is welcome to use the University library and attend special events in campus buildings when so publicized by the University.

The Department of Facilities Management maintains lighting of all campus sidewalks, walkways and building entrances. University Police report any nonfunctioning lights, and replacements and/or repairs are made in a matter of days. In addition, University Police and facilities staff monitor the condition of plants, shrubs and other natural growth for additional security considerations.

Annual Campus Crime Report

The compilation and distribution of this report is mandated under the Student Right to Know and Campus Security Act of 1990. This law applies to all colleges and universities to disclose information about campus safety and security procedures and to provide statistics concerning the occurrence of a number of criminal offenses. In addition, the report must contain statements describing campus law enforcement policies and procedures, campus security education and prevention programs, drug and alcohol policies, sexual assault awareness programs, procedures for reporting sexual assaults and an overview of the campus judicial process. The charts provided regarding criminal offenses reflect: a) all official reports filed for the Uniform Crime Report as reported by those agencies assigned significant responsibility for law enforcement; and b) anonymous reports from persons who have directly contacted or have been referred to by faculty or staff at the University or in victim assistance programs. Any difference in the number of official reports as noted through the Uniform Crime Report versus the total number of incidents is a result of the choice of the victim/complainant who choose not to file an official report or to have the incident handled through the campus internal judicial process. While all visitors and members of the campus community are encouraged to report crime in a timely manner, it is understood that a small number of crimes may not be reported and therefore may not be included in these statistics. Voluntary confidential reporting of criminal activity to any official of this institution who has significant responsibility for student and campus activities is encouraged.

The University Police

Primary responsibility for security on campus belongs to the Millersville University Police Department, which is part of the Student Affairs & Enrollment Management division. The University uses a dual force concept, employing both commissioned police officers and noncommissioned security officers. Ten police officers are assigned to regular patrol duties. Administrative duties are handled by the chief and deputy chief, who are also commissioned police officers. The department employs clerical staff. The administrative office is located in Lebanon House, which is open from 8 a.m. to 4:30 p.m. weekdays. A 24-hour, seven-day-a-week schedule is maintained by the University Police with an around-the-clock dispatcher system of student emergency dispatchers and Lancaster County-wide communications. 911 direct dispatching of emergency calls. Officers use dual-band radios to directly monitor both dispatch systems. This radio system greatly enhances the safety of the campus community interoperability with other community first responders.

As a condition of employment, all police officers employed by the Millersville University Police Department must have completed a Basic Police Training course as required by Pennsylvania Act 120 or have completed equivalent training as approved by Municipal Police Officers Education and Training Commission of the Pennsylvania Department of Education, Bureau of Academic Programs. MU police officers and security officers are required to maintain appropriate levels of training in CPR, basic first aid, nonviolent crisis intervention, and in the use of the police baton. In addition, police officers must qualify twice a year with firearms and complete yearly updates as approved by the Municipal Police Officers Education and Training Commission. The Pennsylvania Administrative Code, Section 2416, grants full police power to commissioned police officers employed by Millersville University. Therefore, Millersville University Police have the power.
Should an event take place either on or off campus property that the Chief of Police, Vice President for Student Affairs & Enrollment Management, Director of Health and Safety, or Vice President for Finance & Administration deem an immediate or ongoing threat to public safety, an Emergency Notification may be issued. University Police shall be the authority to issue an Emergency Notification if local municipalities or university property. The University Police have a supportive working relationship with local, county and state police agencies. Act 2001-381 grants full municipal police powers to university officers and permits off-campus police responses. In addition, University Police coordinate investigations with the Bureau of Liquor Enforcement and the Pennsylvania State Police.

Millersville University Police file monthly reports with the Pennsylvania State Police, which depict all offenses as listed in the FBI Uniform Crime Report. Information on crimes that may impact or relate to the surrounding community, county and state is shared directly with the appropriate law enforcement agencies.

In instances where timely reporting to the campus is warranted, University Police utilize the MU Alert system, internally published posters, pamphlets and brochures, the Office of Housing and Residential Programs and other campus communications. University Police are on duty 24 hours a day, 365 days a year and are in constant communication with a University telecommunications center. The department is also in primary contact with a county-wide police radio network. All reports of criminal activity coming to the University Police are investigated and coordinated with appropriate area law enforcement agencies as needed. All criminal proceedings for offenses taking place on the campus of Millersville University are initiated by the University Police.

In cases where actions are violations of campus policy and Commonwealth law, and the perpetrator is a student of the University, both internal and external judicial action may be taken. The Office of Judicial Affairs will initiate disciplinary action in accordance with the University Code of Conduct for violators who are students. Internal judicial action will be initiated in addition to, not in lieu of, filing of criminal charges before the local District Justice. Students should be aware that some information may be shared regarding on-campus violations.

Complete background investigations are made on all applicants considered for appointment to the University Police department. Each background investigation is conducted by a Pennsylvania State Police records check, a local police records check and personal contact of references. Pre-employment, criminal background checks including child abuse clearances are conducted for all new hires at the University. This background check policy began in April 2009, with child abuse clearances beginning in January 2015. No procedure for checking criminal records of prospective or current students is currently in use at the University; however, applicants are asked to self-report felony convictions.

Millersville University Police Department currently has no Memo of Understanding (MOU) with any municipal police agencies due to it’s Police Officers being covered under state laws with assisting outside agencies. You can find more information under Millersville University Police policy section, PASHE Act 188.

For more information on the Emergency Notifications policy, please see www.millersville.edu/police

Campus Emergency Notifications & Timely Warnings

Campus Responsibility

Safety on the campus of Millersville University must involve a cooperative effort of the campus community. Everyone who utilizes campus facilities must assume responsibility for the security of personal belongings and the security of their fellow citizens. Everyone should learn the location of the 46 emergency communication stations on campus. In addition, anyone traveling alone on campus between 11 p.m. and 7 a.m. should use the campus escort system (see escort policy rules and regulations for other times and guidelines). Personal items such as televisions, computers and stereo should be engraved and the serial number recorded. In the event personal items are valued, a list of valuables is available at the University Police, Lebanon House. Vehicles should be locked at all times and valuables stored in the trunk. Campus Safety may notify students, faculty, staff, and guests are encouraged to report all public safety related incidents and crimes to the appropriate police agency or the University Police in a timely manner.

Prosecution decisions, or formal wellness status can always be decided at a later time, but reporting should be done immediately.

Millersville University has established a Threat Assessment Team (TAT) to assist in addressing situations where students, faculty, or staff are displaying disruptive or threatening behaviors that potentially impede their own or other’s ability to function successfully or safely. The process is designed to help identify persons whose behaviors potentially endanger their own or others’ health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the University. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear for themselves and others. In such instances, information should be provided to the Threat Assessment Team (at)717-871-7070. During non-business hours, this line auto forwards to Lancaster County Wide Communications Dispatch. For additional information, please see the Threat Assessment Team web page at www.millersville.edu/safetyandsecurity/threatassessment.php

Campus Safety App - LiveSafe

University Programs

• All incoming and transfer students are asked to complete the Student Success online education portal, Not Anytime, prior to arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalking. In order to ensure that students completed the portal, we continued our partnership with the WellCast, a digital faculty and staff engagement program to integrate the online portal into the educational curriculum of the WELLIU5 course which is a course that most students are required to complete. The University has offered this service and often is taken at the students first year on campus. Wellness faculty are requiring students to complete assignments relating to the content of the portal, and are encouraging individual and group discussions about sexual violence. 1,363 MU students completed the Not Anytime program in 2015-2016.

• During Orientation, students are engaged in several programming efforts to build upon the content of the online education portal. In 2016 these activities included:

  • A presentation by Catharsis Productions, The Hoopku that addresses gender stereotypes, rape, sexual assault, consent, hookup culture, rape myths and bystander intervention techniques.
  • Inclusion of sexual violence information in the campus safety presentation.
  • Inclusion of sexual assault and consent in the alcohol education programming provided.
  • Inclusion of the consent video TEA Consents.

• The University provides a first-six weeks sexual violence education for all new students, and is offered to faculty, staff and student organizations. Many faculty offer students extra credit for participation, information is integrated into several development curriculum, many students are approached by peer educators across campus, and educational workshops and awareness events are provided. A creative focus of the first-six week includes information on the red zone.

• Athletics program: a presentation on healthy relationships was presented to all first year athletes during the CHAMPS educational program.

• Center for Health Education and Promotion had five trained student peer educators (trained by the YWCA, DVS and other local organizations) to provide ongoing educational workshops, interactive awareness events and conduct campus outreach. Passive education is provided in Stall Talk, their website, and through social media networks.

Education workshops included:

  • End the Violence! Break the Silence: This program more broadly focuses on sexual misconduct and includes information on dating violence, domestic violence, sexual assault and stalking. The program engages participants in an activity to increase their knowledge of violence along a continuum, helps individuals understand the role of being an active bystander and how to potentially intervene, and the available resources (including reporting) for students who are victimized.

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• Calling Men To Action: This men-only program embraces the help and courage of men in ending sexual assault as gender violence isn't just a women's issue. This program seeks to motivate men to be involved in ending sexual assault, engages participants in role plays to understand consent, helps participants brainstorm ways that men can be involved in ending sexual assault, provides participants with information on available resources on and off campus and how to help a friend if victimized and reporting procedures.

In the Green: Red Zone Awareness: This program is aimed at raising awareness about sexual assault and the Red Zone (the time starting on the first day on campus until the first break when students are at an increased risk of being sexually assaulted). The program provides information about bystander intervention and ways on how to intervene in a potentially risky situation, provides information on available resources on and off campus and how to help a friend if victimized, reporting procedures, identifies the signs of the red zone, and discussions around victim blaming.

• Got Consent: The purpose of this program is to increase the knowledge of sexual assault and understanding about consent. Information is presented to raise awareness of sexual assault and consent. This program discusses the Red Zone as well as resources (including reporting) available on and off campus for victims of sexual violence.

• Sex Goes to the Movies: This program uses popular movie clips to educate participants about risk taking behavior, alcohol consumption, consent, how to avoid potentially risky situations, and resources available on and off campus.

• When You See a Red Flag, Say Something: This program utilizes interactive questions to educate participants about “red flags” and warning signs of and unhealthy relationship. This program also educates participants on the different characteristics of healthy vs unhealthy relationships and ways to support friends and resources available on and off campus.

• Pizza With The Chief: This program is in association with Housing & Residential Programs, during which the university Police Chief meets with students in the residence halls during Sunday evenings to discuss consent, bystander intervention, active shooter response and provide an open forum for students to talk with officers.

Outreach peer educators provide brief education interactions with students as they walk around campus on topics including: The Red Zone, dating violence, domestic violence, sexual assault and stalking.

Wellness Wednesdays: throughout the semester peer educators set up interactive opportunities outside of the Center for Health Education and Promotion to provide additional learning opportunities about sexual assault, domestic violence, dating violence and stalking.

Awareness Events: Take Back the Night was held during the first six weeks of the semester. The Clothesline Project was displayed on campus and students could make shirts to display during Sexual Assault Awareness Month in April. Numerous programs were planned throughout the month of February in recognition of Teen Dating Violence Awareness Month. The Red Flag Campaign, a national campaign aimed at encouraging students when they see a red flag in a relationship to say something, was the cornerstone activity connecting students to the educational programming that took place throughout the month. Activated throughout the month: educational/promotional materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop, promotion of various student groups, Wear Orange Day, a tribute to the students who lost their lives to dating violence at the SVGY Geneseo campus, and various outreach events throughout the month. The month was dedicated to the memory of Karlie Hall.

• Collaboration among Millersville University, Domestic Violence Services of Lancaster, and guidance counselors from several local middle/high schools was initiated this year to partner on healthy relationship/relationship violence education and best practice efforts. The group has met four times so far and have discussed current educational efforts taking place within the school districts based on those in attendance, looking at expanding educational efforts and ways to connect with the MU peer educators as well as partaking in national awareness efforts (such as Teen Dating Violence Awareness Month) and looking at available curriculum and trainings.

• A comprehensive webpage (www.millersville.edu/sexualviolence) was developed this year to provide students, families, and the campus community accessible information about sexual and dating violence. The page contains numerous pieces of information including reporting options, support resources, educational programming, and how to support a survivor. The page was created to improve the ease at which individuals can locate sexual and dating violence resources within the MU website.

From January to May 2016 the webpage had 838 unique page views.

• The above webpage is a resource available as a direct link in the University campus safety app, LiveSafe.

• The One Love Foundation workshop, Escalation, focusing on dating violence was present several times on campus this year.

• Distribution of sexual violence resource cards (distributed to students during orientation programming). Cards are available in various support offices across campus and can be found online. The publications, Students’ Sexual Assault: What Millersville University Students Need to Know and Dating/Domestic Violence and Stalking: Reporting were distributed to help students navigate resources and reporting options.

• The YWCA Lancaster continues to provide free advocacy services for survivors of sexual assault out of the Center for Health Education every Monday afternoon from 1-3pm. A total of 37 advocacy sessions occurred.

• Domestic Violence Services of Lancaster provided a free advocate for students experiencing dating or domestic violence outside of the Center for Health Education & Promotion. One advocacy session occurred.

• The Office of Transition Programs encourages first year experience faculty to provide sexual violence programming within the residence halls. The educators have been utilized to provide prevention programming in these courses.

• Orientation leader and peer educators were provided with training on the Cisler Act, Title IX and sexual violence awareness. Students were asked to complete the online education portal, Not Another. A session on dating violence, domestic violence, sexual assault and stalking was provided to the graduate students in Institutional and Residential Programs.

• A sexual and dating violence advisory task force was developed to convene representatives of the Millersville University Community to serve as members of an advisory board to ensure consistent, ongoing and well researched programs that will help reduce the incidence of sexual misconduct, ensure quality resources and services for those impacted by sexual misconduct, and increase reporting by students at Millersville University. The task force met twice in the spring semester and moving forward members will break into smaller action teams to start working on identified areas of need.

• Bystander intervention was a large priority this year. Helping students gain skills and confidence in being able to effectively intervene in risky situations was a focus of several of our peer education programs, Wellness Wednesday activities as guided the development of the It’s On Us MU campaign. Through a partnership with Lambda Chi Alpha, the It’s On Us campaign was developed and launched in April 2016. The campaign featured posters, yard signs, a video and educational programs. This campaign, while providing students with knowledge about sexual violence, enables students to understand the role that each member of our campus community plays in ending violence on our campus.

Millersville University consistently reviews all programs each year to make sure all students and staff have the most up to date information on safety awareness and crime prevention programs.

Emergencies on Campus

MEDICAL EMERGENCIES - Call 911

For medical emergencies that appear to be life-threatening such as head, neck or back injuries, excessive bleeding, breathing difficulty, convulsions, loss of consciousness, or chest pains:

Call 911 for an ambulance, be sure to give exact location and nature of emergency.

NON-EMERGENCY MEDICAL SERVICES

For medical situations that do not appear to be life-threatening where the injured or ill party is mobile:

Contact Health Services staff at (717) 871-5250 and a police transport will be arranged, if appropriate, or dial (717) 871-4357 to contact University Police to escort the party to Health Services. Members of the campus community should check with Health Services for the actual hours of coverage.

POLICE EMERGENCIES - Call 911

For situations that require urgent police assistance such as criminal or suspicious activity, disorderly or threatening behavior in progress, or a vehicle or pedestrian accident:

Call 911 for University Police, be sure to give exact location and nature of the emergency.
Emergency Communication Phones

There are 46 emergency communication stations located at various locations around the campus. Wall-mounted phones are yellow in color, the pedestals are blue or brown with a blue light located above, and the telephones make direct emergency contact to the Lancaster County Wide Communications and the University Police. The telephones may be used any time an emergency assistance is needed. It should be noted, however, that misuse of these telephones could result in criminal prosecution. The emergency communication call boxes are tested twice a month and the results of these tests are available through the University Police by appointment.

To activate the telephone:
1. Push the call button and release. Police officers will be sent to your location.
2. The dispatcher will respond to the caller.
3. State the nature of your emergency and confirm your location.
4. Follow the directions of the dispatcher.

Only the large button needs to be pushed to summon aid.

Arrival time is generally three minutes or less.

911 Information System

The 911 emergency dialing system facilitates the prompt response of police, fire and ambulance services to the campus community. When callers dial 9-1-1, each campus phone will create a display at the Lancaster County Dispatcher Center showing the specific geographic location of the campus caller to include building. This system does not work with wireless cellular telephones operated on campus.

If you dial 911 by mistake and the Telecommunications Operator tells you that you have reached the Emergency Dispatch Center – DO NOT HANG UP! Explain to the operator that you dialed 911 by mistake, seldom will additional action be taken. If you fail to stay on the line and explain that a mistake has been made, emergency personnel will respond to your location and appropriate action will be taken.

Safety Information Activities

The University Police use a variety of media to address issues of campus safety.

- An annual report, a comprehensive report of all crimes reported to the University Police, is compiled, published, and widely distributed yearly. This information may also be accessed through the University Police website at www.millersville.edu/police

- Crime and safety programs: presented by peer educators from the Center of Health Education & Promotion, members of the Lancaster County District Attorney’s Office, area police investigators, and/or the Millersville University Police are offered each semester. There is no charge for the service, and

Campus Security Authorities

The Campus Right to Know Act mandates that institutions disclose statistics both for crimes reported to criminal justice agencies and crimes reported to other members of the campus community. Local contiguous police agencies providing crime data include the Millersville Borough Police, Manor Township Police, and the Lancaster City Bureau of Police. While everyone on campus is encouraged to report crime, under the Campus Right to Know Act some individuals are designated as campus security authorities. The name campus security authority is somewhat misleading as it is applied to a group of people who by function are not necessarily engaged in security-related work. According to the law, any person who has the authority and duty to take action or respond to particular issues on behalf of the University, or has significant responsibility for student actions is defined as a campus security authority. Because job titles and official responsibilities vary from campus to campus, the Campus Right to Know Act does not provide a list of specific titles and/or functions that should be designated as a campus security authority. At Millersville University the following titles have been recognized as campus security authorities in addition to all sworn and unsworn members of the Millersville University Police Department:

- Vice President for Student Affairs & Enrollment Management, all subordinate administrators, and all division staff, excluding clerical staff.
- All athletic coaches and assistant coaches.
- Title IX Coordinator and subordinate non-clerical staff.
- Executive Director of Human Resources and subordinate non-clerical staff.
- Advisors to any student group.

NOTE: Students may be included in this category if they are employees of the University and have responsibility for student activities (to include residence hall assistants and peer educators).

Certain individuals who have responsibility for student and campus activities are not considered security authorities. Pastoral and professional licensed counselors are exempt from disclosing reported offenses if they are acting in their role of pastoral and professional counselors as so noted are not required to disclose confidential reporting information to crime victims. Such confidential reports are still valuable in enhancing the safety of the greater campus community in assessing the accuracy of campus crime data. CSA’s are notified of their responsibility on a yearly basis and have a tutorial available to them at the University Police website www.millersville.edu/police

Tips for Maintaining a Safe & Secure Campus

In the office or classroom:
- Avoid working or studying alone in a building at night.
- Keep your purse and petty cash in a locked cabinet or drawer.
- While in class or in the library keep personal belongings in view.
- Use the Escort Service to travel alone at night (see Escort Service guidelines).
- Report anyone who behaves suspiciously to the University Police. Remember his/her appearance and relay it to the dispatcher.

On the street:
- Stay in well-lit areas; walk midpoint between curbs and buildings, away from alleys, entries and bushes.
- Carry only necessary credit cards and money.
- Obtain a whistle from the University Police and carry it with you at all times.
- If you are followed, act suspicious. Keep looking behind you and may discourage the follower.
- Never hitchhike.

Living on campus:
- Keep doors locked, even if you are away for a few minutes. Remember that most losses occur during the day.
- Use the peephole in residence doors before permitting entry to anyone. If the peephole is broken or missing, notify the hall staff.
- Keep an accurate inventory of your possessions. Engraving tools may be borrowed from the University Police for inscribing your driver’s license or ID number.
- If you return to your residence and suspect that it has been illegally entered, do not enter. Call University Police immediately.
- If someone you don’t know tries to enter a building behind you, or asks to go past the security checkpoint with you for any reason, say NO.
- If you see a suspicious person in a corridor or lounge, or someone knocks on your door to solicit, call the University Police.
- Harassment by any means, including computer harassment, should be reported to University Police.

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Timely Warning

Should an event take place either on or off campus property, that the Chief of Police or the Vice President for Student Affairs & Enrollment Management deems an immediate or ongoing threat to public safety, a Timely Warning shall be issued. Timely Warnings may be issued for threats to property (such as financial aid fraud, or vehicle break-ins), as well as threats to personal safety (such as street robbery, or sexual assault). It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the University Police informed when such crimes take place in their jurisdiction.

The format for a Timely Warning is not mandated under the Campus Right to Know Act. Such warnings may be distributed through campus email to faculty, staff, and students, in poster form, the campus radio station or cable television station, or in some cases through the campus newspaper, The Snapper. Timely Warning posters are placed in campus buildings, such as residence halls, as is likely to come to the attention of persons entering or leaving the building, such as residence halls, the library, student centers, the cafeteria, the hallways, and off campus student housing. Warnings will also be placed on the University Police website. All victims’ names will be withheld from the Timely Warning.

Those persons charged with generating Timely Warnings will make every effort to avoid unreasonable delays in presenting the information to the campus community.

Additional information on Timely Warnings can be found in the Timely Warning Policy at www.millersville.edu/police

Pursuant to the Campus Right to Know Act and University Police Directive 03-001 warnings will be issued as soon as pertinent information is available to the police regarding the event. However, the University Police may not issue a Timely Warning if:

• The crime was revealed to a pastoral or professionally licensed counselor.
• The department apprehended the suspect(s) and the threat of imminent danger for members of the community is mitigated.
• Issuing a Timely Warning would severely jeopardize an ongoing criminal investigation or the safety of an individual.
• Issuing a Timely Warning would possibly cause a suspect to flee or evade detection.
• Issuing a Timely Warning would result in the destruction of evidence.
• Issuing a Timely Warning would likely identify the victim.

Anyone with information regarding an incident warranting a Timely Warning should report that incident immediately to the University Police by phone at 717-871-4323, or in person at Lebanon House, located at 237 North George Street.

Emergency Notification Policy

Policy Statement

Should an event take place either on or off campus property, that the Chief of Police, Vice President for Student Affairs & Enrollment Management, Director of Safety & Environmental Health or their
designee deems an immediate or ongoing threat to public safety, an Emergency Notification shall be issued.

Scope

Emergency Notifications may be issued for threats to personal safety such as street robbery and signals such as a pending tornado or street closing because of a building fire. It is irrelevant whether the victims or perpetrators are members of the campus community. Local police jurisdictions generally keep the University Police informed when such crimes take place in their jurisdiction.

Communication of the Warning

Such warnings may be distributed through:

• Campus email blast (to faculty, staff, and students) - Electronic mail message used to provide “flash” information or brief messages of public safety importance. Messages may include weather, safety, or crime-related information. These messages may be more detailed than a text message. Intended recipients are anyone who has enrolled in the Millersville alert system, or registered with the MU Alert system.
• MU Alert - Text messaging system used to provide “flash” information or brief messages of public safety importance. Messages may include weather, safety, or crime-related information. Intended recipients include all those persons who have enrolled in the MU Alert System.
• Mass Notification System Sirens - Outdoor audible tone and voice notification system. Alarms may be sounded for weather, safety, or crime-related information. Intended recipients include the campus and local Millersville community as the system has an outdoor range of 1/4 mile or more depending on wind and other weather conditions. The system is not intended to be heard indoors.
• Web Page Lite - Electronic messages appearing on the MU homepage used to provide information relating to weather, safety or crime. In the event of a campus emergency the normal Millersville University homepage will be replaced with a weather, safety or crime-related information. Intended recipients include the campus and local Millersville community as the system has an outdoor range of 1/4 mile or more depending on wind and other weather conditions. The system is not intended to be heard indoors.
• Local News Media – The Office of Communion and Marketing sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the Millersville University Police Department distributes press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the Millersville University Police Department distributes press releases and makes calls to contacts on a local media list.
• Radio – Local and regional radio stations announce the information to the campus community during normal business hours, Monday through Friday.

NOTE: in the event of a campus emergency the campus telecommunications will be re-routed to the police officers to phone lines and voice communications through radio to the police officers only. Do NOT attempt to request routine service, escorts, room openings, etc., if the University is in a campus emergency operations situation.

Persons responsible for carrying out Notifications are the Chief of Police, Deputy Chief of Police, Director of Safety & Environmental Health, Assistant Vice President for Facilities. Executive Associate Department of Office of VP for Finance, Director of Communications.

Campus Residence Halls

The University operates eight (8) residence halls, all coed, housing about 2,714 undergraduate students. Residence housing is limited to unmarried students or married students residing separately. Residence halls are available for two to five person occupancy, with a choice of rooms or suites. The residence halls are managed by Hall Director and Graduate Assistants who supervise a staff of resident assistants. Resident assistants are assigned to each resident floor or floor suite for specific time periods.

Resident, Graduate Assistants and professional staff participate in mandatory in-service training at the beginning of each semester that is conducted by various professionals within housing and residential programs in concert with other members of the Division of Student Affairs & Enrollment Management staff. Student development issues, campus safety and University policy and procedures are a central focus during this in-service training.

Residents students are instructed on University policy through regular floor or wing meetings, periodic all-residence hall meetings and University publications such as the Living On Campus Handbook published annually and distributed to resident students by the housing and residential programs staff and the Millersville University Judicial Affairs Handbook (available online at www.millersville.edu/localaffairs/files/studentcodeofconduct.pdf). University Police crime prevention publications are available to present programs in all residence halls and in any institutional venue upon request. In addition, housing staff and University Police provide brochures regarding campus regulations, local ordinances, and state to students upon request.

Access to the residence halls is limited to the main lobby entrance 24 hours a day. All halls have card access. All residence hall exterior doors remained locked 24 hours daily during the University school year with the exception of Harbold Hall, which has locked doors off of the lobby. Perimeter security is maintained by a card access system. Interior student rooms use a conventional lock system with a peephole in each door. Windows are equipped with locks and windows equipped with screens are generally secured from the inside. A security camera system operates for all residence halls. The cameras are installed in hallways and areas to produce images for evidentiary purposes only. The system allows for viewing of selected interior hallways and additional public areas. The cameras will not generally be monitored in real time, but will be recorded to access violations of the state or federal law, and violations of the Student Code of Conduct.

Residents of a designated residence hall are identified by a color-coded identification card which the student identification card at the beginning of each semester. Residents are required to present their validated identification card to the staff member on duty upon entering the residence hall. Students not assigned to a designated residence hall must be escorted by a valid resident at all times. The resident host or hostess is responsible and accountable for the actions of his or her guests.

The university police are a 24-hour, 7 days a week police department and are part of the campus residence halls on periodical basis. As a general rule, residents’ rooms will not be entered and personal possessions of students will not be searched by University personnel without the permission of the student unless a search warrant is obtained. However, in cases of circumstances relevant to the welfare of people on campus, there exists reasonable cause to believe that University policy has been violated, housing and residential programs staff members maintain the authority to enter student rooms without a warrant and without permission of the resident(s).

Visitation is permitted in all residence halls on a 24-hour basis unless members of a wing or floor have contracted to limit visitation hours. Overnight guests may be registered into a residence hall by a valid resident as long as there is space available and all current policies governing overnight guests are observed.

The Living On Campus Handbook outlines the process for changing room assignments. It is imperative that proper policies be followed as University Police need to know where students are located for emergency notification and evacuation accountability purposes. Failure to follow printed procedures could result in the loss of housing privileges and other judicial action.

Generally no-on-campus housing is available during official University breaks. Some exceptions may be made for exigent circumstances, to include student athletes and international students for example. Students staying in student housing over breaks are urged to contact the University Police (717-871-4357) and inform them of the location and duration of the special housing assignment. Students should not assume that the police department has been informed of the special considerations for break housing.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community during normal business hours, Monday through Friday. Authorization to use facilities when the University is not in normal operation must come from the facility staff or staff responsible for the specific area. Proper identification, such as a University identification card, is required when using any campus building or facility.

Other Campus Facilities

In the fall of 2010, Millersville University placed into operation a facility located at 42 North Prince Street in Lancaster, Pennsylvania. The Millersville University Lancaster building was later rededicated The Ware Center. The building sits within the jurisdiction of the Lancaster City Police Department but for non-emergency situations both the buildings’ coordinator and front desk reception can be contacted during normal business hours. The location should be reported to the Lancaster County Police Department at 800-957-2677 or 911 if appropriate. Millersville University publishes and distributes a separate Annual Security Report for this location. Fire Safety reporting is not required for this location for it is a nonresidential building.

2017 Annual Security & Fire Safety Report
Security Consideration for Maintenance of Campus Facilities

The Maintenance & Operations Branch provides a variety of services to the campus community seven days a week and twenty-four hours a day through scheduled and on-call staff. The department includes maintenance, automotive garage, and daily operations. For more information please see Maintenance & Operations web link www.millersville.edu/facmgmt/maintenance

The goal is to provide the physical environment and support services necessary to conduct teaching and service activities through professional management of the design, construction, and maintenance of the buildings, grounds, and infrastructure of the University.

Student Organizations with Noncampus Housing Facilities

Millersville University does not have any off-campus student organizations with non-campus housing facilities. Since the university does not have any student organizations with off-campus housing facilities, the university does not monitor local police departments for Clery reportable crimes.

New Student Organizations

For students interested in creating a new organization. Millersville University has put together a packet to aid students in forming a new club or organization. We hope it will become a mainstay on campus and provide valuable activities and information. This packet has been separated into several sections for convenience.

To start the process, the first step is to submit the form entitled “Guide to Forming a New Organization” on the Student Senate Get Involved page at https://getinvolved.millersville.edu/

Students will need to submit everything electronically by attaching the advisor letter of support, the constitution, and the signature sheet to the online form. The full process is outlined in the Millersville University Student Organization Guidebook.

Considerations of Maintenance Facilities

Millersville University uses several processes in the maintenance of campus facilities, including landscaping, groundskeeping and outdoor lighting. Some of those processes students, employees or others can use are university dispatch, university police, computer programs (SchoolDude, AtTask, LiveSafe) and university residential housing and employee staff to report unsafe or hazardous conditions.

Malfunctioning lights and other unsafe conditions are reported to the Facilities Management Department for repair or correction. Once received by Facilities Management, the request is entered into a computerized work order. The work order is then processed and assigned to staff within 24 hours. Depending on the assignment, the request is reviewed and then scheduled for repair.

Drug and Alcohol Policy

The University complyes with federal, state, and local laws including those that regulate the possession, sale, and use of alcohol and other controlled substances. Millersville University students who use, sell, exchange, consume, or possess alcoholic beverages or illegal drugs or drug paraphernalia on University property or at University functions will be dealt with in accordance with the University judicial policy as well as Commonwealth, federal and local laws.

Visitors and or employees who violate the University’s policies and whose actions are in compliance with the orderly operation of the University will be prosecuted in accordance with Commonwealth, federal and local laws. Visitors and or employees involved in on-campus violation of these policies may be banned from University property.

Millersville University students, visitors and employees need to be aware of local, state and federal laws, as violations may have long-term effects on their lives. Two examples are listed below.

- Pennsylvania Act 113 requires reporting of major criminal activity at any one of the participating schools. Pennsylvania law now requires parental notification for all alcohol law violations where the offender is under 21 years of age.

- Alcohol abuse is clearly associated with impairment of academic functioning and students often find it difficult to maintain their academic focus and meet their responsibilities. Alcohol is frequently related to poor academic achievement, low GPA, or the decision to leave school without a degree. The following list includes some additional information about the risks associated with drug and alcohol use.

  - Any drug, even over-the-counter or a doctor’s prescription, has possible side effects that can cause impairments. There are no guidelines for the use of illegal drugs, and one can never be sure of their strength or purity.

  - Cocaine is a highly addictive drug-both psychologically and physically.

  - Alcohol is a depressant drug, it slows the central nervous system. Impairs judgment and in high doses can be fatal.

Drunk-Freeway School and Communities Act

Millersville University supports and endorses the Drug-Free Schools and Communities Act amendments of 1989. The Drug-Free Schools and Communities Act Amendments requires institutions of higher education to inform the campus community about issues related to substance use and abuse, including information describing the resources available to assist students, faculty, and staff in combating alcohol and drug problems and listing the appropriate regulations and laws. The University reaffirms the commitment to a campus community environment that promotes health, safety, personal development and academic success of all faculty, staff and students.

Questions regarding further information on the college's Drug-Free Schools and Communities Act and Drug-Free Workplace Act should be directed to the Office of Human Resources (employees) or the Dean of Students Office (students).

Alcohol and Drug in the Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol and other controlled substances by a University employee while on duty, or on University grounds is prohibited. Inappropriate use of alcohol or other controlled substances by any employee while on duty or on University grounds is prohibited. Such conduct shall subject the employee to appropriate discipline, up to and including termination. Employees who are taking a controlled substance, as prescribed by a medical provider are not in violation of University policy.

Drug-Free Workplace Policy

PA State System of Higher Education Board of Governors had adopted a drug-free workplace policy (1989-02). It states, The State System of Higher Education, Commonwealth of Pennsylvania, hereby declares as its policy the prohibition of drug use, drug production, drug manufacture, drug distribution, drug possession, or use of a controlled substance is prohibited at any workplace under the authority of the Board of Governors. Any employee violating this policy will be referred to the Commonwealth’s employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Commission policy, or other human resource policies adopted by the Board of Governors.
Sexual Violence

Millersville University is strongly committed to maintaining a positive learning, working, and living environment for all and assuring its educational and employment environment is free from and prohibits unlawful sex discrimination, including sexual harassment and sexual violence. Other prohibited offenses are domestic violence, dating violence, sexual assault and stalking. Sexual misconduct that occurs in the educational setting (on or off campus) may implicate several state and federal laws, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime (Clery) Act, amended by the Violence Against Women Act (VAWA), and a federal civil rights law called Title IX of the Higher Education Amendments of 1972.

Definitions

NOTE: The definitions used here are the University’s definitions used in its policies to address sexual violence.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity:

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.
3. In order to give effective consent, one must be of legal age.

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors:

(a) the length of the relationship.
(b) the type of relationship.
(c) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth who is or was at any time in the same household or dating relationship with the victim.

Educational Programs

Millersville University offers the following Educational Programs for all incoming and current Students and Employees:

• Incoming and transfer students are asked to complete the Student Success online education portal, Not Anymore, prior to

arriving on campus in August. The portal includes information on dating violence, domestic violence, sexual assault and stalkning. In order to ensure that students completed the portal, we continued our partnership with the Wellness and Sports Sciences faculty to integrate the online portal into the educational curriculum of the WELL 175 course which is a course that most students are required to complete before graduation and often is taken during the students first year on campus. Wellness faculty are requiring students to complete assignments related to the content of the portal, are working to integrate information into the curriculum that students answered incorrectly during the posttest after completing the portal, and are encouraging individual and group discussions about sexual violence. 1,299 MU students completed the Not Anymore program in 2016-2017.

• During Orientation, students are engaged in several programing efforts to build upon the content of the online education portal. In 2016 these activities included:

  • A presentation by Elaine Pasqua, “Sex & Excess” that adresses alcohol, sexual assault and the party scene.

  • Inclusion of sexual violence information in the campus safety presentation.

  • The University provides a first 6 weeks sexual violence educa tion program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for par ticipation, information is integrated into several department curriculums, students are engaged by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first 6 weeks includes informa tion about the red zone.

  • Athletics program: a presentation from the peer educators on healthy relationships during Teen Dating Violence Aware ness Month was presented to all first year athletes during the CHAMPS education program.

  • The Center for Health Education and Promotion had 5 trained student peer educators (trained by the YWCA, DVS and other local agencies) who provide ongoing educational work shops, interactive awareness events and conduct campus out reach. Passive education is provided in Stall Talk, our website, and through social media networks.

  • Keepin’ It REALtionships: Actively discusses various types of intimate relationships. Students discuss healthy and unhealthy aspects of relationships and learn to effectively communicate with current and future partners.

  • Outreach: peer educators provide brief education interactions with students as they walk around campus on topics includ ing: The Red Zone, dating violence, domestic violence, sexual assault and stalking.

  • Wellness Wednesdays: throughout the semester peer educa tors set up interactive opportunities outside of the Center for Health Education and Promotion to provide additional learning opportunities about sexual assault, domestic violence, dating violence and stalking.

  • Awareness Events this year included Take Back the Night, showings of the Hunting Ground, and Walk A Mile In Her Shoes along with the Clothesline Project which was displayed on campus and students could make shirts to display during Sexual Assault Awareness Month in April. A new activity, The Purple Carpet, took place in November during Domestic Vio lence Awareness Month. This event was a collaborative event with campus student organizations and engaged students in interactive learning activities around healthy relationships and dating/domestic violence. Numerous activities were planned throughout the month of February in recognition of Teen Dating Violence Awareness Month. The Red Flag Campaign was a national campaign aimed at encouraging students when they see a red flag a relationship to say something, was the cornerstone activity conducted by the Center for Health Education and Promotion that took place throughout the month. Activi ties included: educational/promotional materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshop, presentations to various student groups, and Wear Orange Day. The month was dedi cated to the memory of Karlie Hall.

  • The Center for Health Education and Promotion partnered with the Center for Student Involvement and Leadership to create a new peer education program involving members of fraternities and sororities. Four students (two fraternity members and...
two sorority members) were hired and trained to develop and implement peer to peer programming around sexual assault. All individual fraternity and sorority members participated in the sexual assault program, “Greeks Against Sexual Assault,” created by the peer educators. The program focuses on definitions and statistics, myths vs. realities, bystander intervention, Greek Life rituals and practices, how to support a survivor, and resources and referral information. The Greeks held their first Wellness Wednesday event to educate students about bystander intervention.

- A comprehensive webpage (www.millersville.edu/sexualviolence) continues to provide students, families, and the campus community easily accessible information about sexual and dating violence. 5,879 unique page views were logged from July 1, 2016 through June 30, 2017. The page contains numerous pieces of information including reporting options, support resources, educational programming, and how to support a student survivor. The page is dedicated to improving the ease at which individuals can locate sexual and dating violence information on the Millersville University website.

- Distribution of sexual violence resource cards (distributed to students during orientation programming). Cards are available in various support offices across campus and can be found online. The publications, Student Sexual Assault: What Millersville University Students Need to Know and Dating/Domestic Violence and Stalking: Reporting were distributed to help students navigate resources and reporting options.

- The YWCA Lancaster continued to provide free advocacy services for survivors of sexual assault out of the Center for Health Education and Promotion every Monday afternoon from 10am-6pm. 43 sessions in the fall and 85 sessions in the spring occurred.

- Domestic Violence Services of Lancaster provided a free advocate for students experiencing dating or domestic violence on Tuesdays from 1-4pm in the Center for Health Education and Promotion. Five advocacy sessions occurred in the fall and 28 sessions in the spring.

- The Office of Transition Programs encourages first year experience faculty to provide sexual violence programming within their curriculum. The peer educators have been utilized to provide prevention programming in these courses.

- Peer educators were provided with training on the Clery Act, Title IX and sexual violence awareness. Students were asked to complete the online education portal, Not Anymore.

- Reporting an Incident

  Who to Report To:
  • Title IX Coordinator, Deputy Coordinators, University Police
  • Reporting an Incident

  • Make sure your cell phone is with you and charged
  • Use the buddy system when going out or walking at night
  • Use the LiveSafe safe walk app
  • Utilize the Millersville University’s escort program
  • Should you choose to drink, do not let others get drunk for you. Always know what is in your drink.
  • Never leave your drink unattended
  • Be cautious of those who pressure you to drink more than you want
  • Do not give in to guilt, pressure, threats, or embarrassment
  • In case of an emergency – Dial 911

  The following steps are noted below:

  • For cases of sexual assault or rape, get medical attention as soon as possible to deal with your physical condition and to collect evidence, which may be used if you wish to take legal action. Lancaster General Hospital, SS N Duke St., Lancaster, has a sexual assault nurse examiner, or one could get a sexual assault forensic exam.
  • Attempt to preserve all physical evidence of the crime, which means that you should not wash, douche, or change clothing. If you must change, put all your clothing in a paper bag. Preserve the scene of the crime as much as possible.
  • For those who are sexually assaulted, raped or stalked, it is important that you follow the steps as noted below:

    • Avoid being alone with someone you do not trust or know well
    • Notify law enforcement by calling 911
    • Speak with a counselor who can maintain confidentiality, explain your options, and provide emotional support.
    • Contact any of the areas previously noted or any external support service such as the Sexual Assault Prevention and Counseling Center located in the Lancaster YWCA.
    • For Title IX compliance, the Title IX Coordinator will be informed of the incident and the victim’s identity.
    • Millersville University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.
    • Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of the student’s or employee’s rights and options.
    • Millersville University will attempt to provide accommodations and or protective measures that are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

  If you wish to pursue prosecution, you will be required to give statements, attend a preliminary hearing, and possibly a trial. An investigator from the University Police (if appropriate) will accompany you through every step of the justice system. See also the Victim Bill of Rights provided by the Pennsylvania criminal justice department.

  Crimes may also be reported to any employee of the campus who has responsibility for student or campus activities. (See also “Campus Security Authorities” in this document). Regardless of where the alleged sexual assault took place, the University will assist, upon request, in changing the victim’s academic or living situations as long as what is requested is reasonable and available.

  Specific questions regarding housing contracts, academic schedule changes, or fee refunds should be directed to the appropriate campus office. The University Police sexual assault investigators or a representative from the Lancaster County District Attorney’s Office of Victim/ Witness Services should be consulted regarding specific on- and off campus support services. The University can help with transportation with any incident or working situation. Information about Millersville University’s Sexual Offense Policy can be found at www.millersville.edu/sexualviolence/index.php.
Millersville University

Sexual Harassment

Millersville University is committed to ensuring that its educational and employment environment is free from unlawful discrimination and harassment based upon an individual’s sex. Sexual harassment, in any form, is considered unacceptable behavior and conduct, and is prohibited by the university’s institutional policies and educational and employment environment in which students, faculty, and staff form bonds based on intellectual trust and dependence. The university recognizes sexual harassment behavior, whether oral, verbal, non-verbal, written or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those infringing such behavior on others are subject to the full range of internal institutional disciplinary actions up to, and including, separation from the University. Likewise, acts of retaliation will not be tolerated and are subject to the same range of disciplinary actions. The University regards any retaliatory behavior as unacceptable and is committed to protecting the rights of any student and/or employee who reports any allegations of sexual harassment against any retaliation. Retaliation will be considered a separate offense. Please refer to sexual violence and dating violence awareness page www.millersville.edu/sexualviolence/index.php.

The University is able to deliver its mission and goals efficiently and effectively when each employee meets the standards of conduct and performance. Through performance appraisals, training and development, management and supervision strive to maintain and improve employee conduct and performance through these positive actions. When these measures are not effective and the employee fails to meet established standards, disciplinary action may be necessary. Disciplinary procedures have been established pursuant to the Merit Principles Policy and the Collective Bargaining Agreements negotiated between the Commonwealth and employee organizations. The Commonwealth and the University operate on the principle of progressive discipline which strives to match the severity of the penalty to the infraction committed, taking into consideration the work and disciplinary history of the individual. In certain circumstances when the actions of the employee are not conducive to rehabilitation or the conduct is too egregious to continue employment, termination may be imposed. Due to the amount and differences in the bargaining units, the following is a list of those bargaining units and the procedures for discipline with them:

American Federation of State, County, and Municipal Employees (AFSCME)

These employees typically perform work in the clerical field, accounting, maintenance and trades, grounds keeping, custodial, and information technology.

Association of Pennsylvania State College and University Faculties (APSUCF)

These employees hold positions as full and part-time teaching faculty, department chairpersons, librarians, athletic trainers and faculty members whose basic responsibilities lie outside of the classroom setting.

Management (Non-Represented Employees)

These employees hold professional and managerial positions such as accountants, bursars, registrars, human resource generalists, maintenance managers, information technology specialists and academic deans.

The State College & University Professional Association (SCUPA)

These employees typically hold professional positions working in admissions, financial aid, residence life, registrar, or career services.

Coaches (APSCUF Non-Faculty Athletic Coaches)

These employees hold positions as non-faculty athletic coaches.

Security, Police, and Fire Professionals of America (SFPFA)

These employees typically hold professional positions working as patrol specialist, police supervisor, patrol officer, or security officer.

Office of Professional Employees International Union Healthcare Pennsylvania (OPEIU)

These employees typically hold university registered nurse; university certified registered nurse practitioner; or university registered nurse supervisory positions.

Pennsylvania Social Service Union (PSSU)

These employees typically hold positions such as social worker, drug and alcohol treatment specialist, supervisor, juvenile court consultant, or licensed occupational therapists.

Pennsylvania Doctors’ Alliance (PDA)

These employees hold positions as physicians at the University health centers.

Annual Sexual Violence Statistics

The below chart shows the incidents that were reported to the Millersville University Police and Title IX Coordinator.

<table>
<thead>
<tr>
<th>REPORTED CRIMES</th>
<th>ON CAMPUS</th>
<th>RESIDENCE HALL</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>9</td>
</tr>
</tbody>
</table>

Sexual Assault Information

Sexual assault is one of the most troubling of all campus crimes. The University has initiated a Sexual Assault Prevention and Survivor Support Program. In addition, the following is a summary of relevant information from the Student Rights, Protection and Campus Security Act:

- Educational programming and support services for rape, acquaintance rape, and other sex offenses are provided by many campus organizations. Members of the campus community can secure information from the University Title IX Office, University Police, Office of Housing and Residential Programs, Counseling Center, Health Services and Center for Health Education & Promotion. Don’t be afraid or reluctant to get help.

- If you plan to initiate charges through the criminal justice system in cases such as dating violence, domestic violence, sexual assault and/or stalking:
  - Contact the police should be made as soon as possible after the incident, however, if you decide at a later date to report the incident, you may still do so.
  - For Title IX compliance, The Title IX Coordinator will be informed of the incident and the victim’s identity.
  - The purpose of the police report is to protect you and others from possible future victimization - as a victim you have control over the direction of prosecution. Reporting an incident does not require prosecution.
  - Should you wish to pursue prosecution, you will be required to give statements, attend a preliminary hearing, and possibly a trial. An investigator from the University Police (if appropriate) will accompany you through every step of the justice system. See also the Victim Bill of Rights provided by your investigating police department.

- If you plan to initiate charges through the Student Code of Conduct:
  - Allegations of violations of sexual misconduct can be a very difficult period for both the complainant and the respondent. Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions prevent and address cases of sexual misconduct against students, whether perpetrated by peers or by employees of the institution. Millersville University has appointed, a Campus Title IX Coordinator. The Director of Judicial Affairs and the Assistant Director of Judicial Affairs serve as Deputy Title IX Coordinators who work closely with the Campus Title IX Coordinator to ensure adherence to the guidelines provided in Title IX. Alleged violations must be immediately reported to the Campus Title IX Coordinator and Deputy Title IX Coordinators. In addition, please reference the complainant and respondent rights if you are the victim (referred to as a complainant throughout this document) or accused person (referred to as a respondent throughout this document) of sexual misconduct. Mediation will not be used to resolve reports of sexual misconduct.

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith shall be provided.
- The right to be treated with respect by university officials;
- The right of both accuser and respondent to have the opportunity to have others present (in support or advisory roles) during a campus investigation;
- The right to be promptly informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct and/or any violent crime offenses;
- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by university authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of and options for, and available assistance in, civil and legal matters involving criminal cases of sexual misconduct;
- The right to notification of all credible complaints of sexual misconduct made in good faith.
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to investigatory or judicial proceedings in sexual misconduct cases that are reasonably available (no formal complaint, or such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before the opportunity to have others present is available);
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to investigatory or judicial proceedings in sexual misconduct cases that are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before the opportunity to have others present is available);
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to investigatory or judicial proceedings in sexual misconduct cases that are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before the opportunity to have others present is available);
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to investigatory or judicial proceedings in sexual misconduct cases that are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before the opportunity to have others present is available);
• The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;

• The right to preservation of confidentiality, to the extent possible and allowed by law;

• The right to an adequate, reliable and impartial investigation closed to the public;

• The right to bring a victim advocate or advisor to all phases of the investigation;

• The right to give testimony in a campus hearing by means other than being in the same room with the respondent student;

• The right to be notified in writing and shall include information about the disclosure of such information by clicking here.

STATEMENT OF RIGHTS OF THE RESPONDENT IN CASES INVOLVING SEXUAL MISCONDUCT

• The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;

• The right to be treated with respect by university officials, faculty, staff, and students;

• The right to be informed of and have access to campus resources for medical, counseling, and advisory services;

• The right to be fully informed of the nature, rules and procedures of the campus conduct process and to the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;

• The right to a hearing on the complaint, including timely notice of the hearing date; a copy of the complaint, including the nature of the violation and possible sanctions, and adequate time for preparation;

• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

• The right to make an impact statement during the investigation and to have that statement become a part of the report submitted to the Director of Judicial Affairs or designee for an Administrative Hearing;

• The right to appeal the findings and sanctions given to the respondent, in accordance with the standards for appeal established for sexual misconduct cases;

• The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;

• The right to an adequate, reliable and impartial hearing closed to the public;

• The right to have the university compel the presence of students, and the right to challenge documentary evidence;

• The right to have complaints investigated and heard by investigators and conduct administrators who have received annual sexual misconduct training;

• The right to access documentary evidence in a campus hearing by means other than being in the same room with the respondent student;

• The right to be notified in writing and shall include information about the disclosure of such information by clicking here.

ADMINISTRATIVE FACT FINDING

Upon notification of an alleged sexual misconduct violation, the Campus Title IX Coordinator or Deputy Title IX Coordinators will coordinate an Administrative Fact Finding process. This process will include interviews of the complainant, the respondent, and any witnesses or other persons. The Fact Finding Report will be a statement of the allegation, a list of policies that may have been violated and a synthesis of the facts outlining what questions remain and elements that are in dispute or in agreement. Also, investigators will assess the credibility of both complainant and respondent and provide an objective credibility statement based on the interviews and other facts of the case. Respondents and Complainants will be informed of the outcome of the Administrative Fact Finding process. If policy allegations have been substantiated the Fact Finding Report will be submitted to the Director of Judicial Affairs or designee for an Administrative Hearing.

ADMINISTRATIVE HEARING PROCEDURES

It is important to note that our campus disciplinary process is not a criminal trial. It is designed to hold students responsible for their role in violations of the Student Code of Conduct.

Like in all other Administrative Hearings, the University will apply a “preponderance of the evidence” standard in determining whether a violation of the student code of conduct occurred in cases of alleged sexual misconduct. A preponderance of the evidence standard simply means that it is “more likely than not” that a violation occurred. This is in contrast to “beyond a reasonable doubt,” which is the higher standard of proof required for a conviction in a criminal trial. In addition, the University has chosen to utilize an investigation model for resolving sexual misconduct complaints. The investigation model is non-adversarial and minimizes re-victimization by discouraging interaction between the complainant and respondent. Investigations are conducted with all involved parties separately. Pertinent notes are synthesized and compiled into a Fact Finding Report. If a Code of Conduct violation occurred, the respondent (also known as the accused student) will be afforded an administrative hearing by the Office of Judicial Affairs. Below are the additions to the existing Administrative Hearing procedures adhered to in cases of alleged sexual misconduct:

• Upon receipt of the substantiated allegations in the Administrative Fact Finding Report, an Administrative Hearing will be held.

• In cases of alleged sexual misconduct the respondent:
  • May select an advocate or Judicial Advocate who can be anyone, including an attorney (provided at the respondent’s own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary;
  • May communicate with the respondent student before speaking to the charges;
  • May decline to answer questions posed during the hearing.
  • The refusal of the respondent to answer questions shall not be considered as evidence of a violation of the Code of Conduct. However such refusal may be considered in assessing credibility;
  • Shall be allowed to introduce witness testimony, relevant evidence and testimony of the events that resulted in the accusation of a violation of the Code of Conduct;
  • May question and examine the relevant statements, evidence and documents presented in the Investigative Report. The Director of Judicial Affairs, designee or Hearing Officer will determine if questions will be submitted in writing prior to the hearing;
  • May consult an advisor or Judicial Advocate who may communicate with and advise the student/respondent organization but may not otherwise participate in the hearing;
  • Shall be allowed to introduce expert evidence and testimony of the events that resulted in the accusation of a violation of the Code of Conduct.

Hearing decisions and penalties imposed shall be provided to the respondent or student organization in writing and shall include information about the student’s rights to an appeal hearing. Complainants of sexual misconduct violations shall also be notified of the hearing decision, the rights to appeal in accordance with FERPA requirements and Title IX guidelines.

All hearing procedures shall be carried out in a timely fashion adhering to the following guidelines:

• The right to appeal the findings and sanctions given to the respondent in accordance with the standards for appeal established for sexual misconduct cases;

• The right to review all documentary evidence provided in the investigative report available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;

• The right to have complaints investigated and heard by investigators and conduct administrators who have received annual sexual misconduct training;

• The right to access documentary evidence in a campus hearing by means other than being in the same room with the respondent student;

• The right to be notified in writing and shall include information about the disclosure of such information by clicking here.

APPEALS IN TITLE IX SEXUAL MISCONDUCT CASES

A student may appeal the Administrative Hearing decision in Title IX sexual misconduct cases in writing to the University’s President or designee within five (5) days following the decision. The President or designee will review the appeal and render a decision.

• Appeals to the President or designee must be based on one or more of the following:
  • Alleged violations of hearing procedures.
  • New information pertaining to the case that was not available at the time of the hearing that may substantially change the decision.
  • Sanctions imposed were arbitrary or capricious for the violation of the Student Code of Conduct.
  • The President or designee will review the existing record and may:
    • Uphold the findings and sanctions.
    • Modify some or all of the findings and sanctions.
    • Reverse all of the findings of the Administrative Hearing.
    • Order a new hearing.

The Decision rendered by the President or designee is final.

In matters of a safety and/or security risk to the campus, the President or designee reserves the right to institute measures to protect the safety and well-being of the campus. In such matters the President or designee will have sole discretion to ensure the safety of the University, including but not limited to, interim or permanent suspension. Students found to have violated the Student Code of Conduct shall be subject to restitutions, if appropriate, and a full range of penalties. Penalties shall include: disciplinary reprimand, probation, disciplinary probation, suspension, or expulsion.

Voluntary confidential reporting of any criminal activity is encouraged and can be initiated by utilizing the University Police report. The report can be accessed through the University Police website at www.millersville.edu/police/police/report.php. Crimes may also be reported to any employee of the campus who has responsibility for student or campus activities. (See also “Campus Security Authorities” in this document.)
Regardless of where the alleged sexual assault took place, the University will assist, upon request, in changing the victim's academic or living situations as long as requested is reasonable and available. Specific questions regarding housing contracts, academic schedule changes, or fee refunds should be directed to the appropriate campus office. The University Police sexual assault investigators and/or a representative from the University Title IX Office and Lancaster County District Attorney’s Office of Victim/Witness Services should be consulted regarding specific on- and off-campus support services. The University can help with transportation with any incident or working incident.

A robust comprehensive webpage is available for all employees, students, families, and the community. The websites provide easy accessible information about sexual and dating violence. This site contains numerous pieces of information including reporting options, policies, support resources, educational programming, and how to support a survivor. The page was created to ease the reach at which individuals can locate sexual and dating violence information at http://www.millersville.edu/sexualviolence/index.php

Campus Sex Crimes Prevention Act of 2000
The Campus Sex Crimes Prevention Act of 2000 (CSCPA) amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. The Wetterling Act sets minimum state standards for state sex offender registration and community notification standards. Under the CSCPA there are new requirements for registering and community notification for sex offenders who are enrolled or in work at institutions of higher education. In addition to Wetterling, the CSCPA amends the Clery Act and the Family Educational Rights and Privacy Act of 1974.

Under the CSCPA Millersville University is required to inform the campus community where sex offender registration information can be obtained. The CSCPA does not require the University Police to maintain a list of registered Pennsylvania sex offenders. Information currently required under the law is maintained by the Pennsylvania State Police and is accessible at pameganslaw.state.pa.us. Members of the campus community may contact the State Police directly or request assistance from the University Police. National information about sexual offender registries may be obtained online at www.pameganslaw.state.pa.us/importantchanges/crime/reporting.shtml

Important Changes to Crime Reporting
There have been several changes in the Crime Campus Safety Report due to amendments to the original legislation:

• Two new crime reporting categories have been added – manipulation and assault.
• Persons arrested/cited or referred for campus disciplinary action for liquor law violations, drug-related violations and weapon possession.
• Redefinition of reporting areas to include Property, Public.
• Non-campus: Any building or property owned or controlled by the University, used by the University in direct support of or in a manner related to the institution's educational purposes.
• Student residences: Any facility for students within the immediate campus area.
• Noncampus Building or Property: Any building or property owned or controlled by a student organization recognized by the University or a building or property (other than a branch campus) owned or controlled by the University in direct support of the institution's educational purposes.
• Public Property—All public property that is within a reasonably contiguous geographic area.

Property - All public property that is within a reasonably contiguous geographic area to the institution and is adjacent to property owned or controlled by the University. NOTE: Property owned or controlled by Millersville University is adjacent to properties patrolled by Millersville Borough, Manor Township and Lancaster City Police Departments.

Voluntary Confidentiality and Reporting
Millersville University understands the amount of strength and courage that is required to come forward and disclose a sexual misconduct. But harassment, assault, sexual exploitation, stalking or dating violence, Millersville University takes your right to privacy seriously. Because the safety of your students, faculty and staff is of utmost concern, we are not always able to grant complete confidentiality in a sexual misconduct case; however, we will, to the extent possible, do our best to protect your identity while meeting the University’s legal obligations.

For those members of the campus community who wish to report an incident, campus security authorities, victim, witness or a third party, including campus security authorities reports can be made through the University Police website.

On Campus:
To reach the reporting screen,
• Go to http://www.millersville.edu/police/police/report.php on the University Police website.
• Fill in the blanks. DO NOT use this to report a crime in progress, as this site is not regularly monitored.

You may also use the Clery Incident Form located on the MyMUPD tab, providing clear, concise, complete, and forward to the University Police, 237 N. George Street, Millersville, PA 17551. Confidential reporting forms are available at the following locations in addition to the Millersville University Department:
• Title IX Coordinator – Room 107, Student Memorial Center – George St.
• The Office of Student Affairs & Enrollment Management, Student Memorial Center – 21 S. George St.
• Center for Health Education & Promotion, Montour House – 16 S. George Street
• Human Resources, Dilworth Building – 20 Dilworth Dr.
• Counseling Center, 3rd floor High Hall – 40 N. Dilworth Dr.
• Health Services, Witmer Building – 20 Dilworth Dr.
• The Ware Center – 42 North Prince St, Lancaster

Non-campus:
• Rape, Abuse, and Incest National Network (RAINN) (1-800-656-4673) – Pastors of local churches, synagogues, and mosques when acting in a pastoral role.

More information about these organizations can be found in the Resources section of the policy.

Under Title IX, the University has an obligation to investigate all incidents of sexual misconduct, and make victims aware of the resources available to them, while striving to respect the privacy and autonomy of the victim. Consistent with this and related obligations under Title IX, the confidentiality of all parties to the complaint of sexual misconduct will be observed by University personnel to the extent possible. The University’s obligation to protect the safety of its students and to record statistics may not permit complete confidentiality, but the University shall take the necessary measures to ensure that the information shared is limited to those individuals required to know pursuant to law, regulation or University policy. In life-threatening situations, confidentiality is not legally possible and University employees will contact emergency personnel immediately.

The University will not inform students’ parents or guardians of their involvement in a situation involving sexual misconduct unless they are in major medical jeopardy. However, students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student’s parents or guardians only when requested to do so by the student.

All reported instances of sexual misconduct will be investigated promptly, thoroughly and equitably with appropriate response taken to ensure a safe and nondiscriminatory environment for all students, faculty, and staff. The University will inform the victim before conducting an investigation and determining appropriate options, if any, to remedy a situation. A victim may request that no investigation take place or that his or her name not be disclosed to the accused during an investigation. These requests will be evaluated according to the severity of the situation and the threat that the accused poses to the overall safety of the campus community. The University will notify the victim if and when confidentiality and/or compliance with their wishes cannot be guaranteed.

Missing Persons
Student lifestyles will often result in a situation where no contact is made with roommates or friends, or that classes are skipped for several days. While generally there is no cause for alarm, members of the campus community are urged to use caution. Any time a student is believed to be missing, whether or not the student is in a campus residence, the appropriate police department should be immediately contacted within 24 hours. The University Police, the Division of Student Affairs & Enrollment Management and Housing and Residential Programs will work together to locate missing students and contact the welfare of such students. University Police and HARP staff may enter student rooms in the form of a welfare check. If the student is located, verification of the student’s health and intention of returning to campus or classes is made.

• If a student is not located, parental notification by the Millersville University Police Department will take place within 24 hours of the filing of such a report. If the student is an off-campus resident, family or appropriate parties are encouraged to file a report with the law enforcement agency that has jurisdiction. University Police will assist in identifying the appropriate police agency.
• University Police and/or Housing & Residential Programs will contact parents of any student under the age of 18, who is not emancipated, within 24 hours of the student being determined as missing.

• University Police, the Division of Student Affairs & Enrollment Management, or HARP will make every attempt to notify all parties previously contacted when the case is brought to closure.

At the start of each semester, each student living in campus housing has the option of registering a confidential contact person to be notified in case the student is arrested, placed under or granted higher education permissions authorized under the Higher Education Opportunity Act may have access to the confidential information provided by the student. The University-Millersville宿舍政策 ensure the complete process followed when a student is officially reported missing. Students should understand that a missing person investigation WILL be undertaken upon the filing of such a report even if no confidential contact person is listed with the University. An emergency contact person is NOT the same as a confidential contact person, however, they may be the same person.

Policy on Missing Students
www.millersville.edu/saem/files/mu-policy-on-missing-student-notification.pdf

Date Rape Drugs
Designer or date rape drugs can be placed in any drink, not just alcohol. Effects of such drugs may range from general illness, to a feeling of euphoria, short-term memory loss, to an intoxication or aphrodisiac effect. People who are at risk for this type of assault are encouraged to keep a close eye on their drinks at social gatherings. Designer or date rape drugs can be placed in any drink, not just alcoholic.

Students who are sexually assaulted may report anxiety, hallucinations, loss of muscle control, nausea and amnesia lasting up to 24 or more hours.

If anyone suspects that they or somebody they know has been drugged and/or assaulted, it is imperative that they:
• Go to a safe place
• Call the University Police or the local police if off campus.
• Go to campus Health Services or a local hospital emergency room as soon as possible for treatment of any injuries, and possibly the initiation of a blood or urine test.

Protection from Abuse/No-Contact Orders
The highest rate of domestic abuse and dating violence takes place in the three college student categories of 17-24. Abuse may take on the form of physical or mental acting out behavior. Victims of abuse need not be married or living with someone to seek legal help from the police or courts. Protection from Abuse Orders are available through the Court of Common Pleas of Lancaster County. Students or other members of the campus community who are granted a Protection from Abuse Order should make sure that the University Police are included in the distribution of those court documents. In addition to protection orders the University Police may also wish to
issue a No Trespass Order for the offending party named in the order. Information regarding Protection from Abuse Orders and other legal remedies may be obtained by contacting the University Police or any of the following off-campus resources:

**Domestic Violence Legal Clinic**
14 South Duke Street
Lancaster, PA  (717) 291-5826

**Lawyer Referral Services**
28 East Orange Street
Lancaster, PA (717) 393-0737

**Lancaster County Court of Common Pleas**
www.co.lancaster.pa.us/253/Protection-From-Abuse

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**Safety Tips and Guidelines for Active Shooter Incidents**

An active shooter is a suspect who is actively discharging a firearm at police or citizens where it is reasonably expected that persons will be struck by fire. These situations normally require the first arriving law enforcement officers to take immediate action to end the danger, and not render immediate aid to injured citizens.

- Remain calm; do not engage the intruder.
- If you are in a classroom, room, or office and can secure or barricade the door, staying there may be the safest option.
- If attempting to escape, do not carry phones, backpacks, or other objects in your hands. Keep your hands elevated, with open palms visible to responding law enforcement officers.
- Do exactly and immediately what responding law enforcement officers tell you to do.
- Only one person in the secured room should call the police at 911. If you cannot speak, leave the line to the police open. Turn off cell phone ringers.
- Do not leave your secured room or hiding place until you are positive that it is a police officer or recognized campus official coming to help you.

**ALICE Active Shooter Response Training**

**A.L.I.C.E. training:** Teaching how to respond when an intruder threatens.

A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. This nationally-renowned training was developed following examination of school shootings, such as the one that occurred April 20, 1999 at Columbine High School in Colorado.

MUPD has adopted the program and conducts training sessions for students, faculty and staff teaching the proactive measures that people can take when faced with an assailant entering a building or classroom.

For more information on the A.L.I.C.E. program or for training contact: Pete Anders, Chief of Police at Peter.Anders@millersville.edu or visit www.millersville.edu/police/run.html which includes the Department of Homeland Security Run, Hide, Fight video.

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**Campus Crime Reporting for University Employees**

The Millersville University Police Department is responsible for gathering and publishing accurate and prompt reporting information required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law generally known as the Clery Act. A copy of the University Police publication that provides information about this law is available at Lebanon House (237 N. George St.) or at www.millersville.edu/police.

Unfortunately, some crime that takes place on a college or university campus is never reported to law enforcement authorities. Given the importance of campus security, recognizing that University employees in the course of your daily work may become aware of crimes committed on or adjacent to campus, and in light of our legal obligation to do everything possible to ensure the accuracy of our crime data, Millersville University’s CSA’s are mandated to report crimes but we urge all University employees to comply with the procedures for reporting crimes outlined herein.

Included in the law’s requirements is the stipulation that all incidents of murder, manslaughter, sexual offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft taking place on the campus or on property contiguous to it, be included in the institution’s annual report.

The following is information regarding procedures to be followed if you become aware of any of the crimes specified in the law:

If you learn from a victim/witness that a crime specified above has been committed on or contiguous to the campus, urge him/her to report the incident directly to the appropriate police department. If the crime took place on the campus of Millersville University, it should be reported to the University Police at (717) 871-4357. If the incident occurred off but contiguous to the campus, it should be reported to the police department having jurisdiction. If you or the victim/witness is unsure of which police department to contact, the University Police will assist you in determining the appropriate one to notify.

Certain individuals who have responsibility for student and campus activities are exempt from disclosing information. Pastoral and professional licensed counselors are exempt from disclosing reported offenses if they are acting in their roles of pastoral and professional counselors.

If the victim/witness is unwilling to report the crime to the police, you must inform him/her that as a University employee you are obligated under federal law to report the incident to the University Police. You are not required, however, to provide the name of the victim/witness to the Police. Your report should include the time, date, location and description of the incident as reported to you or as much of this information as you know. University Police will then include the information in the University’s crime report.

Millersville University takes very seriously its obligation to provide accurate information to members of the campus community about crimes committed on or adjacent to the campus. Your cooperation in fulfilling this responsibility is important and appreciated.

If you have questions about this matter or would like to discuss any incident that has been reported to you, please feel free to contact University Police at (717) 871-4357 or Chief Peter Anders via email at Peter.Anders@millersville.edu.
### Crimes That Must Be Reported

**Aggravated Assault** – Attacking another person for the purpose of inflicting severe or aggravated bodily injury.

**Arson** - Willful or malicious burning or attempt to burn, with or without the intent to defraud.

**Burglary** – Unlawful entry of a structure with the intent to commit a crime therein (theft or any other felony).

**Dating Violence** – Intimidation or threat of physical harm against a current or former dating partner.

**Domestic Violence** – The threat or causing of physical harm and any physical or sexual mistreatment of children.

**Drug Trafficking** – A crime manifesting evidence that the victim was involved and is not included in MU statistics.

**Hate Crimes** – A crime evidencing the victim was chosen based on actual or perceived race, religion, sexual orientation, gender, ethnicity or disability.

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

**Negligent Manslaughter** – The willful killing of another.

**Robbery** – Taking or attempting to take anything of value from the custody of another person, by force or threat of force. A request was made for crime statistics information data. No reportable crimes were returned.

**Sex Offenses** – Forcible – Any sexual act or attempt directed against another person, forcibly and/or against the person's will, or not forcible or against the person's will where the victim is incapable of giving consent.

**Sex Offenses** – Nonforcible – Any nonforcible but unlawful sexual intercourse or sex act prohibited by statute, e.g., having intercourse or committing any sex act with a minor. A request was made for crime statistics information data. No reportable crimes were returned.

**Stalking** – A person who is stalking engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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**REPORTED CRIMES**

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**REPORTED CRIMES MILLERSVILLE BOROUGH**

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Murder</td>
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<td>3</td>
<td>1</td>
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<tr>
<td>Aggravated Assault</td>
<td>6</td>
<td>8</td>
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<td>Arson</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>Non-Aggressive Assault</td>
<td>50</td>
<td>19</td>
<td>0</td>
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<tr>
<td>Public Drunkenness</td>
<td>19</td>
<td>25</td>
<td>0</td>
</tr>
</tbody>
</table>
Annual Fire Safety Report

The following is a description of each on-campus and associated student housing facility fire safety systems:

Bard Hall (currently vacant but remain for overflow housing)
- Address: 60 Brooks Drive
- Year Built: 1991
- Occupancy: Residence Hall
- Capacity: 100
- Fire Alarm Type: Steel joists on masonry bearing walls
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Suppression Equipment – Fire Extinguishers: Portable fire extinguishers are in conformance with NFPA 10. Fire extinguishers are inspected monthly by MU personnel in accordance with NFPA 10.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 10.
- Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems inspected as required by a certified inspection company in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester).
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 10.

Brookwood Apartments
- Address: 101 Shenks Lane
- Year Built: 1974
- Occupancy: Student Services Inc. Residence Housing
- Capacity: 402
- Type of Construction: Wood frame, block and plank, masonry bearing walls, rated windows and shaft walls, etc. Shingle roof.
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Suppression Equipment – Sprinkler Systems: Portable fire extinguishers are in conformance with NFPA 10. Fire extinguishers are inspected monthly by MU personnel in accordance with NFPA 10.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 10.
- Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems inspected as required by a certified inspection company in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester).

On-Campus Housing Facilities

In 2016 Millersville University on-campus and associated student housing facilities included:
- South Villages – the university’s main campus housing complex fully opened in 2016 with the completion of East and West villages
- Reighard Hall and Shenks Hall (Student Services Inc. owned, and MU managed, student housing)
- Bard Hall and Lehigh Hall (formerly known as Gilbert Hall) are MU owned and operated student housing and currently vacant but remain for overflow housing
- Millersville University also reports fire statistics for Student Services Inc. owned and operated Residence Housing units (Brookwood Apartments, College View Apartments, and Wellness Apartments)

• Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems inspected as required by a certified inspection company in accordance with NFPA 13A.
• Fire Drills: All residence halls have four total fire drills per year (two each semester).

College View Apartments
- Address: University Drive
- Year Built: 1960
- Occupancy: Student Services Inc. Residence Housing
- Capacity: 30
- Type of Construction: Cinder block walls, wood construction.
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/sounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 10.
- Fire Suppression Equipment – Sprinkler Systems: Each residence life building has an automatic sprinkler system tied to the building fire alarm system. The coverage area is the entire building in accordance with NFPA 13. All sprinkler systems inspected as required by a certified inspection company in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester).

East Village
- Address: 210 East Residence Hall Circle
- Year Built: 2015
- Occupancy: Student Housing/RT 1/S Residential/University District Group: R-2, Classification: Resident Hall & Group: A-3, Classification: Assembly
- Capacity: 613 Bed count
- Type of Construction: Group: R-2, Classification: Residential & Group: A-3, Classification: Assembly
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 10.
Lehigh Hall (formerly known as Gilbert Hall) Currently vacant but remain for overflow housing
- Address: 80 Brooks Drive
- Year Built: 1950
- Capacity: 169
- Construction Type: Steel joists on masonry bearing walls
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/ounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester). All fire drills are unannounced and random and are monitored and evaluated for effectiveness by Housing and Residential Program staff.

Shenks Hall
- Address: 131 Shenks Lane
- Year Built: 2005
- Capacity: 206
- Type of Construction: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc. Shingle roof.
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/ounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester). All fire drills are unannounced and random and are monitored and evaluated for effectiveness by Housing and Residential Program staff.

South Village
- Address: 270 Centennial Drive
- Year Built: 2014
- Capacity: 709
- Construction Type: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc. Shingle roof.
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/ounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester).

West Village
- Address: 90 West Residence Hall Circle
- Year Built: 2016
- Capacity: 613
- Construction Type: Wood frame, block and plank, masonry party walls, rated windows and shaft walls, etc. Shingle roof.
- Fire Alarm Manufacturer – Pyrotronics
- Fire Alarm System – Description: Manual pull alarm boxes, visual and audible alarms, integrated automatic detection devices, duct dampers, master fire panels, addressable smoke detector/ounder bases and smoke/heat detectors located in individual sleeping rooms, corridors, common areas, and mechanical spaces.
- Fire Alarm Testing and Inspection: Individual components of the fire alarm system are inspected and tested in accordance with NFPA 13A.
- Fire Drills: All residence halls have four total fire drills per year (two each semester).

2017 Annual Security & Fire Safety Report
Fire Evacuation Procedures - Building Evacuations

- If you see a fire, or other emergency requiring people to leave the building, activate the building alarm and leave the building immediately. Do not delay your exit – get out right away.
- When the building alarm sounds, walk quickly to the nearest marked exit and leave the building.
- Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the EHS Director, or other official.
- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

Fire Safety Education and Training Programs

Millersville University fire safety education and training programs include fire safety training for all new and current RA’s, GA’s and professional staff working in on-campus student housing facilities.

The Millersville University Fire Safety program is part of its Accident and Illness Prevention Program (AIPP). The AIPP can be found here:

www.millersville.edu/hr/ehs/ehs-forms/app.pdf

In case of a fire, students, faculty, and staff should do the following:

- Immediately exit the building, move a safe distance away, and remain there until instructed that it is safe to reenter.
- Assist those with disabilities who ask for assistance exiting a building, if possible.
- Report smoke or flames in campus buildings or on campus grounds by calling 911.
- If you are trapped inside a building by a fire, and if you feel it is safe to do so, leave the room via the nearest exit by crawling below the smoke. If not, stay in the room, close the door, call 911 for help, move to a window and await rescue by emergency services.
- Use a portable fire extinguisher to fight the fire if you are trained, experienced, and confident using one and if you judge the fire to be of the type and size that could be extinguished using a handheld fire extinguisher. If you are uncomfortable using a fire extinguisher do not do so, leave the building.
- Alert others who may not be aware of the fire or emergency at the building.
- Offer information to the emergency responders as they arrive at the building if requested.

Reporting that a Fire Occurred

Call 911 to report a fire

Other contact information:
- Millersville University Police
  - Chief Pete Anders: #717-871-4357
- Blue Rock Fire and Rescue
  - Fire Chief Duane Hagelgans: #717-435-3631
- Millersville Borough Police
  - Chief John Rochat: #717-872-4645
- Millersville University Facilities
  - Assistant Vice President for Facilities Tom Waltz: #717-871-7245
- Student Services Inc.
  - CEO Geoff Beers: #717-871-5898

Millersville University Director of Environmental Health and Safety Patrick Wedinger: #717-871-4240

Future Improvements to Fire Safety

In 2017 and continuing into 2018 until the project is completed, Millersville University will replace all of the older Siemens/Pyrotions fire safety system panels with newer model panels (Siemens “Firefinder” panels).

Fire Log

The Millersville University Clation-Required Fire Log is a spreadsheet that records all Cley-reportable fires in campus residence life buildings/housing units by date of occurrence. This spreadsheet is updated as required by the Clery Act. The Fire Log can be found at the Millersville University website at: www.millersville.edu/hr/ehs/ehs-forms/fire-log-2014-to-present.xlsx

Emergency Operations Plan (EOP)

The Millersville University Emergency Operations Plan (EOP) can be found here: http://www.millersville.edu/hr/ehs/emergency-operations-plan.php

Testing and Documentation of Emergency Response Communication

The office of Environmental Health and Safety working with University Police, University Communications, and other campus offices, will periodically test emergency communication systems and keep records of the tests. The tests are conducted to ensure the emergency communication systems are operational and performing as expected in order to ensure the campus community is quickly notified of unfolding emergencies that could negatively impact the campus (such as severe weather events, acts of violence on or near campus, etc.). The emergency communication system utilized by Millersville University is MU Alert. To sign up for MU Alert emergency messages go here: http://mualert.millersville.edu/. Tests of the MU Alert system will be conducted at least annually.

Testing and Documentation of Emergency Response Procedures

The office of Environmental Health and Safety working with University Police, University Communications, and other campus offices, periodically updates the Millersville University Emergency Operations Plan (EOP). The Millersville University EOP details the specific procedures to follow in case of an emergency that negatively impacts the campus, or the adjacent Millersville Borough/Lancaster County area. The Millersville University EOP can be found here: http://www.millersville.edu/hr/ehs/emergency-operations-plan.php

Periodic (at least annually) tests of the emergency response procedures detailed in the EOP are conducted to test the viability of the plan and the capabilities of those responsible for implementing the plan in the event of an emergency. These emergency response procedure tests include:

- Mock emergency drills involving specific departments, buildings, offices, or geographic portions of the campus, either with or without community participation (Penn Manor School District, Millersville Borough, Lancaster County Emergency Management, etc.).
- Tabletop exercises for emergency planners, emergency responders, and other campus constituencies, to test their ability to respond to various types of emergencies and practice working together to manage crisis on campus.
- County or State emergency drills (such as nuclear power plant emergencies, implementation of emergency shelters, etc.).

For 2016, the emergency response procedure was a tabletop exercise moderated by a consultant (Michael Baker International) for Millersville University emergency responders. This was conducted on May 19, 2016.

The office of Environmental Health and Safety documents the emergency response procedure tests and maintains these records. This year’s records document:

- Who participated in the emergency response procedure test (sometimes referred to as a “hot wash”) and who participated in the post drill evaluation.
- A detailed description of recommended changes (if applicable) as a result of the emergency response procedure test.

A summary of recent emergency response procedure tests include:

- May 19, 2016 – tabletop exercise for Millersville University emergency responders moderated by a representative of Michael Baker International.
- October 26, 2015 - actual mock emergency test (in the field) of a mock chlorine gas release.
- August 16, 2014 – practice Incident Command Structure (ICS) test involving the actual shutting down of all electrical power to the Millersville University campus to facilitate the installation of new electrical power infrastructure.

Confirmation of Emergency Response and Emergency Evacuation Events

The Millersville University Crisis Communication Plan (CCP) details the procedures which will be used by members of the University Administration, University Communications, University Police, Environmental Health & Safety, and other involved parties, to confirm an emergency and communicate the emergency to campus constituents. The Millersville University CCP can be found here: http://www.millersville.edu/hr/ehs/EOP-Appendix-CrisisCommunicationPlan.pdf.

The CCP also details how the emergency will be identified, and how notifications will be developed and sent out to the campus and other constituents, as well as who is responsible for these steps. Finally, the CCP details how the content of emergency communications will be developed.
**Millersville University Addresses**

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<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>Adams House</td>
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<tr>
<td>Allegheny House</td>
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<tr>
<td>Armstrong House</td>
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<tr>
<td>Athletic Field</td>
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<tr>
<td>AU Building</td>
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<tr>
<td>Baird Hall</td>
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<td>Bennett J. Cooper Baseball Field</td>
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<td>Bedford House</td>
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<tr>
<td>Berks House</td>
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<td>Bissendorfer Executive Center</td>
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<td>Blair House</td>
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<td>Beyer Building</td>
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<td>Broadside Hall</td>
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<td>Brooks Gym</td>
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<td>Bransman Hall</td>
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<tr>
<td>Byrlee Hall (Now Susan Luek Hall)</td>
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<tr>
<td>Cambria House (Ann Street House)</td>
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<td>Capital House</td>
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<tr>
<td>Carpenter/Trout Weight Training Bldg</td>
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<td>Chester House</td>
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<td>East Wing A - Dieken</td>
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<td>East Wing B - Hall</td>
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<tr>
<td>East Wing C (pod) - TBD at a later date</td>
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<td>Lathrop Hall (formerly Gilbert Hall)</td>
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<td>Lenox Welcome Center (currently under construction)</td>
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<td>Northumberland House</td>
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<td>Perry House</td>
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<td>Pine Hall</td>
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<tr>
<td>Potter House</td>
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<tr>
<td>Puco Gym</td>
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<tr>
<td>Puco Soccer Field Pressbox</td>
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<tr>
<td>Puco Softball Field (Now Seaver Softball Field)</td>
</tr>
<tr>
<td>Pump House</td>
</tr>
<tr>
<td>Reddy-Greenhouse</td>
</tr>
<tr>
<td>Reddy-Science Center</td>
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<tr>
<td>Salt Storage Building</td>
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<tr>
<td>Schreyler House</td>
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**Important Telephone Numbers**

**Area code 717**

When calling from off-campus, add "871-" to extensions shown.

**Millersville University Police (24 hours a day)**

**EMERGENCY**.......................................................... 911

**Business and from off-campus**.................................. ext. 4357

**Parking Division**.................................................. ext. 5964

**Millersville University Information**.......................... ext. 4636

**Millersville University Health Services**...................... ext. 5250

**MU Center for Counseling & Human Development**......... ext. 7821

**Title IX Coordinator**............................................ ext. 4100

**LEMSA (Business)**
(Manheim Emergency Medical Services Association). 872-4688

**Millersville Fire Company (Business)**.......................... 872-9345

**MU Center for Health Education & Promotion**.............. ext. 4141

**Adjacent Police Jurisdictions**

**Millersville Borough Police Department**.................... 872-4657

10 Colonial Avenue

Millersville, PA 17551

**Manor Township Police Department**.......................... 299-5231

950 West Fairway Drive

Lancaster, PA 17603

**Lancaster City Police Department**............................ 735-3301

39 West Chestnut Street

Lancaster, PA 17603

**Manheim Township Police Department**......................... 569-6401

1825 Municipal Drive

Millersville, PA 17551

**Southern Regional Police Department**...................... 872-0352

3284 Main Street

Conestoga, PA 17516
Emergency Procedures
Lockdown and Shelter In Place

EMERGENCY LOCKDOWN - Go to the nearest building or office, secure all interior and exterior doors, lock or barricade doors, keep quiet, turn off lights, do not bunch together in the area and do not open door or leave the secure area until instructed to do so by the police or Environmental Health and Safety (EHS) Director. All events, including classes, are cancelled. Wait for further instruction by means of MU Alert text message or the web.

PREVENTATIVE LOCKDOWN - Go to the nearest building or office; secure all EXTERIOR doors. You may conduct normal business or class, but may not be outdoors. Do not leave secure area until instructed to do so by the police or the EHS Director. Wait for further instructions by means of MU Alert text message, or the web.

SHELTER IN PLACE - Go to the nearest building, move to the center of the building away from doors and windows, close windows and turn off air circulating equipment if possible. All events, including classes are cancelled. Do not leave secure area until instructed to do so by the police or the EHS Director. Wait for further instructions by means of MU Alert text messaging, or the web.

EVACUATION - If police officers, firefighters, or other emergency staff request that you evacuate a building for public safety reasons, do NOT take backpacks or other items with you. Keep your hands open and clearly visible as you exit the building. Do not use cell phones while exiting the building.

NOTE: All problems or concerns related to the contents of this report should be reported immediately and directly to University Police at (717) 871-4357 or to Peter.Anders@millersville.edu.

Millersville University is an Equal Opportunity/Affirmative Action institution.
A member of Pennsylvania’s State System of Higher Education. 6613_MUPD_0916_TB