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 education that makes students actively involved in their own education. The student body of 7,988 undergraduate and graduate students (6,581 FTE), who study, work and live in a community of faculty, administrative staff, and students who care 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 532 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 expanse 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 parking lots, 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 requires colleges and universities to disclose information about the 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 University or campus security 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 reported, may be 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 the published 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 Department has the responsibility for collecting the information that is contained within the Annual Campus Crime Report. Millersville University Office of the President will receive the Department of Education’s Campus Safety Survey Administrator letter (normally within the month of July).

The letter will contain the following information: the start date that the collection site will open, the internet web page and web address of the submission site, the logon information for the user ID and password, the date the submission data should be entered by and the date of closing.

The Office of the Vice President for Student Affairs & Enrollment Management which is responsible to ensure the compliance of the Act will next receive the letter. Under the direction of the Vice President, the Chief of Police or his/her designee will open (log on) the submission site. Under the guidance of the Chief of Police, all the data or information will be collected which may include:

- gathering on and off campus information
- contacting other outside agencies for statistical information
- creating policies and or directives
- review of current information
- using the assistance of auditors
- contacting using other Millersville University Departments

The Lancaster City and Millersville University Police

The Lancaster city police force was formed in 1865 with 21 night policemen. Today the Lancaster Bureau of Police is a full service police department providing service to the City of Lancaster. The Bureau is the largest and only urban law enforcement agency in Lancaster County, serving a population of 39,322 (2010 U.S. Census) residents. Current manpower consists of approximately 147 sworn officers and 46 civilian employees with a service area of 7.26 square miles.

Primary responsibility for security on campus belongs to the Millersville University Police Department, which is part of the University Police Force. The Campus Police Division is responsible for providing police protection to the Millersville University campus and surrounding areas. The University Police Force uses a dual force concept, employing both commissioned police officers and noncommissioned security officers. Ten police officers are assigned to the patrol division. The administrative staff 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.

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From the Vice President of Student Affairs & Enrollment Management

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

Vice President, Student Affairs & Enrollment Management
Campus Emergency Notifications & Timely Warnings

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 any employee knows could lead to an immediate or ongoing threat to public safety, an Emergency Notification and/or Timely Warning shall be issued. Emergency Notifications may be issued for threats to personal safety (such as street robbery, or sexual assault) and/or public safety information (such as fires located on or near campus with street closures).

Email Blast - Electronic mail messages used to provide brief messages of public safety importance. Messages may include weather, safety, or crime-related information. These messages may contain more detail than a text message. Intended recipients are anyone who is registered with a Millersville account or is 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 are all those people who have enrolled in the MU Alert System.

Web Page Lite - Electronic messages appearing on the Millersville University homepage used to provide information relating to weather, safety or crime. In the event of a campus emergency the normal Millersville University homepage will become inactive and a graphics-lightened page will appear that is intended to load more quickly and allow for faster response time. Intended recipients will be anyone who accesses the campus homepage during a campus emergency.

NOTE: In the event of a campus emergency the campus telecommunications operation will reduce service 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 - Chief of Police, Deputy Chief of Police, Lieutenant of Police, Director of Safety & Environmental Health, Assistant Vice President for Facilities; Executive Associate Department Director of Office of VP for Finance, Director of Communications

The Emergency Response Procedures web address is www.millersville.edu/hr/es. In the left column select “Environmental Health & Safety” from the drop down “Emergency Response and Evacuation Procedures.”

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

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. Millersville University police officers and security officers are required to maintain a minimum of 36 hours of training per year 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 in the use of firearms. In accordance with a memorandum of understanding 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 and duty to enforce order, protect life and property, make arrests as provided by law, conduct investigations, and exercise the same powers authorized for police officers in municipalities. The University Police have a supportive working relationship with local, county and state police agencies. Act 48 of 2004 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 are 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, the WAVES mass notification system, and other campus-wide electronic communications. Millersville University distributes publications, pamphlets, and brochures, the Office of Housing and Residential Programs and other campus staff.

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 also has a contact with a county-wide police radio network. All reports of criminal activity coming to the University police are investigated and coordinated with appropriate local law enforcement agencies as needed. All criminal prosecutions 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 investigate disciplinary action in accordance with the University Judicial Code for violations that 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.

Each background investigation consists of a Pennsylvania State Police criminal background check, a federal records check and personal contact of references. Pre-employment criminal background checks are conducted for all new hires at the University. This policy began in April of 2009.

No procedure for checking possible criminal records of prospective or current students is currently in use at the University.

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

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 their own personal safety. 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 numbers recorded. Information on secure, online registration of valuables is available at the University Police, Lebanon House. Vehicles should be locked at all times and valuables stored in the trunk. Campus community members, 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. Prosecutorial decisions, or formal witness status can always be decided at a later time, but reporting should be done immediately.

Millersville University has established a Threat Assessment Team (TAT@MU) to assist in addressing situations where students, faculty, or staff are displaying disruptive or threatening behaviors that potentially impinge upon their own or others health and safety. 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 community member must become aware of a troubling person or situation that is causing serious anxiety, stress, or fear; or if, so, this 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/threatassessments.php

Campus Safety App - LiveSafe

• Millersville University is the first Pennsylvania university to adopt LiveSafe (Aug 15). Millersville joined Villanova, Temple, Georgetown and Delaware as institutions engaging in LiveSafe.

• LiveSafe was launched after Student Senate engaged with University Police as another community policing effort to keep our community safe.

• Millersville is cited by LiveSafe as being a student engaged Campus

• Within the first year, over 2,000 MU students downloaded the free safety app

• Within the first year, students texted 151 tips to the university center call, 88% resulted in tip chat with call center employees and/or police.

• More than 300,000 text messages were sent to students about issues such as noise, loud persons, and facility concerns such as a light out.

• Other tips were students taking care of students in need such as concern of depression.

• A total of 731 peer to peer safewalks, exactly 400 between 9p.m. and 3a.m.
During Orientation, students are engaged in several programming efforts to build awareness and content of the online education portal. In 2016 these activities included:

- A presentation by Catharsis Productions, The Hookup 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 Consent.
- The University provides a first-six-weeks sexual violence education program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for participation. Information is integrated into several department curriculums. Students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first-six weeks includes information about dating violence, domestic violence, sexual assault, stalking, and crimes that constitute sexual assault.

- Athletics program: a presentation on healthy relationships was presented to all first-year athletes during the CHAMPS education 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 activities and conduct campus outreach. Passive education is provided in Stall Talk, their website, and through social media networks.

- 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 bystanders and how to potentially intervene, and the available resources (including reporting) for students who are victimized.

- 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 who is victimized; reporting procedures, identifies the dangers 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 risky and unsafe partaking, 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 an 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 Wednesday: 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 Clotheline Project was displayed on campus and students could make shirts to display during Sexual Assault Awareness Month in April. Numerous activities 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. Activities included: educational/promotional materials (posters, yard signs, banners and red flags), presentation of the One Love Foundation’s Escalation workshops, presentations to various student groups; Wear Orange Day, a tribute to the students who lost their lives to dating violence at the SUNY Geneseo campus, and various outreach and table talking events. 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/ssexualviolencw) was developed this year to provide students, families, and the campus community easily 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 student survivor. The page was created to improve the ease at which individuals can locate sexual and date red zone information on 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, 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 continues to provide free advocacy services for survivors of sexual assault out of the Center for Health Education & Promotion. A total of 37 advocacy sessions occurred.

- Domestic Violence Services of Lancaster provided a free advocates service at a reduced rate out 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 their curriculum. The peer educators have been utilized to provide prevention programming in these courses.

- Orientation leaders and 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 Alone. A session on dating violence, domestic violence, sexual assault and stalking was provided to the graduate assistants in Housing and Residential Programs.
Upon discovery of a fire, activate the local alarm and vacate the area.

MEDICAL EMERGENCIES - Call 911

If a fire is suspected but not observed:

- Call 911, then University Police at 911 if it appears safe to do so.
- For routine University Police information or assistance call (717) 871-4357.

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 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 Dispatch Center showing the specific geographic location of the campus caller to include building. This system does not work with 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.

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 you 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 peepholes in residence doors before permitting entry to anyone. If the peephole is broken or missing, notify the graduate assistant/residence hall director.
- 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 if someone knocks on your door to solicit, call the University Police.
- Harassment by any means, including computer harassment, should be reported to University Police.
service, and group presentations can be organized during late evening hours and adjusted for any group size. The University Police in collaboration with Pennsylvania-certified Crime Prevention Practitioners who also assist groups and individuals with academic projects related to crime and safety. Programs or educational materials can be scheduled or ordered by contacting the appropriate office. Generally programs through the University Police require a two-week advance notice. Over the last three years University Police have offered programs to both student and employee groups. Some examples of what kinds of the programs offered at Millersville University are RAD, M.U. Get Involved and the Women’s Commission programs.

• The campus newspaper, The Snapper, reaches almost every member of the university community and covers campus crimes and arrests. Major feature articles are presented frequently on issues relating to student safety. Published weekly, The Snapper addresses every major campus issue, including safety or the safety of an individual. It should be noted, however, that the University Police have no editorial control over what appears in the campus newspaper. Information releases are furnished to the staff of The Snapper but final published information may differ from the information releases due to the editors’ selective omissions. All arrests are public information.

• WQXQ-FM, the campus radio station that serves the greater Millersville community, is sensitive to the needs of the community and broadcasts public service announcements upon request.

• Daily Log, a public record of all incident reports filed by the University Police. The daily log is available for public inspection Monday through Friday during normal business hours at 237 North George Street (Lebanon House), except holidays and when the University is officially closed. Those desiring to view the daily log during hours other than those so noted must make an appointment through the Chief of Police to make sure that an officer is available to release the document. The daily log is available only in hard copy form.

The University reserves the right to withhold information from the log when posting such information could jeopardize an ongoing investigation, or personal safety of a victim, accused or witness. Any information or posting temporarily withheld from the daily log for any lawful purpose will be removed from the log when the possibility of adverse effects is no longer likely to occur. The daily logs are maintained for seven years as suggested by law.

• A University Police website, located at 237 North George Street, is published online biweekly and carries articles regarding safety issues or policies when appropriate.

A University Police website that provides safety tips, crime statistics for a three-year period, campus map, emergency response information, campus security authority training, and information about the student intern program. The web address is www.millersville.edu/police.

M.U. Alert is a software application used to send emergency alerts, notifications and updates to your cell phone, pager, PDA and/or email account. In the event of an emergency, such as a fire or September 11th-type attack, Millersville University will be able to send important alerts and updates right to your cell phone or mobile device. All you have to do is sign up for a M.U. Alert account through the University homepage.

Emergency Notification Policy

Policy Statement
Should an event take place either on or off campus property, that the Chief of Police for Vice President for Student Affairs & Enrollment Management, Director of Safety & Environmental Health or their designee deems an imminent 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 sexual assault. They may also be issued for weather-related or safety issues 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 contain more detail than a text message. Intended recipients are anyone who is registered with the Millersville account, or is 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 the campus and local Millersville community as the system has an outdoor component. The system is designed to be anyone who accesses the campus homepage during a campus emergency.

- Mass Notification System Sirens - Outdoor audible tone and voice notification system. Alerts 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 component. The system is 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 become inactive and a graphic message will appear that is intended to load more quickly and allow for faster response time. Intended recipients will be anyone who accesses the campus homepage during a campus emergency.

- Local News Media - The Office of Communication and Marketing sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University deploys a great deal on broadcast media to notify students, faculty members, and staff members of emergencies before or during their commute.

NOTE: In the event of a campus emergency the campus telecommunication operations will reduce service to phone lines and voice communications through radio to the police officer only. Do NOT attempt to request routine service, escorts, room openings, etc., if the University is in a campus emergency operations situation.

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

Campus Residence Halls

The University operates ten (10) residence halls, all coed, housing about 2,214 undergraduate students. Residence hall 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 Directors and Graduate Student Assistants, a staff of resident assistants. Resident assistants are assigned to each resident wing or floor with a general student ratio of 1:30.

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 policy and procedures are a central focus during this in-service training.

Resident 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 Police Affairs Handbook (available online at www.millersville.edu/police/ucaliticalaffairs/fex/studentscodeofconduct.pdf). University Police crime prevention practitioners are available to present programs in all residence halls and in any instructional venue upon request. In addition, housing staff and University Police provide brochures regarding campus regulations, local ordinances, and state law 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 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 rooms 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 common areas to produce images for evidentiary purposes only. The camera 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 validation sticker installed on 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. Visitors and 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-day-a-week police department and as part of patrol check the 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 case of circumstances relevant to the welfare of people or the safety of property or if 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).

Visitations 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 procedures 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, generally no on-campus housing is available during official University breaks except for exigent circumstances.

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 letters of support, the constitution, and the signature sheet to the online form. The full process is outlined in the Millersville University Student Organization Guidebook.

Student Code of Conduct
Millersville University students are governed not only by local, state and federal laws but also by regulations of the Millersville University Code of Conduct. Violation of those regulations may lead to University judicial action in addition to any action taken by civil or criminal courts. A complete copy of the Student Code of Conduct appears in the Student Handbook (available online at http://www.millersville.edu/judicialaffairs/). Some violations that are subject to campus judicial and/or criminal court action include:

- Use, sale, exchange or possession of alcoholic beverages on campus.
- Use, sale, or exchange or possession of controlled substances on campus.
- Use or possession of firearms, knives, explosives, or any other weapon. Students who wish to store hunting guns on campus must register and store such weapons with the University Police.
- Physical assault, or attempted physical assault or harassment of any person.
- Theft or attempted theft of the property or services of the University, its students, employees, organizations or of any individual visiting or passing through the University campus.

International Programs
Millersville University uses several processes in the maintenance of campus facilities, including landscaping, grounds-keeping and outdoor lighting. Some of those processes students, employees or others can use are university dispatch, university police, computer programs (School Dude, ATask, 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 schedule for repair.

Drug and Alcohol Policy
The University complies with federal, state and local laws including those that regulate the sale, consumption, use of alcoholic beverages and 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 not 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 barred 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 31 concerns underage drinking including: misrepresentation of age to secure liquor; purchase, consumption, possession or transportation of intoxicating beverages; carrying a false identification card and using same to obtain or attempt to obtain liquor; in addition to fines for convictions of these offenses, the court will order the motor vehicle operating privileges of the person suspended, and a copy of the order will be sent to the Department of Transportation. The suspension will be 90 days for the first offense, one year for the second, two years for any offense thereafter.
- Pennsylvania House Bill 1139 requires public and private schools, intermediate units and area vocational-technical schools to require prospective employees to submit with their employment application a report of criminal history record information from the Pennsylvania State Police or a statement from the State Police that the central repository contains no such information relating to that person. Many Millersville University students intend to become educators and need to be aware of these provisions.

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 used to relieve 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...
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 or off University grounds is prohibited. Such conduct shall subject the employee to appropriate discipline including 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 that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at any workplace under the authority of the Board of Governors. Any employee violating the 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.

For more information about Drug and Alcohol programs please contact Millersville University’s Center for Health Education & Promotion at (717) 871-4141 or visit the web page at www.millersville.edu/chep/. The University’s most recent Drug & Alcohol Prevention Program biennial review can be found at www.millersville.edu/saem/files/OPCA-Biennial-Report.pdf.

Sexual Violence and Prevention Information

Sexual Violence

Millersville University is strongly committed to maintaining a positive learning, working, and living environment for all and ensuring 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 Crime Statistics (Clery Act), as 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 these crimes.

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 social 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 who is or has been in a dating relationship with the victim, or by a person who is or was cohabiting with the victim as of the commission of the offense.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault: This form of sexual violence is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any non-consensual sexual touching of a person. This includes rape (such as forced vaginal, anal or oral penetration or drug facilitated sexual assault), groping, forced kissing, sexual abuse, or the torture of the victim in a sexual manner.

Incest: Nonforfeitable sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforfeitable sexual intercourse with a person who is under the statutory age of consent.

Fondling: The touching of the private parts of another person for the purposes of sexual gratification, sexual assault, or stalking at the following locations, Millersville University’s Police Department, Center for Health Education and Promotion, Office of Judicial Affairs, Title IX Coordinator, Health Services, and University Center for Counseling & Human Development.

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 stalking. 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 WELL175 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 relating 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 the sessions of sexual assault. 1,299 MU students completed the Not Anymore program in 2016-2017.

• During Orientation, students are engaged in several program- ming 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 education program in partnership with faculty, staff and student organizations. Many faculty offer students extra credit for participation, information is integrated into several department curriculums, students are approached by peer educators across campus, and educational workshops and awareness events are provided. A large focus of the first 6 weeks includes information about the red zone.

Athletics program: a presentation from the peer educators on healthy relationships during Teen Dating Violence Awareness Month was presented to all first year students 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 organizations) to provide ongoing educational workshops, interactive awareness events and conduct campus outreach. Passive education is provided in Stall Talk, our website, and through social media networks.

Education workshops include:

- Getting Down in the Green: 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 to intervene in a potentially risky situation, provides education on available resources on and off campus and how to help a friend if victimized, reporting procedures, identifies the dangers of the red zone, and discussions around victim blaming.

- Red Flags: This program focuses on dating and domestic violence prevention through providing awareness of the signs of healthy vs. unhealthy relationships and the red flag indicators of dating abuse, and well as helping students know available resources on and off campus.

- Escalation: From the One Love Foundation, this program includes a film that highlights signs of an unhealthy and potentially dangerous relationship followed by a discussion about relationships, how to identify warning signs in unhealthy relationships, and how to be an active bystander (90 minutes).

- Sex Goes to the Movies: This program uses popular movie clips to educate participants about risky and unsafe partying, alcohol consumption, consent, and how to make healthy personal decisions.

- Keep 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 including: The Red Zone, the definition of sexual 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 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 Carnival, took place in November during Domestic Violence 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, 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. Activities 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 dedicated 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 fraternities and sororities 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 procedures, 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 site.

- 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 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 advo- cate for students experiencing dating or domestic violence on Tuesday nights 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 experi- ence 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, “Greeks Against Sexual Assault”, and through social media networks.

- Educators across campus, and educational workshops and activities limited to:
  - Asking the individuals involved to stop what they are doing.
  - Using a distraction in an effort to stop an individual’s activities.
  - Stepping in and separating the people involved in a non- combative manner ONLY if it is safe to do so.
  - Ask another bystander, or a number of other bystanders to intervene with you ONLY if it is safe to do so.
  - Notify law enforcement by calling 911.

- What are warning signs of abusive behavior, and how can potential attacks be avoided? Warning signs of abusive behavior include threats of violence, jealousy, and controlling behavior. Potential attacks can be avoided by avoiding unsafe situations.

The following are safety tips that can be used to avoid unwanted situations:

- Be aware of your surroundings and avoid isolated areas.
- Avoid being alone with someone you do not trust or know well.
- 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 drinks 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.
Who to Report To:
Title IX Coordinator, Deputy Coordinators, University Police

Sexual assault is one of the most troubling of all campus crimes. The University provides on campus victim advocacy services through the YWCA and Domestic Violence Services. In addition, the following is a summary of relevant information in the Student Rights to Know 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 Police and Office of Housing and Residential Programs in addition to the Counseling Center, University Health Services, Center for Health Education and Promotion. Don't be afraid to get help.

If you are sexually assaulted, raped or stalked, it is important that you follow the steps as noted below:

- For cases of sexual assault or rape, get medical attention as soon as possible to best preserve your physical condition and to collect evidence, which may be used if you wish to take legal action. Lancaster General Hospital, 555 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 contact the appropriate police department. If the incident took place on campus, dial 911 for the University Police. If the incident took place off campus, local police may be called by calling 911.
- If the incident is a domestic/dating violence incident, contact any of the areas previously noted or any external local police may be reached by calling 911.
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Reporting an Incident

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The right not to have irrelevant prior sexual history
The right to have university policies and procedures follow
The right to review all documentary evidence provided
The right to have the university compel the presence of
The right to a no contact order against another person
The right to an adequate, reliable and impartial hearing
The right to an adequate, reliable and impartial investiga
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
The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
The right to have the university compel the presence of student and employee witnesses, and the right to challenge documentary evidence;
The right to have complaints investigated and heard by investigators and administrators who have received annual sexual misconduct training;
The right to appeal the findings and sanctions given to them, if the student so chooses. This also includes the right to appeal established for sexual misconduct cases;
The right to have university policies and procedures followed without material deviation;
The right to be considered for amnesty of other Code of Conduct violations when reporting a sexual misconduct
The right to the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that are allowed by FERPA legislation. You can find out more information about the disclosing of 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;
• The right of both accuser and respondent to have the same 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 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 campus 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, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the complainant and if such changes are reasonably available (no formal complaint, or investigation, categorizes as criminal, need occur before this option is available);
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right to have any complaint of sexual misconduct fully adjudicated and not mediated;
• The right to make a victim-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;
• The right to a no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper conduct that presents a danger to the welfare of the complaining student or others;
• The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, Judicial Affairs and the Title IX Coordinator;
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right to have all credible complaints of sexual misconduct made in good faith to university administrators;
• The right to be treated with respect by university officials;
• 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, and adequate time for preparation;
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right to have all credible complaints of sexual misconduct made in good faith to university administrators;
• The right to be treated with respect by university officials;
• The right to be fully informed of all alleged violations contained within the complaint;
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 a University proceeding 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 is prevented in the Fact Finding report, the respondent (also known as the accused student) will be afforded an administrative hearing by the Office of Judicial Affairs. Outlined 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 to guide them through the judicial process; Shall be advised of their responsibility to tell the truth before speaking to the charges; May decline to answer questions posed during a hearing. The refusal of the respondent to answer questions shall not be considered as evidence of a violation of the Code. However such refusal may be considered in assessing credibility; Shall be afforded a reasonable witness testimony, relevant evidence and his/her version 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 bring an advisor or Judicial Advocate who may consult with and advise the student/student organization but may not otherwise participate in the hearing process.
• 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 hearing decisions and their 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:
  • All charges of a violating the Student Code of Conduct shall be presented within five (5) business days of the hearing.
  • The time, date and place of the hearing shall be provided in writing to the complainant, respondent or student organization.
  • The Hearing Officer shall consider the evidence presented within the Administrative Fact Finding Report and provided by the hearing with the respondent to determine if a violation of the Student Code of Conduct occurred. The Hearing Officer shall inform both the respondent and the complainant of the decision. If additional time is required to render a decision, the respondent and complainant shall be informed of the decision within five (5) business days of the hearing conclusion. All decisions will be communicated in writing.
  • The respondent and complainant have the right to appeal in cases alleging sexual misconduct.

APPEALS IN TITLE IX SEXUAL MISCONDUCT CASES

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

• Appeals to the President or his/her designee must be based on one or more of the following:
  • Alleged violations of the Administrative Hearing proceedings.
  • 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 decision.
    • 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 an immediate suspension. Students found to have violated the Student Code of Conduct shall be subject to restitution, 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 member of the faculty or staff who has the 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 and/or a representative from the University Title IX Office and Lancaster County District Attorney’s Office of Victim/Witness Services will 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 campus community with easily 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 improve the ease at which individuals can locate sexual and dating violence information at http://www.millersville.edu/sexualviolence/index.php

Important Changes to Crime Reporting

There have been several changes required in the Campus Crime Statistics report due to amendments to the original legislation:

• Two new crime reporting categories have been added – noncampus building or property and noncampus building or property public.
• 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 Campus, Student Residences, Noncampus Building or Property and Public Property.

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 residential 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, and is not within a reasonably contiguous geographic area.

Public 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.

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 provisions relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the CSCPA makes amendments to 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 www.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 from http://www.pameganslaw.state.pa.us/
Missing Persons

Student lifestyles will often result in a situation where no contact is made with parents 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 a campus resident, 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 work together to locate missing students and check on 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 the initial 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 reported missing. Only campus officials authorized under the Higher Education Opportunity Act may have access to the confidential information provided by the student. The University Missing Student Policy will outline 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


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. Persons who have ingested such drugs have also reported 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.
- Get 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 traditional college age category of 17-24. Abuse may take the form of physical or mental acting out behaviors. 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 always 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.cc.lancaster.pa.us/253/Protection-From-Abuse

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.

- 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 shooting, 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 Pete.Anders@millersville.edu or visit www.millersville.edu/police/run-hide-fight which includes the Department of Homeland Security Run-Hide-Fight video.
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.
Millersville University has an Annual Fire Safety Report that is published each October (comparing fire statistics for the previous calendar year) as part of the Annual Security and Fire Safety Report.

The Clery Act requires that the Annual Fire Safety Report include the following information:

- The number of reportable fires
- The cause of each fire
- The number of fire-related injuries caused by each fire
- The value of any property damage caused by each fire

Fire Safety Information

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

**Arson** - Willful or malicious burning or attempting 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 or Dating Abuse** is legally defined as physical or sexual mistreatment of children.

**Dating Violence or Dating Abuse** is defined as any sexual assault, any physical assault, and any stalking committed by a person who is or was in a dating relationship with the victim.

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

**Domestic Violence** - Any sexual assault or any physical assault or any stalking committed by a person who is or was in a dating relationship with the victim.

**Fire Drills** Each on-campus Millersville University owned and operated student housing facility has four total fire drills each year, two per semester. Contact the Director of Environmental Health and Safety Patrick Weidinger at 717-871-4240 for fire drill information for Millersville University owned and operated student housing units. Contact Student Lodging Inc. (SLI) at 717-871-5669 or 717-872-4611 for fire drill information for SLI owned and operated buildings. The Ware Center is not a student housing or residential building and is the responsibility of the PA Office of State Senator J. Yuille. Contact the PA Office of State Senator J. Yuille at 717-872-4611 for fire drill information for Millersville University owned and operated student housing units. Contact Student Lodging Inc. (SLI) at 717-871-5669 or 717-872-4611 for fire drill information for SLI owned and operated buildings.

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

**Robbery** - Taking or attempting to take anything of value from the custody of another person, by force or threat of force.

**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 non-forcible but unlawful sexual intercourse or sex act prohibited by statute, e.g., having intercourse or committing any sex act with a minor.

**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.

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

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**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.
• Highly combustible decorations such as corn stalks and hay bails
• Any device producing an open flame

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

Fire safety education and training programs include fire safety training for all new and current RA’s and GA’s 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/aipp.pdf

In case of a fire, students, faculty, and staff should do the following:
• Pull the fire alarm as soon as you find or suspect a fire.
• Report smoke or flames in campus buildings or on campus grounds by calling 911.
• 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.
• Do not use the elevators.
• 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.

Report vandalized or improperly maintained fire alarms or detection equipment to the Millersville University Facilities Assistant Vice President for Facilities Tom Waltz – 717-871-7245 or the Director of Environmental Health and Safety Patrick Weidinger – 717-871-4240.

Learn the locations of fire exits and fire extinguishers.

Treat every fire alarm as the real thing; evacuate immediately.

Reporting 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 – 717-872-9345
- Millersville Borough Police
  - Chief John Rochat – 717-872-4645
- Student Services Inc.
  - CEO Geoff Beers – 717-871-5898
- Millersville University
  - Director of Environmental Health and Safety Patrick Weidinger – 717-871-4240

Learn the locations of fire exits and fire extinguishers.

Treat every fire alarm as the real thing; evacuate immediately.
Millersville University Addresses

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Adams House, 2 North George St.</td>
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<tr>
<td>Allegheny House, 51 East Frederick St.</td>
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<tr>
<td>Armstrong House, 25 East Frederick St.</td>
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<tr>
<td>Athletic Storage Building (Track shed)</td>
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<td>AIT Building, 40 Brooks Dr.</td>
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<tr>
<td>Bail Hall</td>
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<tr>
<td>Bennett J. Cooper Baseball Field</td>
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<tr>
<td>Bedford House, 12 South George St.</td>
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<tr>
<td>Bohs House, 203 North George St.</td>
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<tr>
<td>Bowman Executive Center, 101 North George St.</td>
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<tr>
<td>Bowman Field &amp; Stadium</td>
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<tr>
<td>Bishop Building, 137 Creek Dr.</td>
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<tr>
<td>Blair House, 100 Creek Dr. (previously bared at 165)</td>
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<tr>
<td>Biger Building, 37 West Frederick St.</td>
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<tr>
<td>Broadstone Hall, 46 East Frederick St.</td>
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<td>Brooks Gym, 40 Brooks Dr.</td>
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<tr>
<td>Brooms Hall, 210 North Prince St.</td>
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<tr>
<td>Byerly Hall (Now Susan P. Lesh Hall)</td>
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<tr>
<td>Cambria House (Ann Street House)</td>
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<tr>
<td>Capote Hall, 40 East Aven.</td>
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<tr>
<td>Carpenter-Train Weight Training Bldg, 40 Brooks Dr</td>
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<tr>
<td>Chester House, 335 North George St.</td>
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<td>Christ Hall, 30 North George St.</td>
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<tr>
<td>Columbia House, 215 North George St.</td>
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<td>Creek Lodge, 166 Creek Dr.</td>
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<tr>
<td>Cumberland House, 2 South George St.</td>
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<tr>
<td>Dauphin House, 19 East Frederick St.</td>
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<tr>
<td>Delaware House, 104 North George St.</td>
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<tr>
<td>Delshire Building, 40 Delshire Rd.</td>
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<tr>
<td>Duncan A. Almone House, 205 North George St.</td>
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<tr>
<td>Dutcher Hall, 61 Garnet Loop</td>
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<tr>
<td>East Village, 210 East Residence Hall Circle</td>
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<td>Wing A – Diasan, 210 East Residence Hall Circle</td>
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<td>Wing B – Hall, 210 East Residence Hall Circle</td>
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<tr>
<td>Wing C (pre) – TBD at a later date</td>
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<tr>
<td>Fronette G. McNary Library &amp; Learning Form, 3 North George St</td>
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<td>Franklin House, 6 North George St.</td>
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<td>Fulton House, 4 South George St.</td>
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<tr>
<td>Gatlier Hall, 23 East Frederick St.</td>
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<td>Gardner Hall, 40 James St.</td>
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<td>Hau Building, 37 North George St.</td>
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<td>Huntingdon Hall, 4 South George St.</td>
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<tr>
<td>Jefferson Hall, 504 West Cottage Ave.</td>
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<tr>
<td>Jornda Hall, 139 North George St.</td>
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<tr>
<td>Lancaster Hall, 40 West Cottage Ave.</td>
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<tr>
<td>Lebanon Hall, 237 North George St.</td>
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<tr>
<td>Leigh Hall (formerly Gilbert Hall)</td>
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<tr>
<td>Lombard's Welcome Center (currently under construction)</td>
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<tr>
<td>Suzanne House, 14 South High School Ave.</td>
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<tr>
<td>Lyle Hall, 40 Dilworth Rd.</td>
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<td>MacCunssey Hall, 41 East Frederick St.</td>
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<tr>
<td>Mcmurich House - 28, 28 West Cottage Ave.</td>
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<td>Mccarn House - 30, 20 West Cottage Ave.</td>
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<tr>
<td>Miffin House, 220 North Prince St.</td>
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<tr>
<td>Montgomery House, 101 Creek Dr. (previously bared at 160)</td>
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<tr>
<td>Montour House, 10 South George St.</td>
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<tr>
<td>Nichols House, 10 Creek Dr.</td>
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<tr>
<td>North Prince Street Parking Garage</td>
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<td>Northampton House, 40 West Cottage Ave.</td>
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<tr>
<td>Northumberland House, 219 North George St.</td>
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<tr>
<td>Osburn Hall, 40 East Frederick St.</td>
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<td>Palmer Building, 53 Creek Dr.</td>
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<td>Perry House, 18 East Frederick St.</td>
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<td>Philadelphia House, 44 West Frederick St.</td>
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<tr>
<td>Pike House, 227 Cove Dr.</td>
<td></td>
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<tr>
<td>Potter House, 218 North Prince St.</td>
<td></td>
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<tr>
<td>Pucillo Gym, 100 Pucillo Dr.</td>
<td></td>
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<tr>
<td>Pucillo Soccer Field Pressbox, 101 Pucillo Dr.</td>
<td></td>
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<tr>
<td>Pucillo Softball Field (New Softball Softball Field)</td>
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<tr>
<td>Pump House, 43 West Frederick St.</td>
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<tr>
<td>Rodney Gym, 210 East Frederick St.</td>
<td></td>
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<tr>
<td>Rodney Science Center, 203 North George St.</td>
<td></td>
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<tr>
<td>Salt Storage Building, 157 Creek Dr.</td>
<td></td>
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<tr>
<td>Schryfoll House, 22 West Cottage Ave.</td>
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<tr>
<td>Semenovet Hall, 245 North George St.</td>
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<tr>
<td>South Village Suites, 125 Centennial Drive</td>
<td></td>
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<tr>
<td>Wing A – Holmes, 120 Centennial Drive</td>
<td></td>
</tr>
<tr>
<td>Wing B – Lehanth, 14 South George St.</td>
<td></td>
</tr>
<tr>
<td>Wing C – Fearfo, 155 Centennial Drive</td>
<td></td>
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<tr>
<td>Wing D – Burrows, 120 Centennial Drive</td>
<td></td>
</tr>
<tr>
<td>Wing E – Benchmark South Tower Suite Lobby at South Village</td>
<td></td>
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<tr>
<td>Stadium Storage Building - Hall</td>
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<tr>
<td>Student Memorial Center, 1 South George St.</td>
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<tr>
<td>Succarauhsa Hall, 18 East Frederick St.</td>
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<tr>
<td>Susan P. Lesh Hall (former Byerly Hall)</td>
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<tr>
<td>Switchgear Building (old Electrical Substation)</td>
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<tr>
<td>Tanger House - President's Residence</td>
<td></td>
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<tr>
<td>The Shops, 1 Garver Loop</td>
<td></td>
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<tr>
<td>Tung Pole Barn, 15 Creek Drive, near</td>
<td></td>
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<tr>
<td>Tracy Barn, 43 West Frederick St.</td>
<td></td>
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<tr>
<td>The Ware Center (Downtown Lancaster)</td>
<td></td>
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<tr>
<td>Washington House, 9 South Prince St.</td>
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<tr>
<td>Water Tower, 168 West Cottage Ave.</td>
<td></td>
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<tr>
<td>West Village Suites, 83 West Residence Hall Circle</td>
<td></td>
</tr>
<tr>
<td>Wing A - Gilbert, 83 West Residence Hall Circle</td>
<td></td>
</tr>
<tr>
<td>Wing B - Langel, 83 West Residence Hall Circle</td>
<td></td>
</tr>
<tr>
<td>Wing C - Griffy - TBD at a water date</td>
<td></td>
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<tr>
<td>Wickersham Hall, 41 Dilworth Rd.</td>
<td></td>
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<tr>
<td>Winter Visual &amp; Performing Arts Center</td>
<td></td>
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<tr>
<td>Wireless Building, 8 West Cottage Ave.</td>
<td></td>
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<tr>
<td>York House, 418 West Cottage Ave.</td>
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<tr>
<td>Zach House, 88 West Cottage Ave.</td>
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</tr>
</tbody>
</table>

Important Telephone Numbers

Area code 717

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

Millersville University Police (24 hours a day)                    ............................................................................. 911
Business and from off-campus..............................................  ext. 4357
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) (Lancaster 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, Lancaster, PA 17601
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 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.