2019 Annual Security and Fire Safety Report
Prepared by the Department of Campus Security
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FROM THE DIRECTOR OF CAMPUS SECURITY – ANDREW PowELL

Safety and security at Elizabethtown College is a shared responsibility. Clearly the best protection against campus crime is an aware, informed and alert campus community; students, faculty and staff who use reason and caution; and a strong, visible Campus Security presence.

The vast majority of our students, faculty, staff and visitors never experience crime at Elizabethtown College. However despite our best efforts, crimes do occur. The men and women of the Elizabethtown Campus Security Department are committed to maintaining a safe and secure campus by providing a contemporary and professional public safety service with a strong emphasis on customer service. The hallmark of our service is a commitment to the principles of honor, integrity, discipline, trust and dedication. Concerns, questions or comments about our department, federal or state law or Elizabethtown’s compliance with these laws, can be addressed to the Director of Campus Security at 717.361.1438.

The information contained in this Annual Security and Fire Safety Report is available to new and prospective students and employees as well as their families, all current members of the campus community and to the general public. We are committed to campus safety and security in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (the Clery Act) and the Pennsylvania Uniform Crime Reporting Act (UCR).

INTRODUCTION

Elizabethtown College, located in historic Lancaster County, Pennsylvania, is a private coeducational institution offering more than four dozen liberal arts, fine and performing arts, science and engineering, business, communications and education degrees. Through personal attention, creative inspiration and academic challenge, Elizabethtown College students are encouraged to expand their intellectual curiosity and are given the opportunity to become a bigger part of the world through experiential learning—research, internships and study abroad. Elizabethtown College’s overall commitment to “Educate for Service” is fulfilled as students develop intellectually, socially, aesthetically and ethically for lives of service and leadership. Visit www.etown.edu for more information about Elizabethtown College.

Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Enrollment: For the 2018-2019 academic year, Elizabethtown College enrollment was 1,585 undergraduate students students and 46 graduate students. There were 1,351 undergraduate students living in student housing. The College employs 444 full time staff and faculty members. The Campus is comprised of 56 buildings situated on 211 acres in the Borough of Elizabethtown and Mount Joy Township.
The Elizabethtown College 2019 Annual Security and Fire Safety Report was prepared by the Director of Campus Security, Andrew Powell (717.361.1438, powella@etown.edu) and the Assistant Director of Campus Security, Dale Boyer (717.361.1439, boyerda@etown.edu) and reviewed by the Elizabethtown College Clery Committee comprised of the Vice President for Student Life, Director of Community Living, and Executive Director of Marketing and Communications to be in compliance with the Pennsylvania College and University Security Information Act (May 26, 1988, P.L. 448, No. 73; PA Leos. Serv. Act 1994-87), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Public Law 101-542), and the Violence Against Women Reauthorization Act of 2013 (Public Law 113-14).

Each institution of higher education in the Commonwealth of Pennsylvania is required to annually publish specific data relating to the number per capita rate of certain types of crime reported to have occurred at the institution, and the security measures that are in place to reduce the risk of criminal victimization for members of the community. Additionally, this report addresses requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Elizabethtown College’s Clery Committee collaborates throughout the summer and early fall to review appropriate resources from the Clery Center, develop an outline for the report, evaluate and revise report content as needed, and publish the report no later than October 1.

In compliance with these requirements, Elizabethtown College offers the following information to all current and prospective students, employees and applicants. The annual report containing crime statistics and policy statements can be obtained by:

- MAIL: Send requests to Elizabethtown College, Campus Security, One Alpha Drive, Elizabethtown, PA 17022
- PHONE: 717.361.1264
- E-MAIL: Direct inquires to security@etown.edu

THE DEPARTMENT

The Elizabethtown College Department of Campus Security is a multi-service agency that provides safety, security, fire prevention, crime prevention, and emergency management on the Elizabethtown College campus 24 hours a day, seven days a week. The Campus Security Department is part of the division of Student Life. The Director reports to the Vice President for Student Life. Campus Security staff are non-sworn personnel holding the ranks of Director, Assistant Director, Lieutenant/Shift Supervisor, Dispatch Supervisor, Officer, Communication Dispatchers, and Locksmith. Campus Security additionally employs a contingent of student patrol officers or SPOs, who supplement Campus Security operations by performing basic security functions including foot patrol, escorts, building checks, and special event
security. The department works closely and cooperatively with federal, state and local agencies, as well as all on-campus offices, regarding problems of mutual concern. Campus Security also serves a variety of other functions including responding to all medical emergencies, alarms, parking enforcement and providing information to college guests and visitors. The Campus Security office is located at 605 South Mount Joy Street, directly across from the Office of Community Living. For more information please visit the Campus Security website www.etown.edu/offices/security/.

GOALS

Our commitment is to improve the quality of life for all those who come to our campus. Conflict resolution is our primary goal, accomplished through mutual cooperation and understanding; or, when necessary, through the imposition of administrative or other sanctions. Inherent in the application of these sanctions is that such actions shall align with College mission and values, policies and established protocol.

CAMPUS SECURITY MISSION STATEMENT

Elizabethtown College Campus Security Department’s mission is to foster a safe and secure environment, which supports the College’s motto of “Educate for Service”, while encouraging moral and intellectual growth. Campus Security achieves this by promoting safety through educational programming, and working with other departments and members of campus to maintain a safe environment which nurtures learning and intellectual growth.

ENFORCEMENT AUTHORITY AND JURISDICTION

Campus Security is responsible for providing security services for the Elizabethtown College campus. Campus Security Officers are non-sworn security officers for Elizabethtown College and have no official powers of arrest. Campus Security investigates reports of campus incidents for administrative purposes as it relates to campus student conduct processes and employee personnel matters. Campus Security’s patrol and enforcement jurisdiction is limited to the on campus areas reflected in the Campus Map in Appendix A (page 91). Campus Security does not routinely patrol areas off-campus or areas not under the ownership or control of Elizabethtown College. Crimes occurring on campus may be investigated for possible criminal prosecution by the Elizabethtown Police Department or the Northwest Regional Police Department.

WORKING RELATIONSHIPS WITH OTHER LAW ENFORCEMENT AGENCIES

The Director of Campus Security serves as Elizabethtown’s liaison with local, state and federal law enforcement officials and emergency management agencies to include Elizabethtown Police Department, Northwest Regional Police Department, Pennsylvania State Police, and Elizabethtown Fire Department. Campus Security has a Memorandum of Understanding (MOU) with the Elizabethtown Police Department concerning the response to and investigation of sexual assault reports. While there are no formal MOUs with other agencies, the Director of Campus Security works with local law enforcement through formal and informal meetings,
Borough-College meetings, and the like. Work with State police is much more limited and as such, is done on an as needed basis.

OFF CAMPUS CRIME

There are no student organizations officially recognized by the institution who own or control property off campus, and as such, the College does not monitor criminal activity by students off campus. If a law enforcement agency is contacted about criminal activity off-campus involving Elizabethtown College students, that agency may notify Campus Security. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of Community Living.

REPORTING CRIMES AND OTHER EMERGENCIES

Students, faculty, staff, and guests are encouraged to immediately report any suspicious activity, public safety concern, illegal activities or violations of College policy to Elizabethtown College Campus Security. This department has primary responsibility for responding to and investigating safety and security concerns on campus. Criminal incidents or other issues occurring off campus may also be reported directly to the Elizabethtown Police Department or Northwest Regional Police Department. The College encourages accurate and prompt reporting of all crimes to either Campus Security or the local police agencies when the victim elects to, or is unable to, make such a report.

Campus Security responds to all reports of crimes and/or emergencies that occur on campus or at an off-campus college-controlled (owned, operated or leased) location within Elizabethtown Borough or Mount Joy Township. Campus Security Dispatch operates 24 hours a day, 365 days a year. Professional staff uses modern technology to keep abreast of crime reported directly to Campus Security and to the Lancaster County 911 Center. The Campus Security Dispatchers maintain communications with all area local police departments, such as Elizabethtown Police and Northwest Regional Police, and area fire and emergency management agencies. All students, faculty and staff are encouraged to program the Campus Security Emergency telephone number 717.361.1111 into their cell phones in case of an emergency.

To report a crime, emergency or other public safety concern:
• Call Campus Security at 717.361.1111 or Ext. 1111 for any on-campus emergency.
• Report in person to Campus Security located at 605 South Mount Joy Street, Elizabethtown, PA.
• Report in person to the Elizabethtown Police Department located at 600 South Hanover Street, Elizabethtown, PA, 717.367.6540.
• Submit a report using the Elizabethtown College ECTipline. By phone at 855.696.1899, by website at https://www.reportlineweb.com/Welcome.aspx?Client=etown or by sending a letter specifically addressed to The Network, Inc. c/o Elizabethtown College, 333 Research Court, Norcross GA. USA 30092
• Use one of the “Blue Light” Campus Security phones located throughout campus to make an immediate call to Campus Security Dispatch for emergency assistance. After establishing
the phone connection with Campus Security, a Campus Security Officer will be dispatched to the blue light location.

- Use the free mobile app LiveSafe to submit information for non-emergency concerns.
- **Off campus**, call 911 for immediate assistance.

**COLLECTION AND ANALYSIS OF CRIME INFORMATION**

Campus incident reports are reviewed by the Director of Campus Security who in turn makes the final determination regarding Clery and Uniform Crime Report crime classification. A record of the classification process is maintained in the Department of Campus Security.

On a monthly basis, the Director and Assistant Director of Campus Security meet with the Office of Community Living to review all disciplinary referrals related to drugs, alcohol, and/or weapons law violations.

The College formally solicits crime report information from appropriate external agencies including the Elizabethtown Police Department and the Northwest Regional Police Department in August. The Director of Campus Security contacts local law enforcement throughout the year to obtain timely updates that may assist in campus investigations and prevention programming.

**Campus Security Authorities** are required to immediately report any information related to potential criminal activity to Campus Security. The Campus Security department surveys Campus Security Authorities once a year to collect unreported data.

**CAMPUS SECURITY AUTHORITIES RESPONSIBLE FOR REPORTING CRIMINAL ACTIVITY (CSA)**

As required by the Clery Act, colleges and universities must annually compile and publish crime, fire and security information about their campuses. Under this law, “Campus Security Authorities” are mandated to report crimes brought to their attention for inclusion in Elizabethtown’s Annual Security and Fire Safety Report. Campus Security Authorities include, but are not limited to, Elizabethtown College employees with **significant responsibility for students or campus activities**. Campus Security Authorities are required to notify the Campus Security Department when they receive information about a crime that has occurred on campus.

**LIVESAFE PERSONAL SAFETY APPLICATION**

LiveSafe is a mobile application that empowers users to share safety concerns, suspicious activity, sexual assault, and other crime by turning their smartphones into powerful personal safety tools. LiveSafe facilitates discreet and risk-free bystander intervention by community members through information sharing with Campus Security. Through iPhone and Android devices, users can report GPS-tagged information with added
pictures, video, and audio clips. Campus Security Officers are able to respond to users using a
real-time two-way chat, or investigate further using the information submitted by the users.
Using the GoSafe feature of the LiveSafe app, individuals can "virtually escort" each other and
monitor each other's location on a real-time map. Simultaneously, SafeWalkers can chat with
one another or call 911 in-app if needed. Additionally, users can conveniently access essential
safety resources and info, including a map with crime data and safety locations. LiveSafe is free
and available to use for all faculty, staff, students, and parents.

JUST IN CASE MENTAL HEALTH RESOURCES APPLICATION

Counseling Services set up the Just in Case app for
Elizabethtown College in Fall Semester 2018. The purpose of the
app is to share information with students, faculty and staff about
mental health resources (both crisis and non-crisis) and wellness
strategies (such as anxiety and mood management apps and self-
care approaches). The app is available for free in Android and
IOS stores, and you can also use the following short code:
bite.ly/etownjic

VOLUNTARY CONFIDENTIAL REPORTING

The College does not provide a confidential reporting option for Campus Security Authorities.
For violations of the College Sexual Misconduct Policy, the Title IX Coordinator may evaluate
requests for confidentiality (see page 42 of this report).

Students may make confidential reports to Pastoral Staff (Chaplins) and staff counselors
working within Counseling Services. Employees may make a confidential report to Pastoral Staff
(Chaplins) or the Employee Assistance Program.

- **College Counselor** is available to students 24/7 - Call 717.361.1405 to request a
  confidential counseling appointment or call Campus Security after hours at
  717.361.1111 to request confidential support.
- **Employee Assistance Program Counselor** is available to employees 24/7. Call
  1.800.386.7055 to request a confidential counseling appointment. Employees are
  eligible to receive three individual counseling sessions with a local provider at no
  charge to the employee.
- **College Chaplain and Assistant Chaplain (clergy)** are available to both students and
  employees during regular college business hours for confidential consultation. Call
  717.361.1260.

If and when they deem appropriate, Counselors and Chaplins are encouraged to inform the
persons they are counseling of procedures to report crimes on a voluntary, confidential basis;
including using the options as described below.
The College provides an anonymous, confidential reporting option through the ECTipline. Community members can submit a report by phone at 855.696.1899, by website at https://www.reportlineweb.com/Welcome.aspx?Client=etown or by sending a letter specifically addressed to The Network, Inc. c/o Elizabethtown College, 333 Research Court, Norcross GA. USA 30092. The tipline offers several different language selections with interpretation back to the reporter. In addition, with each complaint submitted by telephone or web intake, a reporter is given a code number. Reporters can use this code to retrieve status reports concerning on-going investigations into their complaint. While anonymous reporting is available through this service, the College’s ability to investigate and appropriately address allegations of misconduct will be significantly limited.

The ECTipline is a confidential toll-free and web-assisted reporting method for students and employees to report known or suspected misconduct or violations outside of current normal reporting procedures.

Anonymous reporting is optional for students and employees who do not want to provide personal information when filing a report through the ECTipline. To insure anonymity, the College has contracted with The Network, an outside service provider, to manage its compliance tipline. Upon receipt of a call, The Network forwards the information to the respective college staff members who will determine an appropriate response. Individuals may also choose to send a letter, anonymously if desired, specifically addressed to The Network as an alternate reporting option. At no time will the College or The Network agency try to determine who submitted information through the tipline.

The ECTipline is another Elizabethtown College campus-wide commitment to proactively responding and addressing incidents of bias, discrimination, crime, misconduct, or violation of policy that impact our campus. Creating and maintaining an inclusive and ethical campus community requires the efforts of everyone on our campus. Regardless of when, where, and how such instances occur, students and employees have the ECTipline available as a safe and secure process for reporting.

Students, faculty, and staff also have the option of submitting an anonymous report of a crime through the LiveSafe app.

When anonymous reports are received, either through a confidential reporting employee, through the ECTipline, or through LiveSafe, that information, as necessary, will still be used in disclosure of crime statistics and in notifications to the campus community. In both situations, information that may identify the victim or reporting person will not be disclosed.

**DISPOSITIONS OF DISCIPLINARY PROCEEDINGS**

The Department of Campus Security works collaboratively with the Office of Community Living to uphold the Student Code of Conduct. College jurisdiction relative to the enforcement of the Student Code of Conduct includes behavior (1) that occurs on college premises, in online learning communities or other activities via college-owned networks/ servers, (2) that occurs at college-sponsored or college-supervised programs and events regardless of location, (3) that
occurs off college premises when the behavior may adversely affect the Elizabethtown community or its reputation, including but not limited to violations of the Elizabethtown College Alcohol and other Drug Policy, or (4) which relates to any facet of the relationship between Elizabethtown College and the student.

The College may pursue disciplinary action against a student at the same time the student is facing criminal charges even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. The Student Code of Conduct shall apply where conduct occurs before classes begin, during breaks and when student conduct is discovered after the degree is awarded.

The College may publicly release the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses (including rape, fondling, statutory rape, and incest), assault, destruction/damage/vandalism of property and kidnapping/abduction. Upon request, the College will release this information to the alleged victim, or next of kin if the victim is deceased, in any of these offenses regardless of the outcome.

CRIMINAL CONVICTIONS AND IMPLICATIONS FOR FEDERAL STUDENT AID

By law, some students who have drug-related or sexual offense convictions under any federal or state law may be ineligible for federal student aid. According to the law, if you are convicted of a drug-related offense during a period of enrollment for which you are receiving federal student aid, you may face these restrictions:

For possession of illegal drugs, you are ineligible for Federal student aid from the date of conviction (not arrest) for:

• 1 year for a first offense
• 2 years for a second offense
• Indefinitely for a third offense

For selling or conspiring to sell illegal drugs, you are ineligible for Federal student aid from the date of conviction (not arrest) for:

• 2 years for a first offense
• Indefinitely for a second offense

If a student loses federal student aid eligibility due to a drug conviction, the College will provide written notice describing the ways in which the student can regain eligibility.

A student cannot receive a Pell Grant if the student is subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI’s Uniform Crime Reporting Program).
For information about specific legal implications, please consult the US Department of Education Federal Student Aid webpage.

ACCESS TO AND SECURITY OF CAMPUS FACILITIES/RESIDENCE HALLS

While Elizabethtown College is a private institution, the campus is generally open to the public. The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8:30 am to 5:00 pm, except holidays), and are typically secured during the late evening hours, depending upon special event scheduling and community usage. Designated 24-hour academic buildings are typically secured from 10:00 pm to 6:00 am each night, and access is gained to these buildings via Campus Security issued I.D. card, which is operated and managed by Campus Security.

Currently residence hall buildings are secured by card access systems 24 hours a day, 7 days a week, with the exception of Move-In Day and Commencement when the buildings are open to accommodate for increased pedestrian traffic. Access is granted to buildings by use of a Campus Security issued I.D. card. Access to residence halls is restricted to Elizabethtown College students, registered guests and authorized staff. Residential students may enter any residence hall using their I.D. card from 9:00 am to 12:00 am, but have 24/7 access to their assigned residence hall. Campus Security officers regularly patrol the interiors and exteriors of all campus facilities, buildings, and residence halls.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Members of the campus community are encouraged to report equipment problems to Campus Security or Facilities Management by calling 717.361.1408 during normal business hours, 717.361.1264 after hours, submitting a workorder online, or submitting a tip using the LiveSafe app. Campus Security regularly partners with the College’s Safety Committee in conducting lighting and security audits of campus.

COLLEGE GUESTS AND VISITORS

Guests: A guest of Elizabethtown College is defined as any non-Elizabethtown College student visitor who enters a residential facility or attends a college event not open to the public.

Elizabethtown College students who sponsor a guest must accept full responsibility for the guest’s behavior. If the guest violates the Student Code of Conduct or other College policies, the student host will be held responsible. A student must have approval from any and all roommates prior to inviting a guest. A student’s privilege to have a guest is, in all cases, superseded by the roommate’s right to the uninterrupted use of the room. Overnight guests are permitted to stay a total of three nights during a one-month period. Students are limited to two guests per room at a time.
Guests from off campus must be at least 18 years of age or enrolled at a college or university. Students may petition the Office of Community Living for special permission to host a guest who does not meet these criteria; however, **under no circumstances will a guest under the age of 16 be approved.** This petition must be made in person by the EC student host to the Director of Community Living at least three days in advance of the visit. (Note: Prospective students will be registered for visits through the Office of Admissions. Hosts of prospective students are required to follow the specific guidelines for the overnight visit as outlined by the Office of Admissions.)

**Guest Registration and Guest Pass:** All guests must obtain a Guest Pass. **To obtain the Guest Pass, the guest must show a valid photo ID (valid college/university photo ID, driver’s license or other government issued ID) to the Campus Security Dispatcher.** The Director of Community Living approves all guests under the age of 18 who are not enrolled in a college or university. This registration must be completed in advance as described above.

Guests are required to carry the Guest Pass with them at all times while on campus and to show their passes when requested. The guest pass must be presented in order to attend any campus event not open to the public.

Guests may be asked to leave campus at any time by any Student Life or Campus Security staff member.

**Visitors:** A student visitor is defined as any current Elizabethtown College student (commuter or resident, full or part-time) who visits or stays overnight in a residence hall to which he/she has not been assigned.

A current EC student who wishes to visit or stay overnight in a residential facility other than the one to which he/she is assigned, must also register with Campus Security. A valid Elizabethtown College ID must be presented to Campus Security in order to obtain a guest pass. A student must have approval from any and all roommates prior to inviting a visitor. A student’s privilege to have a visitor is, in all cases, superseded by the roommate’s right to the uninterrupted use of the room.

Current EC students visiting residence halls must be escorted by the host student and, after midnight Sunday through Thursday or after 2:00 a.m. other nights, they must be registered as an overnight visitor. Overnight EC student visitors are permitted to stay a total of three nights during a one-month period.

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

Elizabethtown College sponsors a variety of educational programs that seek to raise awareness of personal safety and crime prevention strategies.

- **Blue Jay Community Talks** Designed to introduce students to community standards, with a focus on responsible alcohol decisions and bystander intervention. The Blue Jay Community Talks program is offered to all first-year students during Orientation.
• **Stand Up and Speak Out to Prevent Sexual Assault:** Designed to introduce students to reporting procedures, discussions on consent, bystander intervention techniques and risk reduction strategies that is offered to all first-year students during Orientation.

• **Rape Aggression Defense System (RAD) For Women.** RAD consists of a 12-hour program that teaches awareness, prevention, risk reduction and avoidance while progressing to the basic of more hands-on defense training and is available to all female students and employees. Certified RAD instructors teach defense concepts and techniques against various types of assaults by utilizing Risk Reduction/Avoidance strategies and effective and proven physical defense skills. The RAD program is offered several times each semester either through student leaders such as R.A.s or Peer Mentors or as advertised open classes.

• **Drug & Alcohol Abuse Awareness** These programs address risks associated with the use of alcohol and other drugs. E-Chug, E-Toke and BASICS (substance abuse screening tools) are offered as needed. CHOICES is offered to students three times a semester, and Skills for Life classes are offered to students once a semester. Students also have access to an AOD counselor in Counseling Services. Students may engage with this individual independently or may be sanctioned for an AOD assessment through the Office of Community Living. Prior to arriving to campus, all students must complete pre-orientation programing related to alcohol use and sexual misconduct. For more information contact the Office of Community Living.

• **ALICE Active Shooter Response** The ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Program is an active shooter response that empowers and authorizes students and employees to make informed decisions in order to increase their chances of survival in the event of an active shooter. ALICE is offered once a month during the semester in open sessions, or by request by any office, club, department, or class.

• **First Aid/CPR/AED Classes** Campus Security provides American Red Cross First Aid/CPR/AED instruction. Anyone interested in should contact Cyndi Young in Campus Security. Classes are available to all students and employees on a request basis.

During new student and employee orientations and at least twice a semester, students and employees are informed of services or programs offered by individual departments across the college. These presentations provide information on subjects such as personal safety, bystander intervention, student housing security, and fire safety with the Elizabethtown Fire Department. The common theme is crime prevention and safety awareness.

**SAFETY TIPS**

There are a number of simple and effective actions that everyone can take to minimize their risk of becoming a victim. These include:

- Keep your door locked, even if you are leaving for only a few minutes or are going just down the hall.
- Do not leave property unattended.
- Don’t leave valuables in plain sight in your vehicle. Store them in the trunk or other compartment.
- Avoid walking in dark or poorly lit areas.
- Have your keys ready as you approach your residence or car.
- If you believe you are being followed, call Campus Security at 717.361.1111, use a Blue Light emergency phone, or contact Campus Security through the LiveSafe App.
- Make a plan with friends before going out to parties and events.
- Use the SafeWalk feature of LiveSafe to virtually escort friends and roommates.
- Always be aware of your surroundings and follow your instincts.

EDUCATION OF MEMBERS OF THE CAMPUS COMMUNITY – CRIME PREVENTION, SECURITY AWARENESS, FIRE SAFETY, ALCOHOL AND OTHER DRUGS

Members of the Elizabethtown College campus community are encouraged to be responsible for their own personal safety and security, and the personal safety and security of other members of the community. At new student orientation, students are provided with information related to personal safety, sexual misconduct, and fire safety. Members of Campus Security conduct crime prevention and general security and safety awareness presentations when requested.

PREVENTION OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Prevention of the conduct prohibited by this Policy requires a commitment from all members of the campus community in order to foster and maintain an optimal environment for learning and development. Elizabethtown College, the Division of Student Life and the Office of Human Resources promote a campus climate in which individuals will use their best judgment to assist with situations if it is safe to do so. It is our goal to create a caring and responsible community. To assist in supporting this type of community, the following suggestions are provided.

- Active bystanders are those who address biased and/or sexist attitudes and beliefs to challenge behaviors that support sexual violence. The College supports active bystanders.
- Avoid being a passive bystander to situations which could potentially evolve into sexual misconduct. Pay attention to the verbal and non-verbal signals of those around you and intervene in situations where a friend or acquaintance may be at risk for assault.
- Simply checking in with someone can interrupt the potential for something bad happening. Ask yourself, “If I were in this situation, would I want someone to help me?”
- Encourage your friends to show respect for others by respecting their boundaries, physical and otherwise. This includes a personal decision to be alcohol-or drug-free.
- Know that if a person is drunk to the point of incapacitation, the individual cannot consent to sex.
- Keep campus emergency numbers in your cell phone, tablet, or other device and call for help.
- Make a report of the incident by contacting Campus Security or using the online incident report form, the ECTipline, available on the Campus Security homepage.
SEXUAL MISCONDUCT PREVENTION AND EDUCATIONAL PROGRAMMING

Elizabethtown College prohibits sex discrimination, sexual misconduct, sexual exploitation, stalking, domestic violence and dating violence and offers educational programming and awareness campaigns to various groups such as: all college personnel; incoming and returning students; Resident Assistants and other student leaders.

Educational programming and awareness campaigns that will address matters such as: a definition of what constitutes sexual harassment and sexual misconduct both under the Sexual Misconduct Policy and locally in Pennsylvania (including sexual assault, sexual exploitation, consent, domestic violence, dating violence, and stalking), what to do if assaulted, an explanation of the Sexual Misconduct Policy, how to file charges within the College discipline system and/or with the local police department, campus community resources to assist both the Complainant and the Respondent, and bystander intervention and risk reduction techniques.

Educational programming and awareness campaigns may also address matters such as: the causes of sexual harassment, myths involved with sex harassment, the relationship between sexual harassment, dating violence and alcohol use, the nature of a rape examination, and men’s issues and sexual assault.

Educational programming occurs on a regular basis, and at least annually for all employees including faculty, staff and seasonal employees. Specialized resources and training are available for summer program staff, study abroad and international student orientation. Ongoing educational programming occurs throughout the academic year for all students with special emphasis and targeted training for new student orientation and residence hall programming.

Educational programs at Elizabethtown College are culturally relevant, inclusive, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. Topics that can be covered are: consent, bystander training and intervention, reporting, alcohol awareness, and dating violence prevention.

Some examples of our programming efforts include:

- Pre-Orientation Prevention modules: Prior to arriving for orientation, all first-year students and transfer students must complete online modules related to alcohol use and sexual misconduct.
- Silent Witness display (http://www.silentwitness.net/) held during Domestic Violence Awareness Month in October, encourages members of the campus community to honor lives lost due to domestic violence, promote awareness, provide education about healthy versus unhealthy relationships and share both campus and local resources for individuals seeking assistance.
• C.A.R.E. about Consent is a 3 day event during the 1st week of the fall semester which includes interactive activities to teach students and employees about the definition of consent and how to obtain consent.

• \textit{“It’s On Us”} pledge promotion: Encourages students and employees to take the “It’s on Us” pledge to be an active bystander and end violence against women. In addition, "It's On Us" is an active student club on campus advocating for consent, and an end of domestic/sexual violence by providing awareness/education with regular events on campus. The club's advisors are part of the Title IX Office.

• \textbf{ESCALATION} workshops: Through viewing a short film and then participating in a facilitated discussion, this workshop helps in identifying and preventing dating violence,

• Active Bystander workshops, which teach students and employees techniques and strategies to safely and effectively intervene in situations related to interpersonal violence, harassment, or bullying.

These programs are available for students, faculty, and staff members of Elizabethtown College. This is not an exhaustive list, but a sample of educational program topics. For more information about educational programming, please contact the Title IX Coordinator.

\textbf{ALCOHOL AND OTHER DRUG EDUCATION}

The College takes seriously its responsibility to educate students regarding the effects, uses, and abuses of alcohol or other drugs. The College offers programs and services intended to help students and employees make healthy decisions. In addition, as part of the Drug Free Schools and Communities Act (DFSCA), the College regularly monitors the patterns of alcohol and other drug use in order to provide the community with accurate information. The Committee on Alcohol Regulations and Education is responsible for reviewing college AOD policy and statistics and utilizes the DFSCR checklist to complete a biennial report (even years). A copy of the Drug Free Schools and Communities Act Report can be obtained from the Office of Student Life. Students are encouraged to participate in educational programs facilitated by Student Wellness and the Office of Community Living.

Educational programs include but are not limited to:

• First-year Student Orientation programs such as \textit{Blue Jay Community Talks}, a workshop that includes information about making good decisions about alcohol or other drug use.

• Student Wellness – Alcohol and other drug activities are provided throughout the year: National Collegiate Alcohol Awareness Week; Alcohol Awareness Month programming, Social Norming programs, Great American Smokeout, Blue Jays Flock Together, etc.

• Toilet Talks and Stall Street Journals - monthly one page 'newsletter' posted in the restrooms of residence halls and academic buildings. Topics include: campus resources, facts re: Alcohol and other drugs, sexual violence, domestic violence, consent, campus security, campus resources and awareness months

• BASICS – (Brief Alcohol Screening & Intervention of College Students) Students may choose to meet with a staff counselor to examine alcohol or other drug use in a
judgment-free two-session process. Fee is waived if student voluntarily elects to participate.

- **CHOICES** – Students may choose to attend a 90-minute, alcohol abuse prevention and harm reduction session. Students are presented with educational information, and are encouraged to reflect in a personal journal on what they have learned as it relates to their choices about drinking. Fee is waived if student voluntarily elects to participate.
- **E-CHUG** is a free 15-minute online, personalized and confidential, brief alcohol screening.
- **E-TOKE** is a free 15-minute online, personalized and confidential, brief marijuana screening.
- **Student Skills for Life Classes** – A three-session interactive alcohol/drug education class held on campus. The fee is waived if student elects to enroll.
- **Alcohol/Drug Assessment** with a college staff counselor, which requires two sessions. The fee is waived if student voluntarily elects to participate.
- **360° Proof** – A collaborative partnership between NCAA Division III and NASPA Small Colleges and University Division that provides resources for effective alcohol and drug education for all students.

**VIOLENCE PREVENTION**

Elizabethtown College provides a variety of ways for students, faculty and staff to pass on information about a person who they are concerned may be on a path toward violence so that a prompt safety assessment and response will occur. Below is a list of support resources available to assist students at Elizabethtown College who are experiencing behavioral and/or personal concerns in either a crisis or a non-crisis situation. Assisting students in non-crisis situations can help prevent the potential for violence from developing.

**CAMPUS SECURITY**

Call the 717.361.1111 crisis number (24/7) or the 717.361.1264 non-crisis number, or use the LiveSafe app, to pass on concerns and elicit an immediate safety response from Campus Security. As indicated, Campus Security will collaborate with Student Life offices such as Residence Life and Counseling Services to facilitate a safety assessment and response. When indicated, Campus Security will collaborate with community organizations such as the Elizabethtown Police.

**COUNSELING SERVICES**

If a student is in an **EMERGENCY** state where they might harm themselves or others, then you need to talk to someone NOW. Call one of these numbers:

1. **Counseling Services**: 717.361.1405, BSC 216 (Monday through Friday 8:30 am to 5:00 pm, we will respond as needed to a crisis)
2. **Campus Security**: 717.361.1111 (24/7 number) (You can reach the On-Call Counselor after hours)

3. National Suicide Prevention Lifeline – 1.800.273.TALK (1.800.273.8255) (24/7 number)

4. National Crisis Text Line by texting HOME to 741-741 (24/7 number)

All mental health issues are important, and students deserve help and support no matter the urgency. If the student is having trouble but it is not an immediate emergency:

- The student can call **Counseling Services** at 717.361.1405, or stop by our office in BSC 216, to make an appointment with one of our licensed Counselors or access our urgent walk-in services. Feel free to visit the Counseling Services web site for additional information about our services and programs: [https://www.etown.edu/offices/counseling/index.aspx](https://www.etown.edu/offices/counseling/index.aspx)

- Faculty and staff members can pass on information about a student they are concerned about, or request consultation about how to assist a student, by contacting Counseling Services staff at 717.361.1405, or stopping by our office in BSC 216.

- Access our **Just in Case app** to learn information about mental health resources (both crisis and non-crisis) and wellness strategies (such as anxiety management and mood management apps and self-care approaches).

**CAMPUS WELLNESS NETWORK**

If a student is not in immediate danger, faculty, staff and fellow students can pass on the name of a student they are concerned about to a member of the Campus Wellness Network. A faculty or staff committee member from the Campus Wellness Network will discreetly check in with the student. Visit the Campus Wellness web site for additional information: [https://www.etown.edu/offices/counseling/campus-wellness-network.aspx](https://www.etown.edu/offices/counseling/campus-wellness-network.aspx)

**RED FOLDER**

In addition to the crisis response resources described above, the **Red Folder** describes a variety of Emergency Response Protocols for students, faculty, and staff at Elizabethtown College: [https://www.etown.edu/offices/security/emg/redfolder.aspx](https://www.etown.edu/offices/security/emg/redfolder.aspx)

**STUDENT HEALTH SERVICES**

Penn State Health Medical Group Elizabethtown
1 Continental Drive
Elizabethtown, PA 17022
Make an appointment: Student Wellness College Liaison (Eileen Wagener, RN, 717.489.1020), or Penn State Health Medical Group (Physicians, 717.361.0666). Feel free to visit the Student Health web site for additional information: https://www.etown.edu/offices/health/index.aspx

TITLE IX

The Title IX office is responsible for providing resources and assistance to students who have experienced sexual assault or discrimination, as well as investigating reports of bias, assault, and harassment. Please contact:

Dr. Armenta Hinton
Director of Diversity, Inclusion, and Title IX
Nicarry Hall Room 236
Elizabethtown College
Phone: 717.361.1179
Email: hintona@etown.edu.
Web site: https://www.etown.edu/offices/diversity/titleix/index.aspx

STUDENT LIFE OFFICES

The offices within the Division of Student Life Offices at Elizabethtown College provide a variety of services and programs to assist students: https://www.etown.edu/offices/vp-student-life/index.aspx

WELLSPAN EMPLOYEE ASSISTANCE PROGRAM

For faculty and staff members who are interested in assistance regarding personal concerns, please contact the Wellspan Employee Assistance Program. Click here to access the portal. Here is a list of providers. When you contact Wellspan you just need to let them know you are an employee at Elizabethtown College. The first three visits are at no cost to you. Future visits will be coordinated with your insurance.

DAILY CRIME AND FIRE LOG

Campus Security maintains a combined Daily Crime Log and Fire Log of all incidents reported to Campus Security. The logs include all crimes that occur on campus, including non-campus buildings or properties, on public property or within the college’s jurisdiction of crimes reported to Campus Security by area police. The Daily Crime and Fire Log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition. In order to protect the confidentiality of victims, the Daily Crime and Fire Log will not contain any information that may disclose the identity of a crime victim. The Daily Crime and Fire Log, in accordance with Pennsylvania state law, will disclose the name and address of anyone who is arrested as a result of the reported offense. The Daily Crime and Fire Log also discloses information related to any fire that occurs in an on campus student housing facility and includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The log can be viewed
online by visiting the [Campus Security website](#), or at the Campus Security Office during regular business hours (8AM – 5PM Monday through Friday, except Holidays) at 605 South Mount Joy Street.

**EMERGENCY NOTIFICATIONS**

**EC Alert** is Elizabethtown College’s communications system for sharing important information about situations that affect the safety of our campus community. Typically, EC Alert messages will be delivered to campus community members as emails from the College’s EC Alert mailbox.

EC Alert messages may be sent to campus e-mail addresses, external e-mail addresses, on- and off-campus telephones, and text-enabled devices. The phone calls will appear to come from 717.361.1988, which is the College’s emergency hotline. Emails will come from either EC Alert or ecalert@etown.edu. Text messages will appear with a short code that is dependent on the last digit of the recipient’s phone number. For more information on the short codes used by the EC Alert system, please visit [https://www.etown.edu/offices/security/alert.aspx](https://www.etown.edu/offices/security/alert.aspx).

If you have any concerns about the validity of an EC Alert message, please call the College’s emergency hotline at 717.361.1988 or [visit this website](#), as the Emergency Management Group also will post emergency notices at these locations.

This contact information—students’ mobile phone numbers and the contact information for their emergency contacts—will be collected through JayWeb during Preliminary Check-in, which is held in August and January of each year. Students are responsible for updating this contact information, through JayWeb, as necessary throughout the semester. The EC Alert system is tested once per semester. The date of the test will be announced in [Campus News](#).

**Scope of an ECALERT notification:** An emergency notification will be issued in the event of a significant emergency or dangerous situation currently occurring on campus which poses an immediate threat to the health or safety of students or employees. The College is required to immediately notify the campus community in the event of such emergencies.

**Examples:**

- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak or chemical spill
- Terrorist incident
- Armed intruder/Active shooter
- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or campus-wide/residential fire
• Homicide/Rape/Sexual Assault/Assault—when perpetrator is not apprehended

When will an ECALERT be issued? All students, faculty, and staff of Elizabethtown College and their emergency contacts (parents and guardians) receive an emergency notification message without delay and immediately upon confirmation by Campus Security, Elizabethtown Police, Elizabethtown Fire Department or other first responder agency that a dangerous situation or emergency exists or threatens. Upon confirmation, the agency making the confirmation will communicate their findings back to the Campus Security Dispatch Center who will then initiate the emergency notification system.

When sending out an emergency notification, the College will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

How will an ECALERT be issued?

• ECAlert System—use of message templates which are populated with incident-specific information. Email, text messages and voice mail messages (where appropriate) are automatically generated.
• Website Updates—information will be posted to the College’s website
• Emergency Hotline Updates—information will be updated on the information hotline (717.361.1988)
• In addition to posting information on the College website, the Office of Marketing and Communications will get information out to the larger community, if necessary, by issuing press releases.

Who is responsible for sending an ECALERT? The Emergency Management Group (EMG) of Elizabethtown College is responsible for developing the content of emergency notifications, and for determining the deployment of the ECAlert system for use in disseminating emergency notification/information to the appropriate segment of the population. Generally, the entire campus community will be alerted to an emergency on campus, whether it disrupts the entire college operation or a single building. ECAlerts are sent by either the Office of Marketing and Communications or Campus Security at the direction of the President of the College, the Emergency Management Group Chair, or the Director of Campus Security.

TIMELY WARNING

Scope of a Timely Warning notification: A timely warning, via an email message titled “Timely Warning”, is triggered when certain crimes have occurred (murder, rape, robbery, burglary, arson, aggravated assault, motor vehicle theft, hate crimes) and the particular circumstances of that incident represent a serious and continuing ongoing threat to the campus community. The timely warning is issued in an effort to aid in the prevention of similar crimes. As a timely warning is meant to increase awareness of criminal activity, the names of victims will not be disclosed in a Timely Warning notification.
The Clery Act specifies that “an institution that issues an emergency notification (EC Alert) is NOT required to issue a timely warning based on the same circumstance; however, the institution must provide adequate follow-up information to the campus community as needed.”

**Examples of a Timely Warning:**

- Murder, rape, robbery, burglary, hate crimes, arson, motor vehicle theft, aggravated assaults and other violent crimes that impact people or assets (buildings, cars, personal possessions) where the perpetrator no longer remains at large and for which an immediate dangerous condition no longer exists for students or employees. (For example, the College notifies the community about a rash of motor vehicle thefts which occurred in the Brown Lot on the previous day.)

**When will a Timely Warning be issued?** A timely warning will be issued as soon as the pertinent information is available.

**How will a Timely Warning be issued?** Timely Warnings will be sent via campus email.

**Who will issue a Timely Warning?** The Director of Campus Security (in consultation with local law enforcement), Vice President for Student Life, Director of Community Living, and the Office of Marketing & Communications are responsible for determining if a timely warning is to be issued. The College’s Marketing and Communication office will issue all “Timely Warning” announcements to students, faculty, and staff.

**Tracking the Communication Process**

The incident will be tracked, from initial reporting to full conclusion, inclusive of time-stamped phone calls and electronic communications in order to assess the timeliness of decision-making and communication for post-event evaluation.

**Closing the Communication Loop**

In both the ECAalert and Timely Warning scenarios outlined above, the College will issue a “wrap-up” communication which will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforcement, campus security and/or community living have investigated and brought the incident to a satisfactory conclusion.

**EMERGENCY MANAGEMENT GROUP**

The Emergency Management Group (EMG) is a committee comprised of several key stakeholders within the College and is responsible for overseeing the implementation of the Emergency Action Plan. The Emergency Action Plan is activated by declaration of a campus state of emergency by the Chief Executive Officer being the President of the College, after consultation with and approval of the Board of Trustees. Once a declaration of a campus state
of emergency has been invoked, the Core Team Members of the Emergency Management Group and Extended Team Members of the Emergency Management Group, for the duration of the emergency are temporarily relieved of normal, non-emergency related duties, so as to concentrate more fully on the emergency at hand.

The President of the College maintains executive control of the Emergency Action Plan. Ground level operational implementation and direction of the plan is responsibility of the Vice President of Finance and Strategy or designee and the other members of the Emergency Management Group. College personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the College.

In conjunction with the EMG, the Incident Commander and additional governmental agencies having jurisdiction insure that emergencies are dealt within a proper, proportional and efficient manner. The EMG will make every effort to involve any outside agencies having jurisdiction in order to insure that the interest of the authorities, the surrounding community and the college are addressed and in proper balance.

In general, the EMG directs all emergency related activities. The Incident Commander and governmental groups oversee the technical aspects of the response.

**Responsibilities of the EMG include:**

- Direct activities relating to the Emergency
- Communication
- Life Safety Issues
- Property Conservation Issues
- Community Outreach
- Recovery and Restoration Activities
- Administration and Logistics

**EMERGENCY ACTION PLAN**

The purpose of the Emergency Action Plan is to protect the students and employees of Elizabethtown College from serious injury, property loss, or loss of life, should there be an actual major disaster on campus. There are many types of emergencies that may result in the implementation of the plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude.

The procedures herein apply to all students, employees, and visitors on campus and covers College owned buildings and College owned areas within the campus surroundings. The plan is intended to cover, but is not limited to, the following emergency situations:

- Environmental/Natural Disasters - i.e. fires, floods, chemical spills or leaks, power outages and explosions
• Medical Emergencies - i.e. serious injury or fatality, epidemic or poisoning
• Major Violence - i.e. murder, suicide, kidnapping, and hostage taking
• Bomb Threats
• Out-of-Control behaviors - i.e. riots and demonstrations
• Building and Campus Evacuations
• Other crises on campus or off campus that effects the operations of the College

The plan is consistent with established practices relating to emergency response actions, incorporating the National Incident Management System (NIMS) to facilitate interagency coordination among the responding agencies. The College will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency action plan.

In conjunction with this plan, students and employees have access to a copy of the Elizabethtown College Campus Emergency Procedures Guide to follow during an emergency situation. The guide is available for viewing online at http://www.etown.edu/offices/security/EMG-Campus-Emergency-Procedures-Guide.pdf or by viewing the Emergency Procedures section of the LiveSafe App. On an annual basis, these emergency procedures are publicized via broadcast email to students and employees.

**INCIDENT PREPAREDNESS DRILLS AND TABLE-TOP EXERCISES**

Emergency Management Group members undergo training plus two tests (one table-top, one functional exercise) on an annual basis to ensure the plan is properly followed. Tests may include drills and exercises related to the activation of the ECAlert system, coordination with other first responders, and addressing evacuation of the campus. Tests are usually held once a semester and developed by the Director of Campus Security and the Vice President for Finance and Strategy. Members of the Emergency Management Group participate in these bi-annual tests. The Director of Campus Security, appointed as the Emergency Management Director, is responsible for documenting details of the test, including a brief description, the date and time of the exercise, and whether it was announced or unannounced. The tests are then evaluated and assessed to address appropriate follow through activities during the next regular EMG meeting, which occurs on a monthly basis. In conjunction with the test, the campus community is given annual notice, via email, of information related to emergency procedures to include evacuation procedures.

**ALCOHOL AND DRUG POLICY**

College regulations governing the use of alcohol and other drugs are designed to support the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one’s behavior. College policy is aligned with the laws of the Commonwealth of Pennsylvania regarding alcohol and other drugs and includes regulations above and beyond the law to promote a healthy College community.
It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others will be referred to the Office of Community Living.

The College recognizes that the decision to consume or not consume alcohol or other drugs is made by the individual in accordance with the individual’s personal beliefs. Further, the College encourages all students to consider carefully the potential dangers of alcohol or other drug use and reminds students that they are responsible for abiding by all state laws and institutional polices.

Alleged violations of the AOD Policy are enforced by Campus Security and the Office of Community Living and handled through the student conduct process and may be referred to local law enforcement. **The following regulations apply:**

1. No one under the age of 21 is permitted to possess or consume alcohol anywhere on or off the Elizabethtown College campus.
2. Individuals 21 years of age or older may possess alcohol for their personal use. The maximum quantity allowed per occupant of legal drinking age is not more than:
   - One six-pack (of 12oz containers) of beer
   - OR 750 ml of wine
   - OR one four-pack of wine coolers
   - OR 1 pint of distilled alcohol or other alcohol (this includes pre-mixed cocktails)
   - If you have questions about limits of other alcohol beverages not mentioned here (hard cider, malt beverages, etc.) please contact Campus Security at 717.361.1264 for guidance.
3. Students assigned to a 4-person independent living unit (Student Directed Learning Communities, Quad Apartments, Hackman Apartments and Brinser suites) who are all 21 years old or older may possess a maximum of thirty 12 oz containers of beer as opposed to the standard limit of twenty-four (maximum limit applies to the living unit as a whole). This amount only applies to residents of a unit and not their guests.
4. Under no circumstance is a person of legal age permitted to furnish alcohol to a person under the age of 21.
5. Any student, regardless of age, who is present where an alcohol and/or drug violation occurs, may be considered equally responsible.
6. Possession or use of a false ID is prohibited.
7. Kegs of any size, beer balls, or other containers of large quantity, whether empty, partially or completely filled, are strictly prohibited on campus, or off-campus when representing the College in any event whatsoever, either as a participant or as a spectator.
8. Paraphernalia: Alcohol containers that are considered decorative should be free of alcohol, clean and dry. The following items are permitted for decorative use in any student room:

- Decorative beer glasses/mugs/growlers
- Decorative shot glasses
- Decorative wine/liquor bottles
- Posters

Paraphernalia that is not permitted includes but is not limited to, the following:

- Partially filled alcohol containers
- Funnel
- Keg taps
- Kegerators
- Beer pong tables (a table or surface designated to be used for drinking games)
- Any items, in the college’s estimation, associated with drinking games alcohol consumption
- Any items related to abuse/misuse of other substances (see AOD Policy)

9. Sale of alcoholic beverages (includes door cover charge and sale of cups) is prohibited.

10. Use or possession of distilling, wine making or brew kits is prohibited.

11. Visible intoxication or public drunkenness is prohibited.

12. Driving under the influence of alcohol or other drugs is prohibited.

13. The abuse of alcohol, drugs or other substances by individuals of any age will not be tolerated, and students will be held responsible for their actions.

14. Emergency medical response to any alcohol or other drug related emergency will be at the student’s expense.

15. No alcohol may be consumed or distributed in any campus common area unless permitted by the college via written permission from the Vice President for Student Life/disignee. Common areas are defined as indoor or outdoor spaces used by the residential community. These include but are not limited to lounges, hallways, parking lots and athletic facilities. In some instances, private spaces such as residence hall rooms, may become common or public by action of occupants, e.g., when a social gathering expands into a hallway or lounge, etc.

16. Actual or intended use, purchase, possession, cultivation, manufacture, sale, or distribution of marijuana, synthetic marijuana such as K-2 or Spice, THC concentrates, bath salts, cocaine, heroin and other narcotics, or other controlled substances except as expressly permitted by law is prohibited. This includes designer drugs and edibles containing marijuana, synthetic marijuana, or other drugs.

17. Students may not be present where drugs are being used or distributed.

18. Distribution, sale or sharing of prescription medication is prohibited. Students should keep prescription medication in its original, labeled container and store it in a secure location. Report any stolen prescription medication to Campus Security.
Students should keep over-the-counter medication in original packaging to guard against misuse.

19. Hosts of private social gatherings held off campus are responsible for insuring adherence to alcohol and drug laws and Standards of Conduct.

20. All non-student guests are subject to this AOD Policy and other college policies and regulations. Student hosts will be held responsible for the behavior of their guests (see Guest and Visitor Policy).

21. No student, regardless of age, may possess or consume alcohol or other drugs while representing the College on a College-sponsored trip, event, or other activity, including athletic events, whether on or off-campus, unless expressly permitted by the Vice President for Student Life/designee or Dean of the Faculty.

**AMENSTY PROVISION**

Elizabethtown College is concerned about the health and safety of its students. This provision is designed to encourage responsible engagement on the part of any student involved in or aware of any health or safety emergency including, but not limited to, alcohol or other drugs, physical violence, sexual assault or mental health. The College recognizes student reluctance to report such emergencies in light of consequences specified in the Student Code of Conduct. However, Elizabethtown College is committed to reducing perceived barriers to effective reporting and response to life-threatening emergencies.

Take immediate action if you are aware of any health or safety emergency. You (and the person needing assistance) will not be subject to the student conduct process if you call on behalf of another student, friend or guest, and follow the guidelines of the Amnesty Provision listed below. The critical concern for you and others involved is to seek immediate help from a qualified professional.

In the event of any health or safety emergency, students should activate the Amnesty response by:

1. Calling Campus Security 717.361.1111 or 911.
2. Remaining with the individual(s) experiencing the emergency.
3. Participating in the emergency response by providing medical team or Campus Security with all information essential for an effective and timely intervention.

Amnesty may not apply to other violations of college policy associated with the incident. For example, if the College has evidence of related physical or sexual violence, possession of “date-rape” drugs that induce
incapacitation, hazing, or drug offenses beyond mere possession, Amnesty may not apply. The College reserves the right to review the incident if the student has activated Amnesty more than one time.

Students who experience a personal health or safety emergency that results in being transported to the hospital are required to meet with the Director of Student Wellness for assistance in connecting with support resources. In some situations, other student(s) involved may be contacted by the Vice President for Student Life or designee.

Any individuals who believe they have been sexually assaulted after consuming alcohol or other drugs and those who are witness to this type of assault are strongly encouraged to come forward without fear of college disciplinary action.

In all cases, the Vice President for Student Life or designee will determine the applicability of Amnesty and may refer the incident to the Office of Community Living.

**ALCOHOL EMERGENCIES**

Never assume someone can just “sleep off” alcohol poisoning. Even if the individual has stopped drinking, alcohol continues to be released into the bloodstream and the blood alcohol level is rising.

**WARNING SIGNS OF AN OVERDOSE (VITALS):**

- Vomiting
- Incoherent- can’t focus, confused
- Temperature-decrease in body temperature, cold sweaty skin
- Absence of Color-pale or blue skin
- Low Breathing
- Seizures

One warning sign is sufficient reason to take action!

CALL 717.361.1111 or 911 for immediate emergency response.

All members of the Elizabethtown College community are expected to take responsibility for the well-being of others.

**RELEVANT LAWS**

Elizabethtown College and all members of its community are subject to the laws of the Commonwealth of Pennsylvania. With specific regard to alcohol, the following Commonwealth of Pennsylvania regulations apply:

1. The minimum legal age for the purchase, attempted purchase, possession, consumption, or knowing or intentional transport of alcohol is 21 years.
2. It is illegal to misrepresent one’s own age or the age of another person in order to purchase or otherwise obtain alcohol (e.g., possession or use of false ID, driver’s license, verbal misrepresentation, etc.).

3. It is illegal to operate a vehicle while under the influence of alcohol. The blood alcohol content maximum in the Commonwealth is .08% for those 21 years of age or older, and .02% for those under 21 years of age.

4. It is illegal to sell, furnish or purchase with intent to sell or furnish any alcoholic beverages to a person who is under 21 years of age.

5. It is illegal to charge admission to an event to cover the cost of alcohol being served or to otherwise sell alcohol to others, regardless of age, without a state license. (Examples include selling cups, accepting donations upon entry, and so on.)

6. Public Drunkenness- It is illegal to appear in any public place manifestly under the influence of alcohol, to the degree that self, others or property may be endangered, or that the intoxicated person may annoy those within the vicinity.

7. The above list is representative, not exhaustive, of the relevant laws that currently exist. Penalties for violating these laws may include fines, loss of driving privileges, and incarceration. For more information on local, state and Federal laws, see the Pennsylvania Liquor Control Board website.

It is illegal in the Borough of Elizabethtown to consume, use or possess any open bottles, flasks, cups, or other containers of alcoholic beverages on any public street, sidewalk or parking lot. It is illegal for any person under the age of 21 to have alcohol in their system anyplace in the Borough. The Elizabethtown Police have the authority to use a breath test device to determine whether a person under the age of 21 has alcohol in their system, and refusal to agree to take the breath test may result in a citation. Any violation of these borough ordinances may result in fines of no less than $25 and no more than $600 plus costs, and failure to pay the given fines and costs may result in imprisonment for up to 30 days.

Ordinances may be updated and amended by Borough officials at any time. A copy of the current Borough Ordinances may be obtained upon request at the Borough Offices at 600 South Hanover Street, Elizabethtown, PA; or online by visiting www.etownonline.com.

It is a violation of federal law to possess, manufacture (this includes growing marijuana plants), or distribute a controlled substance. Defined by federal statute, controlled substances include, but are not limited to, marijuana (both natural and synthetic), cocaine, PCP, LSD, and other narcotics.

A student found guilty of possessing a controlled substance may be subject to some or all of the following sanctions under federal law:

- First conviction: Up to one year imprisonment and a fine of at least $1,000, or both.
- With one prior state or federal drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and/or a fine of at least $5,000 (21 U.S.C. § 844(a)).
Federal law may require the forfeiture of property used to possess or to facilitate possession of a controlled substance (21 U.S.C. § 881(a)), and the forfeiture of vehicles, boats, aircraft or any other conveyances used to transport or conceal a controlled substance (21 U.S.C. § 881(a)(4)). In addition, any individual who knowingly possesses a controlled substance may be assessed a civil fine of up to $10,000 (21 U.S.C. § 844a).

Penalties for the manufacture or sale of drugs are even more severe if the violation occurs within 500 feet of an educational institution, such as the College or other area schools.

Legal defense against drug charges, even without conviction, may cost many thousands of dollars.

Upon a drug conviction, the federal government may also deny or revoke federal benefits, such as student loans, grants, and contracts. Felony and (in some states) misdemeanor convictions on drug charges will make you ineligible for commercial and professional licenses, such as those required to practice medicine, law, psychology, nursing, etc., for up to one year for first offense, and up to five years for second and subsequent offenses, (21 U.S.C. § 862(b)).

Intoxication from illicit drugs may impair your judgment and put you at greater risk of performing a negligent act (e.g., an automobile accident in which someone is injured) for which you could be sued. You may also risk being included in a lawsuit if you sell or provide drugs to another person who, after using them, goes on to perform a negligent action. The cost of legal defense, either for the actual drug charge or as a result of a lawsuit, along with possible fines or civil judgments, could cause considerable financial hardship for you and your family.

Complete text of Federal drug laws is available at the Title 21 United States Code Controlled Substances Act. The text of local ordinances is available at the Elizabethtown Borough Office, 600 South Hanover Street, Elizabethtown, PA.

**OVERSIGHT AND REVIEW OF THE ALCOHOL AND OTHER DRUGS POLICY**

The Committee on Alcohol Regulations and Education (CARE) provides a forum for regular review of the regulations and procedures pertaining to alcohol and drugs on campus.

CARE shall be chaired by the Vice President for Student Life or designee and shall be comprised of four students (two to be elected by Student Senate, two selected by the Director of Community Living), the Director of Campus Security or designee, designee of the Office of Community Living, the Assistant Director for Health Promotion and two additional staff or faculty members (to be appointed by the Vice President for Student Life). The Vice President for Student Life may invite external members to CARE in an effort to strengthen college-community AOD prevention.

Student members shall serve one-year appointments. Non-student appointments shall be for two years.
The responsibilities of CARE shall be to:

- Seek community input regarding the effectiveness of alcohol and drug policies;
- Recommend change to policies and/or procedures as appropriate;
- Report to the college community regarding alcohol and drug issues, and complete the biennial review;
- Encourage, sponsor and promote alcohol and drug educational programs and services; and
- Review survey and other data regarding patterns and effects of alcohol and other drug use on campus.

**WEAPONS, EXPLOSIVE DEVICES, AND HAZARDOUS MATERIALS**

Elizabethtown College prohibits the use, possession or storage of weapons, firearms and other dangerous articles or substances including any weapon prohibited by local state, or federal law. This may include but is not limited to air rifles, BB or pellet guns, firearms and weapons including knives and swords, ammunition and shellcasings, gunpowder, explosives, fireworks, or other flammable substances. Any such articles or substances will be confiscated by Campus Security.

**BIAS-RELATED INCIDENT POLICY**

A bias-related incident is any deliberate act or attempt to injure, harm or harass an individual or group because of the person or group’s gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status or because the alleged perpetrator perceives that the other person or group has one or more of these characteristics. Such behavior includes acts or attempts that may pose physical or psychological harm or threat to individuals or groups.

A hate crime is a criminal offense against a person or property motivated in whole or part by an offender’s bias against a race, gender, religion, sexual orientation, ethnicity, national origin, disability, and gender identity.

Hate itself is not a crime—and the federal government is mindful of protecting freedom of speech and other civil liberties.

Bias related incidents and hate crimes both involve behavior that is motivated by bias. However, it is important to note the distinction between the two. Hate crimes include a definable crime, such as: threats of violence, property damage, personal injury and other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly.

A bias-related incident can be a violation of this policy but may not rise to the level of a hate crime, but all hate crimes are bias related-incidents.
All incidents should be reported in order to determine the level and type of offense, to support the affected person(s) or group, to mitigate subsequent incidents by raising awareness of the offense, to develop an educational response and to activate appropriate campus review and judicial processes when necessary to address individual or group behavior.

**REPORT A BIAS RELATED INCIDENT**

In the event that a victim requires immediate assistance, the victim or witness should contact Campus Security at 717.361.1111. Campus Security is the first response team at Elizabethtown College and has responsibility to dispatch emergency medical services if necessary.

All college community members and campus guests are encouraged to report bias-related incidents by completing an Incident Report Form, available at the EC Tipline Webpage or by contacting the Office of Community Living or the Vice President for Student Life (for students) or the Director of Human Resources (for employees) or with the Director of Campus Security (for students and employees).

**CONFIDENTIALITY IN REPORTING A BIAS-RELATED INCIDENT**

Confidentiality will be maintained throughout the investigation process to the extent practical and consistent with the College’s need to undertake a full and impartial investigation.

**COLLEGE REPORTING REQUIREMENTS**

The College is required by law to issue a timely warning about hate crimes that present a continuing danger to the campus community and to disclose annual statistics about these crimes in the Annual Security and Fire Safety Report. Only general information, as opposed to personal or identifying details, will be disclosed in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act.

**DOCUMENTATION OF THE INCIDENT**

It is essential that individuals who have experienced bias, and witnesses, or other individuals reporting a bias-related incident provide as much information as possible about the incident. A detailed account including date, time, exact location, names of persons involved, including any witnesses, is considered necessary for an investigation by Campus Security and/or the local police. Affected individuals and witnesses are encouraged to preserve evidence. For example, do not erase or remove graffiti, vandalism or public postings; take a photo if possible. Make a written record of any verbal assault; maintain any email record (do not alter, delete or forward the message). If the incident occurred by telephone, make note of the time and length of the call along with the phone number if possible, but do not engage with the caller.

**COLLEGE RESPONSE**

Report of a bias-related incident will be referred to the appropriate college official for review and investigation. Individuals making a report will be given an opportunity to provide additional
information, review issues of confidentiality, and discuss potential next steps. The resolution process for any reported incident will follow procedures outlined in the Student, Faculty and Employee Handbooks.

MISSING STUDENT EMERGENCY

The College will conduct a collaborative response if a student living in college-owned or leased housing who based on the facts and circumstances known to the College is determined to be missing. A student will be deemed missing when he or she is absent from the College for more than 24 hours without any known reason.

Anyone who believes a residential student to be missing for more than 24 hours should report their concern to Campus Security by calling 717.361.1111 which will investigate each report and make a determination whether the student is missing. Should anyone other than Campus Security receive a missing student report, they should immediately notify Campus Security by calling 717.361.1111.

In accordance with the Higher Education Act of 2008, each residential student, regardless of age, will have the opportunity to identify an individual to be contacted by the College within 24 hours of determining that the student is missing. This registered, confidential, emergency information will only be available to Campus Security and the Vice President of Student Life and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation. This individual does not have to be a parent or guardian. Students have the opportunity to update this contact information on an annual basis by completing the check-in process through Jayweb. More information about how to update the emergency contact information can be found here.

If a missing student is under the age of 18 and not emancipated, the College is required to notify the parent or guardian of the missing student no later than 24 hours after the determination by Campus Security that the student is missing. Campus Security will also notify the Elizabethtown Police Department no later than 24 hours after it determines any student, regardless of age, is missing.

POLICY ON SEXUAL HARASSMENT, SEXUAL MISCONDUCT, SEXUAL EXPLOITATION, STALKING, DATING VIOLENCE AND DOMESTIC VIOLENCE

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance. “Sex discrimination” includes all forms of sexual and gender-based harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence, and stalking by students, employees or third parties against employees, students, or third parties.

If the College knows or reasonably should know of possible sex discrimination, it must take immediate and appropriate steps to investigate or otherwise determine what occurred (subject to the confidentiality provisions discussed on page 43 of this report). If an investigation reveals that sex discrimination has created a hostile environment, the College must then take prompt
and appropriate action to end the discrimination, remedy the effects and prevent its recurrence.

In addition to Title IX, Section 304 of the Violence Against Women Reauthorization Act of 2013 prohibits sexual assault, dating violence, domestic violence and stalking. These behaviors, as defined by the Clery Act, are prohibited by the College and will be resolved under this Policy in all circumstances.

This Policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It serves as a measure for Elizabethtown College to determine if behaviors violate community values. It also should serve as a guide for expectations for communications about sexual behavior, sexual responsibility and sexual respect.

Elizabethtown College takes violations of this Policy very seriously. Any person found in violation of this Policy will be subject to discipline, up to and including termination or release if they are an employee, or expulsion if they are a student.

**CONDUCT PROHIBITED BY THE SEXUAL MISCONDUCT POLICY**

**Sexual Harassment in all forms:**

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made—either implicitly or explicitly—a term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. A hostile environment exists when sexual harassment is sufficiently severe, pervasive, or persistent or so objectively offensive that it would interfere with or limit a reasonable person’s ability to participate in or benefit from the educational programs and activities of the College.

Sexual harassment can be committed by individuals of any sex against individuals of any sex including those who are transgender or gender-neutral. Sexual harassment sometimes involves a person in a greater position of authority than the person being harassed; however, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of sexual harassment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
2. Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
3. Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
4. Engaging in unwelcome sexually suggestive conversation or physical contact of a sexual nature.
5. Displaying unwanted offensive, obscene photos, posters, or other sexually oriented materials; distributing unwanted sexually offensive materials.
7. Making sexual or romantic advances toward an individual and persisting despite the individual’s express rejection of the advances.
8. Retaliating or threatening to retaliate against an individual who makes a report of misconduct under this Policy.
9. Stalking, based on gender or sex.

Sexual Harassment also includes (1) Sexual Misconduct related to all forms of non-consensual sexual contact and non-consensual intercourse as defined below, and (2) Sexual Exploitation as defined below. This Policy also prohibits crimes of sexual assault, dating violence, domestic violence and stalking as defined by the Commonwealth of Pennsylvania.

Non-consensual Sexual Contact:
Non-consensual sexual contact is any sexual touching, with any body part or object, by an individual upon another person without consent, or making any person touch you, them, or a third person in a sexual manner without their consent. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another’s clothing, indecent contact (i.e., the unwanted touching of another’s intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts) or causing another to have indecent and unwanted contact with intimate body parts.

Non-consensual Intercourse (Sexual Assault):
Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any body part or object, by an individual upon another person without consent. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person’s will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is incapacitated due to alcohol or other drugs, is incapacitated due to physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).

Sexual Exploitation:
Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the person’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: non-consensual observation of individuals who are undressed or engaging in sexual acts; non-
consensual video or audio-taping of sexual activity; prostituting another person; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); and knowingly transmitting a sexually transmitted infection (STI) or the human immunodeficiency virus (HIV) to another.

**Pennsylvania law** applies the following definitions to **sexual offenses** (18 Pa. C.S.A. §31):

"**Complainant.**" An alleged victim of a crime under this chapter (18 Pa. C.S.A. §31).

"**Deviate sexual intercourse.**" Sexual intercourse per os or per anus between human beings and any form of sexual intercourse with an animal. The term also includes penetration, however slight, of the genitals or anus of another person with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures.

"**Forcible compulsion.**" Compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person's death, whether the death occurred before, during or after sexual intercourse.

"**Foreign object.**" Includes any physical object not a part of the actor's body.

"**Indecent contact.**" Any touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire, in any person.

"**Serious bodily injury.**" As defined in section 2301 (relating to definitions).

"**Sexual intercourse.**" In addition to its ordinary meaning, includes intercourse per os or per anus, with some penetration however slight; emission is not required. (18 Pa. C.S.A. §3101).

**Pennsylvania law defines rape** as a felony in the first degree when a person engages in sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or (5) who suffers from a mental disability which renders the complainant incapable of consent. (18 Pa. C.S.A. §3121).

**Pennsylvania law defines statutory sexual assault** as a felony in the second degree when a person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either: (1) four years older but less than eight years older than the complainant; or (2) eight years older but less than 11 years older than the complainant. Statutory sexual assault is considered a felony in the first degree when a person engages in sexual intercourse with a complainant under the age of 16 years and that
Pennsylvania law defines involuntary deviate sexual intercourse as a felony in the first degree when a person engages in deviate sexual intercourse with a complainant: (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders him or her incapable of consent; or (6) deleted by amendment; (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other. (18 Pa. C.S.A §3122.1).

Pennsylvania law defines sexual assault as a felony in the second degree when, except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent. (18 Pa. C.S.A. §3124.1).

Pennsylvania law defines aggravated indecent assault as an occurrence, except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), where a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person’s body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring; (5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders him or her incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (18 Pa. C.S.A. §3125).

Pennsylvania law defines indecent assault when a person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and: (1) the person does so without the complainant’s consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring; (5) the person has substantially impaired the
complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders the complainant incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (18 Pa. C.S.A. §3126).

**Stalking:**
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their physical safety or the safety of others; or suffer substantial emotional distress that may, but does not necessarily, require medical or other professional treatment or counseling. This fear may include the fear of being subjected to sexual harassment or sexual misconduct. A “course of conduct”, for purposes of this definition, means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**Pennsylvania law defines stalking** when a person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. (18 Pa. C.S.A §2709.1).

**Dating Violence and Domestic Violence:**

**Dating violence** is a type of physical relationship violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim including, but not limited to, sexual or physical abuse or the threat of such abuse. The existence of such a relationship will be determined based on the complaining party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence is distinct from domestic violence.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
While *dating violence is not a specific crime in Pennsylvania*, the act of dating violence would be covered under existing statutes related to assault and/or domestic abuse.

*Pennsylvania law defines domestic abuse* as an occurrence of one or more of the follow acts between family or household members, sexual or intimate partners or persons who share biological parenthood: (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon. (2) Placing another in reasonable fear of imminent serious bodily injury. (3) The infliction of false imprisonment (4) Physically or sexually abusing minor children or (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. (23 Pa. C.S.A §6102).

Other prohibited conduct:

*Intimidation* is a violation of this Policy and includes any act to deter an individual from making a report of sexual harassment or sexual misconduct, or to deter an individual from participating or assisting in an investigation or proceeding related to a report of sexual harassment or sexual misconduct, by imposing fear through threats of physical or emotional harm to the targeted individual(s) or the individual’s or individuals’ associates.

*Retaliation* is a violation of this Policy and includes any act or attempted acts to seek retribution against anyone who has reported prohibited activity or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

Additional Definitions

*Appeal Officer* means a trained individual authorized by the Title IX Coordinator to consider an appeal of an Investigator’s determination of responsibility or the College’s imposition of sanctions under this Policy.

*Complainant* means any individual who submits a report alleging that any portion of this Policy has been violated. A Complainant may be the Alleged Victim or any other Reporter. The College reserves the right to serve as Complainant.

*Alleged Victim* means the person who is alleged to have been harmed by a violation of this Policy. The Alleged Victim may or may not be the Complainant. The use of this term is not to view reports of sexual harassment or sexual violence with skepticism. Rather, it is a reflection of the fact that reports of sexual harassment or sexual violence are *allegations* until they are proven by a preponderance of evidence in accordance with the process set forth in this Policy. Using the term “Alleged Victim” therefore balances the realities of the allegations, and the status of the person who may have been subjected to sexual harassment or sexual violence.
**Reporter** means any individual who submits a report alleging that of any portion of this Policy has been violated.

**Respondent** means any individual or student organization alleged to have violated this Policy.

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. If an individual communicates that they do not consent to sexual activity (either a particular act or any sexual activity, generally), the continued use of pressure could be viewed as coercion. Consent can never be obtained by coercion.

**Consent** is permission to engage in particular sexual activity. Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions, but non-verbal consent is less clear than talking about what is acceptable or allowable. Consent, in whatever way it is communicated, must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or previous consent does not imply consent to future sexual acts. Consent can be withdrawn at any time. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Effective consent cannot be given by mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, misconduct, or violence, and intoxication or impairment does not diminish one’s responsibility to obtain consent.

While consent is not defined by Pennsylvania law, a person commits a sexual offense in Pennsylvania if done so by forcible compulsion, which is defined as “Compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person’s death, whether the death occurred before, during, or after sexual intercourse. (18 Pa. C.S.A. §3101)

**Back-Up Administrator on Call** is the Student Life Administrator or designee managing student emergency response.

**Incapacitation** is a state where an individual cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why or how” of their interaction.

**Investigator** is a college-appointed employee or third party who conducts fact finding, leads the investigative process, and determines responsibility under this Policy.

**Witness** means any individual who has seen, heard, or otherwise knows or has information about a violation or potential violation of this Policy.
PROCEDURES WHEN THERE IS AN ALLEGED VIOLATION OF THIS POLICY

OPTIONS FOR IMMEDIATE ASSISTANCE

The College encourages those who have experienced, witnessed, or are aware of any form of sex discrimination as defined in this Policy, which includes sexual harassment, including sexual misconduct, sexual exploitation, and stalking, dating or domestic violence, to report the incident promptly, to seek all available assistance, and, should they wish, to pursue College discipline proceedings and criminal prosecution.

In a crisis, get help immediately. The College encourages any individual to seek assistance from local law enforcement or local medical facility immediately after an incident of sexual misconduct, dating violence, domestic violence, stalking or sexual violence.

In the case of sexual assault, dating violence, domestic violence, or stalking, preserve physical evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order. (The decision to make a formal complaint or criminal report does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Make certain that the incident area is not disturbed. For crimes of sexual assault, the individual should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed. But if they have been, place original clothing in a paper bag. (Plastic bags may damage evidence.) For crimes of stalking, the individual should preserve all instances of unwanted communication (texts, e-mails, social media posts) and keep a log of unwanted phone calls. For crimes of dating violence or domestic violence, pictures of injuries should be taken.

If you have been assaulted, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. It’s recommended that a physical exam be conducted within 72 hours of the assault. Please keep in mind that having a sexual assault exam does not mean the individual is mandated to press charges or file a police report. This action only keeps the options open by preserving evidence in the event the individual decides to file charges at a later date. (Individuals under the age of eighteen should be aware that, as a minor (child), their parent(s) or legal guardian may have the right to obtain information from their medical records.) Lancaster General Hospital, UPMC Pinnacle Harrisburg, and Penn State Hershey Medical Center provide a Sexual Assault Forensic Exam (SAFE). The hospital staff can assist with treatment for sexually transmitted diseases and other health services.

Contact either of the following for immediate law enforcement assistance for any crime of sexual assault, dating violence, domestic violence, or stalking:

- Elizabethtown Police Department Dial 911
- Campus Security – 717.361.1111 (24/7 Emergency Hotline)

Campus Security can arrange transportation to a local hospital or local police department if requested. You have the right to report, and the right to not report, a crime of sexual assault,
dating violence, domestic violence or stalking that you have suffered to law enforcement. You also have the right to decline to notify law enforcement of a crime of sexual assault, dating violence, domestic violence, or stalking if offered the option.

Some individuals may prefer to work directly with Off-campus Counselors, Advocates and Health Care Providers who generally maintain confidentiality and will not share information with others unless the client requests disclosure and signs a consent or waiver form. The actual confidentiality afforded by these providers and agencies may vary, and you should ask when you first call.

Confidential resources for an immediate or emergency response include:

- **Elizabethtown College Counseling Services (for student Complainants)** – Students may call 717.361.1111 to request to speak to a confidential counselor.
- **Employee Assistance Program (EAP).** Employees may call 1.800.386.7055 at any time 24/7 to speak with a confidential counselor. The counselor will conduct a brief assessment for safety and wellbeing and share referral resources with the employees. The employee is eligible to receive 3 individual counseling sessions with a local provider at no charge to the employee. The EAP counselor and the local counseling provider have no obligation to report to the College.
- **YWCA Lancaster Sexual Assault Prevention & Counseling Center 24/7 Hotline** – 717.392.7273
- **Penn State Hershey Medical Center – Emergency Room** – 500 University Dr., Hershey, PA 17033, 717.531.8333
- **Lancaster General Hospital – Emergency Room** – 555 N. Duke Street, Lancaster, PA 17602, 717.544.5122
- **UPMC Pinnacle Harrisburg - Emergency Room** – 111 South Front Street, Harrisburg PA, 17101, 717.782.5205
- **Penn State Hershey Medical Elizabethtown** – 1 Continental Drive, Elizabethtown, PA 17022, 717.361.0666 (daytime hours only)
- **Domestic Violence Services 24-Hour Hotline** – Community Action Program of Lancaster County – 717.299.1249 (collect calls accepted)

**SEEKING SUPPORT FROM A COLLEGE EMPLOYEE**

Sometimes an individual may not require or want immediate emergency assistance or may need more time before sharing any information about the incident. An individual may feel more comfortable sharing details about an incident of sexual misconduct with someone they know, such as an academic advisor, campus work supervisor, or coach and choose to seek advice from them about the college process or college resources before deciding on next steps.

This is completely understandable; however, most employees of the College are considered “**Responsible Employees**” and must share any information about a report of sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence and domestic violence with the Title IX Coordinator. This disclosure is required under Title IX; the College
must ensure a prompt, fair and impartial process from the initial investigation to the final result of these reports of sexual misconduct. There are exceptions, which will now be explained.

COMPLETELY CONFIDENTIAL REPORTING LOCATIONS FOR STUDENTS OR EMPLOYEES

If a student is seeking complete confidentiality, the best option is to consult first with a College Counselor out of the Student Wellness Office or the College Chaplain. If an employee is seeking complete confidentiality, the Employee may consult with an Employee Assistance Program Counselor or the College Chaplain or Assistant Chaplain. The Counselor (either EAP or College) or College Chaplain can provide confidential advice, share resources, and inform the student about the process for making an official report to the College without any requirement to disclose information to the Title IX Coordinator.

- **College Counselor** is available to students 24/7 - Call 717.361.1405 to request a confidential counseling appointment or call Campus Security after hours at 717.361.1111 to request confidential support.
- **Employee Assistance Program Counselor** is available to employees 24/7. Call 1.800.386.7055 to request a confidential counseling appointment. Employees are eligible to receive three individual counseling sessions with a local provider at no charge to the employee.
- **College Chaplain and Assistant Chaplain (clergy)** are available to both students and employees during regular college business hours for confidential consultation. Call 717.361.1260.

MOSTLY CONFIDENTIAL LOCATIONS (FOR STUDENTS ONLY)

Staff in Student Wellness and the Athletic Training office can talk to a student Complainant, Alleged Victim or Reporter without being required to disclose personally identifiable information about the Alleged Victim to the Title IX Coordinator. Students can seek assistance and support from the employees listed below without triggering an investigation that would reveal the identity of the Alleged Victim. These employees are only required to share a limited report to inform the Title IX Coordinator of the date, time, general location and nature of the incident but, again, not information that would identify the Alleged Victim. This general information is necessary in order for the College to appropriately track patterns, evaluate the scope of the problem and formulate appropriate campus-wide responses. Before sharing the general report with the Title IX Coordinator, these employees will work to consult with the Complainant to ensure that no personally identifiable details about the Complainant are shared. The following are “mostly confidential” locations that follow the foregoing protocol:

- **Counseling Services’ front desk staff**, available at 717.361.1405 (daytime)
- **College Health Liaison, Eileen Wagner, RN**, is available for consultation during regular college business hours. Call 717.489.1021.
- **Assistant Director of Health Promotion** is available for consultation during regular college business hours. Call 717.361.1123.
• Athletic Trainer available at 717.361.1591 or 717.361.1564 during regular business hours.

Please note that mostly confidential locations are for students only. Employees do not have a “mostly confidential” reporting option.

RESPONSIBLE EMPLOYEES

As noted above, unless an individual is making a report at a “completely confidential” location or a student is making a report at a “mostly confidential” location, they are reporting to a Responsible Employee of the College. According to this Policy, whenever a Responsible Employee becomes aware of any information related to a report of sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence, or domestic violence, the Responsible Employee, as a general matter, must share all relevant details about the alleged incident with the Title IX Coordinator. This information includes all the details necessary for the College to determine what happened—including the names of the Complainant, Alleged Victim and Reporter, the Respondent(s), and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report. A Responsible Employee generally will not share information with local law enforcement without the Alleged Victim’s consent, or unless the Alleged Victim has also reported the incident to law enforcement.

Before a Complainant, Alleged Victim or Reporter reveals any information to a Responsible Employee about an incident covered by this Policy, the Responsible Employee will make all best efforts to ensure that the Complainant, Alleged Victim or Reporter understands the limitations for confidentiality and the obligations to disclose personally identifiable information to College officials. If the Complainant, Alleged Victim or Reporter prefers to consult with a more confidential resource person, the Responsible Employee should assist with an appropriate referral.

If the Complainant, Alleged Victim, or Reporter decides to report an incident to a Responsible Employee, but then requests that the Responsible Employee maintain confidentiality or requests that no investigation into the incident be conducted or no disciplinary action be taken, the Responsible Employee should inform the Complainant, Alleged Victim or Reporter that the Title IX Coordinator will review the information and consider the request for such confidentiality/non-action, but that confidentiality/non-action cannot be guaranteed. (See Requests for Confidentiality/ No Action, below).

The Responsible Employee will never pressure a Complainant, Alleged Victim or Reporter to request confidentiality or pressure the Complainant, Alleged Victim or Reporter to make a full report.
Confidential community resources for an immediate or emergency response include:

- **YWCA Lancaster Sexual Assault Prevention & Counseling Center 24/7 Hotline** – 717.392.7273
- **Penn State Hershey Medical Center – Emergency Room** – 500 University Dr., Hershey, PA 17033, 717.531.8333
- **Lancaster General Hospital – Emergency Room** – 555 N. Duke Street, Lancaster, PA 17602, 717.544.5122
- **UPMC Pinnacle Harrisburg - Emergency Room** - 111 South Front Street, Harrisburg PA, 17101, 717.782.5205
- **Penn State Hershey Medical Elizabethtown** – 1 Continental Drive, Elizabethtown, PA 17022, 717.361.0666 (daytime hours only)
- **Domestic Violence Services 24-Hour Hotline** – Community Action Program of Lancaster County – 717.299.1249 (collect calls accepted)

Making a Report of Sexual Harassment, Sexual Misconduct, Sexual Assault, Sexual Exploitation, Stalking, Dating Violence or Domestic Violence

The College encourages prompt reporting of violations of this Policy, but also recognizes that not every individual will decide to make a report, nor does the College require or expect it.

An individual who is aware of an alleged violation of this Policy may decide to (1) file a criminal complaint only, (2) file a criminal complaint and make a report to the College, (3) make a report to the College, but not file a criminal complaint.

**MAKING A CRIMINAL COMPLAINT TO LOCAL LAW ENFORCEMENT**

The College can assist anyone in making a report of sexual assault, dating violence, domestic violence, or stalking to local law enforcement. If you would like help making contact with local law enforcement and scheduling a meeting time with a Police Officer or Police Detective, please contact one of the following:

- **Campus Security Director, Andrew Powell or Assistant Director, Dale Boyer** or ask for the supervisor on duty (24/7 access).
  - 717.361.1264
  - 605 S. Mt. Joy Street
- **Director of Diversity, Inclusion, and Title IX** (Monday-Friday; regular business hours).
  - Dr. Armenta Hinton Nicarry 236
  - 717.361.1179
  - hintona@etown.edu

To make a direct report to local law enforcement without assistance from the College, individuals should contact **911 or Lancaster County Wide Communications** at 717.367.1835. The dispatcher will ask for preliminary information like the name of the reporting person,
phone number, address, and whether immediate assistance is needed. Lancaster County Wide
Communications will then contact the appropriate local law enforcement agency, most likely
the Elizabethtown Police Department. Some areas of Elizabethtown are under the jurisdiction
of Northwest Regional Police Department. Crimes that occur within the Northwest Regional
jurisdiction will be referred to that department. Once the local law enforcement agency is
contacted by the Lancaster County Wide Communications, a police officer will contact the
reporting person to gather more information and provide resources, like obtaining a restraining
order (known locally as a Protection from Abuse order or a Sexual Violence Protection Order) or
locations for a sexual assault forensic exam (SAFE).

Once local law enforcement has gathered information they may refer the reporting person to a
police detective to conduct a more thorough investigation. Local law enforcement officials are
willing to meet with individuals making a report in a location that is comfortable, either on-
campus or at the local police department office.

If you have experienced domestic violence, dating violence, stalking, or sexual violence by a
current or former intimate partner, spouse or former spouse, someone you have a child in
common with, or a family member related to you by blood or marriage, you have the right to go
to court and receive a Protection from Abuse Order (PFA), commonly referred to as a
restraining order. A Protection from Abuse Order can include: Restrain the abuser from further
acts of abuse; keep the abuser from entering your home, school or work; require the abuser to
give up all weapons while the order is in effect; tell the abuser to stop stalking or harassing you
or other persons in your family. The PFA process usually starts by filling out a form called a
“petition” at the local county courthouse. For Elizabethtown College students the petition
should be filed at the Lancaster Courthouse, 50 North Duke Street, Lancaster, PA 17602.
Students or employees may contact the following individuals for more information about how
to obtain a PFA:

- **Director of Diversity, Inclusion, and Title IX**
  Dr. Armenta Hinton
  Nicarry Room 236
  717.361.1179

- **Lancaster Domestic Violence Legal Clinic**
  35 E. Orange Street, Suite 201
  Lancaster, PA 17602
  717.291.5826

If you have obtained a PFA, you are encouraged to share a copy with Campus Security. While
Campus Security officers do not have arrest powers, they will enforce the PFA to the extent
possible by contacting local police when they are made aware of any violations of the PFA that
occur on campus.
REPORTING A VIOLATION OF THIS POLICY TO THE COLLEGE

All reports, including any anonymous report, will be taken seriously in order to provide appropriate medical and counseling support and to protect others in our community from further harassment or violence. The College will uphold core institutional values of human dignity, respect, and social justice as it responds to each report. All parties involved can expect to be treated fairly and respectfully.

NOTE: The College reserves the right to initiate a report, to serve as Complainant, and to investigate allegations of prohibited conduct in appropriate circumstances even in the absence of a report from a member of the college community. Results of any investigation involving prohibited conduct will be documented by the Title IX Coordinator.

Students or employees who wish to make a report of sexual harassment, sexual assault, sexual misconduct, sexual exploitation, stalking, or dating or domestic violence to the College, may do so in person, by phone, or electronically by contacting:

- **Director of Diversity, Inclusion, and Title IX**
  Dr. Armenta Hinton
  Nicarry Room 236
  717.361.1179
  hintona@etown.edu

- **Director or Assistant Director of Campus Security**
  717.361.1264

- **ECTipline (provides anonymous report option)**
  Toll free 855.696.1899 or web-assisted on the [ECTipline webpage](#)
  Note: Anonymous reports significantly limit the College's ability to investigate and appropriately address allegations of misconduct.

Other than using the on-line ECTipline option, there are no forms required to file a complaint with the College.

In cases when students make a report of an alleged violation under this Policy to any other Responsible Employee, the case will be referred immediately to the Title IX Coordinator. (See Responsible Employees on page 43 of this report)

In cases when faculty or staff make a report of an alleged violation under this Policy to Academic Affairs or Human Resources, the case will be referred immediately to the Title IX Coordinator.

RETALIATION

The College strictly prohibits retaliation against any person for making a report, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations
of violations this Policy. The College will take immediate and responsive action to any report of retaliation which is a violation of this Policy.

REQUESTS FOR CONFIDENTIALITY OR NON-ACTION

Sometimes a Complainant, Alleged Victim or Reporter will request confidentiality or that no disciplinary action be taken by the College even though they have not reported to a confidential resource person. The College must weigh requests for confidentiality/non-action against the College’s obligations to provide a safe, non-discriminatory environment for all students and employees, including the Complainant. There may be times when the College may not be able to honor a Complainant’s request for confidentiality/non-action. Regardless of whether the College can honor this request, the College will always maintain confidentiality of the victim in publicly available record keeping (including but not limited to Timely Warnings, Emergency Notifications, Daily Crime and Fire Log, and the Annual Security and Fire Safety Report) by not disclosing personally identifying information.

If the College honors the Complainant’s request for confidentiality, the individual involved must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action will likely be limited.

The Elizabethtown College Title IX Coordinator is designated to evaluate and determine requests for confidentiality/non-action. In student matters the Title IX Coordinator may, in their discretion, consult with the Director of Campus Security and/or the Director of Community Living. In faculty matters the Title IX Coordinator will consult with a college legal advisors and the Vice President for Academic Affairs. In staff members, the Title IX Coordinator will consult with college legal advisors and the Director of Human Resources.

This evaluation will consider the allegation(s), whether the sexual violence was perpetrated with a weapon, whether the report reveals a pattern of perpetration, the respective ages and positions of the Respondent and Complainant (and Alleged Victim, if different), whether the sexual violence was committed by multiple perpetrators, whether there have been previous complaints against the Respondent(s), whether the Respondent has a history of arrests or records indicating a history of violence, whether the Respondent threatened further sexual violence or other violence against the Complainant/Alleged Victim or others, and the Complainant’s right to receive information under the Family Educational Rights and Privacy Act (FERPA) if the Complainant is a student.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action.

If the review team determines it cannot maintain a request for confidentiality/non-action, the Title IX Coordinator will inform the Complainant/Alleged Victim prior to authorizing an investigation, and will, to the extent possible, only share information with individuals responsible for handling the College’s response. The College may not require a Complainant or an Alleged Victim, if different, to participate in any investigation or disciplinary process.
The College will be mindful of the Complainant and Alleged Victim’s well-being and will take steps to protect the Complainant and Alleged Victim from retaliation or harm. The College will also assist the Alleged Victim in accessing advocacy resources; academic support; counseling, disability, health or mental health services; legal assistance; visa/immigration assistance; transportation; and will provide other security and support measures as appropriate, including by issuing a no-contact order, arranging a change of living or work assignment or class schedules (including for the Respondent pending the outcome of an investigation), or making adjustments for assignments or tests, etc. The College will inform the Complainant and Alleged Victim (if different) of the right to report a crime to local law enforcement and provide assistance if requested. The College will provide each Alleged Victim with a written brochure outlining their rights, reporting options, and available support and assistance.

In order to activate any of the above support and resources, please contact the Title IX Coordinator:

- Director of Diversity, Inclusion, and Title IX
  Dr. Armenta Hinton
  Nicarry Room 236
  717.361.1179
  hintona@etown.edu

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including general, non-identifying reports) will always prompt the College to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; or revisiting College policies and practices.

AMNESTY FOR STUDENTS WHO REPORT VIOLATIONS

Elizabethtown College encourages the reporting of sexual harassment, including sexual misconduct, sexual assault, sexual exploitation, stalking, and dating and domestic violence and seeks to remove barriers to reporting. Sometimes, students are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage alcohol consumption. To encourage reporting, the College will generally not seek to hold any student who makes a report under this Policy accountable for their own conduct in that particular circumstance provided the reporter’s misconduct did not jeopardize the health and safety others. The College may choose to pursue educational remedies for the reporting person(s).

TIME FRAME FOR MAKING A REPORT

Individuals are encouraged to report immediately allegations of any violation of this Policy. While there is no time limit to make a report, parties should be aware that delays in reporting may limit the effectiveness of an investigation. Whenever a report is received, the College will respond and provide appropriate resources.
FALSE REPORTS

The College very seriously considers all charges of sexual harassment, sexual misconduct, sexual assault, sexual exploitation, dating violence, domestic violence or stalking. An individual who intentionally submits a falsified report under this Policy will be subject to disciplinary action and sanctioning.

NOTIFICATION OF PARENT/GUARDIAN AND COLLEGE OFFICIALS

The College reserves the right to notify parents/guardians regarding any student health or safety emergency. The College also reserves the right to designate which officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

INVESTIGATION AND RESOLUTION OF REPORTS AGAINST A STUDENT OR EMPLOYEE

All reports that a student or employee has engaged in sexual harassment, sexual misconduct, sexual exploitation, domestic violence, dating violence, and stalking will be referred to and reviewed by the Title IX Coordinator who oversees the college’s response. Investigations and resolution proceedings will be conducted by professionals who receives annual training on issues related to sexual harassment, sexual misconduct, sexual exploitation, domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct investigations and resolution proceedings that protect the safety of complainants and promote accountability. The investigator may be an employee of the College or a third party retained by the College to conduct an investigation.

The President of the College has the authority to intervene in the investigation and resolution processes under this policy, as deemed necessary, to maintain the safety of individuals, to protect property, to ensure continuation of the educational process and to preserve the integrity of the College.

FACT-FINDING AND INVESTIGATIONS

Fact-finding and investigations vary in scope depending on the nature of the report. In order to support a fair and thorough fact-finding process, the Complainant/Alleged Victim should provide as much detail as possible regarding the identity of the Respondent(s), the time and location of the alleged incident including the presence of any witnesses, the alleged effect of the incident on the Complainant/Alleged Victim, the names of others who may have been subject to similar misconduct under this Policy, any steps the Complainant/Alleged Victim has taken to try to stop the alleged misconduct, and any other information the Complainant/Alleged Victim believes to be relevant to the matter.

An investigation shall be initiated within five (5) business days after the original report is received by the College and will be completed within two to four weeks in most situations, although the College may determine more time is necessary based on the circumstances of the
investigation into the alleged sexual harassment. The Title IX Coordinator will designate an appropriate investigator(s) and send an official notice of investigation to the Complainant and Respondent. The investigation may include interviews of the parties involved, including witnesses, and the gathering of other relevant information. The Complainant and Respondent have the right to bring a support representative to any investigative interview or procedural meeting. (See Rights of Complainant and Respondent below.)

Throughout the investigative process the Complainant and Respondent will have an opportunity to review their respective statements and those of all other parties or witnesses. Also, the Complainant and Respondent may submit questions to the Investigator in response to these statements. The Investigator will convey the questions to the specific party and reserves the right to screen the questions submitted for appropriateness and relevance to the case.

The past sexual history or sexual character of a party is irrelevant and cannot be used for any purpose unless such information relates to a past sexual history between the same Complainant and the same Respondent, or unless the information relates to the Respondent and is determined to be highly relevant by the investigator(s) and the Title IX Coordinator. Such information may be highly relevant, and permitted, only if the Respondent was previously found to be responsible of sexual harassment/sexual misconduct, the previous incident was substantially similar to the present allegation, and information indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. In cases where there may be an allegation under this Policy as well as an allegation under a different College policy, the charges may be processed together with approval from the Title IX Coordinator if the charges are sufficiently intertwined.

Some cases where the student is the Respondent may include allegations that a student violated this Policy and separately violated a different section of the Student Code of Conduct. Where those alleged violations arise from the same alleged conduct or occurrences, or where the alleged conduct or occurrences are reasonably interrelated, the Title IX coordinator, in consultation with the Director of Community Living, may consolidate the investigation and adjudication of those alleged violations. Consolidated cases will be investigated and adjudicated under the procedures of this Policy. In adjudicating alleged violations of the Student Code of Conduct that are not also violations of this Policy, the College will follow the definitions and related terms of the Student Code of Conduct.

**INTERIM MEASURES**

Interim Measures are administrative actions taken during the initial fact-finding or investigative process under this Policy and may be imposed regardless of whether a Complainant/Alleged Victim chooses to pursue disciplinary action or criminal prosecution by reporting the crime to the local police. Interim Measures, which may be available to the Complainant/Alleged Victim and Respondent, are implemented by the Title IX Coordinator, when necessary, to protect the individuals involved and to ensure that concerns for safety and emotional and physical well-being are being addressed. The Complainant/Alleged Victim and/or Respondent are encouraged to contact the Title IX Coordinator for assistance with activating any number of interim measures.
Interim Measures may include, but are not limited to,

- college issued no-contact directives between the Complainant, Alleged Victim (if different) and the Respondent or others involved,
- reasonable adjustments in class schedules and assignments, including the ability to drop a course without penalty,
- modifications to work schedules, work locations or responsibilities,
- paid interim suspension from employment-related responsibilities for employees,
- interim separation of a student from the College,
- changes in college housing assignments,
- restricted campus access,
- campus office relocation,
- provision of counseling services and assistance in setting up the initial appointment,
- providing academic support services such as tutoring,
- assistance with a referral to disability services,
- provision of Campus Security escorts to ensure safe movement between classes and other activities,
- increased security patrol,
- or any other measures the College deems appropriate.

In some cases, the Title IX Coordinator may restrict participation in College activities or programs for which the Respondent might otherwise be eligible. The College may also place a Vice President for Student Life Hold on a student Respondent’s record, as appropriate. These administrative actions remain in effect through any appeal process, and to the extent possible, the reason for the support and assistance provided to the Alleged Victim or Complainant will remain confidential.

The College will provide each Alleged Victim, via their official College email address, with a written brochure outlining the available interim measures, their rights, reporting options, and available support and assistance, regardless of whether the offense took place on or off campus.

Interim Measures do not replace a Resolution Pathway, defined below, which shall proceed according to the defined process.

**RESOLUTION PATHWAYS FOR COMPLAINTS AGAINST A STUDENT OR EMPLOYEE RESPONDENT**

At the conclusion of the fact-finding and investigative processes, the case may be referred for resolution or it may be closed by the Title IX Coordinator. There are two Resolution Pathways for the resolution of allegations under this Policy: Voluntary Restorative Resolution and Interactive Resolution. See Diagrams on subsequent pages:
RESOLUTION PATHWAY FOR STUDENT RESPONDENT

Report Received → Title IX Coordinator

Voluntary Restorative Resolution (VRR)
Requires full participation of all parties; never used in cases of sexual violence or when the conduct at issue could alter the Respondent’s status with the College.

Interactive Resolution (IR)
Investigator(s) meet individually with Complainant and Respondent to review investigative findings and possible outcomes. Investigator(s) will determine responsibility based on a preponderance of evidence standard. The Title IX Coordinator and Director of Student Rights & Responsibilities will confer to determine appropriate sanctions.

Both parties notified in writing of decision and sanction(s). If either party disagrees with decision or sanctions, Complainant or Respondent may appeal.

If no appeal, the case is closed by Title IX Coordinator.

Case Closed by Title IX Coordinator
Facts do not support resolution process under this Policy. Case may be closed or referred to the Office of Student Rights and Responsibilities.

Formal Investigation
Case may be referred for Formal Investigation by Title IX Coordinator

Investigations vary in scope according to the nature of the complaint. Investigations may include interviews with all relevant parties, witnesses and the review of available information and college records.

Title IX Coordinator consults with investigator(s); provides updates to Complainant, Alleged Victim (if different) & Respondent. Interim Measures activated as necessary through the entire Policy process.

Complainant or Respondent Appeal
Bases for appeal: (1) New information unavailable at the time of the IR that could reasonably be expected to change the original decision, (2) Substantial procedural error during the Policy process that may change the original decision. (3) Sanction imposed is substantively disproportionate to the violation.

Title IX Coordinator Appoints Appeal Officer:
Vice President for Student Life in student matters

Appeal Decision Final
Case Closed by Title IX Coordinator
RESOLUTION PATHWAY FOR EMPLOYEE RESPONDENT

Report Received

Voluntary Restorative Resolution (VRR)
Requires full participation of all parties; never used in cases of sexual violence or when the conduct at issue could alter the Respondent’s employment status with the College.

Title IX Coordinator determines limits of confidentiality in consultation with appropriate review team and notifies respective Vice Presidents of the report as appropriate; makes recommendations for timely warning as needed; launches fact-finding process and notifies Complainant, Alleged Victim (if different), and Respondent of the report received. Title IX Coordinator may refer case for VRR or Formal Investigation.

Case Closed by Title IX Coordinator
Facts do not support resolution process under this Policy. Case may be closed or referred to Human Resources.

Interactive Resolution (IR)
Investigator(s) meet individually with Complainant and Respondent to review investigative findings and possible outcomes. Investigator(s) will determine responsibility based on a preponderance of evidence standard. The Title IX Coordinator, Dean for Academic Affairs & Faculty Development, or Director of Human Resources will confer to determine appropriate sanctions.

Both parties notified in writing of decision and sanction(s). If either party disagrees with decision or sanctions, Complainant or Respondent may appeal.
If no appeal, the case is closed by Title IX Coordinator.

Formal Investigation
Case may be referred for Formal Investigation by Title IX Coordinator
Investigations vary in scope according to the nature of the complaint. Investigations may include interviews with all relevant parties, witnesses and the review of available information and college records.

Title IX Coordinator consults with investigator(s); provides updates to Complainant, Alleged Victim (if different) & Respondent. Interim Measures activated as necessary through the entire Policy process.

Complainant or Respondent Appeal
Bases for appeal: (1) New information unavailable at the time of the IR that could reasonably be expected to change the original decision, (2) Substantial procedural error during the Policy process that may change the original decision, (3) Sanction imposed was not appropriate for the violation.

Title IX Coordinator Appoints Appeal Officer:
Sr. VPAA – faculty matters;
Vice President for Administration – staff matters.

Appeal Decision Final
Case Closed by Title IX Coordinator
VOLUNTARY RESTORATIVE RESOLUTION (VRR)- STUDENT OR EMPLOYEE AS RESPONDENT

Some reports of sexual harassment may be resolved through Voluntary Restorative Resolution between the parties at the recommendation of the Title IX Coordinator, and possibly at a very early stage of the fact finding and investigation process. Voluntary Restorative Resolution is optional and requires full participation of the Alleged Victim and Respondent. **Voluntary Restorative Resolution procedures are never applied in cases of dating violence, domestic violence, stalking, sexual exploitation or other sexual harassment complaints involving violence or non-consensual sexual intercourse.**

The Title IX Coordinator may arrange the restorative procedures between the involved parties and coordinate other remedies with the Director of Community Living in matters involving students and with the Director of Human Resources in matters involving employees. The restorative conference will be facilitated by a qualified college official or external consultant appointed by the College. All Voluntary Restorative Resolution proceedings shall be prompt, fair, impartial, and, absent exigent circumstances, completed within fourteen (14) business days of the initial report.

Once the restorative procedures are complete, simultaneous written notification to both parties shall be given by the Title IX Coordinator. Because the outcomes of Voluntary Restorative Resolution dialogues are mutually developed and agreed upon by the parties involved, the outcome of the Voluntary Restorative Resolution is final and an appeal by either party is not permitted.

The College shall take reasonable steps to prevent the recurrence of sexual harassment in any form. If the reoccurrence takes place, those responsible for such behavior may be subject to additional disciplinary action.

INTERACTIVE RESOLUTION (IR) – STUDENT OR EMPLOYEE AS RESPONDENT

At the conclusion of an authorized investigation, the Investigator will make a recommendation to the Title IX Coordinator regarding the disposition of the complaint in a formal written report. The Investigator may (a) recommend that the case be closed due to lack of evidence to support the claim, or (b) find that it is more likely than not that the Respondent violated this Policy. If there is a preponderance of information to support a violation of this Policy, the Title IX Coordinator will consult with the Dean of Academic Affairs and/or the Director of Human Resources in cases where the Respondent is an employee, and with the Director of Community Living in cases where the Respondent is a student, to review the findings and assign sanctions. The Title IX Coordinator will then authorize an Interactive Resolution meeting. During this meeting, the Investigator and Title IX Coordinator will meet individually with the Complainant and Respondent (including support representatives, if requested) to review the investigative findings and consider additional questions from either party, as necessary, and review the sanctions.
Both the Complainant and Respondent will receive the outcomes in writing from the Title IX Coordinator with a copy to the Dean of Academic Affairs and/or the Director of Human Resources in cases where the Respondent is an employee, and a copy to the Director of Community Living in cases where the Respondent is a student. The College will simultaneously notify the Complainant and Respondent. If either party disagrees with the decision or sanction(s), the Complainant or Respondent has an opportunity to appeal.

**STANDARD FOR DETERMINING RESPONSIBILITY**

Consistent with the requirements of the US Department of Education’s Office for Civil Rights, the standard used to determine accountability will be a preponderance of the evidence or preponderance of information standard - whether it is more likely than not that the Respondent has violated this Policy.

Decisions made in the Interactive Resolution shall be final, pending the normal appeal process, which is explained in more detail below.

All procedural questions about the investigative and resolution processes related to students or employees as Respondents under this Policy are subject to the final decision of the Title IX Coordinator.

**THE RIGHTS OF COMPLAINANT AND RESPONDENT UNDER THIS POLICY**

The Complainant and Respondent- whether they are a student or an employee- proceeding under this Policy have the right to a timely process and resolution. Generally, the resolution process—from initial report to decision— will take two to four weeks, excluding any appeal. Academic calendar considerations, an appeal process, or other exigent circumstances may result in an extended resolution process.

The Complainant and the Respondent each have the right to be accompanied by one support representative of their choice, also known as an advisor of choice under the Clery Act, during the course of any investigative or resolution process under this Policy. The support representative may be any person, including an attorney, but it is important to note that the attorney’s role is limited to that of a support representative, as discussed in more detail below.

Two days prior to any scheduled resolution meeting or proceeding, the Complainant and Respondent must provide the name of their support representative, if any, to the investigator or Title IX Coordinator; otherwise, the College reserves the right to prohibit a Complainant’s or Respondent’s support representative from attending any resolution meeting or proceeding. The College reserves the right to have its own legal counsel present during these meetings or proceedings.

Delays will not normally be allowed due to the scheduling conflicts of a support representative. Support representatives, including an attorney, are there to provide emotional support to a party - they cannot speak, respond, or otherwise participate in the meeting. They may not take notes or otherwise record the proceedings. If a support representative disrupts the process, including but not limited to failing to abide by this Policy or related instructions from authorized
representatives of the College, the support representative may be asked to leave the room, or the meeting may need to be rescheduled and without the presence of that same support representative.

Both the Complainant and Respondent will have the opportunity to view the report and respond to the report in advance of the decision of responsibility and prior to the final outcome meeting.

At the conclusion of any resolution process, the College will provide simultaneous written notification to the Complainant and the Respondent of the outcome, including information about any sanctions, within five (5) business days.

In the case of an Interactive Resolution, once written notification of the outcomes has been received, the parties involved will have the opportunity to appeal the decision and the sanctions. The letter of appeal should be submitted according to the appeal process outlined in this Policy.

**NOTIFICATION OF OUTCOMES**

The outcome of and sanctions resulting from a resolution are part of the confidential student conduct record if the Respondent is a student, or the personnel record if the Respondent is an employee. A complete case file is maintained by the Title IX Coordinator.

Complainants under this Policy, whether they are a student or an employee, have a right to be informed of interim measures. Only information which directly impacts the Complainant’s rights under this Policy will be shared.

Notification of decision, sanction(s), and how to appeal will be made to both the Complainant and Respondent at the same time through a confidential letter from the Title IX Coordinator. In cases where the Respondent is a student, a copy of the outcome letter is also sent to the Director of Community Living and the Vice President for Student Life.

The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses (including rape, fondling, statutory rape, and incest), assault, destruction/damage/vandalism of property and kidnapping/abduction. Upon request, the College will release this information to the alleged victim, or next of kin if the victim is deceased, in any of these offenses regardless of the outcome.

**DECISIONS, REMEDIES, AND SANCTIONS**

For cases involving a student as a Complainant or Respondent, written notification of the outcome of the College’s investigation into an alleged violation of this Policy will be issued, via College email, by the Title IX Coordinator with a copy to the Director of Community Living and the Vice President for Student Life. For cases involving an employee as a Complainant or
Respondent, written notifications of the outcome of the College’s investigation into an alleged violation of this Policy will be issued jointly, via College email, by the Title IX Coordinator and Director of Human Resources or Dean of Academic Affairs (if the Respondent is a member of the faculty). The College will simultaneously notify both the Complainant and Respondent. The written notification will be deemed to be received on the date the notification is sent via email. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment, sexual misconduct, sexual assault, sexual exploitation, stalking, domestic violence, or dating violence in order to protect the rights and personal safety of community members.

If a student or employee is found responsible for a violation of this Policy, sanctions may be assigned. The Title IX Coordinator will consult with the Director of Community Living in student matters, the Dean for Academic Affairs in matters related to faculty and with the Director of Human Resources in staff matters to determine appropriate sanctions. Appropriate and reasonable sanctions will be based on the Respondent’s current and previous violations. When determining sanctions, the College will consider the concerns and rights of the Complainant, the Alleged Victim, the Respondent, and the broader campus community.

Not all forms of such misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions for students and employees depending on the severity of the offense. The College reserves the right to refer any report of a violation of this Policy to the local police or other law enforcement agencies, although it typically will not do so if the Alleged Victim objects to such reporting. Even if criminal justice authorities do not prosecute Elizabethtown College members, the College can pursue disciplinary action.

In cases when an Elizabethtown College member faces criminal charges or is the subject of a criminal investigation, the College’s response may be initiated at any time during such investigation or criminal proceedings. Consistent with the guidance from the U.S. Department of Education, the College’s response will typically not be delayed due to the pendency of a criminal investigation or prosecution.

Any member of the College community found to be retaliating against, harassing or intimidating others who have filed complaints alleging a violation of this Policy, or who otherwise participates in any resulting investigations, will face additional disciplinary consequences.

Disciplinary sanctions for employees range from a formal warning, loss of privileges, restrictions related to participation in College programs and campus access, to suspension. In addition, the Title IX Coordinator, in consultation with the Senior Vice President for Academic Affairs may recommend as a sanction termination of employment or release in the case of tenured faculty. In those cases where the Title IX coordinator recommends termination or release, the process will continue in accordance with chapter 2, section III, of the Faculty Handbook.

Disciplinary sanctions for students are designed to educate students and guide future decision-making. Common sanctions for students are detailed below. More than one sanction may be imposed for a single violation. Students are required to complete sanctions; failure to comply may result in additional disciplinary action or the activation of a “Vice President for Student Life
Sanctions may be imposed upon groups or organizations as well as individual students.

- **Disciplinary Expulsion** is a written notice to the student that the student is permanently separated from the College for disciplinary reasons. An individual who has been expelled from the College is not permitted on campus for any reason without permission of the Vice for Student Life. Disciplinary Expulsion is recorded on the student’s permanent transcript; the expelled student will receive a “WF” in all current courses as noted on the student’s permanent transcript. Documents supporting the student conduct decision are maintained in the student’s confidential file for seven years. Parents/guardians, coaches, academic advisors, some academic programs, and co-curricular program advisors may be notified of the student’s status.

- **Disciplinary Suspension** is a written notice to the student that the student is separated from the College for one or more semesters. When a student is placed on Disciplinary Suspension, a VP for Student Life’s Hold is activated on the student’s account, the student is not permitted to register for classes, may not be on campus, and may not attend any college-sponsored events (on or off campus) without written permission from the VP for Student Life or designee. The suspended student will receive a “WF” in all current courses; the “WF” notation will appear on the student’s permanent transcript. Disciplinary Suspension will be noted on the student’s transcript through the length of the suspension period. In some cases, in order to allow the student to complete the current semester, disciplinary suspension may be deferred to begin the following semester. Special conditions, at the discretion of the Student Conduct Administrator, may apply during a deferred suspension. The College will not accept transfer credits earned at another institution during a period of disciplinary suspension. At the conclusion of the suspension period, the student must petition the VP for Student Life in writing for permission to return to the College. The VP for Student Life may require a personal meeting to determine eligibility; return following a disciplinary suspension is not automatic as special conditions or considerations imposed by the Student Conduct Administrator may apply. Approval for re-entry must be secured three weeks prior to the start of the new semester. Students who receive a sanction of disciplinary suspension will permanently forfeit their merit scholarship (if applicable). The merit scholarship will not be reinstated, even if the student is eligible to return after the suspension period has ended. The record of disciplinary suspension is maintained in the student’s confidential file for seven years. Parents/guardians, coaches, academic advisors, some academic programs and co-curricular program advisors may be notified of the student’s status.

- **Disciplinary Probation** is written notice to the student that the student is not in good standing. The duration of the probation is determined by the Student Conduct Administrator. Disciplinary Probation status may negatively impact the student’s ability to participate in certain campus clubs and organizations. It may also impact the student’s eligibility for study abroad and other off-campus study, tuition remission, certain selective academic programs, campus leadership programs and positions and campus employment opportunities. Parents/guardians, coaches, academic advisors, some academic programs and co-curricular program advisors may be notified of the student’s probationary status.
• **Disciplinary Notice** is a written notice to the student that rises above a warning and carries additional educational sanctions and notifications. A student on Disciplinary Notice should be aware that subsequent violations of the **Student Code of Conduct** may jeopardize the student’s good standing with the College.

• **Formal Warning** is a written notice to the student that he/she has violated college policy and that continued behavior may lead to more significant disciplinary action.

**Other possible sanctions:**

• **Advisor Notification/Conference** is notice to the student’s academic advisor, international student advisor or other program advisor. The advisor will be notified that the student has been found responsible for a violation of the **Student Code of Conduct**, and the student may be required to meet with the advisor.

• **Alcohol/Drug Assessment** requires student to complete an alcohol or other drug (AOD) assessment with a college staff counselor or approved off-campus provider. The cost of an on-campus AOD assessment is $100 and requires two sessions. The student is responsible for the cost of the assessment and must provide evidence of successful completion.

• **Athletic Director Notification/Conference** is notice to the Department of Athletics. The Athletic Director will be notified that the student athlete has been found responsible for a violation of the **Student Code of Conduct** and the student athlete may be required to meet with the Athletic Director.

• **BASICS (Brief Alcohol Screening & Intervention of College Students)** – Student will meet with a staff counselor to examine alcohol or other drug use in a judgment-free two-session process. Fee is $80.

• **CHOICES** - The student will attend a 90-minute alcohol abuse prevention and harm reduction session. Students are presented with educational information, and are encouraged to reflect in a personal journal on what they have learned as it relates to their choices about drinking. Fee is $50.

• **College Employer Notification/Conference** informs the student’s college employment supervisor that the student is responsible for a violation of the Student Code of Conduct; the student may be required to meet with the supervisor.

• **College Weekend Suspension** restricts the student from College property or any college-sponsored event held on/off campus during a designated weekend(s).

• **Community Service** requires the student to complete a service project in the College community, surrounding community, or student’s home community.

• **Educational Project** requires the student to review an article or video, write a paper, complete a project, etc. at the discretion of the Student Conduct Administrator.

• **Education** requires the student to participate in an educational session facilitated by a professional. Student is responsible for the cost of the educational program and must provide evidence of completion.

• **E-CHUG** is a free 15-minute online, personalized and confidential, alcohol screening.

• **E-TOKE** is a free, 15-minute online, personalized and confidential, marijuana screening.

• **Student Skills for Life Classes** A three-session interactive alcohol/drug education class held on campus. Fee is $125.
- **Fees or Fines** may be imposed in conjunction with any sanction at the discretion of the Student Conduct Administrator.
- **Group Deactivation** includes removal of College recognition and funding for a specified period of time.
- **Letter of Apology** requires student to explain decisions and to apologize for misconduct to members of the community.
- **Loss of Privileges** restricts participation in particular activities/programs or campus events. Denial of privileges may include, but is not limited to, ability to represent the College in any way, use of facilities, participation in co-curricular activities, holding a leadership position, housing lottery privileges and housing privileges. Loss of privileges may also apply to groups, athletic teams, clubs and organizations.
- **No Communication/No Contact** restricts the student from any contact, whether in person, electronic, or via third parties, with one or more students.
- **Parent/Guardian Notification** alerts student found responsible under this Policy that parent/guardian will be notified of that violation.
- **Residence Expulsion** results in student being permanently removed from college housing.
- **Residence Relocation** results in a student being administratively moved to a different on-campus residence.
- **Residence Restriction** results in restricted access to certain college housing buildings.
- **Residence Suspension** requires the student to terminate occupancy of on-campus residence for a specified period of time. Specific restrictions on access to residence halls during the period of suspension may also be involved. At the conclusion of the residential suspension period, the student must petition the Director of Community Living in writing for permission to return to the College. The Director of Community Living may require a personal meeting to determine eligibility; return following a residential suspension is not automatic. Approval for re-entry into residential housing must be secured three weeks prior to the start of the new semester.
- **Restitution** requires student to make compensation for loss or damage to college property. This may take the form of appropriate service and/or monetary or material replacement.
- **Student Life Conference** requires the student to meet with the VP for Student life or designee.
- **VP for Student Life Hold** blocks the student from registering for classes until expectations from the Office of Community Living are satisfied.

**APPEAL PROCESS**

Either party, Complainant or Respondent, proceeding under this Policy may appeal the decision or sanctions from an Interactive Resolution in writing within five (5) business days after the date of written notification of the outcomes. The written notification of outcomes also contains information on the right to appeal. To initiate an appeal, the Complainant or Respondent must submit a signed writing to the Title IX Coordinator within five (5) business days after the date of written notification of the outcomes. An e-mail from the College e-mail address of the Complainant or Respondent, respectively, is deemed to be a signed writing for purposes of this Policy. Disciplinary sanctions generally are stayed pending appeal, unless the Title IX
Coordinator, in consultation with the Director of Community Living (when the Respondent is a student), Director of Human Resources (when the Respondent is a staff member) or Dean of Academic Affairs (when Respondent is a faculty member), determines that sanctions should be immediately implemented because the underlying offense involved serious harm to another person or the Respondent otherwise presents a continuing risk of harm or disruption to the community. An appeal must be based on one or more of the following reasons only; the Appeal Officer, in their sole discretion, may decide not to hear an appeal if sufficient grounds have not been articulated for an appeal.

1. **There is new information, unavailable at the time of the Interactive Resolution process that could reasonably be expected to change the original decision.** The party must outline the source of new information, the name(s) of the individual(s) who can present this information, the reason(s) why this information was not available at the time of the Interactive Resolution process, and the reason(s) why this information may contribute to a different decision.

2. **There was a substantial procedural error during the Policy process that may change the original decision.** The party must include a citation of specific procedural error, the reason(s) why the procedural error was not mentioned during the course of the investigative or Interactive Resolution process, and how the correction of the error could contribute to a different decision.

3. **One or more of the sanctions imposed is substantively disproportionate to the violation.** The party must include specific information about why the sanction is deemed substantively disproportionate to the violation of the Policy.

The appeal must articulate, with specificity, which of the three above reasons forms the basis of the appeal. The Appeal Officer will not consider any of the above reasons that is not specifically raised and discussed in the appeal.

The scope of the appeal will be limited to one or more grounds outlined above. The appeal does not trigger a *de novo* review of the outcome of the Interactive Resolution. In other words, the Appeal Officer will give deference to the decision of the Investigator.

Appeals will be reviewed by the Vice President for Student Life when the Respondent is a student, by the Senior Vice President for Academic Affairs/Dean of the Faculty when the Respondent is a faculty member and by the Vice President for Finance and Strategy when the Respondent is a staff member. The appeal officer will receive annual professional development, and will be knowledgeable in both the Interactive Resolution process and all prohibited conduct under this Policy. An appeal may be assigned by the Title IX Coordinator to a qualified external third party in order to avoid a conflict of interest or to expedite the review.

In most cases, the appeal will be completed within ten (10) business days after the receipt of the appeal letter. The Title IX Coordinator may expedite or postpone an appeal based on the circumstances of the case, including but not limited to the timing of the appeal relative to the College’s academic calendar. If this occurs, there will be a written communication to the Complainant and Respondent from the Title IX Coordinator. The Title IX Coordinator will
prepare relevant documents for the appellate review, and conduct a preliminary meeting with the Appeal Officer to define the scope of the appeal.

The Appeal Officer Will:

- Review the record only. The record will normally consist of any investigative notes, report, and other relevant materials (including audio recordings, if any), and the decision letter. In appropriate cases, the review may include any relevant new information presented by the Complainant or Respondent.
- Provide a final written decision and explanation to the Title IX Coordinator, generally within ten (10) business days after receipt of appeal letter. Some cases may require additional time. The Title IX Coordinator will then simultaneously inform the Complainant and Respondent in writing of the appeal outcome, including whether there was a change to the result and that the result is final, within three (3) business days after receiving the written decision from the Appeal Officer.

The Appeal Officer May:

- Determine the appeal is without merit and uphold the original decision and sanction(s).
- Determine that new and relevant information presented in the appeal could reasonably alter the underlying outcome determined by the investigator(s). In this situation, the Appeal Officer will return the case to the original investigator(s) and ask for consideration of the information and request final determination based on new information. Or, the Appeal Officer may consult with the Title IX Coordinator to seek a competent, trained, outside party to review the new and relevant information and reach a final determination.
- Determine a procedural error was made that likely materially impacted the outcome of the original decision. In this situation, the Appeal Officer will consult with the Title IX Coordinator to seek a competent, trained, outside party to evaluate the impact of the error, if any, and reach a final determination. This could involve a new investigation, in whole or in part, if, in the sole discretion of the outside party, the procedural error was so significant that a new investigation is warranted.
- Determine the sanction(s) should be reconsidered. In this case the Appeal Officer will determine final sanctions.

RECORDKEEPING

There shall be a single record, which could include such items as notes or audio recording, of all investigations and resolutions. The record is the property of the College. For purposes of public disclosures (including but not limited to Timely Warnings, Emergency Notifications, Daily Crime and Fire Log, and the Annual Security and Fire Safety Report) the College will not, absent extraordinary circumstances, disclose personally identifying information of the Alleged Victim or Complainant.
INVESTIGATION AND RESOLUTION OF COMPLAINTS AGAINST THIRD PARTIES

All third parties on the College campus, including contractors and visitors, are expected to adhere to the standards set forth in this Policy.

Any College community member may file a report of misconduct by a third party in violation of this Policy by contacting any Responsible Employee, or by contacting:

- **Director of Campus Security**
  Andrew Powell
  717.361.1264

- **Director of Diversity, Inclusion, and Title IX**
  Dr. Armenta Hinton
  Nicarry Room 236
  Phone: 717.361.1179
  Email: hintona@etown.edu

- **ECTipline (provides anonymous report option)**
  Toll free 855.696.1899 or web-assisted on the ECTipline webpage

*Note: Anonymous reports significantly limit the College’s ability to investigate and appropriately address allegations of misconduct.*

- **Elizabethtown Police Department**
  Call 911 or Lancaster County Wide Communications at 717.367.1835

Complaints against third parties will be investigated and an appropriate response, as circumstances permit and based on the status of the alleged perpetrator. In addition, interim measures, as described above, may be implemented.

As noted above, all interim measures, support services, and similar support networks are available for those campus community members who suffer misconduct or make reports against third parties.

**WRITTEN NOTIFICATION OF AVAILABLE RESOURCES**

The College will provide to students and employees information about support and assistance granted to victims of sexual assault, stalking, dating violence or domestic violence. The support and assistance the College can provide includes

- accessing advocacy resources;
- academic support;
- counseling, disability, health or mental health services;
- legal assistance;
- visa/immigration assistance (both within the college and in the community);
- transportation;
and will provide other security and support measures as appropriate, including by

- issuing a no-contact order,
- arranging a change of living or work assignment or class schedules (including for the Respondent pending the outcome of an investigation),
- making adjustments for assignments or tests, etc. and
- assisting with reporting crimes to local law enforcement if the victim chooses.

This information is available on the Elizabethtown College Title IX webpage and in informational brochures available in the following locations:

- **Human Resources**
  Myer Hall, Administrative Suite
  717.361.1406
- **Office of the Senior Vice President for Academic Affairs**
  Alpha Hall, Rm 102
  717.361.1416
- **Office of Community Living**
  541 S. Mt. Joy Street
  717.361.1197
- **Campus Security**
  605 S Mt. Joy Street
  717.361.1264
- **Office of the Vice President for Student Life**
  BSC Rm 208
  717.361.1196
- **Disability Services**
  BSC 228
  717.361.1549
- **Student Wellness**
  BSC 215
  717.361.1405

**WARNING SIGNS OF ABUSIVE BEHAVIOR**

Dating and domestic violence occur in all socio-economic, educational, racial, and age groups. The issues of power and control are at the heart of this type of violence. The batterer uses acts of violence and a series of behaviors to gain power and control.

**Behavioral Signs:**

- Intimidation: Smashing things, abusing pets, destroying victim's property, displaying weapons.
- Threats: Making and/or carrying out threats to harm the victim, to commit suicide, to report the victim to child welfare, to make the victim drop charges.
- Isolation: Controlling what the victim does, sees, and reads, limiting who the victim talks to.
• Emotional abuse: Putting the victim down, calling the victim names, making the victim think of themselves as crazy, playing mind games.

**Warning Signs:**

Someone involved in an abusive relationship might display certain behavioral signs including:

- Inconsistent explanations: Victims may provide inconsistent explanations as to the cause of their injuries due to fear of alerting others to the severity of their situation.
- Alcohol abuse: Victims may use alcohol as a means of escape from their everyday reality of abuse.
- Injuries in multiple stages of healing: Bruises are the most common form of injury and have the following stages of healing: purple to green to yellow.

*From RAINN (Rape, Abuse, and Incest National Network)*

**ALCOHOL OR OTHER DRUGS**

Engaging in sexual contact while under the influence of alcohol or other drugs is risky behavior because individual judgment can be impaired and communication about consent misunderstood. An individual should be aware of the other person’s level of intoxication. Intoxication or drug use that is incapacitating negates consent, and your own level of intoxication is not a defense.

**REGISTERED SEX OFFENDER INFORMATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal law that provides for the tracking of convicted sex offenders enrolled or employed at institutions of higher education. This Federal law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders, in compliance with the Adam Walsh Child Protection and Safety Act of 2006, may be obtained. The CSCPA also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The names of any of these registered offenders is maintained and available online through the Pennsylvania State Police by visiting [http://www.pameganslaw.state.pa.us/](http://www.pameganslaw.state.pa.us/). The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

**TITLE IX**

Elizabethtown College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence and domestic violence. Title IX of the Education Amendment Act of 1972 states that:
No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual’s fundamental rights and personal dignity. Students, employees and college visitors are encouraged to contact the Title IX Coordinator with questions or comments about this Policy:

TITLE IX COORDINATOR

Elizabethtown College has designated a Title IX Coordinator for all matters related to sex discrimination at the College, and to coordinate the efforts of the College to comply with Title IX law:

**Director of Diversity, Inclusion, and Title IX**
Dr. Armenta Hinton
Nicarry Room 236
Phone: 717.361.1179
Email: hintona@etown.edu

Questions about the application of Title IX at Elizabethtown College should be directed to Dr. Hinton or to the Office of Civil Rights, Department of Education, Washington, D.C., [http://www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)

The Title IX Coordinator:

- helps to ensure that the College is in compliance with Title IX’s administrative requirements;
- coordinates the implementation and administration of the College’s procedures for resolving Title IX complaints, including educating the campus community on how to file a complaint alleging a violation of Title IX, investigating complaints, working with law enforcement when necessary, and ensuring that complaints are resolved promptly and appropriately;
- coordinates the College’s response to all complaints involving possible sex discrimination to monitor outcomes, identify and address patterns, and assess effects on the campus climate;
- monitors students’ participation in athletics and across academic fields to identify programs with disproportionate enrollment based on sex and ensure that sex discrimination is not causing any disproportionality or otherwise negatively affecting a student’s access to equal educational opportunities;
- provides training and technical assistance on College policies related to sex discrimination and develop programs on issues related to Title IX to assist the institution in making sure that all member of the campus community, including students and staff, are aware of their rights and obligations under Title IX;
- regularly assesses the adequacy of current training opportunities and programs and proposes improvements as appropriate; and
- is available to meet with members of the campus community, including employees and students, as needed to discuss any issues related to Title IX.
RELATED COLLEGE POLICIES

It is possible that an alleged occurrence or series of occurrences giving rise to a report of sexual harassment (or other conduct prohibited under this Policy) may relate to conduct prohibited under other College policies. For example, alleged sexual harassment that is motivated in part by racial or ethnic discrimination would, if proven by a preponderance of the evidence, violate both this Policy and the College’s Policy Against Discrimination, Harassment, and Bullying. In situations like this example where alleged prohibited conduct falls under both (a) this Policy and (b) any other policy of the College, the procedures outlined in this Policy control.

However, the Title IX Coordinator has the discretion to sever from the proceedings under this Policy the fact finding, adjudication, or sanctioning related to the alleged violation of a different College policy. If the Title IX Coordinator so exercises this discretion, this Policy will govern the processes and procedures related to the resolution of the alleged sex discrimination (in whatever form that falls under this Policy), while the policies and procedures of any other relevant College policy will govern the resolution of the other alleged misconduct.

As set forth in section 2.39 of the Faculty Handbook and page 15 of the Administrative Handbook, the College prohibits certain types of relationships between employees and students.

POLICY ON PROHIBITED RELATIONSHIPS BETWEEN COLLEGE EMPLOYEES AND STUDENTS

Dating, romantic, or sexual relations between College employees (faculty, staff and administrators) and students, even if consensual, can negatively affect the educational environment for students. Members of the faculty and staff are expected to maintain professional relations with all students, act in accordance with standards of professional conduct and avoid conflicts of interest, favoritism, bias or creation of a hostile environment for students.

Moreover, a consensual romantic relationship or sexual relationship between an employee and a student enrolled at the College can compromise professional standards and expose both the employee and the College to claims of harassment or unlawful discrimination—for example, from the student involved or from other students who allege they were disadvantaged because of the employee’s unprofessional relationship with one of their peers.

Accordingly, the College prohibits consensual romantic or sexual relationships between employees (faculty, staff, and administrators) and students. An employee found to be engaged in a romantic or sexual relationship with a student will be subject to disciplinary action up to and including dismissal or release.

Employees who are married to or are a domestic partner of a student (as defined under Domestic Partner Benefits) are exempt. In situations where such a pre-existing relationship exists, the individual with the supervisory, teaching, advisory, or evaluative position over the student must immediately inform the relevant supervisor, Chair, Dean, or the Director of
Human Resources of the conflict of interest. Necessary steps will be taken to resolve the conflict and eliminate any appearance of favoritism or advantage and/or inconsistencies in other College policies.

**POLICY REGARDING PROTECTION OF MINORS ON CAMPUS**

Any member of the Elizabethtown College community, employee or student employee, who encounters a minor (child under the age of 18) on campus or at an off-campus sponsored event, and suspects that the minor has been the victim of child abuse, must report the incident, irrespective of the seriousness of the incident. In such cases, the suspected abuse should be reported immediately to Campus Security, the College ECTipline (toll free 855.696.1899 or web-assisted on the EC Tipline Webpage), a Human Resources official, the Department of Public Welfare Childline (800.932.0313), or local law enforcement by calling 911.

Please refer to the Policy Regarding Minors on Campus for more information.
SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

The main location for Elizabethtown College’s School of Continuing and Professional Studies (SCPS) is within the main campus of Elizabethtown College in the James B. Hoover Center for Business building. For the 2018-2019 academic year, enrollment at SCPS was 247 part-time undergraduate students and 73 part time graduate students.

Elizabethtown College’s School of Continuing and Professional Studies offers degrees to non-traditional students through a mixture of online and physical delivery programs at various locations throughout Central Pennsylvania, including two locations that are considered separate campuses under the Clery Act: Dixon University Center and the Lancaster Theological Seminary.

MAIN CAMPUS-HOOVER CENTER

The Hoover Center is located on the main campus of Elizabethtown College. Unless otherwise noted below, all policy statements related to the Elizabethtown College apply to the SCPS Hoover Center as well.

While Elizabethtown College does have residence halls, SCPS does not offer housing to its students and SCPS students do not have access to the residence halls of Elizabethtown College.

Students attending classes at the Hoover Building who wish to report a crime can call 911 or Campus Security at 717.361.1264 or 717.361.1111 or by dialing ext. 1111 from any on campus phone.

SCPS students attending classes at the Hoover Center will receive an EC Alert emergency notification or a Timely Warning Notification for those situations that impact the main campus of Elizabethtown College or any of the SCPS locations.

DIXON UNIVERSITY CENTER

The Dixon University Center is located at 2986 North Second Street in Harrisburg, PA. Unless otherwise noted below, all policy statements related to Elizabethtown College apply to the Dixon University Center as well.

The Dixon University Center does not have residence halls.

Students, faculty and staff of participating colleges and universities and community members, guests and visitors have access to most Dixon University Center (DUC) campus buildings and facilities during regular business hours on weekdays and for scheduled events in the evenings and weekends, excluding most holidays. Information related to available hours of operations and holiday schedules may be found at: http://www.dixonuniversitycenter.org/contact

The Dixon University Center (DUC) Director of Facility Operations and Maintenance is responsible for locking and unlocking designated buildings and facilities. Contracted security services for DUC are responsible for patrolling campus grounds and buildings during specified...
scheduled hours of operation. Students, faculty or staff with concerns related to building door locks or security hardware failures are asked to report their information to the DUC Director of Facility Operations and Maintenance. If you need assistance in gaining authorized entry into a DUC building or facility, please contact DUC administration at: (717) 720.4080

The Dixon University Center does not have a security or police department but contracts with a private security firm. A security guard is onsite at Dixon University Center during scheduled class hours. These security guards are non-sworn and do not have arrest powers. To contact security call them at 717.303.6834.

Students attending classes at the Dixon Center who wish to report a crime can call Harrisburg Police by dialing 911.

SCPS students attending the Dixon University Center will receive an EC Alert emergency notification or a Timely Warning Notification for those situations that impact the main campus of Elizabethtown College or any of the SCPS locations. In addition, DUC uses a messaging system called e2Campus to communicate weather and utility delays along with any other emergency notifications. This type of communication will be used in the event of a crisis, emergency, or weather situation and will be used in addition to the current methods of communication which include a voice message on the main DUC line at (717) 720.4080, the website - www.DixonUniversityCenter.org and the local television stations. Additional information on the e2Campus messaging system and instructions on how to register can be found at the following website: https://www.dixonuniversitycenter.org/e2campus. NOTE: Elizabethtown College do not control the e2campus system registration process or provide maintenance for the system.

The Dixon University Center Director of Continuing Education and Conference Services will issue an “all clear” or similar message to indicate an emergency no longer exists and campus operations have returned to normal via the modes of messaging described above. The e2Campus system will be tested once a semester. The system allows for a test message via SMS and/or email. The test message will show the e2Campus administrator to see if the subscribers can receive messages sent from the system.

The Dixon University Center Director of Continuing Education and Conference Services or designee will contact participating State System University campus police to make a decision regarding the necessity of a timely notification warning on a case-by-case basis. The nature of the crime, the continuing danger to the DUC community and the possible risk of compromising law enforcement efforts may all be considerations when determining the need for a timely warning.

If deemed necessary, the Dixon University Center Director of Continuing Education and Conference Services or a participating State System University campus police official will issue a timely warning notification. DUC will provide timely warning notifications using e2Campus, the DUC website, email to all available email addresses for participating colleges and universities and their faculty and students, and by posting notices throughout the buildings at 2986 North Second Street, Harrisburg, PA 17110.
LANCASTER CENTER

The School of Professional and Continuing Studies holds classes in some buildings on the campus of the Lancaster Theological Seminary (LTS) located at 555 West James Street in Lancaster, PA. Unless otherwise noted below, all policy statements related to Elizabethtown College apply to the Lancaster Theological Seminary location as well.

Although there are residence halls on the campus of LTS, they are not used or accessed by Elizabethtown SCPS students.

Lancaster Theological Seminary does not have a police or security force. LTS utilizes Franklin and Marshal’s Department of Public Safety as the local police in conjunction with the Lancaster City Police. Students wishing to report a crime that occurs at the Theological Seminary can contact 911 for the Lancaster City Police or 717.291.3939 for Franklin and Marshall Police.

During business hours, buildings on the campus of LTS (excluding housing facilities) will be open to students, faculty, staff, and visitors. During non-business hours access to all LTS facilities is by key, FOB device, or maintenance.

SCPS students attending LTS will receive an EC Alert emergency notification or a Timely Warning Notification for those situations that impact the main campus or any of the SCPS locations.
DISCLOSURE OF CRIME STATISTICS

The Pennsylvania Uniform Crime Reporting Act Statistics

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes), and dividing that product by the number of the College’s Full Time Equivalent (FTE) students and employees. The statistics this table reflect the number of incidents reported to the College’s Department of Campus Security (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement; as required for Clery reporting). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. Please note that the State crime classifications vary from the crime classifications under federal law, as reported in accordance with the Clery Act statistics reflected in this report.

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<th>THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT STATISTICS</th>
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<th>2018</th>
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CLERY ACT CRIME STATS FOR 2016, 2017, and 2018

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the release of statistics for certain criminal incidents, arrests and disciplinary referrals on campus to all students and employees. The law requires that these statistics be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law. Please note that these statistics use federal crime classifications which vary from the crime classifications under state law, which are also published in this brochure. The statistics reported in the tables below reflect the number of incidents reported to the Department of Campus Security, local law enforcement, and/or campus security authorities. They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either.

Under the Clery Act, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Forcible Sex Offenses (Rape, Fondling), Non-Forcible Sex Offenses (Incest, Statutory Rape), and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, the statistics indicate the number of people referred to the Office of Community Living (if the person referred was a student) or the Department of Human Resources (if the person referred was an employee) for possible disciplinary action for violations of those specific laws.
### CLERY STATISTICS 2016, 2017, 2018 - ELIZABETHTOWN COLLEGE

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*The York Center closed in December 2018.
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</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0 0 0</td>
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<td>0 0 0</td>
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</tr>
<tr>
<td>Rape</td>
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</tr>
<tr>
<td>Fondling</td>
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</tr>
<tr>
<td>Statutory Rape</td>
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<td>Incest</td>
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</tr>
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<tr>
<td>Liquor Violations-Arrests</td>
<td>0 0 0</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>Drug Violations-Arrests</td>
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<td>Weapons Possession-Arrests</td>
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<tr>
<td>Liquor Violations-Referrals</td>
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<td>Weapons Possession-Referrals</td>
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<tr>
<td>Dating Violence</td>
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</table>

**For years 2016-2017, statistics reflect the location of Franklin and Marshall College. SCPS moved from Franklin and Marshall to Lancaster Theological Seminary in July of 2017. The 2017 statistics include both locations. 2018 statistics are for the Lancaster Theological Seminary only.**
GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

All crimes disclosed above, including hate crimes, are categorized based on the geographic locations of where the crimes took place as On Campus, Non Campus, and Public Property. The definitions are described as such:

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).
On-Campus Residential: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. An institution that has on-campus student housing facilities must separate disclose two sets of on campus statistics – the total number of crimes that occurred on campus, including crimes that occurred in student housing, and the number of crimes that occurred in on campus student housing as a subset of the total.

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Elizabethtown College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

(See CAMPUS MAP-Appendix A)

CRIME DEFINITIONS FROM THE CLERY ACT

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence: the killing of another person through gross negligence.

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

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could cause serious potential injury is used.

Burglary: The unlawful entry of a structure to commit a felony or a theft. This definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
Domestic Violence: The term “domestic violence” means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse of the threat of such abuse.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for the person’s safety or the safety of others; or (B) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Law Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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. This offense includes the rape of both males and females.
**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

**HATE CRIME STATISTICS**

Elizabethtown College is also required to report statistics for hate (bias) related crimes by the type of bias for the following classifications: Homicide, Sex Offenses (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson (see definitions above) and Larceny, Vandalism, Intimidation, and Simple Assault (see definitions below). A hate crime occurs when the actor commits one of these crimes and the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability, the assault is then also classified as a hate/bias crime.
The institution must disclose reports of hate crimes that occurred on each of the four geographic areas: On campus, On campus-residential, Non Campus Buildings or Property, and Public Property (see definitions on page 78).

Hate crimes are reported in narrative form and are separated by category of prejudice.

### Hate Crime Statistics - ELIZABETHTOWN COLLEGE

<table>
<thead>
<tr>
<th>Year</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>One On Campus Intimidation-Race reported. No hate crimes reported on Non-Campus Property nor Public Property.</td>
</tr>
<tr>
<td>2017</td>
<td>One On Campus Intimidation-Race and Sexual Orientation reported. No hate crimes reported on Non- Campus Property nor Public Property.</td>
</tr>
<tr>
<td>2018</td>
<td>One On Campus Res Hall Intimidation - Sexual Orientation reported. One On Campus Res Hall Burglary – Gender Identity reported. One On Campus Res Hall Assault – Gender Identity reported. No hate crimes reported on Non-Campus Property nor Public Property.</td>
</tr>
</tbody>
</table>

### Hate Crime Statistics - SCPS HOOVER CENTER

<table>
<thead>
<tr>
<th>Year</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2017</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2018</td>
<td>No hate crimes reported</td>
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### Hate Crime Statistics - SCPS YORK

<table>
<thead>
<tr>
<th>Year</th>
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<tr>
<td>2016</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2017</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2018</td>
<td>No hate crimes reported</td>
</tr>
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</table>

### Hate Crime Statistics - SCPS LANCASTER

<table>
<thead>
<tr>
<th>Year</th>
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<tr>
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</tr>
<tr>
<td>2017</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2018</td>
<td>No hate crimes reported</td>
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### Hate Crime Statistics - SCPS HARRISBURG

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<th>Year</th>
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</tr>
<tr>
<td>2017</td>
<td>No hate crimes reported</td>
</tr>
<tr>
<td>2018</td>
<td>No hate crimes reported</td>
</tr>
</tbody>
</table>
UNFOUNDED CRIME STATISTICS

Starting with reports due in the year 2015, higher education institutions have been required to disclose the number of unfounded crimes reported and therefore withheld from crime statistics. An unfounded crime is defined as a report that has been deemed to be false or baseless through a full investigation by a sworn law enforcement agency. Statistics on those crimes are presented in narrative form. A false report means there is available evidence to establish that the crime reported was not completed nor attempted. A baseless report means the allegations reported did not meet the elements of the crime or were improperly classified as crimes in the first place. Unfounded crime statistics are reported in narrative form.

<table>
<thead>
<tr>
<th>Unfounded Crime Statistics ELIZABETHTOWN COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
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<tr>
<td>2018</td>
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<th>Unfounded Crime Statistics SCPS HOOVER CENTER</th>
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<tr>
<td>2016</td>
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<tr>
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<th>Unfounded Crime Statistics SCPS YORK</th>
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<tr>
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<th>Unfounded Crime Statistics SCPS LANCASTER</th>
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<td>2016</td>
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<tr>
<td>2018</td>
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<table>
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<th>Unfounded Crime Statistics SCPS HARRISBURG</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
</tr>
<tr>
<td>2017</td>
</tr>
<tr>
<td>2018</td>
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</tbody>
</table>
ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire related on-campus statistics. It is the policy of Elizabethtown College to provide faculty, students, staff and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the college’s fire safety programs is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all campus buildings and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety and review procedures to follow in case of a fire. The residential halls are covered with fire alarm systems which are monitored 24 hours per day, seven days a week by Campus Security. Hackman Apartments are additionally equipped with a sprinkler system. The following public disclosure report details all information required by this law.

IMPROVEMENTS IN FIRE SAFETY

The College conducts annual inspections of all fire systems in residences halls. The College is planning to install a full sprinkler system in Ober Hall during the next major renovation of that building.

FIRE SAFETY POLICIES

In order to improve fire safety at Elizabethtown College, the following policies are in effect:

- Electrical Appliances: Electrical outlets must not be overloaded. Students may use electrical devices in their rooms so long as the voltage demand does not exceed 115 volts, such as: radio, TV, CD, DVD, lamps, fans, and computers. Large amp speakers and sub-woofers are prohibited. Microwave ovens are permitted, however heating and cooking appliances with exposed elements (including hot plates and space heaters) may not be used because of potential fire hazards. Hot tubs are prohibited.
- Grills: George Foreman grills are permitted on campus and college-owned grills may be used with permission from Community Living. Other grills are strictly prohibited.
- Halogen Lamps: Due to safety hazards associated with halogen lamps, their use is prohibited in student housing.
- Portable Heaters: Due to the safety hazards associated with space heaters, all portable heaters are prohibited. If, for documented medical reasons, you require room temperatures higher than 70 degrees, please call Facilities Management for an approved supplemental heater.
- Potential Fire Hazards: Flammable materials are strictly prohibited in college housing. Candles are permitted in College owned housing for decorative purposes only, but may not be burned. Open flames of any kind, including incense, are not permitted. No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture. Live Christmas trees are prohibited except those provided by
the College and placed in designated locations in the residential facilities. Any decorations used must be made of flameproof or fire-resistant materials. Hoverboards are not permitted in College buildings or on College property. The College reserves the right to require students to alter, change or remove any items deemed unsafe and hazardous.

- Smoking: Smoking is prohibited in all campus buildings including college housing.

### FIRE DETECTION/SUPPRESSION SYSTEMS

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Detection Systems (smoke, heat)</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Fire Extinguishers Present</th>
<th>Fire Drills conducted in 2018</th>
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<tbody>
<tr>
<td>Hackman South Apartments</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<td>Hackman North Apartments</td>
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<tr>
<td>Founders Hall</td>
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<tr>
<td>Brinser Hall</td>
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<td>Ober Hall</td>
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<tr>
<td>Myer Hall</td>
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<tr>
<td>Royer Hall</td>
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<td>Schlosser Hall</td>
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<td>831 E. College Avenue</td>
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<tr>
<td>Schreiber Quad A</td>
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<td>Schreiber Quad B</td>
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<tr>
<td>Schreiber Quad C</td>
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<td>Schreiber Quad E</td>
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</table>

All Elizabethtown College residential facilities have Fire Detection systems and Fire extinguishers within the buildings. Hackman North Apartments and Hackman South Apartments feature a full sprinkler fire suppression system. Ober Hall and Myer Hall feature a partial sprinkler system. The Fire Detection system will alarm when products of combustion are sensed or when one of the pull stations is activated. Pull stations are generally located close to the
exits. All residence buildings are equipped with smoke detectors. Yearly inspections are conducted by Facilities Management, Community Living, and local service providers. Batteries needing replacement should be reported to Facilities Management by calling 717.361.1408 or submitting a work order online. Additional components of the Fire Detection and Suppression Systems include:

- **Emergency Lighting:** Emergency lighting is installed in all buildings on campus. Some are battery powered and some are powered by a generator. They are intended to provide lighting in stairwells and hallways during times of emergency and/or when there is a loss in electrical power.
- **Exit Signs:** Exit signs are installed to direct students to exits during times of emergency. It is important that they be illuminated at all times. If they are not illuminated, contact Facilities Management at 717.361.1408.
- **Fire Extinguishers:** Fire extinguishers are strategically located throughout all residence halls, townhouses, apartments, and SDLC’s. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Resident assistants will familiarize students with the location of fire extinguishers. Extinguishers should be used on small fires only. If there is a large fire (working fire) leave the building immediately.
- **Smoke Detectors:** Each residence hall room has a smoke detector that is monitored and supervised by Campus Security. It is important that the detectors remain in working order. If a problem is noted, it should be reported to Campus Security at 717.361.1264.

A student who knowingly tampers with a life safety system at Elizabethtown College may be fined up to $1,000. Should this same individual repeat such behavior, the individual will face disciplinary action which can result in separation from the College. The College may refer life safety violations to local law enforcement.

**FIRE LOG**

Campus Security maintains a combined Daily Crime Log and Fire Log of all incidents reported to Campus Security. The Daily Crime and Fire Log discloses information related to any fire that occurs in an on campus student housing facility and includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. The log also include all crimes that occur on campus, including non-campus buildings or properties, on public property or within the college’s jurisdiction of crimes reported to Campus Security by area police. The Daily Crime and Fire Log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition. The log can be viewed online by visiting the Campus Security website, or at the Campus Security Office during regular business hours (8AM – 5PM Monday through Friday, except Holidays) at 605 South Mount Joy Street.

**HOW TO REPORT A FIRE**

Students, faculty and staff should report the occurrence of a fire to Campus Security at 717.361.1111. For fire emergencies and immediate fire service response, call 911.
FIRE EVACUATION PROCEDURES

In the event of fire, immediately move to the closest exit alerting others to exit the building. If the fire alarm system has not been activated, activate a pull station along the way. Proceed to the designated assembly point and remain until dismissed by the officer in charge. Under no circumstances should students reenter the building until they are told that it is safe. Students should call ext. 1111 on campus or 717.361.1111 off campus, and report the fire when they are out of harm’s way. Notify your resident assistant or the area coordinator immediately.

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brinser</td>
<td>Lawn between Ober &amp; Brinser</td>
</tr>
<tr>
<td>Founders</td>
<td>College Hill (grass area between Founders and Bowers)</td>
</tr>
<tr>
<td>Hackman Apartment</td>
<td>Wolf Field</td>
</tr>
<tr>
<td>Myer</td>
<td>Lawn between Myer and Cedar Street</td>
</tr>
<tr>
<td>Ober</td>
<td>Lawn between Ober &amp; Brinser</td>
</tr>
<tr>
<td>Quads</td>
<td>Lawn between Wolf Field and Soccer Stadium</td>
</tr>
<tr>
<td>Royer</td>
<td>Dell</td>
</tr>
<tr>
<td>Schlosser</td>
<td>Dell</td>
</tr>
<tr>
<td>SDLC Houses</td>
<td>Sidewalk in front of house to the left</td>
</tr>
</tbody>
</table>

FIRE SAFETY EDUCATION AND TRAINING

All students living in residence halls receive fire safety education at the start of each academic year. Students living in the Student Directed Learning Communities (SDLCs) receive fire safety education and training related to cooking fires and smoke detectors. On an annual basis, Resident Assistants and Campus Security Student Patrol Officers receive training on the proper operation of fire extinguishers and evacuation procedures.

The Safety Committee provides general safety training, including fire safety, to all employees during New Employee Orientation. Specific fire safety training is coordinated with each department based on job responsibilities.

FIRE DRILLS

At least one fire drill will be held each semester. Designated assembly points exist for each residential facility (see table above). At the time of the drill each student will move to the closest exit and proceed to the assigned assembly point where a student accountability check
will be conducted. Remain at your assigned place outside the building until you are told you may return to your room. Failure to vacate during fire drills will result in judicial action.

**DISCLOSURE OF FIRE STATISTICS**

Elizabethtown College is required to disclose statistics on fires that have occurred in on-campus, student housing facilities for the past three years. Statistics include the name and address of the housing facility, the number of fires reported and the cause of each fire, the number of fire-related injuries that resulted in treatment at a medical facility and deaths related to each fire, and the value of property damage caused by the fire.

The following table sets forth information about all fires that occurred in on-campus residence facilities during calendar year 2016.

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Street Address</th>
<th>Fires</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Cause</th>
<th>Value/Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hackman South</td>
<td>910 E Cedar St</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Hackman North</td>
<td>903 E Cedar St</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Founders Hall</td>
<td>800 E Cedar St</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Brinser Hall</td>
<td>601 E Cedar St</td>
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<td>0</td>
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<tr>
<td>Ober Hall</td>
<td>501 E Cedar St</td>
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<td>0</td>
</tr>
<tr>
<td>Myer Hall</td>
<td>401 E Cedar St</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Unintentional – Unattended cooking</td>
<td>$100-$199</td>
</tr>
<tr>
<td>Royer Hall</td>
<td>531 S Mount Joy St</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Schlosser Hall</td>
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<td>0</td>
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<tr>
<td>Maple House</td>
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<tr>
<td>Sauder House</td>
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<tr>
<td>Hackman House</td>
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<tr>
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<tr>
<td>International House</td>
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<tr>
<td>Cedar House</td>
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</tr>
<tr>
<td>Schreiber Quad A</td>
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<td>0</td>
</tr>
<tr>
<td>Schreiber Quad B</td>
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</tr>
</tbody>
</table>

SDLC: Student Directed Learning Community
The following table sets forth information about all fires that occurred in on-campus residence facilities during calendar year 2017

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Street Address</th>
<th>Fires</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Cause</th>
<th>Value/Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hackman South</td>
<td>910 E Cedar St</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Hackman North</td>
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<td>0</td>
</tr>
<tr>
<td>Founders Hall</td>
<td>800 E Cedar St</td>
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<td>0</td>
</tr>
<tr>
<td>Brinser Hall</td>
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<td>Ober Hall</td>
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<tr>
<td>Myer Hall</td>
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<tr>
<td>Royer Hall</td>
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<tr>
<td>Schlosser Hall</td>
<td>400 E College Ave</td>
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<td>Maple House</td>
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<tr>
<td>Sauder House</td>
<td>520 S Mount Joy St</td>
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<tr>
<td>Hackman House</td>
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<tr>
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<td>International House</td>
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<td>0</td>
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<tr>
<td>Schreiber Quad A</td>
<td>600 Campus Rd A</td>
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<tr>
<td>Schreiber Quad B</td>
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</tbody>
</table>

SDLC: Student Directed Learning Community
The following table sets forth information about all fires that occurred in on-campus residence facilities during calendar year 2018

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<tr>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Hackman North</td>
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<td>0</td>
<td>0</td>
<td>Unintentional-Unattended Cooking</td>
<td>$0-$100</td>
</tr>
<tr>
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<tr>
<td>Brinser Hall</td>
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<td>Ober Hall</td>
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<td>Schlosser Hall</td>
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<tr>
<td>International House</td>
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</tr>
<tr>
<td>Cedar House</td>
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<tr>
<td>Myers House</td>
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</tr>
<tr>
<td>Schreiber Quad A</td>
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</tbody>
</table>

SDLC: Student Directed Learning Community
APPENDIX A – Campus Map
SAFETY AT YOUR FINGERTIPS

• Report Tips and chat live with Campus Security
• Make Emergency Calls
• Virtual Escorts
• Safety Check-Ins
• Emergency Procedures

GET THE APP

1. Download “LiveSafe” for free from iTunes or Google Play
2. Register with your mobile phone number and fill out your profile. Verify your account.
3. Select “Elizabethtown College”