

# MISERICORDIA UNIVERSITY CAMPUS SAFETY 2020-2021 HANDBOOK

Annual Security Report  
Crime Statistics  
Fire Safety Report  
Sexual Misconduct  
Response  
Crime Prevention  
Special Security  
Programs and Services



MISERICORDIA  
UNIVERSITY  
CAMPUS SAFETY

# *A Message from the Campus Safety Department*

*It is an understatement that world events related to the COVID-19 pandemic has changed the way we function in everyday life. New meaning has been given to the term “Safety on Campus”, which not only continues to be based on security from violence or crime, but is now closely identified with the health and wellness of our campus community.*

*Methods to slow the spread of COVID-19 - with which we are all familiar -have been published and repeated numerous times. But what is the reason we should employ these techniques, and how do we effectively follow these guidelines? In complex situations, it is often best to take a common sense approach and look at things with a less complicated view.*

*The Campus Safety Department is dedicated to maintaining a safe and secure environment for all who work, attend classes, teach, and live at Misericordia University. It is essential that you do your part as well.*

*Know the **symptoms** of COVID-19 and complete an honest and informed daily assessment of your current condition. Learn how to operate and read a thermometer correctly. Don't deny or disregard what your body is trying to tell you. Avoid close interaction with people who are sick; and, avoid close interaction with people if you are sick.*

*Take extra care in **personal hygiene** by regularly and effectively washing your hands. Most surfaces you touch are with unprotected hands - and you frequently, and nearly unconsciously, touch your face, nose and mouth area many times throughout the day. Washing with soap and water is effective in removing virus germs from your hands. Simply rinsing your hands with water does not have the same result. Alcohol-based sanitizers are also effective and are recommended when hand washing is not available.*

*Additionally, keep **frequently touched areas** clean and sanitized – doorknobs and handles, tables and desk surfaces - of course. Less obvious items that may inadvertently be shared with others include, computer keyboard and mouse, toilet handles, keys, identification cards, sports and entertainment equipment, phones and touchscreen devices, drink containers, food storage containers, and backpacks.*

*Make **facial coverings** part of your daily routine, wear them inside and outside. Facial coverings show that you are concerned for the health and wellness of those around you. Additionally cover your face if you cough or sneeze. The COVID-19 virus can spread through airborne droplets which can reach another person from the force of a cough or sneeze.*

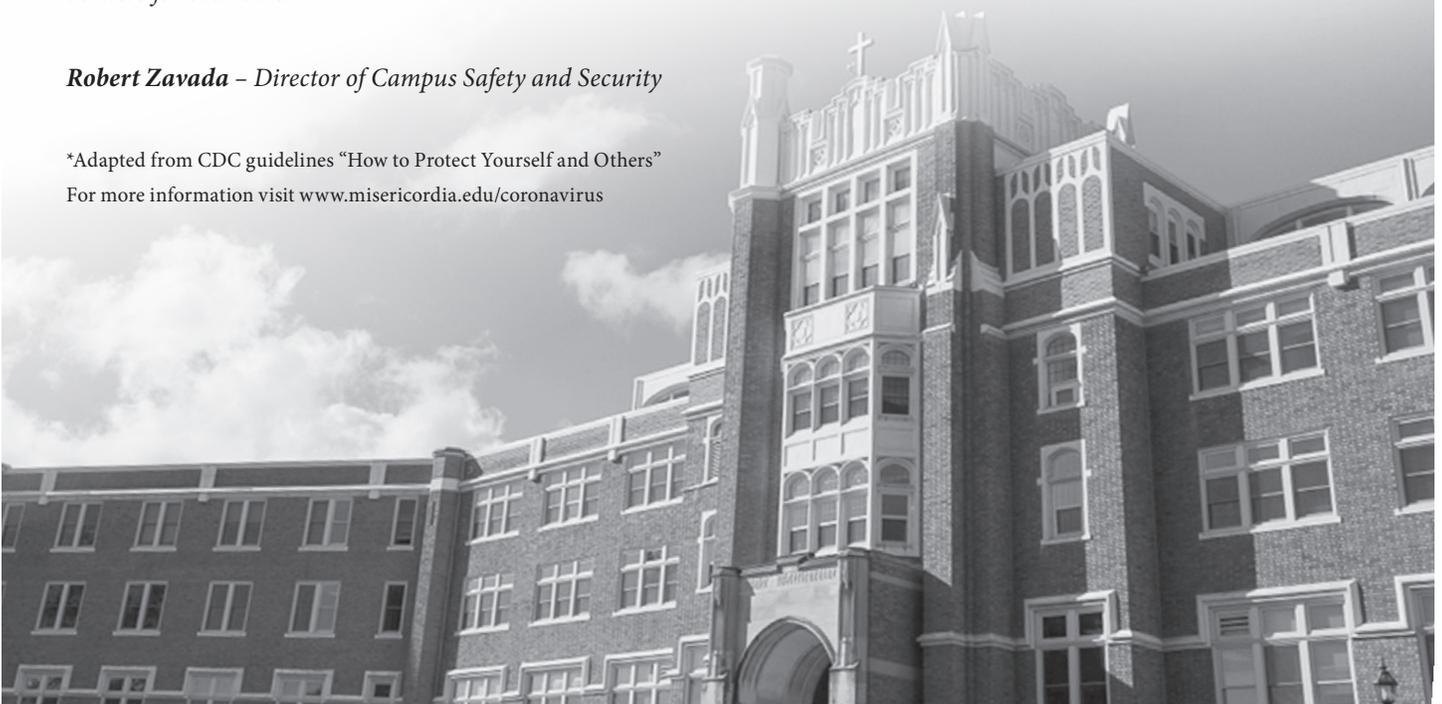
*Maintaining **safe distances** from other people can be difficult on a college campus. Safe distancing is generally and minimally a measurement of about two arms lengths' away from another person. Become familiar with this distance and follow the guidelines especially in social settings. Remember, wearing a mask is not a substitute for safe distancing practices.*

*Most importantly – **care for each other**. Tactfully reminding others of proper safety guidelines is an exercise in bystander intervention. Reporting unsafe observations is not informing on your friends, it is an effort to keep the campus community healthy.*

*We face this academic year with many challenges, but what we can be certain about is that the Misericordia University family will be there for each other.*

**Robert Zavada** – Director of Campus Safety and Security

\*Adapted from CDC guidelines “How to Protect Yourself and Others”  
For more information visit [www.misericordia.edu/coronavirus](http://www.misericordia.edu/coronavirus)



## **CAMPUS SAFETY PROGRAMS, INFORMATION AND PROCEDURES APPLY TO ALL MEMBERS OF THE CAMPUS COMMUNITY.**

**This publication is produced in accordance with the standards set forth in the following:**

- The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
- The Higher Education Amendments of 1992
- The Drug-Free Schools and Communities Act (PA Law101-226)
- Uniform Crime Reporting Act (Act 180 of 2004)
- Jacob Wetterling Crimes Against Children and Sexual Violent Offender Registration Act
- The Campus Sex Crimes Prevention Act of 2000
- The Violence Against Women Act (VAWA) of 1994
- United States Office of Civil Rights – Title IX

Misericordia University was founded in the Catholic tradition in 1924 by the Sisters of Mercy of Dallas, Pennsylvania. The University offers undergraduate, graduate and doctorate programs. Additional information can be found in the Misericordia University Student Handbook, Human Resources Policy Manuals for Employees or through the Campus Safety Department.

This publication is available to all students and employees, and to any applicant for enrollment or employment, on the Misericordia University public web-site ([misericordia.edu](http://misericordia.edu)). Printed copies are available at the Campus Safety main desk, or by request.

Misericordia University is dedicated to a cooperative environment in which students, faculty and staff demonstrate personal concern for each individual as a valued member of the campus community. Student populations are comprised of full-time resident, commuter, part-time, non-traditional, and expressway groups.

### **Campus Safety Department Mission Statement**

To support the educational objectives of the institution, the Misericordia University Campus Safety Department provides and maintains a safe and secure environment for all members of the campus community and visitors. Goals are achieved through a full-time professional presence on campus, efficient response to calls for service, security of all persons and buildings, and effective management of vehicles and external areas.

### **Preparation of the Annual Security Report**

This report is prepared and reviewed on an annual basis by the Campus Safety Department in conjunction with other University sources including local law enforcement, staff and students designated as Campus Security Authorities, the Departments of Student Life, Residence Life, Athletics, Human Resources, Academic Affairs, Planning and Development, Marketing and Public Relations; Health and Wellness Center, Counseling and Psychological Services, and other entities. These contributors work together to insure that accurate and relevant information is available to students and other members of the campus community. Many statements and sections included in this document are associated to the policies and procedures of contributing departments and more detailed information may be found within the publications of the listed related divisions.

If further information is required regarding this publication, please contact:

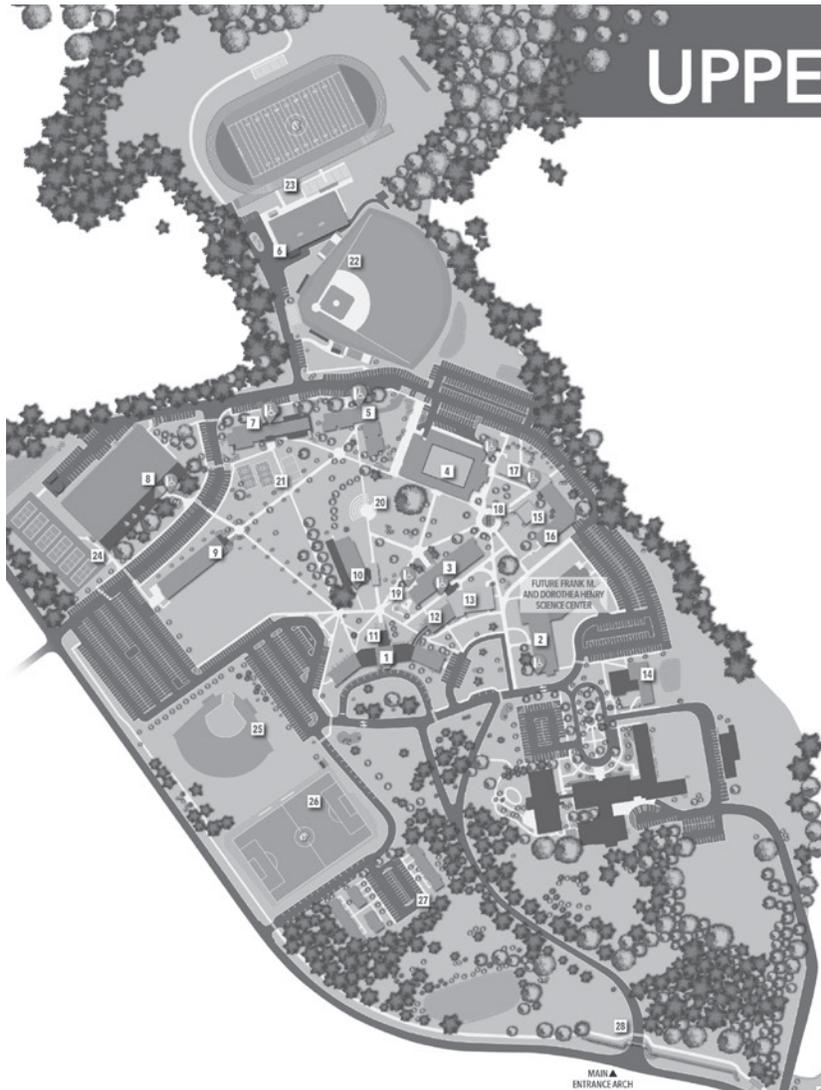
**Robert Zavada**

**Director of Campus Safety and Security**  
**(570) 674-8018 or Extension 8018**

**Callie Rimpfel**

**Assistant Dean of Students|**  
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# UPPER CAMPUS

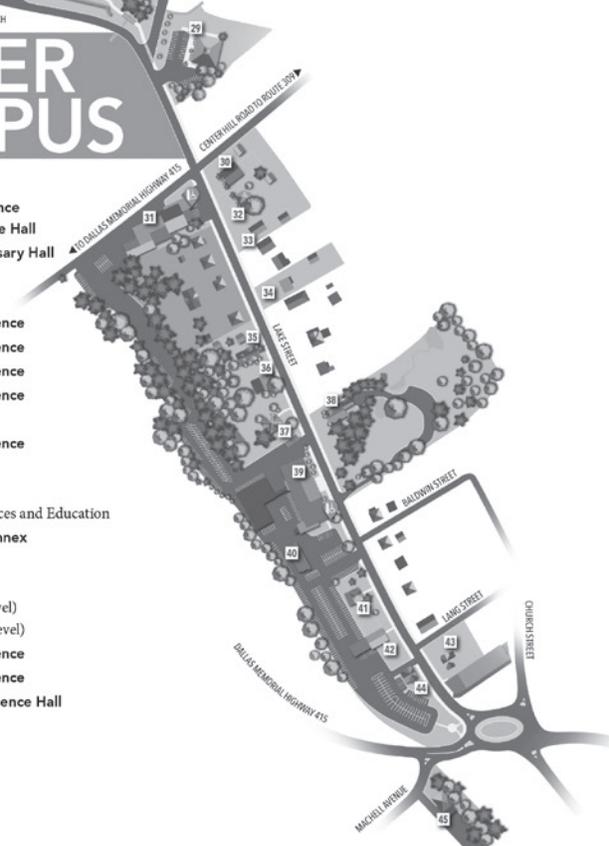


## LEGEND

1. **Mercy Hall**  
Administrative Offices • Admissions • Campus Safety  
Chapel • College of Arts and Sciences • Financial Aid  
Registrar • Student Financial Services
2. **Science Hall**
3. **Sandy and Marlene Insalaco Hall**  
College of Business • InterMetzo Cafe  
Pauly Friedman Art Gallery
4. **Banks Student Life Center**  
ATM • Campus Store • Campus Ministry  
Chick-fil-A • The Chopping Block • Cougar Radio  
The Highlander Student Newspaper • Metz Dining Hall  
Post Office • Starbucks • Outdoor Patio
5. **Gildea Hall**
6. **Metz Field House**
7. **McHale Hall**
8. **Anderson Sports and Health Center**
9. **Michael And Tina MacDowell Hall**
10. **Mary Kintz Bevevino Library**
11. **Geraldine Ruth Daley Anderson Bell Tower**
12. **McAuley Hall**  
Insalaco Center for Career Development
13. **Walsh Hall**  
Lemmond Theater • Student TV Studio
14. **Trocaire**  
Center for Adult and Continuing Education  
Physician Assistant Department • Health Science Lab
15. **Frank and Dorothea Henry Student Lounge**
16. **Alumnae Hall**  
Student Success Center
17. **Monsignor Andrew J. McGowan Hall**  
Counseling and Psychological Services Center (CAPS)
18. **Rosenn Plaza**
19. **Sr. Regina Kelly RSM Shakespeare Garden**
20. **Wells Fargo Amphitheater**
21. **McHale Beach**
22. **Tambur Baseball Field**
23. **Mangelsdorf Field**
24. **Tennis Courts**
25. **Anderson Field**
26. **McGeehan Field**
27. **Townhouses**

# LOWER CAMPUS

28. **The Iconic Arch Entrance**
29. **Mary and Allen Erwine Hall**
30. **Rasmussen House/Rosary Hall**
31. **Facilities Building**  
Print Shop
32. **Lower Campus Residence**
33. **Lower Campus Residence**
34. **Lower Campus Residence**
35. **Lower Campus Residence**
36. **President's House**
37. **Lower Campus Residence**
38. **Moffat House**
39. **John J. Passan Hall**  
College of Health Sciences and Education
40. **John J. Passan Hall Annex**  
PT Clinic
41. **Pauly House**
42. **Art Studios (Lower Level)**  
Autism Clinic (Street Level)
43. **Lower Campus Residence**
44. **Lower Campus Residence**
45. **Machell Avenue Residence Hall**



# TABLE OF CONTENTS

## ANNUAL SECURITY REPORT

General Information .....	4
Reporting Crimes and Other Emergencies.....	5
Voluntary, Confidential Reporting .....	5
Anonymous Tip Text Messaging.....	5
Confidential Reporting to Counselors .....	6
Campus Security Authorities.....	6
Missing Persons.....	6
Access to Residence Halls.....	7
ID Cards/Access Authorization.....	7

<b>CRIME STATISTICS</b> .....	8
-------------------------------	---

## SEXUAL OFFENSES AND MISCONDUCT RESPONSE

Prevention Programs.....	10
Legal Definition of Sexual Assault and Other Sexual Offenses .....	10
Sexual Offense Survivors.....	12
Confidentiality .....	13
Confidential Resources .....	13
Reporting .....	14
Resources.....	15
Options.....	15
Initial Inquiry.....	15
University Disciplinary Process .....	16
Reporting to Law Enforcement.....	16
Protective Orders .....	17
Protection of Minors and Mandatory .....	17
Reporting of Child Abuse Sexual Offender Registration .....	17

## CRIME PREVENTION, SPECIAL SECURITY PROGRAMS AND SERVICES

Officer Interaction with Students .....	18
Student Transport Services .....	18
Safety Escorts.....	18
Disabled Vehicle Services .....	18
Driver Training and Authorization .....	18

Emergency Telephones.....	18
Lost and Found.....	18
Safety Inspections .....	18
Surveillance Cameras.....	19
Timely Warnings and Emergency Notification .....	19
MU Alert.....	19
Crisis Management Plan.....	20
Media Relations.....	20
Bystander Intervention .....	20
Lockdown Exercises .....	21

## TIPS FOR PERSONAL SAFETY

Helping Others .....	22
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## SPECIFIC CRIMINAL OFFENSES

Firearms, Fireworks and Weapons.....	23
Drugs and Alcohol.....	23
Misconduct Involving Illegal Drugs, Controlled Substances, or Other Intoxicants .....	24
Hazing.....	25

## ANNUAL FIRE SAFETY REPORT

Building Evacuation Procedures and Fire Safety Awareness... 26	26
Fire Safety Training.....	26
Daily Fire Log, Fire Drills and Precautionary Evacuations .....	26
Campus Evacuation Sites.....	27
Precautionary Evacuations Fire Statistics .....	27

## VEHICLES AND PARKING REGULATIONS

General Information .....	28
Registration of Motor Vehicles .....	28
Parking Lots.....	28
Parking Violations and Fines .....	28
Enforcement, Penalties and Fines .....	29
Additional Parking Information .....	29

## IMPORTANT CAMPUS RESOURCES .....

<b>EMERGENCY RESPONSE SAFETY REFERENCE GUIDE</b> .....	See last four pages
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# ANNUAL SECURITY REPORT

## GENERAL INFORMATION

The Campus Safety Department is located in Room #7 on the ground floor at the East entrance to Mercy Hall. Officers are on duty 24/7, 365 days a year, to respond to calls for service. An operational communications center, security dispatch, integrated fire alarm and access control monitor, and remote surveillance camera system, is maintained at this location. The department command structure includes the Director, three Supervisors, and 21 full-time and part-time Campus Safety Officers.

Officers maintain Pa. Act 235 security certification or equivalent and have completed advanced training instruction including Pa. Act 120 (Municipal Police Officer Education and Training), Pa. State Police Academy Training and HR-218 (Law Enforcement Officers Safety Act). Officers receive additional training in responding to emergency situations, first aid, CPR, the use of an automatic external defibrillator (AED), and administering Narcan (Naloxone) anti-opioid overdose treatment. Several members of the department with advanced investigative experience have been designated to review fire incidents and coordinate with law enforcement regarding arson classification.

Officers patrol upper and lower campus areas on foot and in vehicles, and will respond to all calls for service. Officers also maintain a comprehensive vehicle registration system and

conduct parking enforcement on all campus parking lots.

Officers work in both an armed and unarmed capacity, and have detention authority when appropriate to preserve a safe and secure campus. Supplemental armed security personnel may be employed during certain events and situations. Response to critical situations on campus, including active shooter and/or mass casualty events, is a carefully coordinated effort between Campus Safety, local and state law enforcement, and other emergency responders.

**The Campus Safety Department cooperates fully with all federal, state and local law enforcement agencies.** The upper and lower campuses of Misericordia University are respectively located within Dallas Township and Dallas Borough, Pennsylvania. Although a formal memorandum of understanding is not present, the Campus Safety Department works closely with, and maintains a positive relationship with those municipalities. Investigations regarding criminal incidents occurring at the University are often a collaborative effort between the Campus Safety Department and police agencies, however, criminal charges resulting from on-campus incidents is within the scope of the appropriate law enforcement investigating agency.



## REPORTING CRIMES AND OTHER EMERGENCIES

Contact Campus Safety at (570) 674-6300 or 911 to directly contact the police, fire department or ambulance. Misericordia University is dedicated to maintaining a safe environment for all, free from threat and victimization. Likewise, the campus community is expected to comply with all federal, state and local laws.

If you have been the victim of a crime, have witnessed or have knowledge of a criminal act, report this information immediately to the Campus Safety Department at 570-674-6300. All calls related to criminal incidents will be investigated thoroughly. Violations for criminal offenses can be referred to the appropriate law enforcement agency for further investigation and prosecution at the request of the victim.

### **Campus Safety monitors 911 calls and can directly communicate with emergency responders when necessary.**

Criminal activity can be directly reported to the police by calling 911. Campus Safety Officers have the ability to monitor and communicate by radio with the 911 Center and with emergency responders.

### **Remember: Most cellular phones do not have an automatic tracking feature when calling 911. Know your location and be aware of your surroundings.**

Call takers at the 911 center are dependent on information provided by the caller. Make an effort to know your surroundings and provide an accurate description of the events in order to obtain a timely and effective response.

### **Timely Warnings and Emergency Notifications will be issued to inform the campus community of specific criminal activity, emergencies, and procedures to reduce risk.**

When a criminal incident occurs on campus, or at a location in close proximity to campus, which severely affects or is an immediate threat to welfare of the campus community, timely warnings or emergency notifications will be sent through various methods by the Campus Safety Department to alert the community. (See Crime Prevention, Special Security Programs and Services section for more information)

## VOLUNTARY, CONFIDENTIAL REPORTING

**Voluntary, Confidential Reporting of criminal activity is an available option under most circumstances.** If you are the victim of a crime or want to report a crime you are aware of, but do wish further action by the University or criminal justice system, an available option is to file a voluntary, confidential report. Depending upon the circumstances of the criminal activity, you may be able report an incident while remaining anonymous. In these cases, your personal information will remain confidential, while the University can take steps to ensure your safety and the safety of others. These reports allow the University to maintain accurate statistical records and are included in the Annual Security Report. In limited circumstances, your confidentiality may not be guaranteed. You will be informed in these situations. Online reporting is available through this link: [https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout_id=3)



## ANONYMOUS TIP TEXT MESSAGING

**Send an anonymous tip to Campus Safety regarding criminal or suspicious activity by texting MUTIP and your message to 79516.**

Members of the campus community can alert the Campus Safety Department to criminal or suspicious activity by activating the MUTIP service from their cellular phone. To send a message, enter 79516 into the recipient area ("To:") of your phone. In the message area, type MUTIP <space> then your message. The information will be sent anonymously to Campus Safety administrators and supervisors.

Please note that text messages sent through this service are to communicate information only. It is not designed to result in an immediate response by the Campus Safety Department. For immediate assistance call Campus Safety directly at 570-674-6300 or 911.



## CONFIDENTIAL REPORTING TO COUNSELORS

Information disclosed to members of the Counseling and Psychological Services staff (CAPS) and members of the clergy will be kept confidential and will not be forwarded to any other department, unless a serious risk of danger exists to the campus community. Counselors may refer a student to complete an online report through this link: [https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout_id=3)



## CAMPUS SECURITY AUTHORITIES

**Other University employees and students known as Campus Security Authorities are mandated reporters regarding criminal activity.**

In addition to the Campus Safety staff, many members of the campus community are considered Campus Security Authorities (CSAs). CSAs are required by University policy to immediately notify the Campus Safety Department of any crime reported to them or that they may have knowledge of.

These individuals include but are not limited to the following:

1. University President and senior Administration Staff and their Administrative Assistants
2. Dean of Students
3. Assistant Dean of Students
4. Director of Athletics
5. Assistant Athletic Director
6. Athletic Coaches and Assistant Coaches
7. Athletic Graduate Assistants
8. Athletic Trainers\*
9. Director and Coordinator of Student Engagement
10. All Advisors for Student Clubs/Organizations
11. Director of Residence Life
12. Residence Life Area Coordinators
13. Resident Directors
14. Resident Assistants
15. All staff of the Student Success Center
16. Manager for Multicultural and Inclusion Initiatives
17. All staff members of Campus Ministry (\*\*except for University Chaplain)
18. Title IX Coordinator
19. Faculty Members
20. Students in leadership roles
21. Academic and Athletic Camp Counselors
22. Orientation Leaders and Coordinators

23. Members of the Sexual Assault Response Team (SART)
24. Health and Wellness Center Staff\*
25. Any University official with significant responsibilities for student and campus activities.
  - \* Indicates CSA follows HIPPA confidentiality regarding medical/mental health conditions and will only report crimes, dates, and times but does not report identifying information without consent from the reporting person.
  - \*\* University Chaplain is a confidential resource

## MISSING PERSONS

A suspected missing person can be reported to staffmembers in the following departments:

- **Student Life: (570) 674-6238** Vice President, Dean of Students, Assistant Dean of Students, Administrative Assistant
- **Residence Life: (570) 674-6178** Director, Area Coordinator, Resident Director, Administrative Assistant
- **Human Resources: (570) 674-6310** Director, Assistant Director, Manager

or by directly reporting to any member of the **Campus Safety Department (570) 674-6300**.

The Campus Safety Department will investigate reports of missing persons and make every effort to locate on-campus resident students in conjunction with the offices of Student Life, Residence Life and other departments as necessary.

Students have the option of providing a confidential contact, which can be someone other than an emergency contact, to be used in a missing person situation. Resident students can provide this information through an online process at the time of check-in at the beginning of the academic year. A confidential contact can be changed at any time by notifying the Office of Residence Life.

If an on-campus resident student is reported missing, these procedures will be followed:

- Notification will be made to the student's confidential contact, if provided, within 24 hours of being classified as a missing person. Confidential contact information will be accessible only to authorized University officials and law enforcement officers, and will not be disclosed outside of a missing person investigation.
- In the case of a student, under 18 and not emancipated, determined to be missing, the University will notify a custodial parent or guardian in addition to contact persons provided within 24 hours of being classified as a missing person.
- Campus Safety will also report juvenile missing student to local law enforcement within twenty-four (24) hours.

- Certain circumstances may exist, such as possibility of abduction, emotional concerns, and threat of violence, which will result in notification to law enforcement prior to the 24 hour time period mentioned above.
- The Campus Safety Department will assist as necessary and work in conjunction with law enforcement regarding missing persons reports related to off-campus students and staff members.

## ACCESS TO RESIDENCE HALLS

Access to Residence Halls is limited, controlled and continually monitored. Students are prohibited from transferring access cards or keys to another person.

Student housing controlled by the University consists of traditional co-ed on-campus multi-floor residence halls, townhouse units, non-traditional residential housing conversion properties, and special residences for the Ruth Matthews Bourger Women With Children Program. Occupancy ranges from single rooms to suites capable of housing seven students. Traditional residence halls are staffed by a Professional Area Coordinators (AC), Graduate Resident Directors (RD) and undergraduate Resident Assistants (RA) who are available to assist in the daily management of the buildings including safety and security responsibilities.

Traditional residential floors, main entrances and other areas are locked 24 hours a day and are only accessible with authorized identification card access or traditional building specific keys. Multi-purpose buildings, such as McGowan Hall, Alumnae Hall and MacDowell Hall, provide access to administrative offices, classrooms and meeting rooms, according to class schedules of the needs of the specific department. In these buildings, access to residential areas is not permitted without authorization. Students

are prohibited from transferring access identification cards or keys to other persons. Propping doors is a violation of University policy and may result in disciplinary action.

Additional policies regarding student housing assignments and guest visitation procedures, can be found in the University Student Handbook, ([misericordia.edu/studenthandbook](http://misericordia.edu/studenthandbook)) general room lottery guidelines and in the resident student housing contract. Guests must be registered and approved through the Office of Residence Life and may be refused admittance if there are questions regarding identification. Advance notice is required for overnight stay. Residents are responsible for the actions of their guests.



Students may not occupy resident hall rooms before dates specified by the University. Contact the Office of Residence Life regarding special circumstances requiring occupancy outside of these guidelines.

## ID CARDS/ACCESS AUTHORIZATION

Students are required to carry their ID card and present identification to Campus Safety Officers on request to insure authorized access to classrooms, buildings and other facilities; and during incident investigations. Campus Safety Officers secure all campus buildings according to a schedule during normal use and as needed under special circumstances. Students can gain access to buildings with prior approval from a faculty member or other University official. Access lists are maintained at the Campus Safety desk and Officers will allow entry to authorized students for legitimate purposes. Campus Safety Officers will also confirm identification of students during incident investigations. Student ID's are to be carried and presented to Officers in these instances as well.



# CRIME STATISTICS

**A daily Crime and Fire Log is posted for public inspection at the Campus Safety main desk.**

The Campus Safety Department maintains a daily log of crimes reported at the University. The log also includes information related to any actual fire or fire alarm activation caused by an incendiary situation on campus. Information on the daily log includes the nature of the offense, time and date of occurrence, location and disposition. The daily log is updated as necessary, to list the name, address, date of birth, and charges related to any person arrested or charged with a crime which occurred on campus.

**Crime statistics are submitted on a monthly and annual basis to the Pa. State Police and the US Department of Education.**

The Campus Safety Department submits information on a monthly basis related to crimes committed on campus in accordance with the standards set forth in the Pennsylvania State Police Uniform Crime Report. Crime statistics gathered by the Campus Safety Department are also submitted annually in compliance with federal guidelines to the United States Department of Education. Crime statistics showing the most recent three-year period are published in the following chart and are also available for review by all enrolled students, current employees, and the public at [misericordia.edu/safety](http://misericordia.edu/safety).



Statistical crimes numbers in this area are obtained from various sources including those reported directly to the Campus Safety Department, reported to a Campus Security Authority, reported by a victim's consent through the Counseling and Psychological Services Center (CAPS), and from local law enforcement agencies relative to public property in close proximity to campus.

Misericordia University utilizes the following satellite locations for the Expressway Program:

- Luzerne County Community College, Main Campus, 1333 Prospect St., Nanticoke, PA 18634

There is no on-campus housing provided at this location. Satellite locations are included in the non-campus buildings and property area.

**The following statistical chart contains total offense numbers and specific crimes in accordance with the The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Uniform Crime Reporting Act (Act 180 of 2004).**



# Misericordia University Crime Statistics

## Clery Act Data

**OFFENSES** (\*indicates UCR reportable crime)

- Murder/Non-Negligent Manslaughter\*
- Negligent Manslaughter\*
- Rape\*
- Sexual Fondling
- Statutory Rape\*
- Incest\*
- Robbery \*
- Aggravated Assault\*
- Burglary\*
- Motor Vehicle Theft\*
- Arson\*

- VAWA OFFENSES**
- Domestic Violence
  - Dating Violence
  - Stalking\*

- ARRESTS**
- Alcohol
  - Drugs
  - Weapons

- REFERRALS**
- Alcohol
  - Drugs
  - Weapons

- HATE CRIMES**
- Murder/Non-Negligent Manslaughter
  - Negligent Manslaughter
  - Rape
  - Sexual Fondling
  - Statutory Rape
  - Incest
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Larceny/Theft
  - Simple Assault
  - Intimidation
  - Vandalism

- Other UCR Crimes Reported**
- Disorderly Conduct
  - Theft/Larceny
  - Simple Assault
  - Vandalism
  - DUI
  - Drunkness
  - All Other Offenses

	2017				2018				2019			
	On Campus		Public Property	Non-Campus	On Campus		Public Property	Non-Campus	On Campus		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
Murder/Non-Negligent Manslaughter*	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter*	0	0	0	0	0	0	0	0	0	0	0	0
Rape*	1	1	0	0	1	1	0	0	0	0	0	0
Sexual Fondling	0	0	0	0	1	1	0	0	2	2	0	0
Statutory Rape*	0	0	0	0	0	0	0	0	0	0	0	0
Incest*	0	0	0	0	0	0	0	0	0	0	0	0
Robbery *	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault*	0	0	0	0	0	0	0	0	0	0	0	0
Burglary*	0	1	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft*	0	0	0	0	0	0	0	0	0	0	0	0
Arson*	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	1	1	0	0
Dating Violence	0	0	0	0	1	1	0	0	1	1	0	0
Stalking*	0	0	0	0	3	3	0	0	1	1	0	0
<b>ARRESTS</b>												
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	1	0	0	0	1	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Alcohol	78	80	0	0	37	42	0	0	43	45	0	0
Drugs	16	22	0	0	4	5	0	0	9	9	0	0
Weapons	0	0	0	1	0	0	0	1	0	0	0	0
<b>HATE CRIMES</b>												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

Campus Community	2017	2018	2019
Full Time equivalent Undergraduate Students	1826	1822	1711
Full Time equivalent Graduate Students	399	365	359
Full Time Employees	401	402	406

**On-Campus** – 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 is frequently used by students, and supports institutional purposes.

**Residence Halls** – 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 is considered an on-campus student housing facility. Also includes parking lots directly accessible from a residence hall.

**Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-Campus** – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.

**Hate Crimes** - Categories of Bias: Race (R), Gender Identity (GI), Religion (Re), Sexual Orientation (S), Ethnicity (E), Disability (D), Gender (G), National Origin (NO)

**UCR** - Pennsylvania Uniform Crime Report Act

Grey boxes indicate on-campus crimes reported in accordance with the Pennsylvania Uniform Crime Report Act

# SEXUAL OFFENSES AND MISCONDUCT RESPONSE

Misericordia University will make all efforts to comply with current federal guidelines concerning Title IX response on college campuses. This fluid and rapidly changing situation may result in additional procedural policy and modifications to the text in this section. Students and the entire campus community will be informed as appropriate throughout this process.

Misericordia University is a Catholic institution of higher education committed to excellence in teaching, learning, scholarship, and service. As such, the University acknowledges specific core values that guide and govern the actions of its community. Sexual harassment, sexual violence, stalking and intimate partner violence (including dating and domestic violence) of any form are an affront to human dignity and fundamentally at odds with the values and mission of Misericordia University. Ultimately, each member of the Misericordia University community is expected to assume responsibility for his/her conduct, to report behaviors that may violate this policy, and to take reasonable and prudent actions to prevent or stop acts of sexual harassment, sexual violence, stalking or intimate partner violence.

The crimes and acts associated with sexual violence, including dating violence, domestic violence, sexual assault, and stalking, are strictly prohibited by the University, and all available efforts will be made, with the cooperation of survivors, to find resolution to these issues, whether occurring on or off campus.

## PREVENTION PROGRAMS

### New first year students

Consent and Respect – Mandatory online program for all first year incoming students that must be completed prior to the first day of classes. This program provides general knowledge and awareness of consent, bystander strategies, and sexual violence. Information about how to support survivors and how to report an incident is also included.

PACT Program (Promoting Awareness of the College Transition) – Mandatory program for all first year incoming students conducted during the first three weeks of the semester. The PACT program facilitates conversations about the following:

- Transitions to college life
- Meaningful communication
- Differences about healthy and unhealthy relationships
- The necessity and legality of agreement and consent
- Definitions of sexual assault and misconduct
- Implications of alcohol and other drugs
- University and community resources

### Ongoing Prevention Programs

**It's on US campaign** – The Misericordia University community has joined the national and state It's On US campaign. On campus programming includes education in addition to defining expectations in that everyone plays a role in stopping sexual assaults and sexual violence.

**Bystander Intervention Training** – As part of the campus' It's On US campaign, this programming focuses on strategies for active bystanders, tools to utilize when acting in a bystander role and helping students to understand that active bystanders can assist others with a serious situation and prevent others from occurring.

**PHREE (Promoting Healthy Relationships through Education and Empowerment)** – The mission of Promoting Healthy Relationships through Empowerment and Education (PHREE) is to create a campus community that promotes the respect and understanding of healthy relationships. Misericordia is dedicated to establishing an environment free of harassment and other forms of sexual and intimate partner violence by providing educational programming which addresses the role that everyone can take in creating a violence-free community. PHREE is also dedicated to collaborating with other support services on campus to provide advocacy to those affected by violence, including crisis intervention, assistance with medical, legal, academic, and personal issues.

**Sexual Assault Awareness Month events** – Events planned monthly to increase education on topics such as healthy relationships, sexual assault, self respect and self esteem. Take Back The Night – Spring event utilizing marches, rallies and open microphone speeches to unite the campus against sexual assault and sexual violence.

### Employees

Misericordia University is committed to the prevention of sexual harassment, sexual violence, stalking, sexual assaults and intimate partner violence through education and awareness programs. All faculty and staff have access to online training modules in order to increase their knowledge and understanding of these issues. In addition, throughout the year, the University offers educational programs to promote awareness on a variety of topics such as sexual harassment and sexual assaults.

## LEGAL DEFINITION OF SEXUAL ASSAULT AND OTHER SEXUAL OFFENSES

Definitions – as defined by Pennsylvania law:

### 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 consent of the victim.

Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring. This definition includes any gender of victim or perpetrator.

A felony of the first degree, rape is defined as sexual intercourse with another person:

1. By forcible compulsion or threat of forcible compulsion.
2. While the person is unconscious.
3. While the person's power to appraise or control his/her conduct is substantially impaired by administering or employing drugs, intoxicants, or other means for the purpose of preventing resistance.

#### **Sexual Assault**

A felony of the second degree. An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In Pennsylvania, sexual assault is defined by Title 18 as a person engaging in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

#### **Indecent Assault**

A misdemeanor of the second degree is defined as indecent contact with a person:

1. Without the person's consent.
2. By forcible compulsion or threat of forcible compulsion.
3. While the person is unconscious.
4. While the person's power to appraise his or her conduct is substantially impaired by administering or employing drugs, intoxicants or other means for the purpose of preventing resistance.

#### **Dating Violence**

Violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence is currently not specifically defined by Pennsylvania State statute.

#### **Domestic Violence**

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 receiving grant monies (under VAWA), 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. Domestic Violence is currently not specifically defined by Pennsylvania state statute, however family abuse is. Abuse is defined as the occurrence of one or more of the following 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 pursuant to 18 Pa.C.S. §2903 (relating to false imprisonment).
4. Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
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. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

#### **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress. A person commits the crime of stalking when the 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.

Annoying or harassing phone calls, text messages, instant messaging, use of social media and emails are a prevalent problem on college campuses and can be related to stalking activity.

### **Harassment**

Harassment (by Communication) is defined as a series of acts in which a perpetrator:

- Communicates repeatedly in an anonymous manner.
- Communicates repeatedly at extremely inconvenient hours.
- Communicates to or about such person any lewd, lascivious, threatening, or obscene words, language, drawings, or caricatures.

“Communicates” is defined as conveying, without intent of legitimate communication or address by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions. Harassment (by communication) is punishable by imprisonment of up to one year and a fine of up to \$2,500.

If you have been subjected to harassing communications, this should be reported as a criminal offense. You will be asked to keep a log of your calls, and a description of the caller’s voice, background noises, etc. The Campus Safety Department, with the assistance of the law enforcement and the appropriate telephone or cellular company, may be able to determine the origin of the telephone calls.

### **Consent**

- The term “consent” means a willingness to participate in a mutually agreed upon sexual activity indicated by words and/or actions which are informed, freely and actively given, and mutually understood.
- The term “effective consent” means that the individual(s) involved in the sexual act were able to actively engage in the decision making process regarding the behaviors. Under this expectation the decision to engage in the acts was informed, freely and actively given, and mutually agreed upon by words or actions that indicate a willingness to participate.
- The term “ineffective consent” means if one or more of the individuals participating in the sexual activity are unable to provide consent due to incapacitation, the use of physical force, threats, intimidation, or coercion.
- Incapacitation can apply to someone who has been drinking; consuming legal or illegal drugs, has been drugged, or is mentally or physically impaired. To have sexual contact with an individual who you can reasonably see or understand to be

incapable of making rational and reasonable decisions regarding a sexual situation is defined as “incapacitated sexual behavior.”

- Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes the victim of the behavior to engage in unwanted sexual behavior.

It is important to note that engaging in sexual relations with a person who is intoxicated can meet the definition of rape because a person who is intoxicated on alcohol or drugs is considered unable to give informed consent.

### **SEXUAL OFFENSE SURVIVORS**

Victims of a sexual offense may be in a state of shock or disbelief. You may be angry, confused, feel ashamed, or responsible for what happened.

You are in control of your choices at all times— Help is available.

If you have been raped, sexually assaulted, subjected to dating violence, domestic violence, or stalking, the University encourages you to:

- Get to a safe place as soon as possible and contact a friend or someone you trust for support.
- Make contact with a resource and support agency
- Be aware of the presence of physical evidence, which is more effective if collected within 24 hours of the occurrence. This can be important to an investigation if you choose to pursue legal charges and/or a Protection from Abuse, Protection from Intimidation, or Protection from Sexual Violence Order. Do not wash, use the toilet, or change clothes. If clothing or bedding is changed, place the items in separate paper bags, not plastic.
- Seek medical attention to assess and treat any physical injuries, determine the risk of sexually transmitted disease or pregnancy, and collect evidence.

### **Forensic Exams**

The medical exam obtained from a hospital or sexual assault response center has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infection or possibility of pregnancy) and, second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy, a vaginal/anal examination, collecting fingernail scrapings and/or clippings, examining for injuries, and a blood draw. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will preserve the full range of options to seek resolution through the University’s complaint processes or criminal action.

Hospital personnel will notify the police and the Victim's Resource Center whenever they provide treatment related to a sexual offense. Notification of these agencies does not mean you must provide a statement or proceed with criminal charges. Medical providers can also facilitate a forensic exam to gather further evidence. This exam, commonly known as a Rape Kit can be performed confidentially, not subject to health insurance disclosure.

The completion of a forensic exam does not require a victim to submit to a police investigation. You have the right to decline notification to authorities. However, evidence collected at this stage may be important at a later time if a decision is made to proceed with a legal investigation. considered unable to give informed consent.

### Where to Obtain Forensic Exams

- Geisinger Wyoming Valley Hospital  
1000 E. Mountain Drive  
Wilkes-Barre, PA, 18711  
(570) 808-7300
- Wilkes-Barre General Hospital  
575 N. River Street  
Wilkes-Barre, PA  
(570)829-8111

### CONFIDENTIALITY

The University is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, and stalking and intimate partner violence. In any report under this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate the harassment, prevent its recurrence, and address its effects.

The privacy of the parties will be respected and safeguarded at all times. All University employees who are involved in the University's Title IX response receive specific training and guidance about safeguarding private information.

Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who "need to know" in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. Misericordia University will designate which University employees have a legitimate need to know about individual

conduct complaints pursuant to the FERPA and will share information accordingly.

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual. Those campus and community professionals include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have privileged confidentiality recognized by the law. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor under the age of 18.

If a report of misconduct discloses a serious and ongoing threat to the campus community, the University will issue a timely notification to the community to protect the health or safety of the community. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the University release the name of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

Pursuant to the Clery Act, anonymous statistical information must be shared with Campus Safety where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions for certain offenses that have been reported at campus locations. The information contained in the Clery report tracks the number of Clery reportable offenses occurring at campus locations and does not include the names or any other identifying information about the persons involved in the incident.

### CONFIDENTIAL RESOURCES

Community members wishing to seek completely confidential assistance may speak with counselors in the Counseling and Psychological Services Center (CAPS Center), health service providers in the Student Health and Wellness Center, off-campus rape crisis resources, or members of the clergy/chaplains (in the context of confidential communications) who will maintain confidentiality.

All individuals are encouraged to make a prompt report to law enforcement and to the University. An individual may seek confidential support and resources as designated below. Confidential resources will not share information with the University nor will speaking with a confidential resource trigger action by the University under most circumstances. We encourage all individuals to make a prompt report to the University using the reporting options below, but we recognize that individuals

may choose to not make a report of sexual harassment, misconduct or violence to any University employee. With the exception of confidential resources, all other University employees, including student employees (RA's) who have a responsibility for student welfare, are trained to share information from the report with the Title IX Coordinator or the Title IX Deputy Coordinator. The daily public crime log does not contain any personally identifying information of a reporting person.

### On Campus Confidential Resources

#### Students

Misericordia CAPS Center (570) 674-6408

Monday through Friday, 8:30am-4:30pm.

Afterhours call (570) 674-6300 and request to speak to the counselor on call.

- University Chaplain

#### Employees

Employee Assistance Program (800) 538-3543

[www.CignaBehavioral.com/CGI](http://www.CignaBehavioral.com/CGI)

### Off Campus Confidential Resources

#### Students and Employees

Victims Resource Center Hotline (570) 823-0765

Provides advocacy, support services, crisis counseling, and on-going therapeutic support.

- **Luzerne County Domestic Violence Services Center (800) 424-5600**  
Provides emergency shelter, transitional housing, a 24-hour hotline, safety planning, supportive options counseling, and numerous other services that are free and kept strictly confidential.
- **National Domestic Violence Hotline (NDV) 800-799-7233**  
The NDV Hotline can provide advocacy, resources, referral, and legal assistance to victims of relationship violence. The Hotline is under no obligation to notify the University when providing services to students. [www.thehotline.org](http://www.thehotline.org)
- **Rape, Abuse and Incest National Network (RAINN) (800) 656-4673**  
A confidential, anonymous national sexual assault hotline. [www.rainn.org](http://www.rainn.org)

## REPORTING

- Any student, employee, or member of the University community who has experience sexual assault, dating violence, domestic violence or stalking is encouraged to contact the following offices by calling or emailing the resource person

directly. For purposes of this process, once a report is made, the reporting party is therefore known as the complainant, and the alleged party is the respondent.

- **Misericordia University Campus Safety Department**  
24 hours a day/7 days a week/365 days a year Mercy Hall (570) 674-6300.  
Campus Safety also serves as a liaison with local law enforcement and can facilitate the notification and connection to authorities.
- **Robert Zavada, Director of Campus Safety and Security**  
Mercy Hall, Ground Floor  
(570) 674-8018 [rzavada@misericordia.edu](mailto:rzavada@misericordia.edu)
- **Misericordia University Title IX Coordinator/Director of Human Resources**  
Pamela Parsnik, Director of Human Resources  
Mercy Hall, Ground Floor  
(570) 674-6310 [pparsnik@misericordia.edu](mailto:pparsnik@misericordia.edu)
- **Misericordia University Office of Student Life**  
Banks Student Center  
Office hours Monday through Friday, 8:30 am to 4:30 pm  
**Callie Rimpfel, Assistant Dean of Students**  
(570) 674-8318  
[crimpfel@misericordia.edu](mailto:crimpfel@misericordia.edu)  
**Kathleen Foley, Vice President of Student Life**  
(570) 674-6304  
[kfoley@misericordia.edu](mailto:kfoley@misericordia.edu)  
**Office of Residence Life**  
(570) 674-6266
- **Sexual Assault Response Team (SART)**  
(570) 417-8888
- **Misericordia University Student Health and Wellness Center**  
Anderson Sports and Health Center  
(570) 674-6276
- Online Reporting  
[https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?MisericordiaUniv&layout_id=3)



## RESOURCES

In addition the student, employee, or member of the University community may utilize the following on and off campus resources:

### Off Campus

Dallas Township Police  
(570) 674-2003 or 911

- Dallas Borough Police  
(570) 675-0161 or 911
- Victims Resource Center Hotline  
(570) 823-0765 Toll Free 1-866-206-9050
- ChildLine  
1(800) 932-0313 Child abuse hotline available 24 hours a day

### Medical Treatment

Wilkes-Barre General Hospital  
575 North River Street  
Wilkes-Barre, PA 18764-0001  
(570) 829-8111

- Geisinger Wyoming Valley  
1000 E. Mountain Drive  
Wilkes-Barre, PA  
(570) 808-7300

### Emotional Support

- **Counseling and Psychological Services (CAPS)**  
McGowan Hall  
(570) 674-6408 during regular business hours.

Contact your RA, RD, or Campus Safety, 570-674-6300 after hours. Counselors are available to provide you with information about your options, including medical assistance, reporting, filing criminal charges, University disciplinary action, and counseling. They will be able to assist you as you work through these choices/issues. A counselor will also act as an advocate as the survivor proceeds through this process.

- **Sexual Assault Response Team (SART)**  
(570) 417-8888 – Call or Text

SART is the Misericordia Sexual Assault Response Team. SART exists to provide help to MU students that have been victims of any kind of sexual assault or relationship violence. The SART team operates a 24-hour hotline (while classes are in session) and are prepared to respond immediately to a student victim in need. SART members are volunteer staff and faculty that believe in supporting students that have been the victim of sexual assault. SART members are not trained counselors, but have undergone SART and Safe Space training. It does not matter how long ago the assault occurred - students can call for help whenever they are

ready. While rape kits and hospital treatment may only be an option in the first 72 hours following an assault, SART is always able to provide information and referral to other support services in the weeks and months after an assault has occurred. SART's primary concern is the safety of the student and getting them to the right support services both on and off campus.

- Victim's Resource Center  
85 South Main Street  
Wilkes-Barre, PA  
HOTLINE (570) 823-0765  
Toll Free 1(866) 206-9050

The Victim's Resource Center can be reached 24 hours a day. A trained person will be available to talk with you and will accompany you if you decide to go to the hospital and/or the police.

## OPTIONS

The following options are available to those reporting a sexual assault, dating violence, domestic violence or stalking:

- Report the assault but choose to not pursue charges
- Pursue University procedures for remedies based on a formal resolution
- Pursue criminal charges with off campus law enforcement
- Pursue both criminal charges and University procedures for a formal resolution

## INITIAL INQUIRY

### Interim Measures

In cases of sexual assault, dating violence, domestic violence or stalking, a no contact order may be issued to both parties and can be issued without a formal complaint. The Dean of Students will also assist the student with reasonable requests for interim measures\* by notifying the respective offices (i.e. Residence Life, Registrar) of the necessary accommodation. Details of the incident will not be provided to other offices for the accommodation to be implemented.

\*Interim measures include, but are not limited to, academic, living, transportation, employment, and protective measures

### Resources

The University will provide, to any student or employee, information about resources regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and financial aid. This information will be given in writing and is accessible on the University portal. The document will also include off campus resources.

## UNIVERSITY DISCIPLINARY PROCESS

Both the complainant and the respondent will have input regarding the investigation and will be informed of findings, recommendations and sanctions. Proceedings in these cases will be prompt, fair and impartial. Both parties will have the opportunity to be accompanied through the process by an advisor of their choice.

### Investigation

Where the Title IX assessment concludes that disciplinary action may be appropriate, the University will initiate an investigation. The University will designate an investigative team who has yearly training and experience investigating allegations of sexual harassment, sexual violence, stalking, and intimate partner violence (dating and/or domestic violence). The investigative team may be an employee of the University or an external investigator engaged to assist the University in its fact gathering. The University will typically use a team of two investigators.

The University will seek to complete this process (investigation and resolution) within sixty (60) business days of receiving the complaint, but may extend this time for good cause and with notice.

If the investigative team, in consultation with the Title IX Coordinator or the Title IX Deputy Coordinator, determines based on a preponderance of evidence, that there is insufficient information alleged to suggest that a policy violation may have occurred, the decision of the Title IX Team is final. The Title IX Team will render a decision, in writing, to both parties.

If the investigative team, in consultation with the Title IX Coordinator or the Title IX Deputy Coordinator, determines that there is sufficient information alleged to suggest that a policy violation may have occurred, the investigative team will issue a decision based on a preponderance of the evidence as to whether the respondent is responsible for conduct in violation of this policy. The investigative team will notify the complainant and the respondent in writing and refer the report for disciplinary action to the sanction officer. The sanction officer will assign sanctions after reviewing the investigative report, impact statements, and any other relevant information.

### Sanctions

After reviewing the investigative report, impact statements and other relevant information, the sanction officer may impose the following sanctions:

#### ▪ Students

For students, they may be placed on a status sanction that ranges from written warning up to and including dismissal from the University. Educational and Residential sanctions may be used as deemed appropriate. To see a full list, please

refer to the student handbook at [misericordia.edu/studenthandbook](https://www.misericordia.edu/studenthandbook).



#### ▪ Employees

For employees, the sanction may include any form of responsive action or progressive discipline as set forth in the Personnel Policies for Staff Handbook, including, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, and temporary suspension without pay or termination.

### Outcome

A notice of outcome, regarding a finding of responsibility for sexual assault, dating violence, domestic violence, or stalking, including the rationale for the decision and procedures to appeal, including appeal rights, will be provided simultaneously to the complainant and the respondent. University email is the primary means of communication of the notice of outcome but alternative methods may include:

- In person by the Title IX Coordinator, Deputy Title IX Coordinator or designated University administrator;
- Mailed to a local or permanent address of the individual as indicated in official University records.

### Appeal

Either party may appeal the outcome of the matter. A review of the matter will be prompt and narrowly tailored to stated appeal grounds.

All appeals must be submitted within five (5) business days of the date of the outcome letter to the Vice President of Student Life.

### Notices

Appeals which will be granted will result in a notice of change to both parties. Both parties will also be notified when a result is final.

The University will disclose the result of any disciplinary proceeding conducted by the University against a student who is the alleged respondent of any crime of violence or non-forcible sex offence to the alleged victim or next of kin if the victim is deceased.

## REPORTING TO LAW ENFORCEMENT

If you choose to report any of these incidents to law enforcement, the Campus Safety Department can arrange for a joint interview with the police department and Campus Safety. It is also your choice to continue with this process. You may have a support person with you during this difficult process.

If the police investigation can establish enough evidence in the case, the suspect may be arrested. The suspect may be jailed or released on bail to await a preliminary hearing. An attorney from

the District Attorney's Office will handle the case throughout the proceedings at no financial cost to you. You also have the option of consulting your personal or family attorney for legal advice.

Direct reports to a police agency will likely involve an in-person interview and a written statement providing details of the incident. A police officer may respond to your location or may ask that you go to police headquarters in order to document information. Police investigations can be a detailed process and may also involve subsequent interviews with a representative from the District Attorney's office before a final decision is made on criminal prosecution. Personnel in the Campus Safety Department can assist you to navigate through a police investigation and the criminal justice system.

#### Local Police Contact Information

- • Dallas Township Police  
(570) 674-2003 or 911
- • Dallas Borough Police  
(570) 675-0161 or 911

### **PROTECTIVE ORDERS**

A Protection from Abuse Order is a separate legal process available in civil court that provides protection from harm by family or household members, sexual or intimate partners or persons who you have a child in common with. This order permits the court to order certain remedies to a survivor of abuse (physical, mental or sexual).

Protection from Intimidation and Protection from Sexual Violence Orders, have been established to provide relief in situations involving sexual violence where the parties have had no prior relationship. Note that Protection of Intimidation Orders generally apply to juvenile victims under the age of 18.

A survivor of abuse may contact the Domestic Violence Service Center (570-823-7312) P. O. Box 1662, Wilkes-Barre, PA for further information, free counseling and court-supported services.

Emergency Protection from Abuse (PFA), Protection from Intimidation (PFI), and Protection from Sexual Violence (PFSV) Orders are granted by a District Judge upon evaluation of evidence and immediate threat. The Campus Safety Department can assist survivors of abuse in the PFA, PFI, and/or PFSV process, but this will also require involvement by law enforcement. To obtain a relief order, survivors should be prepared to be interviewed by a police officer and possibly a district judge at a law enforcement agency headquarters and/or district court. Survivors will be required to submit details in

writing regarding the type of violence, threats or intimidation that was experienced. The Campus Safety Department will maintain a copy of the protective order along with the applicable law enforcement jurisdiction. Service of protective orders to defendants, documentation and prosecution for violations of said orders will be a coordinated effort between the police and Campus Safety.

### **PROTECTION OF MINORS AND MANDATORY REPORTING OF CHILD ABUSE**

Under Pennsylvania law, any persons employed by a private institution of higher education who, in their professional capacity, have reason to suspect that a child is an abused or neglected child, are required to report the matter immediately to child protective services. The University also requires that the information be immediately shared with the Title IX coordinator, the Title IX Deputy Coordinator, and the Director of Campus Safety and Security, so that the University can ensure timely compliance with this law and enhance the protection of children. The University will report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or to Childline, a toll-free child abuse and neglect hotline at 1 (800) 932-0313. It is the University's intent to act quickly regarding all suspected child abuse and neglect. For the purposes of this reporting obligation, a child is any individual under the age of 18, and the suspected abuse may involve physical, sexual, or other forms of abuse or neglect, regardless of the identity of the suspected perpetrator.

### **SEXUAL OFFENDER REGISTRATION**

The Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, identifies the requirements for sexual offender registration and community notification. The Campus Sex Crimes Prevention Act of 2000, provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Information related to sex offender registration in the Dallas, Pa. area, can be obtained by contacting the Dallas Township Police Dept. or the Dallas Borough Police Dept., or at the Pennsylvania State Police Sexually Violent Predator website – [www.pameganslaw.state.pa.us/](http://www.pameganslaw.state.pa.us/)

# CRIME PREVENTION, SPECIAL SECURITY PROGRAMS AND SERVICES

The Campus Safety Department is dedicated to crime prevention and welcomes the assistance of every member of the campus community in making Misericordia University a safer campus.

## OFFICER INTERACTION WITH STUDENTS

Department administrators and officers routinely meet with students to discuss security issues for public comment in the school newspaper and to assist students with audio/video projects. Department members provide instruction to Residence Life staff as part of scheduled safety program and will participate in situational meetings with students as needed to address problems and develop solutions.

## STUDENT TRANSPORT SERVICES

**Scheduled transportation is provided between upper and lower campus Monday – Thursday 7:30am – 9:30pm (Fridays until 7:00pm).**

Student transportation between upper and lower campus areas is coordinated by the Campus Safety Department. Posted schedules indicate current availability. Pick-up/drop off locations are currently located at the Mercy Hall/Library courtyard bus shelter (upper campus) and Passan Hall main doors (lower campus). Requests for transportation to/from Machell Ave residence hall can be made by calling the transport request line 570-674-6302.

**NOTE:** This service is separate from the Student Engagement Shuttle Service, which provides transportation to local businesses, shopping and entertainment locations in the greater Luzerne County metropolitan area. The Student Engagement Shuttle is coordinated by the Office of Student Engagement and can be reached at (570) 328-1715. For more information call the Office of Student Engagement at (570) 674-6407.

## SAFETY ESCORTS

The Campus Safety Department will provide a safety escort to students and any member of the campus community 24/7 on foot or in a vehicle. If you feel uncomfortable in your surroundings or are apprehensive about walking alone, contact the Campus Safety Department at 570-674-6300. An Officer will respond to your location and assist with safe travel.

## DISABLED VEHICLE SERVICES

The Campus Safety Department will assist disabled motorists with portable jump start equipment that may be signed out at the Campus Safety desk (student ID is required). Officers will also contact AAA Road Service, a towing company or an auto repair shop at your request. The Campus Safety Department does not provide vehicle lock-out services.

## DRIVER TRAINING AND AUTHORIZATION

The Campus Safety Department provides driver training to those individuals interested in operating University-owned vehicles including multi-passenger vans. The training program consists of policy, procedure and safe vehicle operation familiarization instruction, testing, and an on-road driving evaluation. An acceptable driving history report is necessary to receive authorization as a University-approved driver. There is no cost to the trainee associated with this program. Contact the Campus Safety Department at (570) 674-6300 for further information and scheduling.

## EMERGENCY TELEPHONES

Emergency telephones are located at various locations on campus and can be used to immediately contact Campus Safety. Emergency telephones identified by their bright yellow color or illuminated blue lights, are located throughout the University campus. These phones ring directly and automatically into the Campus Safety Office. Emergency hard-line phones are located on the outside of residence halls and most other University buildings. The Campus Safety Department can monitor the location of callers from emergency phones as well as calls originating from hard-line campus extensions. A hard-line phone is located in the lobby of each on-campus traditional residence hall. Note that during disruption of cell phone service, these emergency phones have continued to be functional.

## LOST AND FOUND

Lost items can be reported to the Campus Safety Department and we will contact you if the items are found. Found items are kept in inventory for one year. After that time, items not claimed are donated to charitable organizations and to those in need. Misericordia University is not responsible for misplaced, lost, stolen or destroyed items.

## SAFETY INSPECTIONS

Scheduled safety inspections are completed on a periodic basis, however, students and staff are encouraged to promptly report unsafe or hazardous conditions to the Campus Safety Department.

Campus Safety Officers conduct comprehensive safety inspections which involve all University owned properties and exterior areas. These inspections include lighting surveys, fire extinguisher charge status, walkway conditions, and other areas of potential increased risk. A work order system will alert the Facilities staff to areas of concern that are in need of repair and will prioritize response in the interest of safety. Conditions to

report include unsafe steps, rails, icy/snow covered walks, dim lighting areas, and inoperable doorway locking mechanisms.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are recording activity at many on-campus locations and are continually monitored by the Campus Safety Department.

A system of video cameras which record activity are present at many University properties. Video monitoring and recording is limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a professional and ethical manner consistent with all University policies. Audio recording is not authorized. The University camera surveillance system has been established for the following purpose:

1. To provide a safe and secure campus;
2. For University investigations;
3. To ensure compliance with University procedures;
4. To assist with investigations by law enforcement
5. In conjunction with special events

Camera locations are generally indicated by informational signs, however, the University may utilize the system without signage at other areas in conjunction with an investigation into the following: illegal activity, violations of University policy, or situations which are threatening to the safety of the campus community. Information obtained through video monitoring and/or recording is considered Confidential Information subject to the University's Confidential Information Policy.

## **TIMELY WARNINGS AND EMERGENCY NOTIFICATION**

In the event of an incident or emergency which poses an immediate threat to members of the campus community, the University has various mass communication systems in place to rapidly relay important information. These systems include an emergency siren and public address loudspeaker, scrolling transmissions on cable TV, printed and digital media postings, internal phone system intercom communications, email distribution and the University's mass text messaging system – MU ALERT. The University also posts updates during a critical incidents on our public website - misericordia.edu and the University's

general Twitter account - [www.twitter.com/misericordia.edu](http://www.twitter.com/misericordia.edu).

Timely Warnings and/or Emergency Notifications will be issued to help prevent crimes and/or notify the campus community of serious incidents on campus, or in the vicinity of campus which can affect the safety and security of the community. The Campus Safety Department, in conjunction with other University departments such as Student Life, Residence Life, Counseling and Psychological Services Dept, and law enforcement sources, will formulate the content of a Timely Warning/Emergency Notification.

Timely Warnings generally apply to crimes occurring on campus which are classified as Clery Act crimes and are designed to reach the entire campus as soon as pertinent information is available. Emergency Notifications are broader in focus and may include affected areas on campus or in the vicinity of campus. Emergency Notifications are designed to be communicated immediately upon confirmation of an event or situation.

## **MU ALERT**

All members of the campus community are encouraged to subscribe to MU ALERT. MU ALERT provides immediate information and is the most effective emergency notification system available to notify the campus community of an emergency or dangerous situation involving an immediate threat to the safety of employees or students. MU ALERT is also used to make notifications regarding significant weather events and school closings or delays.

To subscribe to MU ALERT, students and employees are required to create an account and provide information such as a cell phone number and email address. The campus community is notified annually regarding registration procedures and access to the MU ALERT system.

Registration for MU ALERT is available on the main page of the myMU portal. The MU ALERT messaging system is tested annually with scheduled, but unannounced drills.

Prior to transmitting a message through MUALERT, the Campus Safety Department will consider various forms of information to confirm the situation, including but not limited to, direct witness observation, information gathered by Campus Safety Officers and law enforcement investigation.



Campus Safety management personnel including the Director and Supervisors, will determine the content of the emergency message and initiate the notification without unreasonable delay. Notification messages will be sent to the entire campus, unless it has been determined that issuing a notification will jeopardize efforts to assist a victim, or may otherwise compromise the effective control of the emergency.

### **CRISIS MANAGEMENT PLAN**

Misericordia University's Emergency Response Guide is a broad and comprehensive document and is updated on an annual basis in order to retain accurate data and personnel contact information. University staff from a wide variety of departments and areas have participated in a series of emergency management drills and scenarios related to effective crisis response.

The University's Emergency Response Safety Reference Guide, is distributed to the entire campus community and contains procedural information and suggested guidelines to follow during concerning and hazardous situations. The Emergency Response Safety Reference Guide is reprinted in the resources section of this handbook.

Emergency Procedures Flip Charts are posted in strategic locations throughout campus and provide brief, direct, instructions to follow during a crisis.



### **MEDIA RELATIONS**

Release of information during crisis situations Procedures related to the emergency response plan are followed by the University regarding the release of information during and following serious events which affect the campus community, including but not limited to, bomb threats, fires, accidents, and other incidents of violence. Information will be release according to the following guidelines:

- Misericordia University will release accurate, consistent information to members of interested or affected public groups and to representatives of recognized news gathering organizations, when such releases will not endanger or impair the welfare of individuals or the conducting of official investigation or inquiry in connection with the incident or occurrence.
- When management or investigation of crisis events involves officials or other authorities, agencies or, organizations, all information released will be coordinated with appropriate individuals representing those organizations.
- In general during crisis situations, the campus spokesperson regarding the distribution of information to the media and other off-campus publications will be the President or the Manager of Public Relations, or their designee. University personnel not designated as such shall direct all queries to the appropriate spokesperson.

### **BYSTANDER INTERVENTION**

Bystander Intervention is an essential component in preventing violence. Have you ever had the opportunity to help someone who was being harassed or disrespected? These situations could result in a potentially hazardous condition or a criminal offense. Bystander intervention can address and prevent harmful behaviors before they escalate. Being aware of the warning signs and simply interjecting yourself into a conversation could be enough to avert a dangerous situation for a friend. Bystander Intervention techniques are not intended to be confrontational and those who decide to intercede are advised to do so subtly, safely and with caution. Bystander Intervention for students is part of a more comprehensive educational program related to sexual misconduct supported by the University departments of Student Life, and Residence Life.

## LOCKDOWN EXERCISES

In the interest of effective response and preparedness for a wide variety of possible dangerous and potentially violent situations, the Campus Safety Department has instituted lockdown training exercises involving residential and non-residential buildings. Methods to communicate the initiation of lockdown status requiring that building occupants comply with a specific set of guidelines, include transmissions through the MU ALERT system and/or simultaneously through the University's phone system internal intercom communication. The message may indicate that a specific building, a group of buildings or the entire campus, are to observe lockdown conditions until the area is cleared by Campus Safety Officers. For the purpose of the

exercise, members of the campus community are asked to follow these initial steps: lock their respective doors, turn off amplified sounds, refrain from talking and using phones and remain inside the nearest, safest room until completion of the exercise.

Observations made during these exercises are used instruct and inform the campus community of potential hazardous behavior.

**A full description of lockdown conditions and procedures can be found in the Emergency Response Safety Reference Guide located on the opposite cover of this book.**

**Residence hall rooms include postings on the back of each occupied room door which provide clear, concise instructions to follow during a lockdown situation.**



# TIPS FOR PERSONAL SAFETY

Please be aware of your surroundings, report suspicious observations and consider these safety tips to reduce security risks

## On Foot

- Walk with a group or use a common route traveled by numerous people.
- Call for an escort if you feel uncomfortable, (570) 674-6302.
- Plan your route. Walk with a purpose and keep moving.
- Avoid dark or isolated areas
- Only carry a small amounts of cash and keep other valuables out of sight.

## If You Sense a Potential Threat

- Make clear observations and react appropriately to the situation.
- Join with a group of nearby people.
- Go to a well-lit area and contact the Campus Safety Department (570) 674-6300.
- Make noise by yelling to attract attention.
- If you observe someone in apparent distress, call Campus Safety for assistance first.

## While Driving

- Keep doors and windows locked.
- If you are threatened by another motorist, drive away from the area, go to a public location and report the incident.
- Avoid hitchhikers and be aware of stranded motorists soliciting assistance.
- If your vehicle becomes disabled in a remote area, raise the hood, remain seated in your locked vehicle. If someone offers to help, ask that they call for assistance.
- Park in an areas which will be well lit and not deserted when you return to the vehicle.
- Have your keys ready, but not visible, as you approach your car. Check inside before opening the door.

## In Residence Halls and Buildings

- Keep doors locked – Suite doors and bedrooms. Take your key with you to the shower.
- Ask persons to identify themselves before opening your door.
- Do not allow unknown persons in to your room including facilities and service workers.
- Do not prop doors to your room or the main exterior doors.
- Do not loan your room key or access card to any other person.
- Leave a light on when you go out at night so that you are not returning to a dark room.

- Keep your valuables locked up and out of view.
- Do not label your key with your room number.
- Cover your windows at night.
- Use common sense near windows when dressing and undressing.
- Do not leave notes on your door with specifics about your location or how long you will be gone
- Be alert while using elevators and riding with strangers.

## What would you do if attacked or criminal activity was imminent?

It can be of some value to think about how you would react if faced with someone trying to harm you. Some criminal incidents can aggravated by the reaction of the victim. Many times the safest strategy may be to comply with the offender. Sometimes the risk of injury can be reduced if you cooperate. Your best defense is to think clearly and accurately remember the details. Report the crime as soon as possible to authorities. However, if your life is in immediate danger, use any method of resistance you can to fight back. Make noise, run away or use whatever object is available as a weapon to protect your life.

## HELPING OTHERS

Crimes on college campuses often occur in clusters. An offender who has not been apprehended is a potential threat to others in the campus community. By reporting a crime or unusual activity, you may prevent a future crime from occurring. Activity which you feel is suspicious may be a sign of criminal activity. Help your friends and colleagues by being alert to and reporting the following conditions:

- Screaming and cries for help
- Strange vehicles driving repeatedly in the same area
- Broken windows and doors
- Strangers loitering in parking lots, near residences, work areas, and entering areas without authorization.
- Persons trying to open the doors of multiple vehicles or using tools to gain entry.

## Reporting Suspicious Activity

- Call the Campus Safety Department at 570-674-6300 and/or 911 to report all details of the incident.
- Describe the suspect's appearance, clothing, height, weight, scars, tattoos, or other distinguishing features.
- Know your surroundings and accurately describe the location of the incident.
- Take note of vehicle information—make, model, color, license plate number, and direction of travel. FIREARMS,

# SPECIFIC CRIMINAL OFFENSES

## FIREWORKS AND WEAPONS

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any prohibited or lethal weapon is strictly forbidden on University properties, facilities and grounds, except as specifically indicated in accordance with University policies regarding Campus Safety Department personnel, law enforcement officials, and other noted exceptions.

## DRUGS AND ALCOHOL

The use of controlled substances is prohibited by federal and state law. Individuals who do not abide by these laws risk action by Misericordia University and law enforcement authorities.

Misericordia University is not a sanctuary from the law and will cooperate fully with enforcement agencies in support of regulations related to controlled substances. The University cannot shield you from your responsibility to obey the law or from a police investigation.

Misericordia University does not encourage the use or abuse of alcoholic beverages. The University does not prohibit such activity, but does strictly follow the laws of the Commonwealth of Pennsylvania related to alcohol use.

### Students

The Misericordia University Student Handbook outlines the University's policies regarding the use of drugs and alcohol on campus. All students are required to know these policies and adhere to them. [misericordia.edu/studenthandbook](http://misericordia.edu/studenthandbook)



### Misconduct Involving Alcohol

Misericordia University supports the health and well-being of each individual, therefore, it does not encourage consumption of alcoholic beverages nor does it promote the use or abuse of them. The University adheres to the laws of the Commonwealth of Pennsylvania and does not permit students under the age of 21 to possess or consume alcohol. The University does not permit students under 21 to be in the presence of alcoholic beverages on campus unless it is a university-sponsored event. However, the University recognizes the right of individuals 21 years of age or older to possess and consume moderate amounts of alcoholic beverages. With these rights come responsibilities. This rule prohibits, but is not limited to:

1. Use and/or possession of alcohol by persons not of legal drinking age.
2. Use and/or possession of alcohol in any first-year living area, regardless of one's age. This restriction applies to all students of Misericordia University, their guests, and members of their families.

3. Providing alcohol to a person less than the legal drinking age.
4. Being present during a gathering where alcohol is being consumed while being under the legal drinking age.
5. Consumption of alcohol and/or possession of open containers in public areas of the University, including lounges, residence hall hallways, parking lots, front or back porches of townhouses or university owned houses is not permitted. Exceptions to this rule include registered events at the discretion of the Vice President of Student Life.
6. Possession of excessive quantities of alcohol in apartments, suites, and/or individual rooms or by any one person. Excessive quantities is defined as but not limited to: kegs, beer balls, or similar bulk containers. One student should not have more than twelve (12) 12-ounce cans of beer, or a twelve-pack of wine coolers/malt beverages, or one bottle of wine (750 ml), or one fifth of a distilled beverage (750 ml) in their possession.
7. Possession of drinking paraphernalia and/or participation in or being in the presence of activities that promote and encourage the fast consumption of alcohol/binge drinking (drinking games, funnels etc.) will not be tolerated regardless of age.
8. Serving alcohol to intoxicated individuals.
9. Impairment attributable to the consumption of alcohol that substantially interferes with student judgment and decision-making causes a disturbance, and/or requires the intervention of University personnel.
10. Students may not possess/consume grain alcohol (i.e. Everclear), liquor in excess of 100 proof, or caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, Tilt, or Torke).
11. The possession of alcohol paraphernalia (including, but not limited to: empty alcoholic beverage containers, empty beer/wine boxes, bottle caps from alcoholic beverages, etc.) by a person under the age of 21. Those over the age of 21 must still comply with rules regarding excessive quantities as described in number 6 in this section.
12. Students who allow their room, suite, townhouse, university owned off campus house to be used as the site of a gathering where minors are present and alcohol is possessed/consumed are in violation of University policy. Each student who lives in the housing unit who is present at the time of the alleged violation will be considered a host.

## MISCONDUCT INVOLVING ILLEGAL DRUGS, CONTROLLED SUBSTANCES, OR OTHER INTOXICANTS

Misericordia University is a drug-free school zone. The possession, use, or sale of drugs and other controlled substances is a federal and state offense subject to fines and imprisonment. It is the policy of the University to uphold these laws. In any instance where a violation of the law concerning drugs occurs on campus or in connection with the activities of Misericordia University students, the disciplinary policy of the University will permit taking action beyond or separate from any which may be taken by civil authorities. This action may range from educational service hours to a dismissal. The University does not condone the possession of drug paraphernalia and will respond in a disciplinary manner. If drug paraphernalia and/or controlled substances are found on campus, the local police will be contacted to take possession of the contraband. The student may face charges by the police in addition to university disciplinary action.

This rule prohibits, but is not limited to:

1. Use of any controlled substance, or illegal drug.
2. Possession of any controlled substance or illegal drug.
3. Possession/Use of drug paraphernalia.
4. Unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug(s).
5. Impairment attributable to the use of illegal drugs, controlled substances, or abuse of other intoxicants that substantially interferes with student judgment and decision-making, causes a disturbance, and/or requires the intervention of University personnel.
6. Being present where a controlled substance or illegal drug is being consumed and/or present.

### Employees

The Misericordia University Employee Handbook outlines the University's policies regarding employee use of drugs and alcohol on campus. All employees are required to know these policies and adhere to them.

### Educational Programming

Educational materials, instruction, training, programming, and experienced personnel related to issues with Drugs and Alcohol, are available through the Counseling and Psychological Services (CAPS), and on-campus Certified Addictions Specialists. A detailed description of the University's educational efforts and preventive measures in the area of drugs and alcohol abuse can be found in the Misericordia University Student Handbook.

### Important Federal, State and Local Laws Alcohol Offenses

It is illegal for a person under the age of 21 to purchase, consume, possess, or transport alcoholic beverages. Please note that charges related to the possession of alcohol may extend to those individuals in the vicinity of alcoholic beverages.

- *First offense* Fine up to \$300 and 90 day suspension of your driver's license.
- *Second offense* Fine up to \$500, plus costs and one year suspension of your driver's license.
- *Third and subsequent offenses* Fine up to \$500, plus costs and two year suspension of your driver's license.

In addition to fines, costs, and driver's license suspension, the state may require the offenders to successfully complete a prescribed program of education, intervention, or counseling completely independent of any program or sanction developed by the University. It is also illegal to sell or furnish alcoholic beverage to persons under 21 years of age.

- *First offense* \$1000 fine
- *Second and subsequent offenses* \$2500 fine and costs

In addition to criminal charges, civil liability can extend to the person who furnished the alcohol to the minor.

It is illegal to possess an identification card falsely identifying a person by name, age, date of birth or photograph as being 21 years of age or older. It is also illegal to attempt to obtain alcoholic beverage by using a false identification card or the identification card of another person.

- *First offense* Fine up to \$300, plus costs and 90-day suspension of your driver's license
- *Second offense* Fine up to \$500, plus costs and one-year suspension of your driver's license
- *Third and subsequent offenses* Fine up to \$500 and 2-year suspension of your driver's license

The arresting police department will notify the parents or guardian of the minor charged.

Misrepresentation of age to secure liquor or malt or brewed beverages:

- First offense Summary
- Second offense Misdemeanor 3rd degree

Manufacture or sale of false identification card:

- First offense Misdemeanor 2nd degree
- Identity theft (value less than \$2000) Misdemeanor 1st degree

Public intoxication is illegal and clearly contrary to Misericordia University's policy on alcohol. Persons convicted of public

intoxication can be fined up to \$300, plus costs, and/or 90 days in jail.

### ORGANIZATIONAL HAZING

An organization, club, or athletic team that intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing commits the offense of organizational hazing and will be held accountable by the University. Organizational hazing is also violative of Pennsylvania law, and subject to penalties as set forth in the law.

#### Sanctions

Individuals and/or clubs, organizations or athletic teams can be found responsible for hazing or aggravated hazing. The following is a list of sanctions that can be applied by the University if a violation of this policy occurs:

- Educational Sanctions (link to list of educational sanctions)
- Status Sanctions (link to list of status sanctions)
- Club, Organization or Athletic Team Probation
- Club, Organization or Athletic Team Suspension
- Revocation of the club or organization charter

This listing does not include those sanctions that an individual, club, organization, or athletic team could also be subject to pursuant to law, including, but not limited to, the Pennsylvania Antihazing Law, 18 Pa.C.S. § 2801, et seq.

### Safe Harbor

Under certain specific conditions, and consistent with PA state law, when a student seeks medical assistance for another student who is believed to be in need of immediate medical attention to prevent death or serious bodily injury due to hazing, neither the student who is in need of medical attention nor the student who has reported it will be charged with violations of the Anti-Hazing policy.

Additional Resources:

- Amnesty Policy for Medical Emergencies involving Drugs/Alcohol/Hazing (found in the MU Student Handbook).
- PA State Law Regarding Alcohol Amnesty - 18Pa.C.S. § 6308.1.
- PA State Law Regarding Drug Amnesty – PA Act 139 Section 13.7.

### Reporting

Anyone can report concerns related to hazing by submitting a form online. This Incident Reporting form can be found here.

[https://cm.maxient.com/reportingform.php?MisericordiaUniversity&layout\\_id=3](https://cm.maxient.com/reportingform.php?MisericordiaUniversity&layout_id=3)

There have been no incidents classified as Hazing reported at Misericordia University from January 2008 to August 2019.

## ACT 80 OF 2018 REPORT

### Misericordia University Report Update 2021-2020 Academic Year

This report is published in accordance with the act of 2018, the Timothy J. Piazza Law, 18 Pa.C.S. § 2809 et Seq.

A copy of the Misericordia University policy prohibiting hazing, as required under 18 Pa.C.S. § 2809 can be found at [misericordia.edu/studenthandbook](http://misericordia.edu/studenthandbook)

Report No.	Subject of Report	Date of Report	Investigation Description	Sanctions	Date of Resolution
<b>2014-2015 Academic Year</b>					
No reports have been filed during this time frame.					
<b>2015-2016 Academic Year</b>					
No reports have been filed during this time frame.					
<b>2016-2017 Academic Year</b>					
No reports have been filed during this time frame.					
<b>2017-2018 Academic Year</b>					
No reports have been filed during this time frame.					
<b>2018-2019 Academic Year</b>					
No reports have been filed during this time frame.					
<b>2019-2020 Academic Year</b>					
No reports have been filed during this time frame.					

# ANNUAL FIRE SAFETY REPORT

Upper and lower campus residential housing facilities and educational buildings that are equipped with an automatic sprinkler and fire alarm system are monitored at all times by the Campus Safety Department. Buildings not equipped in this manner contain audible smoke alarms and fire extinguishers. The fire statistics chart provided lists the equipment present in residential buildings. Any observed fires, outside of the an alarmed area or not detected by the automatic system, should be immediately reported to the Campus Safety Department at 570-674-6300. The Back Mountain Regional Fire and EMS Dept. can be contacted directly by calling 911.

## **BUILDING EVACUATION PROCEDURES AND FIRE SAFETY AWARENESS**

- Sounding the fire alarm by activating a pull station will facilitate building evacuations.
- All occupants are to leave in a calm and orderly manner by the nearest marked exit.
- Do not use the elevators. Elevators do not function as customary when a fire alarm is sounding.
- Proceed to your respective evacuation site. Do not return to a building until authorized.
- Assist persons with a disability to exit the building. This may mean carrying a person down steps. If you cannot assist, call Campus Safety at (ext. 6300) 570-674-6300 and report your location.
- Faculty members and staff supervisors should be the last persons to leave a room. Close the door and report any persons who have not, or refuse to evacuate and their location to Campus Safety.
- If the source of the fire prevents safe exit, find an alternative route.
- Before you open the door, feel for excessive heat.
- If the door temperature feels normal, exit the building. Do not use the elevator.
- If the door feels hot, do not open it.
- Seal the cracks and openings with towels, sheets, etc.
- To attract attention, hang clothes or bedding out of the window and shut the window promptly.
- Don't break the window or leave it open unless the room is filling up with smoke.

All fires, regardless of the size or intensity, must be reported to the Campus Safety Department. If for some reason you cannot report a fire to the Campus Safety Department, make a report to one of the Campus Security Authorities (CSAs) as listed earlier in this document. CSAs include employees of the Student Life Department and Residence Life Department. The Campus Safety Department maintains and will continue to increase

participation and communication with local fire and emergency responders to insure familiarization with campus building layout and design, system upgrades and protocols followed during fire alarm activations. Residence hall rooms include postings on the back of each occupied room door which provide clear, concise instructions to follow during building evacuations. Instruction is also offered through the Student Life Department on how to prevent unnecessary fire alarm activations in kitchen areas regarding safe cooking practices.

## **FIRE SAFETY TRAINING**

All resident students receive fire safety and evacuation training at the beginning of the academic year. Residence Life staff (RA's and RD's) are provided live fire training and familiarization exercises with fully functional fire extinguishers. Health and Safety Inspections are conducted in individual rooms by the Residence Life staff. Any deficiencies are documented and corrected. These electrical appliances are authorized for use in student rooms: clocks, fans, hair dryers, curling irons, electric curlers, hot pots with closed heating elements only, popcorn poppers, micro refrigerators (4.6 cu. ft. max.), microwave ovens (.9 cu. ft. max.), radios, shavers, stereo equipment, televisions, computers, printers, video devices, telephone chargers and accessories. Electrical appliances not included on this may be confiscated. Halogen lamps and open flames including candles are prohibited. Smoking, including electronic devices and vaporizers, is prohibited in all campus buildings. Smoking is allowed 20 feet from building entrances.

## **DAILY FIRE LOG, FIRE DRILLS AND PRECAUTIONARY EVACUATIONS**

The Daily Fire Log is included in the Clery Act Public Crime log and is posted for public inspection at the Campus Safety office.

The fire statistics chart outlines actual fires, property damage, injuries, drills, precautionary evacuations and equipment present in each residential building.

Precautionary evacuations occur when a fire alarm device is activated by a minor non-fire incendiary situation (cooking, steam, etc.). No actual fires have been present during any of these incidents, however, all students are required to exit the building in a controlled fashion according to evacuation guidelines which is monitored by Residence Life staff and Campus Safety Officers. These incidents are recorded on the daily crime and fire log. Fire drills and precautionary evacuations allow the occupants of the buildings to become familiar with the sounds of the fire alarm, the location of exits, and building evacuation plans. Evacuation drills, monitored by the Campus Safety Department are also conducted in non-residential and academic buildings.

# CAMPUS EVACUATION SITES

The general upper campus evacuation site is the Amphitheater at the center of campus. Employees and students who have evacuated a building are urged to avoid parking areas and roadways near building entrances in order to provide clear passage for emergency responders. Specific evacuation staging areas for all buildings are listed below.

## Upper Campus Buildings – Evacuation Staging Areas

Building Name	Street Address	Evacuation Area
Mercy Hall 24	Founders Circle	Grass Lot towards MacDowell Hall
Mary Kintz Bevevino Library	28 Founders Circle	Amphitheatre
McAuley	7 Baggot St.	Grass Lot towards MacDowell Hall
Walsh (Lemmond Theater)	5 Baggot St.	Grass Lot towards MacDowell Hall
Trocaire Building	49 Misericordia Way	Science Building Parking Lot
Henry Science Center	55 Misericordia Way	Front of building towards Alumnae Hall
Insalaco Hall	62 Misericordia Way	Amphitheatre
Henry Student Lounge	68 Misericordia Way	Rosen Plaza
Banks Student Life Center	96 Misericordia Way	Amphitheatre
Anderson Center	135 Misericordia Way	Rear Parking Lot (keep entrances clear)
Metz Field House	17 Cougar Dr.	Football Field
Alumnae Hall	80 Misericordia Way	Rosenn Plaza
Gildea Hall	102 Misericordia Way	Amphitheatre
McGowan Hall	82 Misericordia Way	Rosenn Plaza
McHale Hall	118 Misericordia Way	Outdoor Basketball Courts
MacDowell Hall	136 Misericordia Way	Grass Lot towards Mercy Hall
Townhouse Complex	15 Townhouse Rd.	Parking area opposite affected building (keep entrance clear)

## Lower Campus Buildings – Evacuation Staging Areas

Building Name	Street Address	Evacuation Area
Moffat House (WWC)	111 Lake St.	Grass Lot - Rear
Leadership (White) House	120 Lake St.	Passan Hall Parking Lot (keep entrances clear)
Yellow House	179 Lake St.	Parking Lot - Rear (keep entrances clear)
Machell Ave.	Residence Hall	10 Machell Ave. Parking lot towards Dallas Borough Bldg.
Pauly House (WWC)	62 Lake St. Passan	Hall Parking Lot (keep entrances clear)
Rasmussen-Rosary Hall (WWC)	181 Lake St.	Parking Lot – Rear (keep entrances clear)
Facilities Building	180 Lake St. Facilities	Parking Lot - Rear towards restaurant
Passan Hall	100 Lake St.	Parking Lot – Rear (keep entrances clear)
Art Studio/ALL Clinic	50 Lake St.	Passan Hall Parking Lot (keep entrances clear)
President’s House	130 Lake St.	Grass Area towards White House
Erwine Hall	199 Lake St.	Parking Lot – Pines Housing Complex
Graduate Housing	33 Lake St.	Rear of building towards Lang Street

## FIRE STATISTICS

Name of Residence Hall	Max Occupancy	Number of Fires			Injury or Death			Property Damage			Precautionary Evacuation			Fire Drills			Integrated Fire Alarm	Sprinkler System	Fire Extinguishers
		2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019			
Alumnae Hall	168	0	0	1	0	0	0	0	0	0	11	17	4	0	1	2	YES	YES	18
Gildea Hall	204	0	0	0	0	0	0	0	0	0	5	8	8	1	1	2	YES	YES	19
MacDowell Hall	117	0	0	0	0	0	0	0	0	0	11	14	15	1	1	2	YES	YES	11
McGowan Hall	112	0	0	0	0	0	0	0	0	0	11	0	2	0	1	2	YES	YES	18
McHale Hall	234	0	0	0	0	0	0	0	0	0	5	9	10	1	1	2	YES	YES	27
Townhouse Complex	108	0	0	0	0	0	0	0	0	0	40	40	31	0	2	1	YES	YES	38
White House	13	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	YES	NO	6
Yellow House	4	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	YES	NO	3
Machell Ave. (Graduate)	17	0	0	0	0	0	0	0	0	0	1	4	3	0	1	0	YES	NO	3
Moffat House (WWC)	6	0	0	0	0	0	0	0	0	0	2	3	2	0	1	0	YES	YES	5
Pauly House (WWC)	4	0	0	0	0	0	0	0	0	0	4	8	5	0	1	0	YES	NO	4
Rasmussen-Rosary Hall (WWC)	6	0	1	0	0	0	0	0	0	0	7	5	5	0	1	0	YES	YES	8
Graduate Housing 33 Lake St.	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NO	NO	2

# VEHICLES AND PARKING REGULATIONS

## GENERAL INFORMATION

- The Campus Safety Department coordinates all student, faculty, staff and guest parking on campus.
- The University provides parking spaces for employees, students and visitors, according to the regulations of this section.
- Parking and operation of vehicles on the property and grounds of Misericordia University is a privilege, not a right, and may be revoked at any time for dangerous driving or flagrant disregard of these parking regulations. This regulation applies to, and is expected to be followed by every member of the campus community.
- The possession of a parking permit does not guarantee a person a parking space in any particular location.
- First-year resident students are not permitted to register or park a vehicle on campus. Individual exceptions may be granted on a limited basis through the Office of Student Life.
- Approved first year resident parking permits will be issued by the Campus Safety Department.

## REGISTRATION OF MOTOR VEHICLES

- All employees and students who wish to park and operate a motor vehicle on the campus of Misericordia University must register their vehicle with the Campus Safety Department.
- Persons planning to use more than one vehicle must register each vehicle separately.
- A parking permit is required for each vehicle.
- Employees are required to register their vehicles with the Campus Safety Department. Web-based employee vehicle registration applications can be found on the Campus Safety tab of myMU. Paper forms are also available at the Campus Safety office for those employees without computer access. There is no charge at this time for employee vehicle registration.  
[http://forms.misericordia.edu/safety/vehicle\\_emp.cfm](http://forms.misericordia.edu/safety/vehicle_emp.cfm)
- Vehicles should be registered immediately upon arrival on campus.
- Temporary and guest parking permits are available through the Campus Safety Department.
- Student vehicle registration applications can be found on the Campus Safety tab of myMU. The application form is web-based and can be completed electronically. <https://mymu.misericordia.edu/ICS/Portlets/ICS/bookmarkportlet/viewhandler.ashx?id=0e79dc8d-a6a3-455e-989dbdd46d3e2026>



- After all appropriate information has been entered, students can pay the designated fee and obtain their parking stickers at the Campus Safety office, room #7, ground floor, Mercy Hall.
- Vehicle Registration fees for student parking permits are reviewed and established annually by the University Administration. Due to COVID19 concerns, alternate methods of parking permit distribution are being considered.

## PARKING LOTS

Parking area designations have been established for your convenience and utilize color-lined identification striping and signage according to the following guidelines:

- **Students:** Students are authorized to park in areas designated by white-lines only which will often include signage indicating student parking or general parking.
- **Employees:** Employee parking is allowed in areas designated by yellow lines and is also authorized in areas identified with signage indicating employee parking or general parking.
- **Visitors:** Visitors may park on Founders Circle in front of Mercy Hall and in parking areas marked general parking, visitor parking, and in areas designated with special reserved parking signs. Cooperation and timely consideration is requested to reserve special parking spaces for visitors to our campus.

Unless otherwise indicated by special signage, students and employees are not authorized to park on the roadway in front of Mercy Hall.

The Campus Safety Department reserves the right to restrict and reserve parking areas during special events, construction projects, hazardous situations and other circumstances as necessary to maintain effective traffic movement, vehicle management, and public service.

## PARKING VIOLATIONS AND FINES

Vehicle parking standards shall conform to Misericordia University regulations, the laws of the Commonwealth of Pennsylvania and the ordinances of all applicable local municipalities.

The following parking violation are subject to fines and sanctions:

- Parking in an area posted “No Parking”.
- Parking in a fire lane.
- Unauthorized parking in a handicapped zone.
- Parking on a sidewalk.

- Blocking a driveway.
- Obstructing traffic.
- Unauthorized use of visitors' spaces.
- Parking an unregistered vehicle on University property.
- Parking in an unauthorized lot/area, including special regulations areas as determined by Campus Safety.
- Failure to move vehicle for snow removal.
- Other violations not included above which Campus Safety Officers determine are dangerous, hazardous, and/or detrimental to a safe and secure campus.

## **ENFORCEMENT, PENALTIES AND FINES**

Parking enforcement will begin on the first day of fall semester classes. Parking violation fees vary according to the offense and are indicated on the Parking Violation Notice. Unregistered vehicle violations, unauthorized parking in handicapped areas and failure to move vehicles during campus snow removal, carry more significant fines than standard violations. Parking violation fees are set on an annual basis after review by the University Administration. The University also reserves the right to remove vehicles from Misericordia's property when other conditions exist that are determined to be unsafe, hazardous; or when a vehicle is unknown/unregistered, or abandoned.

Fines related to parking violations are paid at Student Accounts Office, first floor of Mercy Hall, weekdays between 9:00 a.m. and 4:00 p.m. Fines are not collected at the Campus Safety office.

- Removal of Vehicles from University Property: Third and subsequent parking violations may result in the violator's vehicle being towed from University property and/or parking privileges being suspended or revoked. Payment of fees charged by the towing contractor, including daily storage fees, are the sole responsibility of the vehicle owner/operator. The University is not affiliated with the towing contractor and will not intervene with retrieval of a student's vehicle once the vehicle has been towed.
- Unpaid parking fines will be assessed to the individual student's account and considered as any other amount due to the University. Final grades will not be released until all parking fines are satisfied.
- Misericordia University assumes no responsibility for damage or loss by fire, theft, accident, or vandalism, for vehicles operated or parked on University property.

## **ADDITIONAL PARKING INFORMATION**

### **Handicapped Person Parking – Issuance of Temporary Permits**

Handicapped parking is available near every building on campus and is designated by special signage. Only vehicles bearing official handicapped parking license plates, placards, and/or official handicapped parking permits are authorized to park in these areas. The Campus Safety Department will issue a temporary handicapped parking permit to employees in conjunction with the University Health & Wellness Center following the submission of a physician's note indicating the need for such a permit.

### **Student Parking Ticket Appeals**

Parking ticket appeals are coordinated and scheduled through the Student Government Association (SGA), located in the Banks Student Life Center. Appeals must be made within 5 days of the violation.

Appeal forms can be found outside the SGA Office and/or at the following locations: myMU on the Campus Safety tab; myMU on the Student Life tab, (click on SGA); or at <http://forms.misericordia.edu/emuforms/sga/parkingAppeal.cfm>.

The reason for your parking appeal must be explained in detail. You may receive an email response or be requested to attend an informational hearing to determine the outcome of the appeal.

### **Campus Snow Removal Efforts**

During campus snow removal efforts, students and employees will be instructed to move their vehicles to specific parking locations according to the respective snow removal plan. Advance notice will be provided by targeted email messages to the campus community. Failure to move a vehicle during snow removal operations results in serious disruption to University Grounds Department responsibilities regarding safe roadways and walking areas. Vehicles that remain on campus lots during snow removal efforts will be removed from the affected area at the owner's expense.

## IMPORTANT CAMPUS RESOURCES

**CAMPUS SAFETY DEPARTMENT ..... (EXT. 6300) 570-674-6300**

**DEAN OF STUDENTS OFFICE..... (EXT. 6263) 570-674-6263**

**RESIDENCE LIFE OFFICE ..... (EXT. 6178) 570-674-6178**

**COUNSELING AND PSYCHOLOGICAL ..... (EXT. 6408) 570-674-6408  
SERVICES (CAPS)**

**HEALTH AND WELLNESS CENTER ..... (EXT. 6276) 570-674-6276**

**HUMAN RESOURCES OFFICE..... (EXT. 6310) 570-674-6310**

**OFFICE OF STUDENT ENGAGEMENT..... (EXT. 6407) 570-674-6407**

**ATHLETICS DEPARTMENT..... (EXT. 6374) 570-674-6374**

**CAMPUS MINISTRY ..... (EXT. 6495) 570-674-6495**

**INFORMATION TECHNOLOGY..... (EXT. 8087) 570-674-8087  
STUDENT HELP DESK**

**SEXUAL ASSAULT RESPONSE TEAM..... 570-417-8888**

**POLICE, FIRE OR AMBULANCE DIAL 911**

**MISERICORDIA UNIVERSITY – MAIN CAMPUS – DALLAS, PA  
EMERGENCY RESPONSE  
SAFETY REFERENCE GUIDE  
POLICE • FIRE • AMBULANCE: CALL 911  
CAMPUS SAFETY (EXT. 6300) 570-674-6300**

Campus Safety Officers are on-duty at all times and available to respond to emergency situations. Use the above numbers to report an injury, illness or other emergency on campus.

**IN THE EVENT OF A FIRE**

- Sound fire alarm by activating a wall mounted pull station.
- Promptly, but safely exit the building. Follow evacuation procedures.
- Once evacuated from the building, notify Campus Safety at (Ext. 6300) 570-674-6300.
- Stay clear of the building.

**EVACUATION PROCEDURES**

- Leave by the nearest exit unless the hazardous situation is present at that location.
- Do not use the elevators.
- Proceed to the evacuation staging site listed below.
- Do not return to a building until authorized.
- Assist disabled persons to exit buildings. If unable to assist, contact Campus Safety at (Ext. 6300) 570-674-6300.
- Report location and disabled person's name if possible.
- Faculty members, staff supervisors and management personnel should be the last persons to leave a room.
- Close doors when leaving.

## EVACUATION STAGING AREAS

### Upper Campus Buildings

Building Name	Street Address	Evacuation Area
Mercy Hall	24 Founders Circle	Grass Lot towards MacDowell Hall
Mary Kintz Bevevino Library	28 Founders Circle	Amphitheatre
McAuley	7 Baggot St.	Grass Lot towards MacDowell Hall
Walsh (Lemmond Theater)	5 Baggot St.	Grass Lot towards MacDowell Hall
Trocaire Building	49 Misericordia Way	Science Building Parking Lot
Henry Science Center	55 Misericordia Way	Front of building towards Alumnae Hall
Insalaco Hall	62 Misericordia Way	Amphitheatre
Henry Student Lounge	68 Misericordia Way	Rosen Plaza
Banks Student Life Center	96 Misericordia Way	Amphitheatre
Anderson Center	135 Misericordia Way	Rear Parking Lot (keep entrances clear)
Metz Field House	17 Cougar Dr.	Football Field
Alumnae Hall	80 Misericordia Way	Rosenn Plaza
Gildea Hall	102 Misericordia Way	Amphitheatre
McGowan Hall	82 Misericordia Way	Rosenn Plaza
McHale Hall	118 Misericordia Way	Outdoor Basketball Courts
MacDowell Hall	136 Misericordia Way	Grass Lot towards Mercy Hall
Townhouse Complex	15 Townhouse Rd.	Parking area opposite affected building (keep entrance clear)

## EVACUATION STAGING AREAS

### Lower Campus Buildings

Building Name	Street Address	Evacuation Area
Moffat House (WWC)	111 Lake St.	Grass Lot - Rear
Leadership (White) House clear)	120 Lake St.	Passan Hall Parking Lot (keep entrances clear)
Yellow House	179 Lake St.	Parking Lot - Rear (keep entrances clear)
Machell Ave. Residence Hall	10 Machell Ave.	Parking lot towards Dallas Borough Bldg.
Pauly House (WWC) clear)	62 Lake St.	Passan Hall Parking Lot (keep entrances clear)
Rasmussen-Rosary Hall (WWC)	181 Lake St.	Parking Lot – Rear (keep entrances clear)
Facilities Building restaurant	180 Lake St.	Facilities Parking Lot - Rear towards
Passan Hall	100 Lake St.	Parking Lot – Rear (keep entrances clear)
Art Studio clear)	50 Lake St.	Passan Hall Parking Lot (keep entrances clear)
President’s House	130 Lake St.	Grass Area towards White House
Erwine Hall	199 Lake St.	Parking Lot – Pines Housing Complex
Graduate Housing	33 Lake St.	Rear of building towards Lang Street

## **IF TRAPPED IN A BURNING BUILDING**

- Remain calm—do not panic—stay low to the ground.
- Do not open a closed door if it feels hot—use another exit if possible.
- If safe exit is not possible, seal the cracks around the doors and vents with anything available.
- Contact Campus Safety at (Ext. 6300) 570-674-6300 and/or 911. Provide your exact location.
- If breathing is difficult, carefully ventilate the room.
- If on an upper floor, signal emergency responders by hanging something from a window.
- If faced with a window that cannot be opened, draw attention to yourself by waving and yelling.

## **IF YOU CATCH ON FIRE**

- STOP where you are. DROP to the floor. ROLL around on the floor.

## **IF SOMEONE CATCHES ON FIRE**

Attempt to smother the flames by wrapping the person in a blanket, rug or similar item.

## **BOMB THREAT**

- Follow building evacuation procedures.
- Most bomb threats are received by phone.
- The call taker may be the only contact with the subject—focus on details.
- Obtain as much information as possible from the caller.
- Keep talking to the caller and ask:
  - When will the bomb explode? Where is the bomb?
  - What kind of bomb is it? What does it look like? Why did you place the bomb?
  - Note the line the subject is calling on (extension number).
  - Note the day and exact time.
  - Desk phones will maintain a record of incoming numbers.
  - To identify blocked or unknown numbers, additional law enforcement and phone company involvement will be necessary.
  - Provide all information to Campus Safety.

## HOSTILE INTRUDER–ACTIVE SHOOTER–MASS CASUALTY EVENT

During an active situation in which an individual is causing, or threatening to cause, death or serious bodily injury to persons on University property – follow these guidelines and suggested steps to reduce risk:

- Immediately contact 911 and Campus Safety at (Ext. 6300) 570-674-6300.
- Remain calm and make reasonable decisions.
- Stay away from windows and doors.
- Resist temptation to peak outside.
- Lock doors and windows
- Close blinds and curtains.
- Turn off lights and audio equipment.
- Keep everyone together.
- Stay quiet and silence cell phones.
- Be alert to emergency communications in all forms
- Stay out of open areas.
- Follow all instructions by Law Enforcement, Campus Safety and emergency notifications.
- Do not confront or try to apprehend the intruder.
- Conform to commands – avoid eye contact.
- If a lockdown is ordered, go to the nearest office or classroom, lock, and barricade the door.
- Do not sound the fire alarm–occupants may exit a building exposing them to greater risk.
- Do not leave a secure area until notified by Campus Safety or Police.
- In an open area – choose effective concealment locations.
- Keep physical objects (desks, trees, vehicles) between you and the threat.
- If you must flee – run away in an inconsistent pattern – running in a straight line increases risk.
- When a safe area is reached, warn others of the danger zone.
- If contact can safely be made with Campus Safety or Law Enforcement, consider the following:
  - Provide the location and physical description of the hostile person and their name if know.
  - Provide the description of weapon(s) the person is using.
  - Provide injury information (number of injured, severity and their location).
- Final survival considerations: Remain motionless among victims. Fight back against the threat.

## LOCKDOWN PROCEDURES

- **A. Level One Lockdown:** Stay indoors due to dangerous or hazardous conditions in exterior areas. Outdoor travel is not advised. Applies to extreme weather related incidents and environmental emergencies
- **B. Level Two Lockdown:** All entrances to a structure are to be locked, propped, barricaded and/or blocked by any means available in order to stop a potential threat from entering a given area.

## **LOCKDOWN GUIDELINES**

- Stay alert to all emergency notifications
- Seek shelter in the nearest classroom or office area available.
- Assist others to safety away from open areas
- Lock doors to classrooms, offices and housing units. Remain inside until further notice is given or instructed that other procedures, such as evacuation, is most appropriate.
- If unable to lock doors – prop or barricade entrances with whatever is available.
- Move to interior areas.
- Cover windows and other openings.
- Stay away from windows and glass.
- Stay behind solid walls, cabinets, desks or bookcases.
- Remain low to the ground and minimize movement.
- Do not make noise or draw attention to yourself.
- Place cell phones and/or mobile device on silent or vibrate.
- Remain calm and alert to your surrounding and developing threats.
- Do not activate fire alarms or evacuate due to a fire alarm unless instructed to do so by campus safety, law enforcement, or other University personnel.
- Do not flee buildings or attempt to sneak away from the situation unless actual conditions confirm that a threat has entered your area of refuge and your survival depends on exiting an area.

Remember that most campus residence halls are equipped with electronic locking equipment and cannot be entered without proper identification programming. Automatic door locks can be activated or deactivated as necessary by Campus Safety.

## **PSYCHOLOGICAL CRISIS—HARM TO SELF OR OTHERS**

- If an individual is threatening harm to themselves, or others; or is out of touch with reality, seek assistance. Do not handle a situation that you feel is dangerous on your own.
  - Notify Campus Safety at (Ext. 6300) 570-674-6300.
  - Counseling staff is available at all times. Campus Safety will make the appropriate contacts.
  - Notify immediate supervisors.

## **CRIME REPORTING**

- Report all crimes to the Campus Safety Department at (Ext. 6300) 570-674-6300.
- Law Enforcement for all local jurisdictions can be contacted at 911.
- Notification to Campus Safety is required even if direct reports are made to law enforcement agencies.
- Campus Safety will investigate complaints and issue timely warnings to the campus community as necessary.

### **INJURIES/ILLNESS—NON-LIFE THREATENING (STUDENTS, VISITORS, STAFF)**

- Employees must report all work-related injuries to their immediate supervisor or department chairperson and to the Campus Safety Department at (Ext. 6300) (570) 674-6300.
- Students are encouraged to report injuries to Campus Safety at (Ext. 6300) (570) 674-6300.
- Report visitor injuries to Campus Safety at (Ext. 6300) (570) 674-6300.
- Student or employee illnesses are to be immediately reported to Campus Safety at (Ext. 6300) (570) 674-6300 with appropriate follow-up at The Health and Wellness Center.
- **SERIOUS INJURIES – contact 911 directly in order to summon emergency medical responders.**

### **ELEVATOR FAILURE**

- If you are trapped in the elevator, emergency phones ring directly to Campus Safety (Ext. 6300) (570) 674-6300.
- Remain calm; do not attempt to exit the elevator without instructions.

### **PLUMBING FAILURE/FLOODING/SEWER BACK-UP**

- Cease using all electrical equipment, vacate the area and notify Campus Safety at (Ext. 6300) (570) 674-6300.

### **GAS LEAK**

- Cease all operations. Do not strike matches or generate any open flame.
- Do not activate light switches, electrical equipment, or phones.
- Follow evacuation procedures—report incident location to Campus Safety at (Ext. 6300) (570) 674-6300.

### **VENTILATION PROBLEMS**

- If smoke or odors are generated from ventilation systems, vacate the area. Notify Campus Safety.
- Cease all operations, Activate fire alarm and follow evacuation procedures.

### **CHEMICAL OR RADIATION SPILL**

- Any hazardous chemical or radioactive material spills are to be reported immediately to Campus Safety.
- Communicate the nature of the involved material and exact location.
- Persons nearest the spill, should seal off the area to prevent further contamination and follow evacuation procedures.
- Persons who are potentially contaminated are to avoid contact with others and remain in the vicinity for proper relay of information to Campus Safety.

## **EMERGENCY ALERT SYSTEM**

In the event of an incident which poses an immediate threat to the safety and welfare of the Misericordia campus community, the University has various emergency notification systems in place to communicate information. Some or all of these methods of communication may be utilized dependant on the circumstances of the event. Methods of communication include e-mail, text messaging, public address system with siren, and cable TV broadcast. The University will also post updates during a critical incident on the MU web site at [misericordia.edu](http://misericordia.edu) and [www.twitter.com/misericordia.edu](http://www.twitter.com/misericordia.edu).

MU Alert is the emergency mass communication system used to notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees or students. MU Alert messages will contain information and instructions to follow during a crisis situation.

Sign up and activate your MU Alert account through the University's web portal my-MU. A cellular phone number and/or email address is required. MU Alert messages are transmitted via text message and email.

MU Alert messages will only be sent after careful consideration by the Campus Safety Department and with input from local law enforcement and other emergency response agencies when necessary.

This guide is a procedural outline to follow in the event of an emergency. More detailed and specific procedures are contained in the Misericordia University Emergency Response Guide.

For more information, contact Robert Zavada, Director of Campus Safety and Security at (570) 674-8018.



MISERICORDIA  
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(EXT. 6300) 570-674-6300  
301 Lake Street, Dallas, PA 18612-1090