Annual Security and Fire Safety Report
2019

Prepared by the Department of Safety & Security

Contains Crime Statistics for Calendar Years 16, 17, 18
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Message from the Department of Safety & Security

Welcome to Lycoming College!

At Lycoming College, safety and security of the members of our campus community is paramount, as it is a shared responsibility among all members on our campus. The Office of Safety and Security is committed to continually working in collaboration with all members of the Lycoming College community to provide a safe living and learning environment. In order to achieve this safe environment, all members of the campus community are strongly encouraged to practice personal safety, such as walking in groups, communicating with Safety and Security officers, such as requesting escorts around campus, as well as utilize the various safety and security initiatives around campus, such as the call boxes around campus and new security software.

Our annual security report serves as an excellent source of information about our safety and security services, as well as prevention programming and additional resources Lycoming College offers to its community members. We strongly encourage you to read this information and become an active participant in helping create a campus culture that values safety and security.

You are always encouraged to stop by the Office of Safety and Security, which is located in the lower level of the south side of Rich Hall should you need assistance. You can call the Safety & Security Office directly at 570-321-4064, or email us at security@lycoming.edu if you have any questions, comments, or concerns about campus safety services.

We look forward to working with the campus community this year.

Best Regards,

Department of Safety & Security
Introduction

Maintaining a safe campus requires a commitment from each member of the campus community. The Department of Safety and Security (DSS) values the partnerships we establish with members of the Lycoming College community. Successful prevention of crime occurs only with community involvement, and safety and security must be a collaborative venture. The Department of Safety and Security strives to foster and encourage partnerships to aid in crime prevention and to develop and maintain positive communications, and mutual understanding and trust between students, faculty and staff. The officers and staff of DSS need your help in continuing to make Lycoming College a safer campus.

The purpose of this publication is to:

- Provide the Lycoming College community with an overview of the Department of Safety and Security (DSS) services
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
- Inform current and prospective students, staff, faculty, and visitors about Lycoming College’s policies and programs designed to help keep them safe
- Share information regarding emergency preparedness and planning
- Share information regarding fire safety, fire statistics, and fire-related information

Lycoming College’s Department of Safety and Security (DSS) provides information contained in this document as a service to the Lycoming College community and to comply with federal and state requirements. If you have any questions or concerns related to the information in this document, please contact Lycoming College Department of Safety and Security at 700 College Place, Box 166, Williamsport, PA, 17701, (570) 323-14064), or by email at security@lycoming.edu.

Annual Disclosure of Crime and Residential Facility Fire Statistics

DSS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and the Violence Against Women Act (VAWA). This report is prepared in cooperation with local law enforcement agencies surrounding our campus and other college properties, the Associate Dean of Students, Student Life staff, the Vice President for Student Life and Dean of Students, and other relevant college departments.

The crime statistics (campus crime, arrest and referral statistics) are reported to DSS by designated campus officials (campus security authorities), including but not limited to directors, deans, residential life personnel, Student Conduct personnel, advisors to students’/student organizations, athletic coaches, other college employees, and local law enforcement agencies. The Director/Coordinator of Safety & Security requests statistics from local jurisdiction and for any domestic or international student trip that stays in a specific place for more than two consecutive nights.
Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide information on the website available to access this report. Copies of the report may also be obtained at Lycoming College Department of Safety and Security located in the lower level of Rich Hall, 700 College Place, Box 166, Williamsport, PA, 17701, or by calling (570) 321-4064. Prospective employees and students may also obtain a copy of the report through Lycoming College Department of Safety and Security as listed above.

Statistical information for criminal incidents reported to DSS is also filed yearly with the Pennsylvania State Police for publication in the Pennsylvania Uniform Crime Report. Information on crime in Williamsport and in areas surrounding the campus is available free online at www.crimereports.com.

**Campus Law Enforcement**

**Lycoming College Department of Safety and Security (DSS)**

Lycoming College’s Department of Safety and Security is an unsworn, full service campus security department serving all students, staff, faculty, and guests of the College. The department operates twenty-four hours a day, seven days a week, including breaks and holidays. Full-time security staff includes, the Director/Coordinator for Safety and Security, six security officers and five to ten part-time officers. The DSS also employs students to serve in the capacity of Student Security Aide (SSA), responsible for contacting and dispatching officers, assisting with special college events, and properly logging calls and information.

As mentioned previously, security officers are unsworn, unarmed and do not have the authority to apprehend or arrest anyone involved in illegal acts on the College’s property or in immediately adjacent areas. The College and DSS maintain a professional relationship with the Williamsport Bureau of Police and will summon them in the event law enforcement officers commissioned under the Pennsylvania Special Officers Statute (22 PA C.S.A. 501) are needed.

If minor offenses involving college rules and community standards are committed by a student, DSS may also refer the individual to the Student Conduct administered by the Associate Dean of Students. DSS notifies the Williamsport Bureau of Police (WBP) when major offenses such as murder, aggravated assault, robbery, and auto theft are reported.

DSS is a department of the Division of Student Life, and the Director/Coordinator of Safety and Security oversees the department and reports to the Associate Dean of Students.

DSS officers patrol the campus around the clock, year round in a marked security vehicle, on foot, and in a security cart. Officers are primarily responsible for supporting a safe and secure living and working environment, emergency response, facility security and property protection, traffic (on campus) and enforcement of college policies and regulations.

DSS maintains a twenty-four hour communications and dispatch office. Call (570) 321-4911 for emergencies (or dial 4911 from campus telephones) or (570) 321-4064 for non-emergency information and general service requests.
The central fire and security alarm receiver is tied into a larger fire and security alarm system maintained by Select Security, a local company who notify the DSS immediately in the event of an alarm. Security cameras located throughout campus and the card access system are wired into the DSS office. The office is open and accessible for walk-in assistance year round, twenty-four hours per day. DSS is located in the lower level of Rich Hall situated along College Place near the center of the Lycoming College campus.

DSS maintains a close working relationship with the Williamsport Bureau of Police (WBP). DSS often works with other law enforcement agencies including the Pennsylvania State Police, Pennsylvania Liquor Control Enforcement Division, the Lycoming County District Attorney Office, Lycoming County Sheriff’s Office, Lycoming County Jail, and other local, state and federal agencies. Discussions are held between staff of these agencies on both a formal and informal basis as needed.

Due to the unsworn status of the DSS, only if a reported crime is investigated by sworn law enforcement authorities and found to be false or baseless, may the crime be considered “unfounded” and excluded from Lycoming College’s statistical disclosures.

Partnerships between community and security officers are always stronger when the community understands and supports the role of security and when the community is confident the actions of security are fair and just. Students who fully understand the role of DSS and the efforts to enhance the quality of community life will be better prepared to provide advice to DSS to help shape policies and initiatives.

**Security and Access to Campus Facilities**

Most campus buildings and facilities are open and accessible to the public during normal business hours, excluding holidays. Athletic facilities, the library, and other select college service areas have varying hours of operation. Most of the academic and administrative buildings on campus are controlled by a card access system. While these buildings will be locked and closed to the general public after regular business hours, students, faculty and staff may gain access by using their college identification card in the card access system. In the case of periods of extended closing, non-residential buildings will be secured according to schedules developed by the department responsible for the facility, and the College will admit only those with prior approval to all facilities.

Residential buildings are secured 24 hours a day. Most exterior doors in student residential halls are controlled by card access, and the students are issued a key to their respective rooms. In residential buildings not on the card access system, such as certain college-owned apartments, students who reside in these buildings are issued a key for their room and the exterior building doors. Over extended breaks, the doors of all residential buildings will be secured around the clock.

Approximately 22 security cameras are located throughout the campus, mainly in college parking areas. Card access and camera systems are located in the DSS office.
A “Call Box” telephone intercom system is located at the main entrance of many residential buildings for students and guests to contact the DSS office if assistance is needed.

**Maintenance of Campus Facilities**

Department of Safety and Security officers, as part of their patrol procedures, generate work orders to Buildings and Grounds Department when any defective lighting or unsafe condition related to facilities on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to the DSS.

Buildings and Grounds Department is responsible for the maintenance and upkeep of buildings and grounds on campus. This includes everything from changing light bulbs to construction of buildings and everything in between. If you need service in your residence hall or other location on campus, contact Buildings and Grounds at (570) 321-4274. All requests, concerns, or suggestions regarding facilities maintenance are welcome.

Urgent requests should be directed to Buildings and Grounds at (570) 321-4274. For after-hours emergency service, call the Department of Safety and Security at (570) 321-4911, or (570) 321-4064. Or, through the Tips function of RAVE Guardian (safety app available to all faculty, staff and students).

**Safety Tips**

- Lock your room and secure your room key (even if you are just leaving for a few minutes)
- Never prop open exit doors
- Notify DSS immediately if your keys and/or identification card are lost or stolen
- Close and report any exit doors that are found open or left unsecured
- Report any suspicious activities to a Resident Assistant or DSS immediately
- Notify Buildings and Grounds or DSS immediately if your locks are malfunctioning
- Keep fire doors and stairwell doors closed at all times.

**Criminal Activity Off-Campus Involving Students**

Lycoming College operates no off-campus housing or off-campus student organization facilities. While Williamsport Bureau of Police have primary jurisdiction in all areas off campus, DSS officers can and do respond to student-related incidents that occur in the immediate proximity to the campus.

When a Lycoming College student is involved in an off-campus offense, DSS may be asked to assist with the investigation in cooperation with local, state, or federal law enforcement.

WBP shares information regarding off campus crimes involving students with DSS, and may request a DSS representative be present when dealing with students in areas immediately adjacent to the campus. WBP emails all crime statistics, as well as the coordinating maps of where the crimes take place, monthly to the Director/Coordinator of Safety and Security.
Campus Crime and Arrest Statistics

The following statistics have been compiled from incidents reported to DSS, local law enforcement, and campus security authorities during the 2016, 2017, and 2018 calendar years. The statistics do not reflect any reports that might have been made to other departments or individuals at the college unless those individuals or department informed DSS of the incident. Victims and Witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Professional counselors, when acting as a counselor, are not required to report any crimes or incidents; however, the college urges its counselors to provide “statistical information” should they become aware of a sexual assault incident.

Comprehensive crime statistics for Lycoming College and Williamsport are also available online at the U.S. Department of Education (http://ope.ed.gov/security/) and the Federal Bureau of Investigation Uniform Crime Reports (UCR) (http://www.fbi.gov/ucr/ucr.htm). Crime definitions under the Clery Act and UCR may be different, so crime statistics provided in Clery and UCR reports may differ. Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are: “On-Campus”, “In Residence Halls”, “Non-Campus Buildings or Property”, and “Public Property”.

“Non-Campus Buildings and Property” is defined as buildings or property not part of the main campus or a separate campus which is: owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report properties listed as “non-campus” include: The Lycoming College Art Gallery, 125 West Fourth Street, Williamsport, PA, 17701, Shangraw Stadium, 1310 Mulberry Street, Williamsport, PA, 17701, and the President’s residence, 325 Grampian Blvd., Williamsport, PA, 17701, as these properties are not physically attached to the main part of the Lycoming College campus.

The term “Public Property” relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Williamsport Bureau of Police.

The table below lists 17 categories of crime or incidents, including Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Each category is subdivided by where the reported incident took place: On-Campus, in a Residence Hall, on a Non-Campus Property, or on adjoining Public Property. Arrest statistics for referrals for campus disciplinary proceedings for three offense categories (Drug, Liquor, and Weapons law violations) for 2016, 2017, and 2018 are also listed below. “Liquor violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness.
### 2016, 2017 & 2018 Lycoming College Clery Act Crimes Statistics

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<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities*</th>
<th>Unfounded Crimes</th>
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*Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*
HATE CRIME REPORTING:

2016: There were 0 Hate Crimes reported

2017: There were 0 Hate Crimes reported

2018: There were 0 Hate Crimes reported

Due to the unsworn status of the DSS, only if a reported crime is investigated by sworn law enforcement authorities and found to be false or baseless, may the crime be considered “unfounded” and excluded from Lycoming College’s statistical disclosures.

Clery Act/VAWA Crime and Incident Definitions

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Sex Offenses, Forcible – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling, which are defined below.

Forcible Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of the victim or perpetrator. (Rape now includes NIBRS Sodomy and Sexual Assault with Object definitions)

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offense, Non-forcible – Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape which are defined below.
Incest – Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the age of consent.

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

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

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

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

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

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence – A felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving
grant monies under the Violence Against Women Act (VAWA); or 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.

Dating Violence – Violence committed 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 following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

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 suffer substantial emotional distress.

Hate Crimes – Crimes that manifest evidence the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

**Crime and Fire Log**

DSS maintains a daily crime log and fire log. The log is available at the Department of Safety and Security office in the lower level of Rich Hall. The Crime and Fire Log contains information on all criminal incidents and alleged criminal incidents reported to DSS. The log contains specific information about reported criminal incidents, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known.

The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as it is reported to DSS. This includes crimes that are reported directly to DSS, as well as crimes that are initially reported to another campus security authority or to a local law enforcement agency who subsequently reports them to DSS.

**Reporting Crimes and Emergencies**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Department of Safety and Security (DSS) in a timely manner. To report a crime or emergency on campus, call DSS at (570) 321-4911 for emergencies, or dial 4911 from campus telephones. “Blue Light” emergency phones located throughout the campus may also be used to directly contact DSS, and RAVE Guardian Phone App [http://www.raveguardian.com/](http://www.raveguardian.com/).

If you observe a crime or suspicious activity or person(s), call DSS immediately. Don’t assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. STAY ON THE LINE until the dispatcher says it is okay to hang up the phone. Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next crime from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact DSS immediately.
whenever you see or hear something suspicious. DSS will respond to all reports of suspicious activity whether or not you choose to identify yourself. Your call could prevent a crime against a friend, a neighbor, a fellow student, or yourself.

**Reporting a Crime**

- Call DSS at (570) 321-4911 or ext. 4911 and report any and all details of the incident
- Describe the suspect’s appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect’s vehicle, license plate number and direction of travel

To report a fire or to request an ambulance for a medical emergency, call 911. You will be connected to the Lycoming County Emergency Communication Center. Make sure you tell the operator which campus building you are in. Lycoming County will dispatch the fire department or ambulance and will notify DSS.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, DSS will take the required action, dispatching an officer or asking the victim to respond to the Department of Safety and Security office. DSS officers respond to all reports of crimes and emergencies and will complete an “Incident Report” for crimes occurring on or adjacent to college property. Crime (incident) reports can be made at any time.

DSS incident reports involving students are forwarded to the Associate Dean of Students office for review and potential action by the Associate Dean’s Office.

If assistance is required from the Williamsport Bureau of Police or the Williamsport Bureau of Fire, DSS will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including DSS, will offer the victim a wide variety of resources. The physical and mental well-being of the victim is the primary concern of the responding staff.

If you are off-campus or calling from a cellular phone for non-emergency assistance, call (570) 321-4064, or dial 4064 on a campus phone. Safe Walk, the campus escort service, is also available by calling this number.

Information regarding incidents of sexual misconduct may be shared with any employee of Lycoming College. All employees are categorized as Responsible Employees and are required to report all incidents of sexual misconduct or other serious crime (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence, Stalking or Hate Crimes) to the Associate Dean of Students or DSS.

Crimes should be reported to DSS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the Lycoming College community, when appropriate. For example, a crime that was reported only to UPMC Susquehanna Williamsport Hospital would not be included in the Lycoming College crime statistics.
Anonymous Reporting

If you wish to report a crime anonymously, go to the Incident Reporting form that has a provision for making an anonymous report. This form can be accessed on the DSS webpage at http://www.lycoming.edu/safetyAndsecurity. Use this form to provide information anonymously regarding possible crimes, planned crimes, and/or law/policy violations. Once the form is completed, click the “send form” button at the bottom of the page. The contents of this form are emailed directly to DSS and the sender appears as “Webmaster”. DO NOT send emergency or crisis information, or information on situations needing immediate response to DSS through this link. While we follow up on all information sent anonymously through the Incident Report form on the link, messages sent through this site are not monitored 24 hours a day.

The RAVE Guardian app also has an anonymous report feature. This anonymous report is automatically and immediately sent to a specific computer in the DSS office. Officers respond to any RAVE report that comes in at the time it is sent.

Confidential Reporting

Lycoming College employ’s two professional counselors – a Director, licensed, and Assistant Director. “Professional Counselors” are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform students being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Private Reporting

If you are the victim of a crime and do not want to pursue action within the college disciplinary system or the criminal justice system, you may still want to consider making a private report to DSS.

The purpose of a private report is to comply with your wishes to keep the matter private, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The information obtained in a private report will be shared only with those college officials who will assist in the investigation and/or resolution of the complaint.

If a report of crime or incident of sexual misconduct discloses an immediate threat to the Lycoming College campus community, where timely notice must be given to protect the health or safety of the community, the college may not be able to maintain privacy. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Lycoming College students, faculty, staff, or visitors.
Emergency Telephones

There are emergency “Blue Light phones” located strategically throughout the campus. These blue light phones connect directly to the DSS office. The phones are activated by the touch of a button, and the location registers in the DSS office. This marks the location for the responding officer and aids in expediting the response time for the officer. There are also “call boxes” located outside the main entrances of each residence hall. If you need emergency assistance, push the button and explain your emergency to the DSS communications officer.

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency
- Be prepared to answer the communications officer’s questions and respond to any instructions that may be given.
- It is recommended that you familiarize yourself with the Blue Light and emergency Call Box locations on the campus.

Rave Guardian App

Providing personal safety to students is a requirement and a challenge. We are always looking for ways to further improve the safety of our students and feel Rave Guardian provides a great solution, improving communication across the community. With features such as:

- Safety Timer
- Tips and Multi-Media Messaging
- Emergency Call Button to Lycoming College - Safety and Security
- 911 Call Button

Rave Guardian is one of the best ways to improve your personal safety and also protect your friends by building your own private safety network. This app provides instant communication with friends, family, co-workers, campus safety, and even 9-1-1. Learn more at http://www.raveguardian.com/.

Lycoming College offers the Rave Guardian app as an added way to ensure your safety, as well as the safety of your friends, on campus. If you are a current student, parent, faculty, or staff member download for free today at www.raveguardian.com.

Timely Warnings

In the event that a situation arises involving an incident identified as a “Clery Act” crime (Murder; Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Burglary; Arson) on campus, in non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus that, in the judgement of the Director/Coordinator of Safety and Security or their designee, and in consultation with other college officials, constitutes a serious and ongoing threat to students, faculty, staff, or visitors, a campus wide “Timely Warning” will be issued by the Vice President for Student Life.
and Dean of Students or designee. The warning will be issued through the college’s RAVE Mobile Safety Alert system as a text and email message. A report that is filed more than 10 to 14 days after the date of the alleged incident may not allow the college to post a “timely” warning to the Lycoming College community. This type of situation will be evaluated on a case by case basis.

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts: Date and time or timeframe of the incident; a brief description of the incident; information that will promote safety and potentially aid in the prevention of similar crimes; suspect description(s) when deemed appropriate and if there is sufficient detail; DSS/WBP agency contact information; and other information as deemed appropriate.

Depending on the particular circumstances of the crime, methods of dissemination may also include, but are not limited to, electronic distribution through email, posting of hard copies in public areas, posting on the DSS website in the “Crime Alerts” section at http://www.lycoming.edu/safetyAndsecurity/, information provided by briefed staff, and dissemination via local media outlets.

Status updates regarding the resolution of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible. The intent of a Timely Warning is to provide information to enable members of the Lycoming College community to protect themselves.

When Clery Act Timely Warnings are issued, a copy of the warning will be attached to the corresponding DSS Investigation Report (if applicable). A copy of the warning will also be maintained in the Clery Act annual retention file at DSS. Timely Warning information will remain on file at DSS for a period of at least three (3) years from the date of the warning.

Anyone with information warranting a Timely Warning should report the circumstances to DSS, by phone at (570) 321-4064, or in person at the Department of Safety and Security office, Rich Hall, 700 College Place, Box 166, Williamsport, PA, 17701.

**Immediate Notification**

The college will immediately notify the Lycoming College campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty, staff or visitors occurring on campus. An Immediate Notification will be determined by the Director/Coordinator of Safety and Security or designee, in consultation from other college administrators. The immediate notification will be issued by the Vice President of Student Life and Dean of Students or designee through the RAVE Mobile Safety Alert system utilizing text and email messaging and/or activating the siren. Depending on the particular circumstances of the incident, DSS may also post the notice on the department’s website at: http://www.lycoming.edu/safetyAndsecurity.

**EMERGENCY NOTIFICATION SYSTEM AND COMMUNICATIONS**

If a major event/disaster occurs, the campus emergency alert siren may be activated to notify the campus community of the incident.

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<th>Siren Activation Event</th>
<th>Response</th>
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Hostile Intruder on Campus  **Run, Hide, Fight**
Hostage Situation  Run, Hide, Fight
Chemical Hazard/Toxic Spill/Leak  ***Shelter in Place***
*Hostile Event – Williamsport  Shelter in Place
*Tornado or other immediate weather emergency  Shelter in Place*

*In the event of an emergency of this nature it is likely that the College will learn of the event through the Lycoming County Department of Public Safety (911). If the city siren is activated, the College siren may be activated to ensure the campus community is aware of the event.

**Run, Hide, Fight** – suggests that in the event of a hostile situation follow instincts and senses as to whether you should run (leave the area immediately), hide (seek a location and to the best of ability secure doors and windows) or fight (as a last resort, imminent danger, engage the intruder.

***Shelter in Place*** - suggests that people who are outside when the siren sounds should, using reasonable judgment as to which building to enter, go inside and stay put. Individuals already inside a building should stay put and if warranted to the best of ability secure doors and windows.

**Authority to activate the siren**

- Hostile Intruder on Campus – Safety and Security officer (after verifying that shots have been fired) and Lycoming County Department of Public Safety Communications Center.
- Hostage Situation – Safety and Security official, or designee, and/or Lycoming County Department of Public Safety Communications Center.
- Chemical Hazard/Toxic Spill/Leak – Safety and Security official, or designee, and Lycoming County Department of Public Safety Communications Center.
- Hostile Event (Williamsport) – Safety and Security official, or designee, and Lycoming County Department of Public Safety Communications Center.
- Tornado or other immediate weather emergency - Safety and Security official, or designee, and Lycoming County Department of Public Safety Communications Center.

**RAVE Mobile Safety Alert system**

Lycoming College issues Timely Warnings and Emergency Notifications through its RAVE Mobile Safety Alert system. RAVE Mobile Safety Alerts enable college emergency response team members to communicate with students, faculty, and staff in minutes by sending a message via a number of contact methods – including email, text messaging, and cellular phones. The RAVE Mobile Safety Alert system is primarily used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Lycoming College community, but possible text messaging rates may apply depending on the cellular service carrier.
Safety Alerts

If DSS learns of a serious crime or other significant activity, either on or off the campus, and there is no indication of a serious and continuing threat to the Lycoming College community, the Vice President of Student Life and Dean of Students may issue a Safety Alert for the purpose of seeking additional information from the public and/or to heighten awareness.

Management and Evacuation Policies

Lycoming College has a comprehensive all hazards emergency response plan which provides a framework for the college’s response to crises and emergencies. The plan was developed under the Incident Command System (ICS) model prescribed by the National Incident Management System (NIMS). The Emergency Response Plan includes information about the composition of an incident team, shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements.

In the emergency response plan, specific campus administrators (the Core Team) are identified who are responsible for key functions in the event of an emergency or crisis which impacts a large segment of the campus population. Members of this Core Team include the Vice President for Finance, Vice President of Student Life and Dean of Students, Associate Dean of Students, Director of Physical Plant, Director/Coordinator of Safety and Security, and others. The Core Team coordinates with other campus offices (Human Resources Services, Counseling Services, Recreation Center, etc.) and outside emergency response agencies (Williamsport Bureau of Fire, Williamsport Bureau of Police, Lycoming County Department of Public Safety, UPMC Susquehanna Williamsport & Health Systems, etc.) as needed.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The emergency response plan is updated, and tabletop and other emergency response planning is coordinated by the Vice President for Student Life and is facilitated in conjunction with the Director/Coordinator of Safety and Security, who documents the exercises or drills, including date and time. These tests are designed to assess and evaluate the emergency plans and capabilities of the college.

General information about the emergency response and evacuation procedures are publicized each year as part of the college’s Clery Act compliance efforts in this report.

Resident Assistants and other residential life staff receive emergency response and evacuation training every year.

Fire and evacuation drills are held once each semester for each residence hall and college-owned apartment. Fire drills are a mandatory supervised evacuation of a building for a fire. The fire drill is scheduled with DSS, the Office of Residential Life and Williamsport Bureau of Fire. The supervised fire drill is generally scheduled within the first six weeks of the beginning of each semester. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of the fire drills is to prepare building occupants for an organized evacuation in case of an emergency. Fire evacuation drills are used as a way to educate and train residents on issues specific to their building.
When a serious incident occurs which causes an immediate threat to the campus, the first responders to the scene are usually DSS and Williamsport Bureau of Fire and Emergency Medical Services, if necessary. They typically respond and work together to manage the incident. Depending on the nature of the incident, other college departments and other local and federal agencies could also be involved in responding to the incident.

**Run, Hide, Fight**

In the event of an active shooter, it is incumbent upon you to take appropriate action and make decisions best for you based on the circumstances of the event. Lycoming College’s advice in such an event is to Run, Hide, Fight.

By planning, remaining calm and thinking before acting, a person finding themselves in an active shooter situation can greatly increase their chances of survival.

https://www.youtube.com/watch?v=5VcSwejU2D0

If presented with the opportunity to escape, DO SO -- RUN

- Know all escape routes and locations
- Leave regardless of what others do
- Prevent others from accessing the area
- DO NOT gather belongings
- Prepare for encountering law enforcement
- Keep hands visible
- Listen to all commands

If escape is not a viable option, HIDE and BARRICADE

- Turn off lights, lock doors and barricade
- Stay out of active shooter view
- Silence phones and STAY QUIET
- Position yourself for the element of surprise
- Consider escape routes
- DO NOT let anyone in
- No exceptions -- shooter could be outside
- Police will conduct searching and clearing of locations

If escape and shelter are not possible, and your life is in danger, FIGHT

- Sudden, aggressive and violent action
- Once engaged, remain engaged
- Throw objects at or use objects to strike or hit
- Yell, scream and be strong minded
- Group tackle or assault if possible

https://www.dhs.gov/video/options-consideration-active-shooterpreparedness-video
Shelter-in-Place

If an incident occurs and the building you are in is not damaged, stay inside and seek an interior room until you are told it is safe to come out. If your building is damaged, or you are directed to evacuate, take your personal belongings (purse, wallet, medication, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the emergency assembly site for your area. If police or fire department personnel are on the scene, follow their direction explicitly.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows and close exterior doors.
- Make a list of people with you and ask someone (RA or other staff) to call the list in to DSS so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Wait for further instructions through the RAVE Mobile Safety Alert system notifications or emergency responders.

Alcohol and other Drugs – Information and College Policies

Alcohol and Drugs

Lycoming College’s mission statement “is to provide a distinguished baccalaureate education in the liberal arts and sciences within a coeducational, supportive, residential setting.” This understanding of the purpose of a liberal education underscores the rationale for the College policy on substance abuse and misuse of alcohol and controlled substances. The abuse of controlled substances and alcohol in whatever form is inconsistent with this fundamental commitment of the College to provide said education. It is the purpose of this policy to inform students about the standards of conduct, counseling and educational services, and the health risks associated with substance abuse. This notification is pursuant to the Drug-Free Schools and Campuses Act of 1990.

Standards of Conduct

Alcohol

The College encourages and supports students who abstain from the use of alcoholic beverages. It also acknowledges that we live within a social environment which establishes by law a minimum age of 21 years for the use of alcohol. The College does, however, permit the use of alcohol on campus in a
manner consistent with the law. It also attempts to encourage responsible attitudes and behavior regarding the use of alcohol. We recognize the need for order and regulation in this process and will not tolerate disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of this community.

**The Code of Conduct.** The Code prohibits but is not limited to, the following: (a) unauthorized or illegal use of any alcoholic beverages, (b) use or possession of alcohol by those under legal drinking age, (c) use or possession of alcohol by anyone (regardless of age) in freshman residence hall areas, (d) sale or furnishing of any liquor to a student who is less than the legal drinking age, (e) disorderly conduct or impairment of judgment due all or in part to being under the influence of alcohol, (f) possession of alcohol in rooms assigned to students under 21 years of age or in common areas without authorization, (g) use or possession of grain alcohol, (h) use or possession of kegs, beer balls, beer bongs, funnels, and similar products, (i) possession of open containers of alcohol in public areas, (j) excessive quantities of alcohol.

**Sanctions.** Punishment for violating College policies regarding alcohol will be imposed based on the circumstances of the current violation and any previous violations of the alcohol policies. Generally, violations of alcohol policies are considered cumulatively during the entire time the student attends Lycoming College. Students should be aware that the following guidelines are typically followed in adjudication of policy violations involving alcohol:

- Students found responsible for possession of kegs, beer balls, and/or excessive amounts of alcohol may be subject to suspension from the residence halls for up to two weeks as well as a $250 fine per individual.
- The resolution of the third and fourth alcohol offenses will normally be resolved by the College-Wide Conduct Board. Students should note that the College-Wide Conduct Board has the authority to suspend or expel students.
- Lycoming College notifies parents/guardians in the case of second or subsequent violations of the Code of Conduct policies involving alcohol.
- Students found responsible for more than one (1) alcohol violation in a particular incident will receive sanctions for each violation.

Minimum sanction guidelines for violations of the alcohol policy: (At the discretion of the disciplinary officer or disciplinary board, these sanctions can be modified or increased.)

**Minimum Sanctions for First Offense**
- Minimum $75 fine which will support the alcohol education program.
- Official warning for at least a semester and no more than one (1) year.

**Minimum Sanctions for Second Offense**
- Minimum $125 fine which will support the alcohol education program.
- Completion of a comprehensive educational activity.
- Disciplinary probation for at least a semester.
- Letter detailing disciplinary action to parents/guardian with a copy of the letter sent to the student.
- When appropriate, referral for substance abuse counseling and/or a substance abuse assessment with a designated off-campus professional agency. The costs of any substance abuse counseling, a
substance abuse assessment, and resulting treatment conducted off campus are the student's responsibility.

- When appropriate, restrictions of participation in extracurricular activities or other loss of privileges.

**Minimum Sanctions for Third Offense**

- Minimum $150 fine which will support the alcohol education program.
- Referral for a substance abuse assessment by a designated off-campus professional agency. The costs of the assessment and resulting treatment are the student's responsibility. The student is required to follow any and all recommendations that result from the assessment and/or counseling.
- Disciplinary probation for at least one (1) year.
- Letter detailing disciplinary action to student with a copy of the letter sent to parents/guardian.
- Student(s) are subject to voluntary or involuntary separation from the College, including suspension, dismissal, or expulsion. Minimum Sanctions for Fourth Offense Student(s) are subject to voluntary or involuntary separation from the College including suspension, dismissal, or expulsion.

**Laws of the Commonwealth of Pennsylvania Regarding Alcohol**

Lycoming College is subject to the laws of the Commonwealth of Pennsylvania regarding the consumption, purchase, possession, and transportation of any alcoholic beverage and related regulations. Students are reminded that the laws of the Commonwealth specify that:

1. A person who misrepresents his/her age in order to purchase alcohol, who possesses an identification card misrepresenting his/her age, or who possesses or transports alcoholic beverages while under the legal age (21) will lose driving privileges for 90 days (first offense) and subjected to fines up to $500. Subsequent violations can bring suspension of driving privileges for up to two (2) years.

2. A person commits a misdemeanor of the third degree if he intentionally and knowingly sells or intentionally or knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. The penalty is a fine of $1000 for the first violation and $2500 for each subsequent violation. Please note that each individual served could be construed as a separate offense and fines levied accordingly. You should also note that "furnish" is defined in the law as supplying, giving, or providing to, or allowing a minor to possess on premises or property owned or controlled by the person charged.

3. An adult (over 21) may be convicted of operating or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or intoxicating liquor when the concentration of alcohol in the adult's blood or breath is .08% (BAC) or higher. A minor (under the age of 21) may be convicted of operating or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or alcohol when the concentration of alcohol in the minor's blood or breath is .02% (BAC) or higher. The penalty imposed for a first DUI conviction depends on the individual's BAC level, but usually includes imprisonment for at least 48 or 72 consecutive hours, a minimum fine of $300 - $500, and suspension of one's driver's license for one year. Subsequent convictions within a ten year period carry increased penalties.

In addition, all members of the Lycoming College community should be aware of Pennsylvania's social host liability law, which makes clear from case law that a host who renders substantial assistance to, or provides an environment hospitable to a minor's consumption of alcoholic beverages may be held liable
for injuries caused to third parties (Fassett v Delta Kappa Epsilon, 807 F 2d 1150 (3rd Cir. 1986) and Macleary v. Hines, 817 F 2d 1081 (3rd Cir. 1987).

**Controlled Substances**

In compliance with the provisions of the Drug Free Schools and Communities Act of 1989, the College will not tolerate the illegal possession and/or use of, or the sale or distribution of dangerous drugs and/or narcotics. Students known to be possessing or using illegally or selling or distributing such drugs are not only subject to serious disciplinary sanctions by College authorities but also to civil liability or criminal prosecution.

The Code of Student Conduct. The Code prohibits: a) the use or possession of any controlled substance, illegal drug, or drug paraphernalia and b) the unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug.

**Sanctions.** Students should be aware that the following guidelines are typically followed in sanctioning for policy violations involving controlled substances or illegal drugs:
- The resolution of the College's policies on controlled substances or illegal drugs will normally be resolved by the College-Wide Conduct Board. Students should note that the College-Wide Conduct Board has the authority to suspend or expel students.
- Lycoming College notifies parents/guardians in the case of Code of Conduct violations involving controlled substances or illegal drugs.

Federal and State Laws Concerning Controlled Substances. It is a violation of federal, state, and local laws to use, manufacture, sell, or distribute any controlled substance. Additionally, it is against state and local laws to have drug paraphernalia in your possession for use, intended use, or sale. Specified penalties range from fines, imprisonment or both, to the federally mandated death penalty depending on the offense.

In Pennsylvania, all drug violations come under the Controlled Substance, Drug, Device, and Cosmetic Act. All controlled substances are listed in Section 4 (Schedules of Controlled Substances). Section 13a (Prohibited Acts; Penalties) lists the 35 prohibited acts; 13b lists the specific penalties for any violation. Some examples of prohibited acts and penalties are:

- Possession with intent to use and/or sell drug paraphernalia. Upon conviction, an individual may be sentenced to imprisonment not exceeding one (1) year, pay a fine not exceeding $25,000, or both.
- Possession of a controlled substance classified in Schedule I, II, or III is considered a felony offense, and upon conviction, an individual shall be sentenced to imprisonment not exceeding five (5) years, or pay a fine not exceeding $15,000, or both.
- Conviction for possession of a controlled substance classified in Schedule IV may result in imprisonment of up to three (3) years, a fine up to $10,000, or both.
- Conviction for possession of a controlled substance classified in Schedule V may result in imprisonment of up to one (1) year, a fine of up to $5,000, or both.
HEALTH RISKS ASSOCIATED WITH ALCOHOL AND CONTROLLED SUBSTANCES

Alcohol

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics. Like all drugs, alcohol's effects are dose dependent. Typically, a "dose" of alcohol is measured in terms of standard drink. A "drink" is defined as a 12-ounce beer, 5-ounce glass of wine, or one shot of hard liquor. These all contain approximately one ounce of alcohol. On the average, it takes one hour for a 150 pound man to metabolize one ounce of alcohol. This metabolic rate is affected by weight, body size, sex, rate of consumption, and presence of food in stomach. The way in which the effect of alcohol is experienced is modified by the individual's expectations, mood, setting, and past experience.

In general, low doses of alcohol produce slight sedation, lowering of inhibitions, and impairment of judgment and fine motor coordination. As the level of alcohol present in the blood increases, (.08-.09%) motor skills, balance, and speech become impaired. A feeling of euphoria is produced and the individual becomes unaware of the impairment in his/her functioning. At the .10-.12% level, emotions are exaggerated, impotence may occur, and driving becomes extremely dangerous. Beyond this level, blackouts result (the person continues to be conscious but has no memory of events) and there is significant loss of control over behavior. If blood levels continue to rise, confusion, nausea, vomiting, and dysphoria occur. If the person becomes unconscious, there is increased risk of asphyxiation from choking on their own vomit. If blood levels reach or exceed .30, the person may die from respiratory arrest as the center which controls breathing become anesthetized.

Chronic use of alcohol can lead to psychological and physical dependence, elevated blood pressure, an increased risk of heart attack, cancer of the mouth and throat, cancer of the digestive system, pancreatitis, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. The risk of breast cancer in women is sharply increased by consuming as little as one drink per day. Women who drink while pregnant risk the occurrence of Fetal Alcohol Syndrome in their unborn children.

Controlled Substances

Barbiturates

The use of barbiturates can result in slowed heart rate and breathing, slowed reactions, confusion, weakened emotional control, distortion of reality, reduced awareness, and intoxication.

Tranquilizers

Tranquilizers (such as valium, Librium, Ativan, and tranzene) effects include slowed heart rate and breathing, lowered blood pressure, relaxation, drowsiness, confusion, loss of coordination, intoxication, and changes in personality.

Cannabis

The active ingredient in marijuana, hashish, and hashish oil is delta-9-tetrahydrocannabinol or THC. Use of THC results in an increase in heart and pulse rate, reddening of the eyes, dryness in the mouth,
lowered body temperature, stimulated appetite, loss of coordination, brief sense of well-being, intoxication, possible confusion, distortion of reality, impaired short-term memory, restlessness, and hallucinations. Other possible effects of abuse include depression, panic, varying degrees of tolerance, and psychological and physical dependence. Overuse may cause paranoia. Long-term heavy use is associated with chronic lung disease and possibly lung cancer.

**Hallucinogens**

Hallucinogens, such as LSD and PCP, are substances capable of distorting perceptions, sensations, self-awareness, and emotions.

LSD (Lysergic Acid Diethylamide) induces increased heartbeat, blood pressure, blood sugar, irregular breathing, euphoria, loss of ability to separate fact and fantasy, distortion of senses, hallucinations, paranoia, panic, and violence. Hazards include: (1) quick development of tolerance; (2) increased risk of birth defects in user's children; (3) the recurrence of effects (flashbacks) even without further use; and (4) death due to accident or suicide.

PCP's effects (phencyclidine, angel dust) are unpredictable but include brief euphoria, distorted perceptions, depression, hallucinations, confusion, drowsiness, depersonalization, loss of coordination, and irrational behavior.

**Stimulants**

Stimulants increase central nervous system activity. Amphetamine use results in increased heart rate and blood pressure, loss of appetite, increased activity levels, feeling of alertness, and self-confidence followed by depression. Heavy usage can result in hallucinations, paranoia, and drug-induced psychosis. Long-term use can result in psychological and physical dependence; withdrawal can result in suicidal depression. Cocaine, another stimulant drug, may cause quickened pulse and circulation, sharpened reactions, restlessness, feelings of well-being, alertness, overconfidence, confusion, anxiety, depression, paranoia, nervous exhaustion, and hallucinations. Hazards associated with cocaine use include physical and psychological dependence, destruction of nasal tissue from snorting the drug, lesions in lungs caused by smoking the drug, convulsions, respiratory paralysis, cardiac arrest, and death can result from overdose.

**Narcotics**

Narcotics are opiate drugs, which relieve pain and induce sleep. Drugs included in this category are heroin, morphine, opium, codeine, meperidine, and methadone. Effects of usage include shallow breathing, reduction in appetite and thirst, reduction in sex drive, drowsiness, brief euphoria, lethargy, heaviness of limbs, apathy, loss of ability to concentrate, loss of judgment, and self-control. Hazards of abuse include physical and psychological dependence and painful withdrawal. Overdose can cause coma, convulsion, respiratory arrest, and death. Associated risks include malnutrition infection, hepatitis, and increased risk of contracting AIDS if needles are shared.
**Over-the-Counter Drug Abuse**

Over-the-counter drugs, especially cough and cold medications are becoming very popular as recreational drugs. Hospitals have reported dozens of overdoses in the past two years, including five deaths where the abuse of over-the-counter medicines was a factor. Cold medicines such as Robitussin, Nyquil, Vicks Formula 44, and Coricidin HBP Cough and Cold tablets contain a chemical called Dextromethorphan (DXM), which is found in more than 120 non-prescription cough and cold medications. The Drug Enforcement Administration classifies DXM as a “drug of concern” because if misused it can be very dangerous. DXM is a synthetic drug that is chemically similar to morphine and has been added to cough syrups and some cold medications since the 1970’s. Medications containing DXM are not the only over-the-counter drug that are abused. Other medications commonly abused include diet pills, sleep aids, and motion sickness medication.

**Substance Abuse Education and Support**

**Education**

Drug and alcohol education programs are conducted regularly to heighten awareness of the necessity to have a drug-free college community. Resources are provided to community members by sources such as the Office of the Dean of Students, the Department of Safety and Security, Residential Life, Counseling Services, Health Services, and Human Resources. Education and Awareness programs, are offered during Orientation and throughout the year. Completion of online educational programs dealing with alcohol/substance abuse and sexual assault are required of all incoming students.

**Counseling, Treatment, Support and Community Resources**

- Emergency Assistance: Department of Safety and Security, (570) 321-4911 or (570) 321-4064
- Off-campus call 911
- Contact your Resident Assistant, Affinity Community Facilitator or Residential Life Coordinator
- On Campus Counseling Services (570) 321-4332 or (570) 321-4258
- Medical Treatment: Health Services (570) 321-4052
- UPMC Susquehanna Williamsport (570) 321-2111
- Community Resources:
  - West Branch Alcohol and Drug (570) 323-8543
  - Alcoholics Anonymous (570) 327-2860
  - Narcotics Anonymous (570) 327-2678

**Primary Prevention and Awareness Programs Related to Domestic Violence, Dating Violence, Sexual Assault and Stalking (VAWA requirements)**

Lycoming College’s crime prevention goal is to eliminate or minimize criminal opportunities whenever possible. In order to accomplish this, all students, faculty and staff must take responsibility for
preventing crime in their community. The Department of Safety and Security (DSS) offers the following programs and serves to assist everyone in becoming more responsible for crime prevention.


Lycoming College prohibits dating violence, domestic violence, sexual assault, and stalking and; therefore, is committed to providing the campus community with various programs throughout the academic year aimed to:

- Bring awareness to and share information and resources to prevent or stop dating violence, domestic violence, sexual assault or stalking
- Advance the understanding of topics through ongoing campaigns relevant to sexual misconduct and skills for addressing such behavior
- Reduce risks, including recognizing situations of potential harm and empowering individuals to promote safety, overcome barriers to intervening and, provide safe and positive options that may be carried out to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault, or stalking.

Educational programming is coordinated by the Offices of Residential Life, Counseling Services, Safety and Security, Fraternity and Sorority Life, the Department of Athletics, Human Resources, the Associate Dean of Students, Office of the OVW Grant and our Students.

**Safe Walk Escort Service**

The Safe Walk Escort Service is a campus accompaniment service designed as an alternative to walking alone on campus, especially at night. DSS provides this escort service for people walking on campus or to and from a College-owned residence. Escorts are free of charge and available to all members of the Lycoming College community. Call (570) 321-4064 to request an officer to respond to provide the escort. A uniformed security officer will be dispatched to walk with you to your destination.

**Emergency Telephones**

Blue Light emergency telephones are located in several campus parking lots (Fourth Street, Skeath Hall, Bennett Street, Mulberry Street, North Lot, Basin Street, the Commons, Ross Street, and Packer Street lots), as well as elevators. Telephone and Call Boxes located outside of residence halls are also equipped with an emergency button directly connected to the Department of Safety and Security office.

**Enhanced Telephone System**

All calls received by the Department of Safety and Security from emergency telephones or campus extensions are immediately identified by their extension number.
**RAD Program – Rape Aggression Defense System**

The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. RAD is not a martial arts program. Our courses are taught by certified RAD instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. The RAD System of Physical Defense is currently being taught at many colleges and universities. The growing, widespread acceptance of this system is primarily due to the ease, simplicity and effectiveness of the tactics, solid research, legal defensibility and unique teaching methodology. The RAD system is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective, and proven self-defense/martial arts tactics. The RAD System of realistic defense techniques provides a woman with the knowledge to make an educated decision about resistance and/or avoidance. Safety and survival in today’s world requires a definite course of action. Lycoming College provides effective options by teaching women to take an active role in their own self-defense and psychological well-being. At Lycoming College, the RAD System program is offered as a credit course toward Wellness.

**Incoming Students**

The Office of the OVW Grant administers an online module titled U Got This by Catharsis to all incoming first-year students in order to address high-risk drinking and sexual misconduct prevention. For more information about U Got This! by Catharsis: [http://www.catharsisproductions.com](http://www.catharsisproductions.com)

**Orientation and “First Weekend” Orientation Programs**

Every new incoming Lycoming College student is also encouraged to attend prevention and awareness programs throughout the orientation and extended “First Weekend” orientation period. These programs include: Emergency Procedures, Sexual Harassment and Assault Prevention Awareness; and an Alcohol Education Program. These programs are coordinated through the offices in the Division of Student Life, including the Vice President of Student Life and Dean of Students, Associate Dean of Students, Counseling Services, Health Services, Department of Safety and Security, Residential Life, Office of the OVW Grant and the office of Fraternity and Sorority Life and Involvement.

**New Employees**

All new employees receive information on the College’s Sexual Harassment and Misconduct Policy, and Mandatory Reporting Policy. In addition, new employees are provided information related to emergency evacuation, emergency procedures, and how to enroll in the RAVE Mobile Safety Alert system utilized by the College to notify students, faculty and staff in the event of an emergency.
Bystander Intervention Programming

Lycoming College has adopted Green Dot as their bystander intervention program. Over the last year, the implementation team has been preparing to roll out the program to the campus. Since trainings have begun, they have been able to train various staff and faculty as well as multiple groups of student leaders including: Athletes, Recreation Staff, Resident Assistants, and Fraternity and Sorority Life leaders.

It happened Here

In April of 2019, Lycoming College hosted a screening of “It happened Here” with guest speaker and sexual assault survivor, Kylie Angell. The screening was open to the entire campus community and was followed by a question and answer session with Kylie.

Healthy Masculinity

Lycoming College hosted Timothy Mousseau for a half day workshop that was geared towards generating conversation on the topic of healthy masculinity and engaging students who identify as male in sexual violence prevention.

Red Flag Campaign

Lycoming College has implemented The Red Flag Campaign during the 1st six weeks of the fall semester. The Red Flag Campaign is a visual campaign that highlights the warning signs that can be seen in potentially violent relationships. Over 300 red flags were placed on Lycoming College’s campus along with accompanying posters that had various “red flag” behaviors on them along with appropriate interventions. The Alliance prevention team also hosted a Red Flag Campaign Tabling event in which students were encouraged to write their own warning sign on a red flag to be displayed on campus.

The red Flag campaign also has 4 workshops that were utilized and available to the entire campus community they are:

- The Dating Violence Continuum
- Healthy and Unhealthy Relationships
- Range of Acceptable Behaviors
- Who are you? Bystander Intervention

The Alliance

The Alliance, a collaborative of College and Community members, is committed to servings as a catalyst for cultural change regarding sexual violence, dating violence, domestic violence, and stalking by inspiring and empowering the campus community to create and promote an environment free of interpersonal violence. The Alliance was created in response to the Office on Violence against Women grant that Lycoming College received in October of 2017 to reduce instances of sexual violence, dating and domestic violence and stalking on our campus.
Awareness Month Programming

The Alliance implemented various programs during October (domestic violence awareness month), January (stalking awareness month) and April (sexual assault awareness month).

In October, The Alliance partnered with the library to have a rotating display of books that related to the topic of dating/domestic violence to encourage our students to increase their knowledge of the subject. The Alliance also partnered with the YWCA Northcentral PA to host Empty Place at the Table for a week in the dining hall. This table recognizes those in our county who have lost their lives due to intimate partner violence. As well as participating in the National campaign, Purple Thursday.

In January, The Alliance facilitated tabling events that raised awareness on stalking related issues as well as hosting a training for Resident Assistances on technology facilitated stalking.

In April, The Alliance hosted various tabling events to engage our community in discussion around asking for consent. Lycoming College also participated in “Turning Lycoming Teal” a campaign in which the college lampposts were decorated with teal ribbons and information regarding national statistics, resource information, school policy information, and bystander tips. During April various students also participated in the creation of The Clothesline Project, a visual display of t-shirts that show messages of support and provide survivors an opportunity to express themselves anonymously, this display was up all month long. The campus also participated in Denim Day which is an international recognized day in April in which individuals are encouraged to wear jeans in visual protest against the idea that what someone wears provides consent.

Student Life Programming

Throughout the year, Resident Assistant’s engage students during floor meetings on topics, such as Sexual Boundaries and Consent, Healthy Sexuality and Communication. Program topics also include developing skills to safely interrupt and address inappropriate comments, behaviors and promote a climate that prohibits sexual harassment and violence. Student Life staff also collaborate with Athletics and Fraternity and Sorority Life to deliver prevention and awareness programs.

Sexual Harassment – Sexual Misconduct Policy

NOTICE OF NON DISCRIMINATION – TITLE IX

In accordance with Title IX of the Education Amendments of 1972, which prohibits a college from discrimination based on sex, Lycoming College does not discriminate on the basis of sex or gender in the academic, educational, co-curricular, athletic or other programs and activities of the College, whether those programs take place at the College’s facilities or off-campus, at a class or training program sponsored by the College in another location, including overseas, online or elsewhere. Sex discrimination includes all form of sexual and gender-based harassment, sexual violence, sexual assault,
sexual exploitation or intimidation, dating violence, domestic violence and stalking by students, employees or third parties against employees, students or third parties.

**LYCOMING COLLEGE’S COMMITMENT TO ADDRESS SEXUAL DISCRIMINATION – SEXUAL MISCONDUCT**

All forms of sexual discrimination or sexual misconduct are prohibited at Lycoming College. The nature of these types of incidents are contrary to the educational mission of the institution, as well as federal and state law. Those identified as being responsible for such acts will be held accountable under the procedures described in this policy (up to and including expulsion from the College) and should understand that a student may decide to make a criminal complaint, outside of the institution.

The College conducts various educational programs throughout the academic year to advance the understanding of sexual discrimination, sexual misconduct or relationship violence. This educational programming is coordinated by the Offices of Residential Life, Counseling Services, Safety and Security, Fraternity and Sorority Life, the Department of Athletics, Human Resources and the Associate Dean of Students.

**PURPOSE OF THE SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY**

The purpose of this policy is to provide the Lycoming College community with a common understanding of definitions, key concepts and conduct expectations. This policy is intended to guide and support any student who has been affected by sexual discrimination or sexual misconduct. This policy identifies staff whose role it is to support affected individuals, provide contact information for where community members may access resources, and provide information on how to make a report on and off-campus, and guides students who may have filed a complaint as to the College’s procedures, interim measures and possible outcomes.

This policy focuses on student-on-student sexual harassment or misconduct, but will be coordinated with other institutional policies and legal processes, as appropriate e.g., complaints of sexual discrimination – sexual misconduct by an employee (faculty or staff) or third party.

If you are a faculty or staff member of the College, please contact Human Resources to report and Sexual Harassment-Sexual Misconduct incident. All policy and procedures relevant to faculty and staff will be handled by the Director of Human Resources and Title IX Coordinator.

**TITLE IX COORDINATOR**

Kacy Hagan, Director of Human Resources and Risk Management and Title IX Coordinator
hagan@lycoming.edu (570) 321-4309 Office Location: Long Hall, Room 114

The Title IX Coordinator has ultimate oversight responsibility for Title IX matters at Lycoming College. The Title IX Coordinator reviews and develops policies and procedures, collaborates in managing and resolving matters of student-staff incidents with the Associate Dean of Students and Deputy Title IX Coordinator. The Title IX Coordinator is responsible for identifying and addressing any patterns or systemic problems that arise during the review of complaints. In addition, the Title IX Coordinator is available to meet with students and all other members of the College community as needed.
Inquiries or complaints may also be directed to: The Office for Civil Rights

**Options For Victims After An Incident Of Dating Violence, Domestic Violence, Sexual Assault Or Stalking Has Occurred**

After an incident of dating violence, domestic violence, sexual assault, stalking or other sexual misconduct has occurred individuals have options for taking care of themselves. No one way is the best way, and Lycoming College recognizes the sensitivity of such incidents and aims to support individuals and their choices.

Lycoming College staff will provide to students and employees written notification about existing services both on and off-campus, including health, mental health, counseling, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other available services. Lycoming College staff will also provide to individuals who report they have been a victim of dating violence, domestic violence, stalking or sexual assault, whether the incident occurred on or off campus, written explanation of the student’s or employee’s rights and options.

You have many options and choices, such as

- notify on-campus Safety and Security and local police
- be assisted by campus authorities in notifying law enforcement authorities
- only seeking medical attention and taking time to learn about and consider if you want to file a formal complaint;
- talking about the incident to a confidential staff member such as a counselor or a health service practitioner;
- interim measures, if appropriate, such as a no communication directive; Safety and Security escort on campus; emotional support through counseling services; residential academic or employment modification;
- filing a complaint only internally with the institution;
- filing a complaint only with law enforcement; or
- filing a complaint both internally with the institution and also filing a criminal complaint
- report the incident anonymously, without disclosing your name or identity (this will support our reporting of crime statistics): [http://www.lycoming.edu/safetyAndSecurity/form-incident-report.aspx](http://www.lycoming.edu/safetyAndSecurity/form-incident-report.aspx)
- decline to notify authorities or report the incident

Lycoming College will support you by:

- protecting the privacy of complainants/victims and other necessary parties;
• maintaining as private any accommodations or protective measures to the extent where maintaining such information would not impair the ability of the college to provide the accommodations or protective measures;
• upholding any court or lawful orders;

In an Emergency

Find a safe location. Ask a trusted friend to be with you for support and if you want, to walk with you to Safety and Security. You can even bring your friend to support you at the hospital.

• Preserve any physical evidence of the incident.
• If there is any physical evidence, it is important to preserve it now, as it may be helpful in obtaining a protection order and later assist if there is any legal process.
• You should not bathe, wash your hands, brush your teeth, drink or smoke.
• Keep your clothes that you were wearing during the incident in a paper bag and bring them with you to the hospital. (plastic bags and containers may damage evidence). At the hospital, the nurse will likely keep your clothes from the incident, so you may want to bring an extra change of clothes with you to the hospital.
• Do not disturb the location where the incident occurred. Do not clean the room or remove anything.

Report the incident to the Department of Safety and Security: Safety and Security Emergency: (570) 321-4911 General: (570) 321-4064
Or
Williamsport Police Department: 911

Seek medical care as soon as possible. College Safety and Security may transport you to and from the hospital.

UPMC Susquehanna Williamsport
700 High Street
Williamsport, PA 17701
(570) 321-2000

You may have physical injuries, you may be at risk of acquiring sexually transmitted diseases, and women may be at risk for pregnancy.

• At the emergency room, ask staff to contact a Sexual Assault Forensic Nurse Examiner (SAFNET).
• If you think that you may have been drugged, request a urine sample be collected for evidence.

If you go to the hospital you are NOT obligated to talk to the police or pursue legal action.

When you are ready to return to campus from the hospital, you may call Safety and Security at (570) 321-4064 to pick you up and transport you back to the College.
SAFNET recommends having a physical examination completed by a SAFNET nurse within 72 hours, so that any evidence may be collected now, which will allow you time to learn about possible options and whether or not you want to file charges in the future.

SAFNET are experienced nurses for patients who have been sexually assaulted; they provide compassionate care for victims. The nurse may complete a physical examination, including collecting evidence and specimens, give medicine as needed and explain a follow-up plan to the patient.\(^1\)

**Confidential, Formal Or Anonymous Reporting: Know Your Options**

Below is information, intended to make students aware of the various reporting and confidential disclosure options, so they can make informed decisions about who to talk with if they are a victim of sexual harassment or sexual misconduct.

Lycoming College’s counselors and health service practitioners are designated confidential resources that may provide immediate and ongoing support for students who have experienced sexual misconduct. Disclosure to these employees will generally not trigger a College investigation into an incident against the Complainant’s wishes. It is only under exceptional circumstances where confidential staff believe that there is a threat to the well-being or safety of an individual or others that they are obligated to report the information to a small group of staff who have responsibility to investigate and resolve such matters. In all circumstances, the Complainant will be informed of the process, if such steps are deemed necessary. While maintaining a Complainant’s confidentiality, these employees or their office should report limited information, including the nature, date, time and general location of an incident to the Title IX Coordinator, without revealing any personally identifying information.

A student who speaks to a counselor or a health professional must understand that if the student wants to maintain confidentiality and a threat to individuals or others is not evident, the College is unable to conduct an investigation or pursue disciplinary action into that particular incident or Respondent.

Off campus counselors, advocates and health care providers generally maintain confidentiality and do not share information with the College unless the person bringing the complaint forward requests the disclosure.

Professional counselors at the College are not mandated to report statistics for inclusion in the annual disclosure of crime statistics. These professionals may, if and when they deem it appropriate, inform the person(s) who they are counseling of any procedures to report crimes on a voluntary, confidential basis for the inclusion in Safety and Security’s annual disclosure of crime statistics.

Confidential Reporting to Counselors and Advocates

**ON CAMPUS**

**Counseling Services**
Hours: M-F/ 8:00 a.m. to 4:30 p.m.
Wertz Student Center, 3rd Floor
Townsend Velkoff – Director (570) 321-4258 email: velkoff@lycoming.edu
Stephanie Fortin – Assistant Director
(570) 321-4332 email: fortin@lycoming.edu

Health Services
Hours: M-F/ 8:00 a.m. to 4:30 p.m.
Rich Hall
Sondra Stipcak – Director (570) 321-4322 email: stipcak@lycoming.edu
Kathy Lucas – Nurse (part-time) (570) 321-4322 email: lucas@lycoming.edu
Kelly Douglas – CRNP (part-time) (570) 321-4322

OFF-CAMPUS

HOSPITALS

*The nearest hospital is UPMC Susquehanna Williamsport*

UPMC Susquehanna Williamsport ER
700 High Street, Williamsport, PA 17701
(570) 321-2000

UPMC Susquehanna Muncy
215 East Water Street
Muncy, PA 17756
(570) 327-8137

OFF-CAMPUS COMMUNITY CENTERS

YWCA Wise Options

“Wise Options is a safe haven and source of support for the people of Lycoming County, giving help and hope to women, men and children surviving Domestic Violence, Sexual Assault and other Violent Crimes. Free and confidential services are provided by Wise Options 24-hours a day, seven days a week. Trained staff and volunteers provide immediate support and information to help clients deal with crisis and offer follow-up assistance to cope with ongoing related issues.”

CRISIS HOTLINE: (800) 326-8483 | (570) 323-8167 815 West Fourth Street, Williamsport, PA 17701
Other Community Centers, outside of Williamsport:

Transitions

“Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families and communities to end patterns of violence and abuse.” Additional services include their 24-hour hotline, emergency shelter, legal advocacy and medical advocacy.

Lewisburg, PA 17837
TOLL FREE HOTLINE: (800) 850-7948
Phone: (570) 523-6482

Clinton County Women’s Center
Services that the Clinton County Women’s Center provide include, a 24-hour hotline, safe shelter, options/empowerment counseling, support groups, legal advocacy and medical advocacy.

Lock Haven, PA
Hotline: (570) 748-9509
Phone: (570) 748-9539

LIVE, CONFIDENTIAL CHATS THROUGH NATIONAL ORGANIZATIONS

National Sexual Assault Hotline
(800) 656-4673 Live Chat

National Domestic Violence Hotline
(800) 799-7233 Live Chat

FORMAL REPORTING

Campus officials who conduct alleged sexual misconduct investigations, support Complainant(s) and resolve these matters are trained and experienced practitioners who aim to protect the safety and well-being of individuals and the whole campus community. When a student tells a responsible employee about an incident of sexual misconduct, the student should expect the College to take immediate steps to investigate and resolve the matter promptly and equitably.

ON CAMPUS

Safety and Security
Emergency: (570) 321-4911
General: (570) 321-4064
Hours: 24/7

Kacy Hagan, Director of Human Resources and Risk Management and Title IX Coordinator
hagan@lycoming.edu
(570) 321-4309
Long Hall, Room 114
Hours: M-F/ 8:00 a.m. to 4:30 p.m.

Kate Hummel, Associate Dean of Students and Deputy Title IX Coordinator
hummelk@lycoming.edu
(570) 321-4399
Office Location: Safety & Security Office, Rich Hall Lower Level
Hours: M-F/ 8:00 a.m. to 4:30 p.m.

OFF-CAMPUS

Williamsport Bureau of Police Department
245 West 4th Street, Williamsport, PA 17701
(570) 327-7540 Hours: 24/7

*If a victim wants to make a police report, College staff may assist a student in contacting the local police station.

OTHER SUPPORT SERVICES

Legal Assistance

Lycoming College does not provide legal assistance. Students who are seeking legal assistance may begin reviewing the Pennsylvania Bar Associations webpage: http://www.pabar.org/ or by calling the PBA Lawyer Referral Service at 1-800-692-7375 for assistance.

An online guide to legal services and legal information in Pennsylvania is also available at:

http://www.palawhelp.org/

Visa and Immigration Assistance

Dan Miller, Vice President for Student Life and Dean of Students
millerda@lycoming.edu (570) 321-4039
Long Hall, Room 101

Student Financial Aid

Jim Lakis, Director of Financial Aid; Melissa Masse, Assistant Director of Financial Aid
finaid@lycoming.edu
(570) 321-4040
Long Hall, Room 106

Responsible Employees and College Obligations to Investigate

Once the College has notice of sexual harassment or sexual misconduct, the College is obligated to investigate promptly. Confidential information regarding any report of alleged sexual discrimination or misconduct is maintained by the Title IX Coordinator and/or the Deputy Title IX Coordinator.
All College employees (with the exception of counselors and health services practitioners) are mandated reporters and have a duty to report any details they know of a sexual misconduct incident to Safety and Security, the Title IX Coordinator or Deputy Title IX Coordinator.

**Request for Confidentiality or No Action**

When a student wishes to maintain confidentiality or requests that no further action be taken, Lycoming College’s Title IX Coordinator and Deputy Coordinator will evaluate the request in the context of the College’s responsibility to provide a safe and nondiscriminatory environment to its students. If the College honors the request for confidentiality, the College’s ability to investigate the incident and pursue disciplinary action may be limited. In rare circumstances, the College may not be able to honor the student’s request for confidentiality and may need to investigate and resolve the matter, in order to provide a safe and nondiscriminatory environment for the College’s campus community. The student making the request will be informed of the Title IX Coordinators’ decision as to whether or not the institution may honor the request or will need to proceed.

**Anonymous Reporting**

Any individual may make an anonymous report of a sexual misconduct incident online, which is forwarded to the Department of Safety and Security, Residential Life and the Associate Dean of Students. An individual may report the incident without disclosing his/her name or identifying the Respondent. The College is obligated to investigate any report of alleged sexual misconduct; however, depending on the level of information received, the College may be limited in its ability to respond. All reports will be forwarded to the Title IX Coordinator and the Deputy Title IX Coordinator.

Lycoming College provides an online anonymous reporting that may be found the webpages of the Department of Safety and Security and Residential Life. To access the form, go to: [https://www.lycoming.edu/safetyAndSecurity/form-incident-report.aspx](https://www.lycoming.edu/safetyAndSecurity/form-incident-report.aspx).

**Interim Measures, Accommodations, Protective Actions**

Interim measures are services, assistance, accommodations or protective actions that the College puts in place after receiving notice of alleged sexual misconduct, but before any final outcomes or results. The College will take interim measures and remedies as needed to provide support and protective measures for the well-being or safety of individuals, members of the campus community or the integrity of the review process. The College will maintain confidentiality of interim measures to the extent possible and where such confidentiality would not impair the ability of the institution to provide the service.

Upon receiving a report of sexual misconduct, the College will provide a list of interim measures available and will ask the Complainant or the Complainant’s Advisor what measures are requested. The College will make such an accommodation or provide such protective measures requested, if they are
reasonably available, regardless of whether the complainant chooses to make an official report to the College or local law enforcement.

The Vice President for Student Life and Dean of Students, Director of Human Resources and Title IX Coordinator, Associate Dean of Students and Deputy Title IX Coordinator, and Director of Residential Life, or their designee(s) have discretion to impose interim measures, which may include, but are not limited to:

- Medical and mental health service, including counseling;
- A “No Communication” directive, pending the outcome of an investigation. The directive is a notice to both parties that they may not have verbal, written, electronic or third party communication with one another;
- Change in campus housing, or restriction from floors or building;
- Providing a Safety and Security escort to insure the student can move safely between College programs and activities;
- Assistance in changing or modifying work schedule;
- Academic accommodations (e.g. rescheduling an assignment or test; accessing tutoring; transferring to another section of a lab, if available; arranging for incompletes or a withdrawal from the College; preserving eligibility for scholarships, financial aid, study abroad or foreign student visas);
- Parking arrangements to ensure safety and access to other services;
- Assistance in contacting on-campus or off-campus advocacy, support and services;
- Assistance contacting local authorities;
- Support in upholding any court action/order.

As unsworn law enforcement agency, the Department of Safety & Security will help contact Williamsport Bureau of Police in order to help request a protection order for the complainant. DSS will also help uphold the protection order by communicating with WBP.

These measures do not presume responsibility for violation(s) of the student Code of Conduct.

**PROHIBITED CONDUCT**

This policy prohibits “sexual misconduct” and “relationship violence” which are broad categories encompassing the conduct defined below. Sexual misconduct and relationship violence can be committed by anyone (regardless of sex) and can occur between people of the same or different sexes.

**Sexual Harassment** may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment also includes non-sexual harassment or discrimination of an individual because of his or her sex and/or gender, including harassment based on an individual’s non-conformity with gender stereotypes.

This Policy prohibits two types of sexual harassment
**Tangible employment or educational action:** This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors or such submission or rejection is a factor in decisions affecting that individual’s employment, education, living environment, or participation in Lycoming College’s programs or activities.

**Hostile Environment:** This type of sexual harassment occurs when harassment is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the College’s programs, services, opportunities, or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment.

A hostile environment may be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, campus guests and even non-community members). Mere offensiveness is not enough to create a hostile environment. A serious incident, such as a sexual assault, is sufficient to create a hostile environment.

In determining whether sexual harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Further, the following factors will be considered:

- The degree to which the conduct affected one or more students’ education or individuals’ employment;
- The nature, scope, frequency, duration, and location of the incident or incidents;
- The identity, number and relationships of persons involved;
- The impact on the campus community, if any.

**Sex Offences-Sexual Assault** is any actual or attempted sexual contact or behavior directed at another person without consent, including where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental capacity. Sex Offense-Sexual assault includes, but is not limited to:

- **Non-Consensual Sexual Intercourse (Rape, Statutory Rape, Incest):** Sexual intercourse without consent, including where the person is incapable of giving consent because of his/her temporary or permanent incapacity or his/her youth. Non-consensual sexual intercourse may include acts such as rape, sodomy or sexual assault with an object.

- **Non-Consensual Sexual Contact (Fondling):** Intentional and unwelcome touching of or coercing, forcing or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast) without consent, including where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental incapacity.
Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of sexual exploitation include:

▪ Prostituting another person;
▪ Non-consensual visual (e.g., video, photograph) or audio recording of sexual activity;
▪ Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
▪ Going beyond the bounds of consent (such as letting friends hide in the closet to watch consensual sex);
▪ Engaging in non-consensual voyeurism;
▪ Knowingly transmitting an STI, such as HIV, to another without disclosing such status;
▪ Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
▪ Possessing, distributing, viewing or forcing others to view illegal pornography.

Domestic Violence is a pattern of abusive behavior that is used by an intimate partner, current or former spouse, a person with whom you share a child, or someone you are cohabitating with to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

The existence of such a relationship is determined based on a consideration of the following factors:

▪ The length of the relationship;
▪ The type of relationship;
▪ The frequency of interaction between the persons involved in the relationship.

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Behavioral Signs of Domestic Violence, Dating Violence or Stalking

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

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

  • Inconsistent explanations: Victims may provide inconsistent explanations as to the cause of their injuries due to fear of alerting others to the severity of their situation.
  • Alcohol abuse: Victims may use alcohol as a means of escape from their everyday reality of abuse.
  • Injuries in multiple stages of healing: Bruises are the most common form of injury and have the following stages of healing: purple to green to yellow.\(^9\)

Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent to sexual contact is prohibited under this policy.

Intimidation is an unreasonable amount of pressure, such as using threats or some other form of pressure to acquiesce another party into sexual activity.

Retaliation is any adverse action taken by an accused individual or an action taken by a third party against any person because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Retaliation also includes action taken against a bystander who intervened to stop or attempt to stop harassment or sexual misconduct. Retaliation includes but is not limited to intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation is prohibited under this policy. Lycoming College will take steps to prevent retaliation and will take strong responsive action if it occurs.

Local Jurisdiction (Pennsylvania Crimes Code) Definitions

Sexual Assault - A person commits Sexual Assault when that person engages in sexual intercourse with a complainant without the complainant’s consent.

Rape – A person commits rape when the person engages in sexual intercourse with a complainant:
  a) by forcible compulsion,
  b) who is unconscious or where the person that the complainant is unaware the sexual intercourse is occurring,
  c) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance,
d) who suffers from a mental disability which renders the complainant incapable of consent.

**No resistance by the complainant is required**

**Statutory Rape** – A person commits Statutory Rape (Sexual Assault) when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:

a) Four years older but less than eight years older than the complainant.

Basically...a 16 year old is allowed to have sex with any age individual. Below the age of 16, the other person cannot be more than 4 years older...

**Incest:** A person commits incest if the knowingly marry or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of the whole or half blood, an aunt/uncle/niece/nephew of the whole or half blood.

**Stalking:** A person commits stalking when the person either:

a) 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;

b) 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.

**Fondling (Indecent Assault):** A person commits indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person, or intentionally causes the complainant to come in contact with seminal fluid, urine, or feces for the purpose of arousing sexual desire in the person or complainant and:

a) The person does so without the complainant’s consent,

b) The person does so by forcible compulsion

c) The person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution,

d) The complainant is unconscious or the person knows the complainant is unaware that the indecent assault is occurring;

e) The person has seriously impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance;

f) The person suffers from a mental disability which renders the complainant incapable of consent

g) The complainant is less than 13 years old

h) The complainant is less than 16 years old and the person is four of more years older

**Domestic Abuse:** 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:
a) 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, or incest with or without a deadly weapon;
b) Placing another in reasonable fear of imminent serious bodily injury;
c) Infliction of false imprisonment;
d) 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.

WHAT IS SEXUAL CONSENT?

Sexual consent is informed, freely and actively given by mutually understandable words or actions that indicate permission and willingness to engage in sexual activity.

CONSENT IS:
- Informed when parties have information and understanding of sexual activity;
- Freely given when there is no pressure, coercion, intimidation, threat, or force;
- Actively given when there is engagement in sexual activity; and
- Mutually understandable when parties express in words or actions their willingness or agreement to sexual activity.

LACK OF CONSENT

There is no consent when sexual activity is not informed, freely and actively given and mutually understandable.

- Conduct is unwelcome when a person does not invite or request it;
- Silence or absence of resistance does not imply consent;
- Past consent does not imply future consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time during sexual activity;
- Force, threat or coercion invalidates consent. Coercion is an unreasonable amount of pressure, such as using threats or intimidation, or some other form of pressure to acquiesce another party into sexual activity;
- Someone who is incapacitated cannot give consent. Incapacitation or the lack of ability to make a clear and reasonable decision may be due to many factors, such as use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability. Consent cannot be given by minors;
- A person who is incapacitated is not able to give consent because s/he cannot reasonably understand what is occurring and cannot make rational decisions;
- A person with temporary or permanent mental incapacity cannot give consent.

SEXUAL HARASSMENT, SEXUAL VIOLENCE AND SEXUAL MISCONDUCT PROCEDURES
Equitable Rights for Complainant and Respondent

The College supports an equitable, or fair and impartial process for both the Complainant and Respondent, including:

- The opportunity to present their own information, evidence and perspectives;
- Access to reasonably available counseling or other student services;
- The support of an Advisor of their choice throughout the process;
- The opportunity to name and present relevant witnesses;
- The Respondent and Complainant will have access to one another’s written statements and any investigative notes;
- The Respondent and Complainant may not directly question one another;
- Witness statements and the names of all witnesses who will be called to provide their perspective during the hearing will be shared with the Complainant and Respondent, with certain exceptions, such as, if there is concern for that witness’s well-being or safety;
- Pertinent documents made available to the Student Conduct Board for resolution of the matter will be accessible for review by the Complainant and Respondent;
- To request that any member of the Student Conduct Board be removed from the process based upon demonstrated bias;
- Simultaneous notification, in writing, of the outcome and sanction of any disciplinary hearing, including any Appeal decisions;
- To request an Appeal in accordance with the standards for Appeal

More information about the student conduct process may be found in the Student Code of Conduct. [https://www.lycoming.edu/studentlife/studenthandbook/codeofconduct.aspx](https://www.lycoming.edu/studentlife/studenthandbook/codeofconduct.aspx)

**Advisors**

Both the Complainant and Respondent may choose any Advisor, such as another student, faculty or staff member at Lycoming College or someone from outside of the institution, such as a friend, counselor or attorney to be with them throughout any proceeding or student conduct process. The Advisor’s role is primarily a support for the student. The Advisor may be present during the investigation or hearing process, but may not directly participate in the investigation or hearing process, which limitation includes questioning witnesses or the other party, presenting evidence or advocating for the student to the investigator and/or Student Conduct Board Members, as well as such other restrictions as the College may determine appropriate in particular circumstances. Delays will not normally be allowed because of scheduling conflicts with Advisors.

**PROCEEDINGS**

**Investigation**

After receiving information of an alleged sexual misconduct incident, there will be a prompt, fair and impartial proceeding. Proceeding means all activities related to a resolution of an institutional disciplinary complaint, including fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between college officials and Complainant
that concern Complainant’s accommodations or protective measures to be provided. Generally, the investigation will be conducted by one or two staff members who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process.

The proceeding aims to be transparent and equitable. The Complainant will be interviewed and information will be collected by the Investigator(s). The Complainant will be asked to provide a written statement regarding the allegation of sexual misconduct, as well as the name of the Respondent(s) and name and contact information of any witnesses. The Respondent will be interviewed and Information will be gathered by the Investigator(s). The Respondent will be asked to provide a written statement in response to the allegation and provide and contact information of any witnesses.

The investigation may include information provided by local police in their fact gathering, but Lycoming College’s procedures are separate and distinct from the procedures used in a police investigation. Lycoming College will not wait for the completion of the criminal proceedings in order to conduct its investigation, although the investigation may be delayed temporarily while the police are gathering evidence. Summary notes from meetings with the investigator(s) are shared, as determined appropriate, with the Complainant and Respondent.

During the investigation, the Complainant and the Respondent and any witnesses are expected to cooperate fully with College staff and provide truthful information. Both the Complainant and the Respondent will be given periodic updates regarding the progress of the investigation and other proceedings by the staff members managing and resolving the matter.

**Post Investigation Procedures**

Following the investigation, the investigator(s) will prepare a written report summarizing the findings of the investigation, which is accessible by both the Complainant and Respondent. Possible outcomes of the investigation include, but are not limited to:

**Sufficient Basis.** It may be determined that there is sufficient information to proceed with the Student Code of Conduct process. In this case, the Complainant and the Respondent will be notified. The matter will be referred to the appropriate formal process, whether an Administrative Hearing or Student Conduct Board Hearing. Generally, cases where the sanction may result in suspension or expulsion will be resolved through a Student Conduct Board Hearing. Matters where the resulting sanction would not result in a suspension or expulsion will normally be resolved through an Administrative Hearing. Matters that are not considered severe and which may result in a Formal Warning, Disciplinary Notice, and/or other educational sanction(s), interim measure(s) or accommodation(s) may be resolved through a Simple Resolution. Once there is a result, the Complainant and Respondent will receive simultaneous notification, in writing, of the outcome.

**Conflict Resolution** may be determined to be appropriate by the Associate Dean of Students or designee, in consultation with the Title IX Coordinator, and is conducted only by agreement of the
Complainant and Respondent; and only if the matter does not involve non-consensual sexual intercourse, sexual assault, or may result in separation from the college.

**Insufficient Information.** It may be determined that there is insufficient information to resolve the complaint through the student Code of Conduct process. In this case, the Complainant and the Respondent will be notified. If the Complainant believes that a determination of insufficient basis has been found in error, s/he may Appeal the matter to the Title IX Coordinator. If the Title IX Coordinator determines that there is sufficient information or there is new evidence that may change the outcome of the investigation, the complaint will be referred for further proceedings, as the Title IX Coordinator deems appropriate. If the Title IX Coordinator agrees that there is insufficient information or determines that there is no new information that may change the outcome of the investigation both the Complainant and Respondent will be notified in writing as to the decision of the Title IX Coordinator.

**STUDENT CONDUCT BOARD AND ADMINISTRATIVE HEARING PROCESS**

Sexual Harassment/Sexual Misconduct allegations found to have sufficient basis will be resolved through an Administrative Hearing or a Student Conduct Board Hearing, as determined appropriate by the Associate Dean of Students or designee, in consultation with the Title IX Coordinator. Both the Complainant and Respondent will be provided timely and equal access to any information that will be used during an Administrative Hearing and Student Conduct Board Hearing.

**Administrative Hearing** is a formal hearing process for an allegation(s) of the Student Code of Conduct. Conduct Official(s) generally meet with the Respondent student(s), organization(s) or group(s). During the hearing, the allegation(s) are reviewed, information summarized and possible sanctions discussed. The hearing is an opportunity for the student to provide his/her perspective and respond to the allegation(s). After an Administrative Hearing, a student(s), organization(s) or group(s) will receive a formal Decision Letter.

**Student Conduct Board Hearing** is a hearing generally conducted by three (3) student conduct members. For cases of alleged Sexual Harassment-Sexual Misconduct, students do not serve on the Student Conduct Board; for these allegations, the Student Conduct Board is compromised only of faculty and staff members. The Associate Dean of Students or designee will function as a non-voting Chair of the Board. Generally, cases referred to the Student Conduct Board are allegations that may result in significant sanctions, such as Suspension or Expulsion from the institution. For more information on the student conduct process, visit the [Student Code of Conduct](#).

**Standard of Review**

The preponderance of evidence standard, also known as the more likely than not standard, will be used in Title IX investigations, proceedings and hearings.

**Appeal Process**
Both the Complainant and the Respondent have the right to request an Appeal of the result from an Administrative Hearing or Student Conduct Board Hearing.

**Appeal Procedure:** A student, organization or group found responsible for violating the Student Code of Conduct may request an appeal within two (2) days of the date of the decision letter. Failure to file a request for an appeal in a timely manner constitutes a waiver of any right to an appeal. In requesting the appeal, the student, organization or group must specify the ground(s) for appeal and the rationale for the request.

The basis for an appeal is limited to the following grounds:
1. There is new or newly discovered information that may affect the outcome of the hearing;
2. There was a procedural error that substantially affected the outcome of the hearing.
3. The sanction is excessively severe.

The appeal process is not a hearing, but rather a review of the relevant information and materials; it represents a procedural safeguard for the student. The student, organization or group may be asked to meet with the Appeal Official or Appeal Panel; however, it is the decision of the Appeal Official or Appeal Panel to request a student, organization or group to attend a meeting for this review process. When an appeal request is received, the Appeal Official(s) will consider the appeal in two consecutive parts. One, the Appeal Official(s) consider whether or not the appeal request meets the grounds for an appeal. If the grounds are not met, then the Appeal Official or Chair of the Appeal Review Panel will notify the student and the matter will be concluded. The original decision will stand. If the appeal request meets the grounds, the Appeal Official(s) will review the matter and make a decision. The decision may be to refer the case back to the original Student Conduct Official or Student Conduct Board members to reconsider the information; refer the case for further investigation and/or process; reverse the decision, in whole or in part or uphold the original decision.

If a decision was reached by a student conduct Official(s), such as a Residential Life Coordinator, the appeal will normally be reviewed by the Director of Residential Life. If a decision was reached by the Director of Residential Life the appeal will be reviewed by the Associate Dean of Students.

For decisions rendered by either the Associate Dean of Students or the Student Conduct Board, the appeal request should be emailed to the Vice President for Student Life and Dean of Students, Dan Miller, at millerda@lycoming.edu, who acts as Chair of the Appeal Review Panel. The Appeal Review Panel will be convened and they will consider the appeal in two parts. The Appeal Review Panel consists of three (3) members: one faculty, one administrator and one student. The Chair will deliver the decision rendered by the Appeal Review Panel to the student within two (2) days.

For cases of Sexual Harassment – Sexual Misconduct, a student will not serve on the Appeal Review Panel.

**Appeal Review Process**

<table>
<thead>
<tr>
<th>Decision Made by</th>
<th>Send Appeal Request to</th>
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</thead>
<tbody>
<tr>
<td>Residential Life Coordinator (RLC)</td>
<td>Director of Residential Life</td>
</tr>
<tr>
<td>Director of Residential Life</td>
<td>Associate Dean of Students, Kate Hummel at <a href="mailto:hummelk@lycoming.edu">hummelk@lycoming.edu</a></td>
</tr>
</tbody>
</table>
Decision Made by  Send Appeal Request to
Student Conduct Board or  Appeal Review Panel, send appeal letter to V.P. for Student Life, Dan Miller
Associate Dean of  at millerda@lycoming.edu who will organize and forward materials to the
Students  Appeal Review Panel.

Appeals are generally completed within 2 weeks, following receipt of the request.

**Appeal Review Panel Deliberations and Decisions**

1. Only the members of the Appeal Review Panel may be present during deliberations. The Chair may remain to answer any policy or procedural questions.

2. The Appeal Review Panel has authority to refer the case back to the original Student Conduct Official(s) to reconsider the information; refer the case for further investigation; reverse the decision, in whole or in part or uphold the original decision.

3. A consensus is necessary to uphold or change the decision

4. All Appeal Review Panel decisions are final, with the exception of those resulting in expulsion. The Respondent may further appeal a decision of expulsion to the President of the College within two (2) days from the date the Appeal review decision is issued. The appeal will be in writing. The President’s decision is final and is not subject to further appeal.

**Results**

Result means any interim measure or final decision by any official authorized to resolve disciplinary matters within the institution.

The result may include any interim measure(s) that are imposed by an official of the college, and which remain in effect.

After an investigation, if the result is insufficient information, and if the Complainant does not agree with the findings of the Investigator(s), s/he may appeal to the Title IX Coordinator. The Title IX Coordinator may agree that there is insufficient information or determines that there is no new information that may change the outcome of the investigation. In this case, the result of the investigation is insufficient information and both the Complainant and Respondent will be notified in writing as to the decision, which is the result of the matter, by the Title IX Coordinator. However, if the Title IX Coordinator determines that there is sufficient information or there is new evidence that may change the outcome of the investigation, the matter will be referred for further proceeding, as the Title IX Coordinator deems appropriate, which may alter the result.

Results are in the form of sanctions imposed by the institution after an Administrative Hearing or Student Conduct Board Hearing. Both the Complainant and the Respondent have the right to request an Appeal of the result from an Administrative Hearing or Student Conduct Board Hearing. The result determined by the Appeal Review Panel is generally the final procedural opportunity for students in the disciplinary process. Only in cases where a student may be separated from the institution, may a final request for Appeal be sent to the President of the College. If the President accepts the appeal, his decision is the final result of the matter.
Sanctions

Following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault or stalking, if a student is found responsible for violating the Sexual Harassment – Sexual Misconduct Policy, the sanctioning official(s) will consider many factors in determining the appropriate outcome, such as the impact to the victim(s), any ongoing risk(s) to either the victim(s), or to the College community, any previous conduct violations of the Respondent and the seriousness of the incident. Students found responsible for sexual violence or sexual assault may face suspension or expulsion from the College. However, the College reserves the right to impose any sanctions and/or protective measures listed within the Student Code of Conduct.

Student Conduct Officials are not bound to the examples below and may vary their decisions. Students, organizations or groups that have violated the Student Code of Conduct are subject to one or more of the following sanctions:

- **Formal Warning** is a written notice indicating that the student has violated College policy and any additional violations may result in more serious disciplinary action. This warning becomes part of the student’s conduct record.

- **Disciplinary Notice** is a written notice indicating that the student has violated College policy that rises above a formal warning. The student remains in good standing, if no subsequent policy is violated.

- **Disciplinary Probation** is a period of review during which the student, organization or group remains in good standing, but must demonstrate the ability to comply with College policies and any sanction(s) assigned. Notification is generally made to parent(s)/guardian(s).

- **Deferred Suspension** is a period of review during which the student, organization or group is not in good standing. The Student, organization or group must demonstrate an ability to comply with College rules, regulations, and all sanctions. Deferred Suspension may negatively impact the student’s ability to participate in campus positions, leadership programs and employment opportunities. Notification is generally made to parent(s)/guardian(s), coaches and some academic or co-curricular program advisors, as appropriate. If, during the period of the Deferred Suspension, the student is again found to be in violation of any policy or an order from a Student Conduct Official, the student may be immediately suspended from the College.

- **Residence Hall Suspension**: Separation of the student from the residence halls for a specified period of time, after which the student is eligible to return. The student will not be permitted to be present in any residence halls during the course of the suspension. Residence hall suspension may be specified during weekends.

- **Disciplinary Suspension** is a written notice to the student that s/he is separated from the College for a designated period of time. The student will receive "W’s" in current courses and the "W’s" will appear on the student’s transcript. During the suspension period, a Dean’s Hold is active on the student’s account. The student is not permitted to register for classes and is not permitted to attend any College-sponsored events, on or off-campus, without permission from the Vice President for Student Life and Dean of Students, or designee. A student is not eligible for any financial refund. For permission to return to the College, the student must petition the Vice President for Student Life and Dean of Students, or designee, in writing, showcasing completion of any sanction(s).
should contact the Vice President for Student Life and Dean of Students, or designee, at least six (6) weeks in advance of the start of the new semester.

- **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Fines**: May be imposed for violations of specific policies and procedures.
- **Educational Sanctions**: Educational discussion with hearing official(s), service hours, attendance at a workshop, writing a paper, or other appropriate assignment may be applied.
- **Loss of Privileges**: Denial of specified privileges for a period of time. These may include, but are not limited to:
  - Exclusion from certain College buildings or areas;
  - Denial or revocation of automobile registration privileges;
  - Prohibition from holding office in any student group or organization;
  - Denial of the opportunity to participate in certain College activities or of eligibility to represent the College in any co-curricular activity;
  - Suspension, disassociation, loss of status or termination as a recognized student organization. For fraternities and sororities, this may include notification to national headquarters.
- **Social Probation**: A loss of privilege to host social events (alcohol free and/or with alcohol) on campus or off-campus for a specified period of time. In addition, while on social probation, organizations are prohibited from providing funds to other organizations in support of an event/activity. Further, the name of the organization is not to be included in the promotion of an event/activity without prior permission from the Vice President for Student Life and Dean of Students. If the organization would like to seek permission for a special event during their probationary period that request must be sent to the Vice President for Student Life and Dean of Students at least one week in advance.
- **Parent/Guardian Notification**: alerts the student that his/her parent(s)/guardian(s) will be notified of the conduct decision; generally, a copy of the Decision Letter will be mailed to parent(s)/guardian(s).
- **Expulsion**: Permanent separation of the student or organization from the College. This sanction may include restriction on the use of College facilities. Notification of expulsion will appear on the student’s transcript.
- **Advisor/Coach Notification/Meeting**: alerts the student that his/her Coach, Academic Advisor, International Advisor or other appropriate staff member will be notified of the conduct decision. Generally, the Advisor/Coach will be copied to the Decision Letter. The student may be sanctioned to meet with the Advisor/Coach.

**Disclosure of Findings**

The Complainant and Respondent will receive simultaneous notification, in writing, of the outcome and sanction of any disciplinary hearing, including any Appeal decisions.

The College will disclose the results of crimes of violence or non-forcible sex offenses to an alleged victim or an alleged victim’s next of kin, as appropriate.

**Record Keeping**
The Associate Dean of Students maintains records which normally consist of any formal complaint, copies of the written statements of Complainant and Respondent, any Investigative materials, the record of the Hearing and written record of the result.

If there is an Appeal, this record is appended to the written record of the original decision and kept in confidential student conduct files.

**AMNESTY**

Any individual who files a complaint of sexual misconduct or serves as a witness to the incident is not subject to disciplinary action for his/her own consumption of alcohol or drugs during the time of the sexual misconduct. For more information about this policy, certain exceptions or provisions, refer to the Medical Amnesty Policy.

**DUTY TO REPORT AND TIMELY WARNINGS**

In addition to mandated reporter obligations, certain staff members have a duty to report information regarding sexual misconduct incidents, such as the type of incident and general location, for federal statistical reporting purposes. In addition, the College may be required to release information by process of law; for example, when records are subpoenaed or subject to court order.

College administrators are responsible for informing the campus community regarding incidents reported to them that pose a substantial threat of physical harm or danger. Lycoming College will withhold the name of the Victim/Complainant and his/her personally identifiable information. The College is obligated to provide sufficient information for the College community to be able to make safety decisions regarding any possible harm or danger. For example, the College may release information as to the location of the incident and physical characteristics of the Respondent if deemed appropriate.

**TIMEFRAME**

Lycoming College strives to maintain a process that is prompt, reliable, impartial and equitable to all parties involved. If there are any questions about the process or delays, the College encourages students to contact the Associate Dean of Students, Kate Hummel at hummelk@lycoming.edu.

**Bystander Intervention**

Lycoming College is committed to providing education about bystander intervention. Preventing sexual misconduct and relationship violence requires a commitment from all members of the College campus community. We can work together to uphold the values of civility, respect and accountability through intervening early in a situation that may evolve into sexual misconduct or relationship violence. Below are some tips on how to intervene and support the College community:
Be aware of your environment; notice when someone is crossing a line. Pay attention to the verbal and physical signals between people. Talk to your friends about respecting the boundaries of others, whether verbal or physical;

Know that if someone is drunk, they are not capable of making rational decisions and can’t legally consent to sexual activities.

Assess the situation. Remember, your personal safety and the safety of others is the #1 priority. If you or others are not safe, you should call authorities immediately. Safety and Security (on-campus) Emergency: (570) 321-4911 Or Dial 911

Options for Intervening

- **Indirect Action**

  Tell another friend, host, or bartender that someone has had too much to drink and ask them to stop the situation;

  Call authorities.

- **Direct Action:**

  Check in with your friend by asking that person if they are okay; this simple interruption may change the course of the situation;

  Talk to the person directly about their problematic behavior and try to de-escalate the situation;

  Intervene with the support of additional friends.

Compliance with these policies and proceedings does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

If you have any questions about this policy, please contact Kate Hummel, Associate Dean of Students and Title IX Deputy Coordinator, or Kacy Hagan, Director of Human Resources and Title IX Coordinator.

**If you have been sexually assaulted**

The first priority for any individual should be personal safety and well-being. Lycoming College encourages all individuals to seek assistance from 911, local law enforcement and/or a medical facility immediately after an incident of sexual misconduct. This is the best option to ensure preservation of potential evidence.

All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns and allow for the preservation of evidence and an immediate investigative response. Lycoming College will assist
in these reporting options by providing transportation to the hospital, coordination with local law enforcement, and information about the College’s resources and complaint processes.

**The College advises**

Get to a safe place and call someone you trust to assist you.

- Do not wash, go to the bathroom or change clothing if at all possible. This will help preserve physical evidence should you decide to take legal action. It is important to preserve evidence for the proof of a criminal offense. If you do change clothing, put all of the clothing you were wearing at the time of the assault in a paper (not plastic) bag.
- Go to UPMC Susquehanna Williamsport Emergency Room within 96 hours to receive medical attention and collection of evidence. Medical transportation is available through the Lycoming College Department of Safety and Security.
- Contact DSS, Williamsport Bureau of Police for assistance and information on legal and conduct system options. You may file a report with DSS at any time of the day or night. Also, staff from Residential Life will assist you in notifying these authorities, at your request.
- Speak with a counselor. Counseling Services staff are available during regular business hours Monday through Friday by calling (570) 321-4258 or (570) 321-4332.
- An On-call Residential Life staff member is also available to provide support and assistance. They may be contacted at any time by calling the DSS at (570) 321-4064. DSS staff will immediately contact the On-Call staff person at the request of the student.
- Find support and strategies for healing and empowerment through YWCA, Wise Options (570) 323-8167, and other community resources. Take action and take care of yourself with the help from other trained professional.

**Understand the Reporting Process: You Have the Choice**

- To call just for information
- To share your story
- To seek counseling and medical treatment
- To seek support
- To file a report with DSS or local law enforcement
  - To file college Student Conduct charges
  - To pursue criminal charges, or to file no charges

**Sex Offender Notification and Information (Megan’s Law)**

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and Family Educational Rights and Privacy Act of 1974, LCSS is providing a link to the Pennsylvania State Police Sex Offender Registry in this report.
- This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a registered student. In the Commonwealth of Pennsylvania, convicted sex offenders and sexual predators must register with the Pennsylvania State Police.
- You can find more information on Megan’s Law at the Pennsylvania State Police Sexual Offender Information website: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us). This service is free to the public.

**Missing Student Policy/Investigation**

Lycoming College in an effort to act in a timely and appropriate manner has administrative guidelines in place in the event a student is reported missing.

Student safety and well-being is of paramount concern. Students are encouraged to learn and follow personal safety guidelines while a student at Lycoming College. Information regarding personal safety can be found on the College’s Safety and Security website.

Each student upon enrollment is given the opportunity to provide an Emergency Contact person(s). Under most circumstances this would be the person contacted in the event of emergency. Under the law as it relates to being reported as a missing person, students are able to provide a confidential contact in the event of being reported as a missing person separate from their emergency contact person. The list of the confidential contacts is held in the Vice President for Student Life and Dean of Students office.

**Missing Student Procedures**

At the beginning of each semester, students will be sent an e-mail notifying them of the missing student policy and requesting if they would like to provide a confidential contact in the event they were to be missing. In the event a student does not provide a confidential contact, the emergency contact provided by the student and listed on Web Advisor will be contacted as appropriate.

In the event a student is reported missing, Safety and Security will notify the Vice President for Student Life and Dean of Students or designee no later than 24 hours after learning that a student may be missing. Within the next 24 hours if the student is not located, the Vice President for Student Life and Dean of Students or designee will contact the person identified by the student to be notified in the event of an emergency or their confidential contact. Local law enforcement will be notified in most cases 24 hours after receiving the initial report. In the event there is evidence of foul play law enforcement will be contacted immediately.

If the student reported to be missing is under the age of 18, and he/she is not an emancipated individual, the VP of Student Life and Dean of Students or designee will upon be notified that the
student may be missing will contact the student’s legal guardian.

To report a missing person contact: the Department of Safety and Security at 570.321.4064 or security@lycoming.edu

**Safety and Security**

Ensure that the on-duty staff member is notified who in turn will call the on-call administrator. The on-call administrator will notify the Vice President for Student Life and Dean of Students, or designee. Additional notifications will occur as the situation dictates.

Interview student(s) who initiated the report as well as those who were the last to see/speak with the student.

Safety and Security Officer(s) will gather information, including reviewing the student’s recent activity by talking with student’s roommates and friends, visiting the student’s residence, reviewing the student’s recent use of his/her ID card and obtaining a recent photograph.

Information may include when and where the student was last seen, his/her emotional state, age, date of birth, and permanent address of student, the last person to have seen and/or spoken with the student, presence of car on campus, campus employment, class schedule. Safety and Security Officer(s) will gather any social media information, such as text messages or Facebook posts, etc.

The missing student’s room may also be searched in order to obtain any information that will support in efforts to locate the student.

**On-duty Staff Member**

Contact the student’s Residential Life Coordinator and Resident Assistant, Affinity Community Facilitator or House Manager to gather information to be shared with Safety and Security Officer(s) (if not already being interviewed by Safety and Security).

- Work with students who may be "in crisis" as a result of the situation, providing them with referral services as appropriate.
- On-call Administrator, or designee.
- Follow up with students, faculty and staff who have been closely involved in the situation to inform them of the outcome.
- After a student is found, the On-call administrator, or designee will follow up with the student when she/he returns to campus to explain why College staff were concerned, the actions that were taken, and the effect of the student's disappearance on other students.

**Vice President for Student Life and Dean of Students, or designee**

No later than 24 hours after a student is reported missing, the Vice President for Student Life and Dean of Students, or designee, will notify:
The person(s) the student identified to be notified within 24 hours of the determination that the student is missing;

Local law enforcement, unless the local law enforcement agency was the entity that made the determination that the student is missing; and,

If the student is under 18 years of age and not emancipated, the College must notify a custodial parent or guardian, in addition to notifying any contact person(s) designated by the student.

**Fire Safety**

**Student Housing Facility Fire Safety Systems**
At Lycoming College, student sleeping rooms are equipped with a smoke detector that is connected to a supervised fire alarm system. Student sleeping rooms are defined as the actual room in which the occupants live and sleep.

Approximately 92% of student housing fire alarm systems, if activated, result in a signal being transmitted to a monitored location, and the Department of Safety and Security (DSS) investigates and notifies the Williamsport Bureau of Fire, if necessary.

Fire alarms systems are monitored 24 hours a day, seven days a week by Select Security, who immediately notifies DSS in the event an alarm is activated. Information on specific residential buildings is posted in the chart below. Detailed information, including fire and sprinkler system information for specific campus buildings is located below. This information is also available at DSS located in the lower level of Rich Hall or by calling (570) 321-4064.

If you have any questions or concerns about Fire Safety on campus please contact any of the following:

Kate Hummel, hummelk@lycoming.edu
Director of Residential Life   Associate Dean of Students
(570) 321-4046     (570) 321-4399

Safety & Security   Director/Coordinator of Safety & Security
(570) 321-4064

**Fire Safety Improvements and Upgrades**
DSS, Buildings and Grounds and Residential Life, annually review the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

**Reporting a Fire**
Persons reporting a fire should call 911, or DSS at (570) 321-4911. If there is a fire in your area and the alarm has not sounded, you should immediately activate the nearest fire alarm pull station.
Evacuation of Student Housing Facilities in the Event of Fire
When an alarm is activated there are a few steps to follow:

▪ Remain calm and close the windows in the room.
▪ Take only clothing that will be needed for the type of weather conditions that exist. Do not try to collect personal items to take with you.
▪ Turn off any electrical items you have on at the time, including lights and a stove/oven.
▪ Stay low if you are going through smoke or toxic fumes.
▪ Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.
▪ Do not use elevators. Use only the stairs to exit the building.
▪ Proceed to the nearest Emergency Assembly Area (EAA) for your building. This information is posted in each residential facility and is available through your Resident Assistant (RA). In non-housing facilities, this information will be posted in a strategic location within the building.
▪ Never attempt to go back into the building even if the alarm stops sounding. Wait until DSS, or fire department personnel, have cleared the building and given their permission to re-enter.
▪ In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call DSS on your cellular phone at (570) 321-4911, or ext. 4911 using a phone in the building. Be sure you can accurately give your location in the building as best as you can so a security officer can locate and assist you.

Fire Drills in Student Housing Facilities
Fire drills are held once a semester for each residence hall and college-owned apartment. Fire drills are a mandatory supervised evacuation of a building in the event of a fire. Fire drills are scheduled with DSS, Residential Life and individual residence hall staff. Supervised fore drills are generally scheduled within the first four weeks of the beginning of the semester. Students who fail to exit the building during a fire drill are subject to disciplinary action.

Student Housing Facility Fire Safety Policies
Tampering with firefighting or detection equipment is a serious offense. Discharging fire extinguishers or setting off fire alarms under false pretenses has life threatening implications. In addition to any criminal action, the College reserves the right to file disciplinary charges as outlined in the Student Manual and Conduct policy. The minimal fine for a first offense is substantial, plus the cost of restoring the equipment to its original condition.
Residential Life policy on fire safety is to prohibit usage of electrical cooking appliance, candles, and specific electrical equipment in individual student rooms. Candles and open flames are prohibited in residence halls.

**Residence Hall Safety Standards**
Cooking appliance may only be used and stored in kitchen areas.

- Hot plates, toasters, toaster ovens, “George Foreman Grills”, barbeques, and similar devices are not permitted.

- Hazardous electrical appliances, lamps and lighting:

- No space heaters (unless distributed by Buildings and Grounds), private air conditioners, halogen floor lamps, decorative lighting, or any appliance with open heating coils. All appliances must be UL approved.

- Hazardous electrical wiring, outlet adaptors or similar:

- No un-fused multiple outlet adaptors, extension cords or other wiring run under carpeting or across door ways.

- Multiple outlet strips (power strips) may be used, if fused, grounded, and use no less than 14-gauge wire.

- Spark or flame producing items: candles, incense burners, etc.:

- No candles (decorative or otherwise), incense, incense burners, oil or liquid fuel lamps, scented oil burners, or similar items

- Flammable/combustible liquids, gases or similar

- No oil, gasoline, white gas, propane/liquid propane (LP) tanks of any size, lighter fluid, starter fluid, ether

- No combustion engines, generators, motorcycles, mopeds, motorized skateboards or similar equipment

- No fireworks or similar combustible/explosive devices Tampering with/hindering fire protection equipment:

- No removal, covering, or otherwise disabling of smoke or heat detectors

- No removal, covering or otherwise tampering with fire extinguishers, sprinkler systems or similar equipment

- No hanging of items from fire protection devices or sprinkler systems

- Improper storage of property within a residence

- No storage of motorcycles, mopeds, bicycles, large auto parts or other non- residential property within a residence

- No storing of bicycles with stair wells, hallways, common lounges or individual student rooms

- No hanging of tapestries or similar products from ceiling or bunked beds.

- Electrical appliances, or wiring

- Furniture arrangement blocking egress paths
- Blocking of fire exits and routes of escape or exit
- Unauthorized furnishings/or use of/modifications
- Unless specifically designed to do so, beds may not be lofted. Mattresses may not be placed directly on the floor.
- No other “large” appliances are authorized within a residential student room
- Unauthorized modifications to structure, facility
- No fabrication of walls, partitions, false ceilings, floors, windows
- No affixing items or objects to the exterior of a residence

**Fire, Health and Safety Inspections**

The Office of Residential Life regularly conducts inspections of each residential area on campus. Student rooms are given an inspection almost monthly each semester.

The purpose of these inspections is to provide the appropriate education and assist with correcting any fire, health or safety concerns. Policy violations that are discovered during these inspections may be referred to the college’s conduct system and prohibited items may be confiscated. Students with questions about these inspections should address their concerns with the Office of Residential Life.

**Fire Safety Education**

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall.

Throughout the year, fire alarm systems will be tested to ensure they are in good working order. When an alarm sounds (alarms sound different depending on what building you’re in). All occupants must vacate the facility for their own safety and so fire fighters and other emergency responders may work undisturbed. In the event of an actual fire, the Williamsport Bureau of Fire will notify residents when it is safe to re-enter a building. Students should assume all alarms are actual emergencies and respond accordingly by quickly evacuating the building.

**Residence Hall Fire Statistics**

<table>
<thead>
<tr>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Zero fires within on campus residential facilities</td>
</tr>
<tr>
<td>2017</td>
<td>Zero fires within on campus residential facilities</td>
</tr>
<tr>
<td>2016</td>
<td>Zero fires within on campus residential facilities</td>
</tr>
</tbody>
</table>

**LYCOMING COLLEGE**

2018-2019 Lycoming College Residential Student Housing Fire Systems Review
<table>
<thead>
<tr>
<th>Building Name/Location</th>
<th>Central Station</th>
<th>Sprinkler</th>
<th>Pull Stations</th>
<th>Alarm Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crever Hall</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>East Hall</td>
<td>y</td>
<td>n</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Forrest Hall</td>
<td>y</td>
<td>n</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Rich Hall</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Wertz Hall and Student Center</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Williams Hall</td>
<td>y</td>
<td>n</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Douthat Commons</td>
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<td>y</td>
<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Admissions House</td>
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<td>Y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Snowden Library</td>
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<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Fine Arts Center</td>
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<tr>
<td>Lamade Gymnasium</td>
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<tr>
<td>Keiper Recreation Center</td>
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<td>Smoke &amp; Heat sensors</td>
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<tr>
<td>Pennington Lounge</td>
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<td>Smoke &amp; Heat sensors</td>
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<tr>
<td>Wendle Hall</td>
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</tr>
<tr>
<td>Heim Science Building</td>
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<tr>
<td>Mass Communications Bldg.</td>
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</tr>
<tr>
<td>Shangraw Stadium</td>
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</tr>
<tr>
<td>Clarke Chapel</td>
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<tr>
<td>Skeath Hall</td>
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<td>Long Hall Administration Bldg.</td>
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<td>Honors Hall</td>
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<td>General Services Building</td>
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<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Warehouse</td>
<td>y</td>
<td>n</td>
<td>y</td>
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<tr>
<td>40 Ross Street apartment</td>
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<td>y</td>
<td>Smoke &amp; Heat sensors</td>
</tr>
<tr>
<td>Address</td>
<td>Smoke</td>
<td>Heat</td>
<td>Sensors</td>
<td></td>
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<tr>
<td>---------------------------------</td>
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<td>---------</td>
<td></td>
</tr>
<tr>
<td>60-60 1/2 Ross Street apartments</td>
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<td>71, 71 1/2, 73 Ross Street apts.</td>
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<td>y</td>
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<td>609 Mulberry Street apartment</td>
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<tr>
<td>635 Mulberry Street apartment</td>
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</tr>
<tr>
<td>117 Washington Blvd. apartment</td>
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<tr>
<td>314, 316 East 4th Street apartments</td>
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<td>y</td>
<td></td>
</tr>
<tr>
<td>West 4th St. Art Gallery</td>
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<td>n</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>President's residence</td>
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<td>y</td>
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