



*2022 Annual Security
and Fire Safety Report*



Dear Campus Community,

California, Clarion and Edinboro universities integrated to become Pennsylvania Western University on July 1, 2022. All crime statistics included in this current report predate the integration. Beginning in 2023, there will be a single Clery report for Pennsylvania Western University.

The PennWest Edinboro Annual Security & Fire Safety Report is generated as a tool to promote awareness for our community. Each year many prospective students, their families, and potential employees make inquiries as to the nature of crime on campus and the procedures the university has undertaken to improve the quality of the overall student experience at PennWest Edinboro.

The goal of the Annual Security Report is to increase awareness through education on the types of incidents reported on the campus and to bring safety to the forefront of everyone’s daily routine. Safety is a partnership that we all share, and taking steps to increase one’s own safety reduces the opportunity for crime to occur. The Annual Security Report is also a resource of practical information that can be utilized to access University resources.

The PennWest Edinboro Annual Security Report is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. We hope this report will help you to increase your personal awareness of safety and security on campus.

The Campus Security Act: Legal Requirements

The PennWest Edinboro Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This Act requires colleges and universities to publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements, and discloses crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. This report is prepared in cooperation with local law enforcement agencies, and other university officials who have significant responsibility for students and campus activities. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests, and referral statistics include those reported to the University Police, CSAs (Campus Security Authorities), and local law enforcement agencies. The PennWest Edinboro Department of Counseling and Psychological Services staff informs their clients of the procedures to report crime to the University Police Department on a voluntary or confidential basis should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification that provides the direct website link to access this report is sent to all enrolled students and all current employees. Copies of the report may also be obtained at the University Police Department located at 911 Scotland Road or by calling 814-732-2921. All prospective students and employees receive notification of the report’s availability and how to obtain it during the application process.

Any difference in the numbers as noted in the Uniform Crime Report versus the total number of incidents reported may be a result of the choice of the victim/complainant who chooses not to file an official report or to have the incident handled through the judicial process. While all visitors and members of the campus community are encouraged to report crime in a timely manner, it is understood that some crimes may not be reported and therefore may not be included in the published statistics.

PennWest University Edinboro Police Department

The PennWest Edinboro Police Department operates under the division of Institutional Effectiveness, Student Affairs, and University Police. The department has 11 full-time commissioned police officer and a full-time commissioned Chief of Police. The campus police provide law enforcement and security services on university-owned property.

Our picturesque 585-acre Edinboro campus includes lots of green space, 48 buildings, wooded areas, and a five-acre lake.

The Police Department is staffed 24 hours a day, 365 days a year. The Police Department, through its patrols and investigations, consistently enforces all of the laws of the Commonwealth of Pennsylvania, including those related to alcohol and other illegal drugs.

Arrest Authority and Jurisdiction

In Pennsylvania, the State System of Higher Education Act 188 of 1982, as amended by Act 48 of 2003, establishes and defines the authority and jurisdiction of Campus Police Officers. This act granted university police officers the authority to exercise the same powers that are granted to municipal police officers under the Statewide Municipal Police Jurisdiction Act (Title 42, 8953) on university-owned or -leased property. All PennWest Edinboro Police officers are commissioned police officers in the Commonwealth of Pennsylvania. All officers carry firearms and are granted powers of arrest through the governor of the commonwealth. The department’s sworn police officers have received police training and regularly attend in-service training. Uniformed officers patrol the campus 24 hours a day, seven days a week, 365 days a year.

Working Relationships with Other Agencies

The PennWest Edinboro Police Department maintains primary law enforcement jurisdiction on campus and is responsible for the investigation of all criminal incidents that occur on campus. PennWest Edinboro Police Department does not have written agreements with state and local police departments but does have statutory mutual aid with surrounding and regional police departments as defined by the Pennsylvania legislature. The department is equipped with a countywide telecommunications system to contact and exchange information with all county agencies as the need arises. The department participates in regional law enforcement teams, task forces, and training exercises that support the goal of safety on campus, and is engaged in the sharing of specialized resources with other state and local police departments.

Monitoring and Recording Criminal Activity Off Campus

The University relies on the close working relationship with local law enforcement agencies to relay information about incidents they receive concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member reports a crime, the department may issue a Campus Safety Alert detailing the incident and providing tips so that other members of the campus community may avoid similar incidents. If the police department is notified of a crime or other serious incident that involves a member of the campus community and occurs in Edinboro Borough or any location off campus, the incident will be referred to Student Conduct for disciplinary action.

Reporting of Criminal Offenses

PennWest Edinboro and the University Police strongly encourage faculty, staff, students, and guests to accurately and promptly report all on-campus crimes and emergencies to the University Police Department, the Edinboro Police Department, or the police agency where non-campus buildings or properties are located, for inclusion in the annual statistics and for assessment of whether a timely warning notice or immediate notification should be sent to the University community. The PennWest Edinboro campus community is required to notify the University Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

Those incidents reported to pastoral and professional counselors who are acting in the capacity of pastoral and professional counselors are not included in campus crime statistics. However, reports of criminal activity that are brought to the attention of Student Affairs, CSAs, and Title IX are required to report, and, as such, are brought to the attention of University Police either by the victim or by the person receiving the report as soon as possible after the report is received. Those who report criminal incidents to pastoral or professional counselors are encouraged to voluntarily report the incident to the University Police Department on a confidential basis for inclusion in the annual disclosure of crime statistics.

Monitoring Off-Campus Crime

PennWest Edinboro Police works in conjunction with local law enforcement agencies that have jurisdiction in areas surrounding the campus to monitor criminal activity at off-campus locations. Although there is no formal agreement, the Edinboro Borough Police Department routinely provides information to the University Police regarding incidents involving students residing or visiting within the Borough of Edinboro. All incidents received by the Edinboro Borough Police Department that are known to involve University students are indicated as such through their reporting system. University police officers on patrol are equipped to monitor radio dispatches for other local police departments as well as other types of emergency services. Reports to the PennWest Edinboro Police Department involving students as victims in off-campus incidents may be recorded, and assistance is rendered in regard to appropriate support services available at the University. However, there is no policy requiring such notification by external law enforcement agencies. Students who participate in illegal activity at off-campus locations are held accountable by means of the University's Student Conduct process.

Voluntary Confidential Reporting of Crimes

If you are the reporting party of a crime and do not want to pursue action within the University's student conduct system or the criminal justice system, please consider making a confidential report. With your permission, an officer within the police department can complete an incident report without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while also ensuring the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors, and determine whether there is a pattern of crime and alert the campus community to potential danger if an ongoing hazard exists. Reports filed in this manner are counted and disclosed in the required Annual Security and Fire Safety Report. Anonymous crime tips can be reported by calling 814-732-1847, via the EU Shield safety

app, or via the web at the following link: www.edinboro.edu/offices-services/police/anonymous-tip.php. Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

Reporting Criminal Incidents to State and Local Police

Crime statistics and arrest information for offenses occurring on campus, as required by state criminal history record retention laws, are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report.

Responding to Crimes Involving Bias

PennWest Edinboro supports and encourages programs that benefit all people and that seek to eradicate discrimination and injustice. The University Police Department as well as the Office of Social Equity investigates any incident involving bias against any individual or group due to national origin, actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, and/or disability. Incidents of this nature are responded to immediately and are recorded by the University Police in addition to other incident types.

Employees or Students with Criminal Records

Before an offer of employment is extended, the accuracy of the information given to the University by the candidate regarding previous employment, education attainment, and other information, including any criminal history, is verified. Criminal history verification will be conducted by the Human Resources Office. The University keeps this information in the strictest confidence. Conviction of a criminal offense does not bar one from employment in all cases. Each case is considered individually on its merits. State System Board of Governors policy and Commonwealth of Pennsylvania law pertaining to the protection of minors on campus requires criminal background checks at the state and federal level, including fingerprinting. If the University administration discovers that a current employee has been convicted of a criminal offense, the University reserves the right to review the conviction in relation to the employee's current position and, if warranted, take action to either reassign or dismiss the employee.

A student with a criminal record will not, in all cases, be barred from admission to the University. When an applicant indicates that they have a criminal record, the application is reviewed by the Criminal Offense Review Committee and a case-by-case decision is made. Students who are convicted of a criminal offense after admission are subject to the University's judicial process. If the University finds the student responsible, penalties can range from probation to expulsion, depending on the severity of the offense and whether the student has prior offenses.

The PennWest Edinboro University Protection of Minors policy is available online at: www.edinboro.edu/resources/documents/offices-services/D053_university_protection_of_minors_policy_handbook.pdf

Campus Security Authorities

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, colleges and universities must annually compile and publish crime, fire, and security information about their campuses. Under this law Campus Security Authorities (CSAs) are mandated to report crimes brought to their attention for inclusion in PennWest Edinboro Annual Security and Fire Safety Report, and for the purpose of issuing Timely Warning Notices if deemed necessary. At the beginning of the fall and spring semesters the police department identifies all personnel with a “significant responsibility for student and campus activities” and maintains a list of CSAs. CSAs are reminded of their reporting obligations and the procedure for filing a report. If you or someone you know wishes to report a crime, you may contact any of the following Campus Security Authorities (CSAs):

- Sworn police in the University Police Department
- Director of Student Engagement
- Director of Athletics
- Team Coaches
- Faculty and Staff Advisors to student groups
- Director of Residence Life and Student Conduct
- Community Assistants and Residence Hall Coordinators
- Social Equity Director/Title IX Coordinator
- Director of Campus Life and Leadership Development
- Members of the Emergency Response Team, which includes the President, Provost, Vice President of Finance and Administration, Vice President for University Advancement, VP of Communications, Director of Safety and Risk Management, and the Chief of Police.

Notification of Missing Students

Students, employees or other persons who believe or have knowledge that a student who resides in on-campus housing is missing must immediately notify the PennWest Edinboro Police Department at 814-732-2911. Once information is provided, University Police will generate a missing person report and initiate an investigation. Should University Police determine that the student is missing, PennWest Edinboro will notify the student’s Missing Person contact within 24 hours. The police department will conduct a timely investigation in accordance with departmental policy regarding missing person investigations. The police investigation will follow specific steps that are outlined by Pennsylvania Title 18 Section 2908(a) Missing Children and 42 U.S.C. 5779(a) Section 3701(a) Suzanne’s Law.

For students who are under the age of 18 and not emancipated, the University must notify a custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying any additional contact person designated by the student.

Missing Student Emergency Contact

PennWest Edinboro provides all resident students the option to register a contact person(s) who can be notified by the University should the student be reported missing. The University strongly encourages all resident students to identify a “Missing Person” contact, which is in addition to any general emergency contact information already provided. This “Missing Person” contact(s) should be registered with the Office

of Residence Life and Housing. The “Missing Person” contact information will be kept confidential and will be accessible only to authorized campus and law enforcement officials in the furtherance of the missing person investigation. If multiple contacts are requested by the student, then all contacts will be notified even if the first contact reports the student is not missing. This notification process will continue until the student in question is in direct contact with the University and confirms he or she is safe. These notifications, including those that are unsuccessful, will be documented by the official making the contacts.

As part of the investigation, University Police will promptly notify the parent or guardian of any missing person who is under the age of 18 years old who has not been emancipated. This notification will occur no later than 24 hours following the determination that the student is missing. If the missing person is emancipated or over the age of 18 years old, the department will notify the contact provided and not the parent or guardian unless that person has been designated as the “Missing Person” contact.

Once the determination has been made that a student living on campus is missing, the police department will notify the local law enforcement agency within 24 hours, unless the local law enforcement agency made the determination that the student is missing.

Emergency Response and Campus Evacuation Procedures

The University’s Emergency Response Team (ERT) is responsible for the mitigation, preparation, response, and recovery for emergencies on campus. The ERT has developed an Emergency Operations Plan (EOP) that includes plans for hazard specific incidents, crisis communications, and business continuity. These plans are exercised annually through tabletop exercises, functional exercises, full-scale exercises, or during the quarterly tests of the EU Shield emergency notification system.

PennWest Edinboro police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the University police officers. They may respond and work together with members of the Edinboro Police and Edinboro Fire Department to manage the incident. Depending on the nature of the incident, other local, state or federal agencies could also be involved in responding to the incident.

The University advises the campus community of its emergency procedures prior to the quarterly testing of the EU Shield Emergency Notification System. It is also shared with the campus community on an annual basis as part of the institution’s *Clery Act* compliance efforts. New employees are also trained on the emergency procedures during new employee orientation and students are educated by the Community Assistants during their mandatory floor meetings.

The University’s general evacuation procedures can be found in the “Emergency Procedures” section, on the EU Shield Safety App, online at <http://ready.edinboro.edu> under “Emergency Procedures,” and in the “Fire Safety Report” of this document. The University’s official emergency procedures are located at <http://ready.edinboro.edu> under “Emergency Procedures.” All buildings are equipped with specific Building Emergency Procedures. These provide specific information pertaining to the building (i.e. evacuation assembly locations, shelter-in-place locations).

All members of the University community are notified on an annual basis (via this publication) that they are required to notify the University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health

and safety of students and/or employees on campus. The PennWest Edinboro Police Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, PennWest Edinboro Police have a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community, or the appropriate segment(s) of the community that may be affected by the situation.

The PennWest Edinboro Police Department encourages all campus faculty, staff, students and guests to act responsibly and to report criminal activity in a timely manner to ensure a safe campus environment for everyone.

Procedure to Report Criminal Activity or Other Emergencies Occurring On Campus

The campus community can report criminal activity, fires, or medical emergencies on campus by calling the PennWest Edinboro Police Department at 814-732-2911, campus extension 2911, or 911; in person at the Police Department located at 911 Scotland Road (at the corner of Scotland Road and Route 6N); or by using one of the many emergency phones located around campus. University Police also monitor an Anonymous Tip Line to which reports can be made by calling 814-732-1847, by utilizing the EU Shield safety app, or via web at the following link: www.edinboro.edu/offices-services/police/anonymous-tip.php. Even if victims of crimes do not wish to pursue criminal or judicial charges, they are still encouraged to contact Student Affairs to file a confidential report. The Police Department strongly encourages members of the University community to promptly and accurately report all criminal incidents, including when the victim elects not to, or is unable to, make such a report. Doing so helps the department determine whether crime patterns are present, to better protect the campus community from future criminal acts, as well as accurately report crime statistics.

PennWest Edinboro also has established an Emergency Response Team (ERT) to assist in addressing situations where students, faculty, staff, or others are displaying disruptive or threatening behaviors that potentially endanger their own or others' health and safety. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the University. In cases where a person may pose an immediate risk of violence to self or others, the Police Department should be contacted immediately at 814-732-2911.

The Police Department maintains a 24-hour operations dispatch center to answer all calls for assistance. Upon receiving a request for assistance, an officer and any other appropriate personnel will immediately be dispatched to the location. In cases involving criminal activity, University police officer(s) will respond and conduct an investigation. Information regarding all arrests of students made by University police for criminal violations on campus is forwarded to the Office of Student Conduct. Arrests of University students by municipal, state, or federal police agencies that are brought to the attention of the Police Department are also forwarded to the Office of Student Conduct. All students are held accountable for their behavior on and off campus property.

Firearms/Weapons Policy

University police officers are authorized to carry firearms and are certified in their use on an annual basis. University police officers also carry pepper spray, TASERs, and expandable batons, which must be used in accordance with all federal and state laws and university policies. Sworn and certified municipal, state and federal law enforcement officials with proper identification may carry weapons on campus.

The possession or carrying of any weapon by any other person is prohibited in University academic buildings, administrative buildings, student residence buildings, athletic buildings, dining facilities or while attending sporting, entertainment, recreational or educational events on the University's property or sponsored by the University. Violators will be directed to remove the weapon immediately from University property. Failure to comply with such directive may result in further disciplinary action for students and/or employees, or removal from campus grounds for visitors.

Alcohol and Illegal Drugs Policy

PennWest Edinboro is committed to providing a healthy working and learning environment, consistent with PASSHE Policy 1989-02: Drug-Free Workplace; and the maintenance of a campus free from unlawful drug and alcohol-related activity. PennWest Edinboro certifies its compliance with The Drug-Free Workplace Act (41 USCA 701), The Drug-Free Schools and Communities Act of 1989 (P.C.101.226) and their implementing criteria: The Drug and Alcohol Abuse Prevention Regulations (34 CFR 86).

The University complies with federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and other controlled substances. University students who use, sell, exchange, consume, or possess alcoholic beverages, illegal drugs, or drug paraphernalia on University property or at University functions will be dealt with in accordance with the Commonwealth, federal, and local laws, as well as the University's Student Code of Conduct. Students 21 years or older may only have alcohol in designated areas in University housing, in accordance with the Residence Hall Handbook.

Non-students who violate the University's policies and whose actions are not in compliance with the orderly operation of the University may be prosecuted in accordance with Commonwealth, federal, and local laws. Non-students involved in on-campus violations of these policies may be banned from University property. The University police has primary responsibility for the enforcement of Commonwealth underage drinking laws as well as the enforcement of federal and Commonwealth drug laws.

Alcohol and/or Alcohol Containers

Any violation of the University's alcohol policy, as set forth in the Student Code of Conduct, shall be construed as a violation of this section. Any off-campus violation is a violation of this section when such off-campus use violates local, state, or federal laws. Exceptions to the alcohol violation are noted in the Medical Amnesty Policy. This section shall include, but is not limited to, (a) display of empty alcohol containers in any University facility or residence hall, (b) sale, exchange, use, possession, or consumption of alcoholic beverages on campus over 21 years of age, (c) underage use, possession, or consumption of alcoholic beverages, (d) open containers of alcoholic beverages, (e) public intoxication, and (f) driving under the influence. As it is a violation of this policy to possess alcohol, demonstrating that a student has knowledge of the location of alcohol and/or the intent to exercise control over the alcohol shall constitute possession. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or

expulsion may be imposed on any student found responsible of (g) selling and/or furnishing alcohol to minors.

Drugs and/or Drug Paraphernalia

Students who exhibit drug use or abuse or any other violation of the University’s drug policy, as set forth in the Student Code of Conduct, shall be considered in violation of this section. This includes, but is not limited to, (a) possession or use of any illegal or controlled substance, drug, and/or (b) possession of drug paraphernalia, (c) possession of a significant quantity, distribution, or sale of drugs, and/or (d) driving under the influence. Any off-campus violation is a violation of this section when such off-campus use or possession

is in violation of local, state, or federal laws. Demonstrating that a student has knowledge of the location of any illegal or controlled substance, drug or drug paraphernalia, and/or the intent to exercise control over such items shall constitute possession. Use of legal or prescribed substances (e.g. inhalants) in a fashion designed to alter one’s mental or physical state will be considered reckless behavior.

Drug and Alcohol Violation Criminal Penalties

PennWest Edinboro students need to be aware of local, state, and federal laws as violations may have long-term effects on their lives. Anyone in possession of illegal drugs or paraphernalia can be charged under PA Title 18 (Crimes Code), depending on the illegal substance found. Penalties for a first offense upon conviction can include fines of no less than \$500 and possible imprisonment up to 15 years.

Anyone who purchases, consumes, possesses or transports alcoholic beverages while being under the age of 21 may be charged under PA Title 18 (Crimes Code) with a summary offense. Penalties upon conviction of a first offense may include fines up to \$300 and the suspension of driving privileges for 90 days. Anyone found to be furnishing alcohol to minors can be charged under PA Title 18 (Crimes Code) with a misdemeanor offense. Penalties upon conviction may include fines of no less than \$1,000.

In addition to the above criminal penalties, any student charged with these types of violations will be referred to the Office of Student Conduct for disciplinary action through the University judicial process. Sanctions may include mandatory alcohol/drug education or evaluation and other sanctions ranging from disciplinary probation to suspension or expulsion as well as fines. PennWest Edinboro upholds Pennsylvania laws as well as its own policies and procedures for alcohol and other drug use.

Drug-Free Legislation

In addition to this publication and in accordance with the Drug-Free Schools and Campuses Act and Drug-Free Workplace Act, the University makes available and distributes, on an annual basis, a Student Code of Conduct which contains specific information concerning the use and abuse of alcohol and illegal drugs, and programs available for both on and off campus. The Student Code of Conduct contains a section with information regarding drug use and sale, and information related to alcohol.

Drug and Alcohol Intervention Services

Drug and alcohol prevention and intervention services are available for students through the division of Student Affairs, at Ghering Health and Wellness Center and the Counseling and Psychological Services Center (CAPS), both in McNerney Hall. Student peer educators provide drug and alcohol education in the

residence halls. Programs for employees are available through Human Resources. Counseling professionals, guest speakers, and extensive literature on these subjects are available through these offices. The University also utilizes available county support agencies that offer assistance, including 24-hour hotlines, and the State Employee Assistance Program (SEAP).

Crime Prevention and Security Awareness Programs

The University Police Department is dedicated to the safety of employees and students and offers training in A.L.I.C.E. (Active Shooter) to all student and employees. This training is offered at least once per semester for students and employees to remind them of campus security procedures and practices.

University Police personnel participate in crime prevention and security awareness training programs that are specific to the residence halls, including training of residence life staff. Police personnel are also available, as requested, to residence life staff throughout the year to conduct hall meetings with students concerning security issues.

Employee training sessions are offered throughout the year as part of Human Resources training of new employees, and through specific departmental request. In addition to crime prevention, training sessions for employees include: identification of threatening behaviors, classroom safety, evacuation and shelter-in-place procedures, and reporting crimes and threatening behavior.

University Police, Residence Life & Housing, Ghering Health & Wellness, Office of Social Equity, and Title IX presents training on violence prevention and personal safety, sexual assault awareness and prevention, domestic violence awareness, sexual harassment awareness, and alcohol and other drug awareness and education.

A common theme of all training is to encourage students and employees to be aware of their surroundings and events around them that could impact their safety and the safety of others. The reporting of actual or suspected crimes to the police department is a key point in training.

Safety Escorts

On-campus safety escorts are available 24 hours a day, 7 days a week by contacting University Police at 814-732-2921. The blue light emergency phones, located throughout campus, may be used to request an on-campus safety escort. The EU Shield Safety app can also be utilized to request a safety escort.

Emergency Phones

The Emergency Phones have been installed for safety. Emergency Phones are tested monthly for functionality and repair if required. All students, faculty, staff, and visitors are encouraged to activate the phones if they encounter any situation that makes them feel uncomfortable. Some situations when the Emergency Phones should be activated:

- If a crime is in progress or being witnessed
- If emergency assistance is needed
- If you are being harassed/feeling threatened
- If you are ill or require medical attention
- If you require assistance or directions

University Bus Service

The Erie Metropolitan Transit Authority (EMTA) Edinboro Express offers free transportation to university students and employees. Shuttles operate during fall, spring, and winter semesters when classes are in session. In addition to on-campus services, the shuttle also provides service to the Edinboro Walmart, and Erie’s Millcreek Mall. All students, faculty, and employees may ride the Edinboro Express or any of the other “e” routes for free by showing their University-issued ID card.

Daily Crime Log

The purpose of the Daily Crime Log is to record criminal incidents that are reported to the Police Department. Crimes that occur on campus are included in the Daily Crime Log. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude from the log, in certain circumstances, details contained in reports.

Upon request, the Police Department will provide a copy of the Daily Crime Log for the time period specified by the requestor. It may take two or more business days to provide the request. The crime log will contain all crimes reported to the Police Department regardless of the classification. The listing will include the incident number, offense, general location, Clery location, date and time reported, date and time occurred, and basic disposition of the crime. Daily Crime Logs will withhold any information that will identify victims.

Crime logs are available 24 hours a day at the University Police Department, located at 911 Scotland Road.

Emergency Notifications

The University’s Emergency Notification System protocols cover official mass communication methods to ensure effective and efficient communication and provide accurate and timely information to the campus community and general public for emergency notifications and timely warnings, weather-related events, and important time-sensitive announcements. The campus emergency notifications systems are tested three times annually.

When the University Police, possibly in conjunction with campus administrators, local first responders, and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the University community, the University Police may collaborate with representatives of ERT, without delay and taking into account the safety of the community, and determine the content of the message, and will use some or all of the systems described to communicate the threat to the University community; unless issuing a notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notifications may be issued by some or all of the following methods of communication: emergency text messaging, email blasts, and external emergency notification broadcasts.

PennWest Edinboro offers a text messaging subscription service for all faculty, staff, and students to receive notification of major emergencies and timely warnings and strongly encourages subscribing to this important service. There is no cost to register. Subscribers will receive text messages on any device that accepts text messaging (SMS). In addition, there is an option to have messages sent to a personal email address. The University offers this service to notify the campus of emergencies and/or timely warnings.

The University will issue an “all clear” message to convey the University’s return to normal operations to all faculty, staff, and students via University assigned email accounts, the University homepage, and text message to the emergency alert subscribers. The local news media may be utilized to disseminate emergency information to members of the larger community, parents and other interested parties. The larger community can also access emergency information via the University’s homepage.

Initial emergency communications will be sent immediately and will convey only the most critical information. Details, excluding victim identity, may be sent later, and will be carried on the University’s homepage, which will be updated as circumstances dictate.

Timely Warning Notices

Timely warnings will be issued for any Clery Act crime that is reported to a Campus Security Authority (CSA) or local police agencies and is considered by the university to represent a serious or continuing threat to students and employees and occurs on or within the University’s Clery geography. The Clery geography is defined as the core campus, public property that is within or immediately adjacent to the campus, and in Clery defined non-campus properties.

Timey Warning notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

In the event a crime is reported to have occurred within the University’s geography, that in the judgement of the Chief of Police, or designee, constitutes a serious or continuing threat to the community, a campus-wide Timely Warning Notice will be issued to the campus community using some or all of the methods sent through the University’s Emergency Notification System (text message or email).

PennWest Edinboro offers the Emergency Notification System for all faculty, staff, and students to receive notification of major emergencies and timely warnings and strongly encourages subscribing to this important service.

Timely Warning Notices may also be posted for other crime classifications and locations, even though this is not required by the law. Timely Warning Notices are typically written and distributed by the Communications Department with information provided by the Chief of Police.

Safety Warning Notices

The University may send a Safety Warning Notice to the campus community via email notifying the campus community of issues that could cause a security concern. These are separate from Emergency Notification and Timely Warning notices and are generally meant for awareness measures. Frequently these may be computer scam warnings if it is determined that numerous members of the campus community have been targeted. Safety warnings do not fit into the same criteria as timely warnings and may require multiple incidents over a period of time before it rises to the level of a safety warning being sent. While the goal is to inform the public of any situation they need to be aware of to increase safety, sometimes a pattern may need to be identified before a safety warning is justified.

Any person with information about a crime or other situation that may warrant a safety warning should report it immediately to the University police department at 814-732-2911 or 2911 from a campus phone, or in person at the police department, 911 Scotland Road.

Testing of the Emergency Notification System

Each quarter, in conjunction with Erie County Dept. of Public Safety quarterly storm siren test, PennWest Edinboro tests the Emergency Notification System. The Emergency Notification System is designed to provide time-sensitive information to university students, faculty, and staff in the event of life-threatening events. The system will also be used to let participants know if the campus will be closed for any reason, or if classes are delayed or cancelled. Students are automatically enrolled into the emergency notification system to receive emergency text messages and emails. It is strongly recommended that all employees register. This service is completely voluntary, and you may opt out at any time. The Emergency Notification System has a voice service available so that alerts can be received as speech messages.

Emergency Response and Evacuation Procedures

Evacuation plans are posted on every floor in all academic buildings and residence halls. The campus community is encouraged to become familiar with these plans in the event of an emergency evacuation. The evacuation notification may be mechanical (fire alarm system) or verbal (police or emergency personnel). Upon notification, proceed to the nearest stairwell to exit the building (do not use elevators). Once outside the structure, move away from the entrance to allow emergency personnel to gain access. University police will instruct you where to go if necessary (alternate facility; re-entry). Never re-enter a structure without approval from emergency services personnel (University police; fire services).

In the event of an outside danger or hazard (weather, hazmat, human threat), building occupants may be instructed to shelter in place. The University police will provide notification to the affected building(s) and provide instruction of what measures to take (move to a lower level; lock door and stay in classroom/office).

Fire/evacuation drills are conducted four (4) times per school year (two (2) per semester) in each residence hall and annually in all academic and administrative buildings. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Residence Life staff members are trained in evacuation procedures and act as an ongoing resource for the students living in residential facilities. The Police Department and the Department of Safety and Risk Management coordinate efforts to conduct numerous announced and unannounced drills and exercises each year. Follow-through activities designed for assessment and evaluation of emergency plans and capabilities are also completed.

Evacuation Procedures for Persons with Disabilities

Persons with special needs should become familiar with the building evacuation plans. Procedures for academic buildings require the individual to go to the nearest stairwell and wait for assistance (faculty should stay with student until relieved by emergency personnel). If you have a cellphone, call police at 814-732-2911 and give them your location in the building. Residence hall procedures are similar. Go to the nearest designated stairwell and wait for assistance from the residence life staff. If you have a cellphone, call 814-732-2911 and give them your location in the building. If you are not able to go to the stairwell, call police from your room and give them your location. Wait until help arrives (residence staff or police) to assist you with exiting the building.

Security Considerations in the Maintenance of Campus Facilities

University facilities and lighting on campus are maintained to minimize hazardous conditions. Security surveys are conducted of University buildings and facilities, and include considerations of landscaping, locks, alarms, lighting, and communications. Malfunctioning lights and other unsafe conditions are reported to the Facilities Department for repair or correction. Additionally, University Police conduct monthly testing of all emergency phones on campus. If any issues are discovered with the camera or emergency phones, the appropriate individuals are contacted to have the items repaired, replaced, or removed if needed.

Security of and Access to Campus Facilities

Most University facilities are open to the public during normal business hours including evening hours. All individuals accessing University facilities must adhere to all federal and state laws, as well as all University policies. All administrative and academic buildings are opened at approved times and secured upon the completion of their scheduled use. Prior to scheduling any extracurricular event, the University must approve the use of the facility. When administrative and academic buildings are secure, access is restricted to authorized individuals through the use of card access or written authorization from the building director.

Residence hall access is restricted 24 hours/day and accessible via a card access system. Residents are provided access to the hall they live in via their access card. Guests are given access to the building by the resident they are visiting, and the resident is responsible for the guest while the guest is in the building.

Security and Access to Residential Facilities

The Highlands main entrances are secured 24 hours a day and are equipped with card readers that residents use to gain access to the building. In addition, all wing doors are equipped with card readers so that only residents of a specific residence hall may gain access to the wings of that residence hall. All other entrances are alarmed and set for delayed egress, which will deny the ability to exit the building for 15 seconds while an alarm sounds, unless the fire alarm has released the doors. Lawrence Towers residential access is secured 24 hours a day and is equipped with a card reader that residents use to gain access to the building. Additionally, Towers A hallway entrance is equipped with a card reader so that residents can gain access to their residential area.

Resident room doors in the residence halls are equipped with a standard lock and key system or card key system. All resident rooms are also equipped with a one-way peephole for identification purposes prior to admission. The windows are equipped with screens and lock in place.

Staffing in On-Campus Housing

Each active hall has at least one Graduate Hall Director (GHD) or Assistant Director (AD) who oversees all operational aspects of that hall. The two full-time live-in Assistant Directors also oversee the entirety of the residence halls. There are also four student Community Assistants assigned per Highlands residence hall and two student Community Assistants assigned to Towers, our traditional hall. The entire Residence Life staff receives training on security procedures and policies, crisis intervention, confrontation, sexual misconduct (Title IX), CSA training, alcohol and drug abuse, and emergency situation response.

Types of On-Campus Housing

University-owned, on-campus housing consists of one traditional-style residence hall and eight suite-style residence halls. The traditional-style hall offers single and double occupancy rooms. The Highlands offer luxury studios, semi-suites, and suite apartments with private baths. All of the residence halls house both male and female students.

Policies for Assignment and On-Campus Housing Changes

Housing assignments are initially made for an entire academic year. Returning students apply for University-owned housing during the first half of the spring semester, or the summer months. First-year and transfer students are accepted as either “resident” or “commuter” students through the Office of Admissions. Those who plan to live on campus must complete and return a housing contract and housing deposit. Students who return the contract and deposit will have the opportunity to participate in selecting their own room and identifying/selecting their own roommates whenever possible.

The housing application includes a section for students to indicate their personal preference regarding quiet hours and smoking (although all University housing facilities are smoke-free). Room changes can be made during a specific window of time, usually after the first two weeks of the semester, and at other times when extenuating circumstances arise.



Guest/Visitation Policy

Students are permitted to host guests in their residence hall rooms. Every guest is subject to University rules and regulations, and guests are the responsibility of the resident host. The University reserves the right to deny access to any person who presents a threat to the peace, safety, and welfare of other residents.

Overnight guests are permitted to visit and stay in university-owned housing for defined periods of time, but the rights of the roommate take precedence in issues involving a guest. Patterns of visitation, which interfere with the rights, privileges, or privacy of any resident student, will not be tolerated and may subject the host to University judicial action.

Housing While the University Is On Recess

During vacations and other low-occupancy periods, most residence halls are vacated by residents and are locked and secured. During these periods, entrance to the occupied residence halls, designated by the Director of Residence Life and Housing, is restricted via card access system to only those students approved to stay on campus. No trespassing notices will be posted in each residence hall that is not in use. Police officers patrol the identified residence hall during these low-occupancy periods.

Notice of Non-Discrimination and Sexual Harassment

It is the policy of PennWest Edinboro to prohibit discrimination against individuals or groups because of race, sex/gender, color, age, religion, national origin, disability, organizational affiliation, sexual orientation/gender stereotype, marital status, veteran status, or any other protected class status as defined by applicable law.

PennWest Edinboro seeks to create and maintain a safe environment in which all members of the University community can learn and work free from the fear of sexual harassment, sexual assault, and other forms of violence. PennWest Edinboro prohibits all forms of sexual assault, sexual harassment, dating violence, domestic violence, stalking, and other associated crimes.

Prohibited sex discrimination covers sexual harassment, including sexual violence. Sexual harassment is conduct that is sexual in nature and is sufficiently severe, persistent, or pervasive that it adversely affects a person’s ability to participate in or benefit from the University’s activities or educational programs or creates a hostile or abusive educational environment. Sexual violence is a form of sexual harassment prohibited by Title IX, which includes conduct that is criminal in nature. Acts may include rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating violence, domestic violence and sexually motivated stalking.

PennWest Edinboro Policy on Sex Discrimination and Sexual Misconduct prohibits many forms of unwelcome conduct, and any such behavior may violate law and University policy. The University will respond promptly and effectively to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking and will take appropriate actions to prevent, to correct, and when necessary, to discipline behaviors that violate these policies.

For a complete copy of the policy governing student and employee sexual misconduct, visit:

[www.edinboro.edu/ resources/documents/offices-services/q004_university_sex_discrimination_and_sexual_misconduct_policy_handbook.pdf#search=sexual%20misconduct%20policy](http://www.edinboro.edu/resources/documents/offices-services/q004_university_sex_discrimination_and_sexual_misconduct_policy_handbook.pdf#search=sexual%20misconduct%20policy)

Inquiries concerning the application of Title IX may be referred to PennWest Edinboro’s Title IX Coordinator or to the Department of Educations of Civil Rights:

Andrew Matt, JD, Title IX Coordinator & Investigator
 Reeder Hall Room 213
 219 Meadville St.
 Edinboro, PA 16444
amatt@edinboro.edu
 814-732-1564

Office for Civil Rights, Department of Education
 40 Maryland Ave. SW
 Washington, D.C. 20202-1100
ocr@ed.gov
 202-245-6700 or 1-800-421-3481;
 TTY: 1-800-877-8339
<http://www.ed.gov/ocr>

Policies and Programs to Educate and Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

www.edinboro.edu/offices-services/student-conduct/index.php Department of Education and the Commonwealth of Pennsylvania provide the following terms and definitions:

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship shall be determined based upon a consideration of these factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with the reporting party as a spouse or intimate partner, by a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth reporting party who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual Assault: The imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to: caressing, fondling or touching a person's genitalia, buttocks or breasts. It shall also be considered sexual assault when the reporting party is compelled to caress, fondle or touch the assailant's genitalia, buttocks, or breasts.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

Consent: Consent is an informed decision made freely and actively by all parties. Conduct will be considered "without consent" if no clear consent, verbal or nonverbal. Since sexual misconduct is defined as sexual activity that is undertaken without consent, each participant must obtain and give consent to each sexual act. Persons with mental disabilities cannot give consent to sexual activity if they cannot understand the fact, nature, or extent of the sexual situation in which they find themselves. The mental disability of the survivor must be known, or reasonably knowable, to the non-disabled sexual partner in order to constitute a violation.

Various departments on campus present educational programs to prevent rape, sexual assault, and other types of relationship violence, as well as how to respond to these types of incidents. PennWest Edinboro Health and Wellness Center, the Office of Residence Life and Housing, Student Affairs, and the PennWest Edinboro Police Department are directly involved in conducting seminars, distributing literature and producing programming throughout the campus. Information regarding prevention and community response to sexual violence is presented during new student orientation and during common hour. Current employees and students are required to participate in training through the Social Equity Office on the University's Social Equity policies, which includes a more in-depth discussion of sex discrimination and sexual misconduct. Programs are offered to current students on sexual violence awareness and prevention. In addition to campus programs, periodically the Pennsylvania State System of Higher Education (PASSHE) provides additional Title IX workshops for Title IX Coordinators and other individuals with Title IX responsibilities. These workshops provide updates and clarifications on each system university's Title IX responsibilities.

Available Programs:

Alcohol Awareness & Education Program promotes safe and healthy decisions and behaviors regarding alcohol use, risks, legal and judicial consequences. Wellness Peer Educators receive training on date rape and sexual assault, intimate partner abuse (physical, emotional, and psychological), and unhealthy romantic relationships and relationship abuse. Interactive programs presented by Wellness Peer Educators are presented to students in residence halls that include Alcohol Awareness Table Events, Toxic Love speaker events, and Condom Bingo.

Bystander Intervention Program defines bystander intervention and variables that impede bystander intervention. Step-by-step intervention strategies are covered. In addition, building specific skills to recognize behaviors that are unhealthy or problematic and assess the danger in a situation is addressed.

Counseling Upon request, counseling is available to any employee or student who believes that she or he has been subjected to any form of sexual harassment, including sexual violence. Current University students may contact Counseling and Psychological Services or Student Health Services, located in the Ghering Health and Wellness center. Current University employees may obtain counseling services through the State Employees Assistance Program (SEAP).

RAD (Rape Aggression Defense) is a nationally accredited 12-hour program designed to enhance assertiveness, foster personal safety, and provide self-defense education/instruction for women. Physical confrontation simulations are given during the final certification session. Upon Request

S.A.F.E. (Self-Defense Awareness & Familiarization Exchange) is an educational awareness and crime prevention program that encompasses strategies, techniques, options, and prevention (STOP) for teens and adult women to reduce the risk of exposure to violence and introduce the physical aspects of self-defense. It provides women with public safety and awareness information to incorporate into their everyday lives. Upon Request

Sex Discrimination & Sexual Misconduct provides information on sexual harassment and other forms of sexual misconduct with emphasis on Title IX (students) and Title VII (employees). *Clergy Act* reporting is covered, as well as prevention and reporting. Annually

Reporting Options for Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

FILING A REPORT WITH UNIVERSITY POLICE 814-732-2911

If the victim of sexual assault, dating violence, domestic violence, or stalking elects to contact the University Police to file a report, an officer will work with the reporting person to gather information and collect evidence, and will explain the process of pursuing a prosecution of the offender. The reporting person always retains the right to decide whether or not to participate in any criminal prosecution. The officer will ensure that the reporting person gets the counseling and other assistance they need.

CONTACTING ANOTHER LAW ENFORCEMENT AGENCY 9-1-1

Victims may also contact local law enforcement agencies to report a sexual assault, dating violence, domestic violence, stalking or other crime which occurred off University property. Members of the University Police and other University officials will assist the victim in notifying the appropriate agency in the applicable jurisdiction if requested.

FILING AN INTERNAL COMPLAINT WITHIN THE UNIVERSITY

If you have been sexually assaulted, a victim of domestic violence, dating violence, or stalking, you have several options to address your situation. You may simply wish to speak with a counselor or member of the Student Affairs staff privately. To file a formal written complaint, you should go to:

www.edinboro.edu/offices-services/student-conduct/student-complaints.php and submit an incident report, or contact the Dean of Students Office at 814-732-2920 directly.

FILING AN ANONYMOUS COMPLAINT/ DECLINING TO FILE A COMPLAINT

Victims of sexual assault, domestic violence, dating violence, or stalking may choose to speak to a professional counselor, on-campus healthcare provider, or other off-campus resources listed in the Sexual Misconduct Policy. Any victim may also choose to decline any reporting or services offered.

Any victim of a dating violence, domestic violence, sexual assault, or stalking may have another person accompany him/her through the process of filing a report. The Dean of Students Office will advise the victim on the student conduct process. The Office of Social Equity/ Title IX Coordinator 814-732-1564, will offer guidance concerning allegations of sexual harassment.

Staff members from the Student Affairs Office, Office of Student Conduct, the Title IX Office, and the University Police review reported incidents involving students both on and off campus who are reporting parties of sexual violence to address specific issues and ensure that the reporting party of these incidents are receiving assistance and support.

Reporting parties of rape, sexual assault, and other types of relationship violence are encouraged to report the incident as soon as they are able to the University Police or the police department of jurisdiction. Timely reports are crucial to evidence collection and preservation. If reporting parties are unsure whom to contact, the police department will aid them in determining what agency would be responsible for the investigation in addition to providing information for their physical and psychological well-being.

Reporting parties of sexual assault should take every precaution to preserve all evidence of the assault by not tampering with any items at the scene, not changing clothing, and not washing any area of their body. Upon receiving a report of a sex-related crime, a police officer(s) will investigate the incident and assist the reporting party in obtaining support from the University and county agencies that may be appropriate.

Procedures the University Police Department would follow in investigating any reported sexual misconduct include:

- Assisting the reporting party with obtaining immediate medical attention if needed.
- Interviewing the reporting party.
- Assisting the reporting party in contacting the appropriate law enforcement agency if the University Police Department is not the department of jurisdiction.
- Collecting any available evidence.
- Contacting the Ghering Health Center or other appropriate organization to provide immediate support for the reporting party.
- Providing the reporting party with information on support systems/resources available for assistance in dealing with the incident.
- Contacting the Student Affairs on-call for accommodation of interim measures concerning academic and living situations as well as employment and transportation issues if needed.
- Conducting a thorough investigation into the incident.
- Remaining in contact with the reporting party to assure their safety and keeping them apprised of investigative findings.
- Making an arrest if/when appropriate.
- Providing the reporting party with support when/if needed to testify.
- Providing the reporting party with notice of final resolution of the incident.
- Providing any information or support that may be needed by the reporting party.

Reporting Party's Rights and Options for Incidents of Dating Violence, Domestic Violence, Sexual Assault and Stalking

It is extremely important to preserve any evidence of the incident. This evidence will be necessary to prove the criminal domestic violence, dating violence, sexual assault, or stalking or to obtain a protection order.

Report these offenses to the University Police Department or the local police department having jurisdiction where the offense occurred. The reporting party has the option to:

- Notify proper law enforcement authorities, including on-campus and local police.
- Be assisted by campus authorities in notifying law enforcement authorities if she/he chooses.
- Decline to notify such authorities.

The reporting party has the right to seek, where applicable, an order of protection, no-contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court.

Resources available to reporting parties of domestic violence, dating violence, intimate partner abuse, sexual assault, or stalking include services for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services both on campus and in the community. A list of these resources is provided to all reporting parties.

Reporting parties of sexual violence may have a forensic examination completed to obtain evidence, even if they do not choose to report the incident to law enforcement. Reporting parties can go directly to the following hospitals where a sensitive and highly trained SANE (Sexual Assault Nurse Examiner) nurse will conduct a forensic exam:

- UPMC Hamot Hospital, 201 State St., Erie, PA 16550; 814-877-6000
- St. Vincent's Hospital, 232 W. 25th St., Erie, PA 16544; 814-452-5359

Reporting parties who request to change academic, living, transportation, or employment situations or request protective measures will receive assistance and written notification of their options in those areas, if such accommodations are reasonably available, regardless of whether or not they report the crime to campus police or local law enforcement.

Additionally, personally identifiable information about the reporting party will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. For example, publicly available recordkeeping for Clery Act reporting and disclosures will be made without inclusion of identifying information about the reporting party, as defined in 42 U.S.C. 1395 (a)(20). Further, the institution will maintain as confidential any accommodations or protective measures provided to the reporting party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University will make every effort to accommodate reporting party requests that can be accomplished reasonably. Every effort also will be made to accommodate interim measures concerning employment and transportation issues. Such requests should be directed to the Dean of Students Office. Reasonable measures will be taken to avoid victim/suspect contact until final disposition and due process take place. Violators of sexual assault statutes can be prosecuted criminally, and also are subject to University judicial proceedings where both the reporting party and the suspect have equal rights to have others present. Both the reporting party and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may impose a sanction for violations of this nature, including probation, loss of on-campus

housing, or suspension or expulsion from the University. A preponderance of evidence is required in a judicial hearing.

Institutional Disciplinary Proceeding for Sexual Violence

- Upon notification of an alleged sexual misconduct violation, the Title IX Coordinator (or designee) will initiate an administrative fact-finding process. A report of the investigation will be submitted to the Title IX Coordinator (or designee) for review. Included in the report will be a summary of the allegation and a list of the Student Code of Conduct violations, along with complainant, respondent, and witness answers to questions posed during the fact-finding/investigation. When available, complainant and respondent statements regarding the facts of the incident also may be submitted for review. Based on this review, the Title IX Coordinator will determine if the nature and circumstances of the complainant meet the definition of any of the grievances included in Title IX policy.
- As per the determination of the Title IX Coordinator, a formal hearing will be scheduled with the Office of Student Conduct for cases that meet the definition of a Title IX violation. The Office of Student Conduct will contact both the complainant and the respondent to arrange a pre-hearing conference prior to the formal hearing with the conduct board. This is a requirement. This conference will provide each party with information and address any questions or concerns about preparing for the formal hearing. Students are advised of their right to have representation at this and all stages of the Title IX process.
- The conduct board is required to consider suspending or expelling any student found responsible for sexual misconduct; however, the board may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the conduct board may consider any record of past violations of the Student Code of Conduct, as well as the nature and severity of such past violation(s). The conduct board also will consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the university community. The sanction imposed will be explained or supported in the written decision of the conduct board.
- Both the complainant and the respondent will be informed of their right to have their complaint investigated by a team and heard by a panel of University representatives who have received annual training on Title IX investigations and adjudications.
- In the pre-hearing process, both the complainant and the respondent will be informed that they will be notified of the outcome (responsible/not responsible) and the sanction of the conduct board at the same time. The sanction letter shall inform both parties that either one may appeal the outcome and/or sanction according to the University’s appeal policy, if they so choose. If an appeal is submitted, the other party will be notified. The outcome of the appeal also will be shared with both parties involved at the same time.

Complainant (Victim) Bill of Rights

- At the complainant’s option, the right to have allegations investigated and adjudicated by the Office of Student Conduct, which may include investigation and adjudication of an allegation of sexual violence.
- The same right as the respondent to have an advisor, as a support person, present at any University disciplinary proceeding or any related meeting or proceeding. The advisor may be a friend, student, faculty, staff, administrator, family member, or attorney. The advisor may consult and interact privately with the complainant, but does not speak for the complainant.

- The right to have only those questions relevant to the charges asked during the disciplinary investigation and hearing. The chairperson may exclude statements and questions concerning the prior sexual history of any party if deemed irrelevant.
- The right to provide a complainant's impact statement verbally or in writing to the chairperson.
- The right to be present and hear all testimony and evidence related to the disciplinary charges.
- The right to be notified of the following simultaneously with the respondent:
 - the outcome of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 - the University's procedures for the complainant to appeal the results of the disciplinary proceedings which shall be the same as those of the respondent. The complainant may also submit a statement to be considered in any appeal;
 - any change to the results that occur prior to the time that such results become final;
 - when such results become final; and
 - the right to make a written request to not receive notification of the outcome. However, the complainant may change his/her mind at a later date and request notification.
- The right to choose to refrain from judicial and legal proceedings.
- Complainants are not required to present their own judicial case, as the University serves as the complainant in student conduct matters.
- Formal adjudication, excluding appeals, typically occur within 60 days of the complaint. All time frames expressed in this code are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. In general, an accuser and accused can expect that the formal adjudication will proceed according to the time frames provided in this code. In the event that the formal adjudication exceeds this time frame, the University will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. There are several offices available to assist complainants of crime on campus, including the University Police Department, Ghering Health and Wellness Center, Counseling and Psychological Services, Office of Social Equity, the Office of the Associate Vice President for Student Affairs, and the Office of Student Conduct. Licensed physicians and psychological counselors acting in the scope of their licensure and employed in the Ghering Health and Wellness Center are statutorily barred from reporting incidences of sexual violence and therefore may maintain confidentiality, including the name of the complainant of sexual misconduct. Registered nurses, nurse practitioners, and the secretary in the Ghering Health and Wellness Center acting in their employed capacities must report an incident of sexual violence but may maintain confidentiality of the name of the complainant of sexual violence. All other individuals must report acts of sexual violence to the Title IX Coordinator, unless otherwise excluded by the University President or designee.
- A complainant of sexual violence may be offered and/or request medical amnesty from campus discipline. (See Medical Amnesty.)
- If a complainant indicates that they are refusing to assist in investigation attempts, the adjudication process may stop.

Respondent Bill of Rights

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to University administrators against the respondent student;
- The right to be treated with respect by University officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to appeal the (finding aid) sanction of the conduct body, in accordance with the standards for appeal established by the University;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the respondent student for compelling safety reasons;
- The right to a hearing closed to the public;
- The right to petition that any members of the conduct body be removed on the basis of bias;
- The right to have the University compel the presence of student, and the opportunity to ask questions, directly or indirectly, of witness, and the right to challenge documentary evidence;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have University policies and procedures followed without material deviation;
- The right to have an advisor or advocate accompany and assist in the campus hearing process. This advisor can be anyone, (optional: including an attorney, provided at the respondent student's own cost, but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary);
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a written notice of the outcome and sanction of the hearing;
- The right to a University Conduct Board comprised of representatives of both genders;
- The right to be informed in advance, when possible, or any public release of information regarding the complaint.

PennWest Edinboro will, upon written request, disclose to the victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the perpetrator of such crime or offense. If the victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.

Employee Complaints of Sex Discrimination and Sexual Misconduct

The Employee Conduct process commences when a complaint is received by Office of Social Equity/Title IX Coordinator. Initial complaints may be submitted via email, in writing, by phone, in person, or through information received to the Office of Social Equity/Title IX Coordinator. Each complaint is reviewed upon intake and the accuser is advised of the allegation and procedure steps. Once the notification has been made, the accuser may file a formal complaint, or a formal complaint may be filed based on the statements received by the Office of Social Equity. Once the complaint has been filed, the investigator will review the circumstances of the complaint to determine if the conduct described violates conduct prohibited by PennWest University employees. If the conduct alleged meets the criteria of violating established rules and regulations, the investigator will promptly initiate a fact-finding investigation. Within 14 days the investigator will notify the alleged of the allegation. Within 14 days of having received notification of the complaint, the investigator will meet with the accused and allow them an opportunity to respond to the allegation. A conference with the University President, Director of Human Resources, Title IX Coordinator, and Director of Social Equity will be convened within 30 days to render a decision pursuant to the results of the investigation. The University President will render a decision based on the preponderance of the evidence discovered prior to the conference and based on statements presented during the conference. The accused and accuser would be notified of the decision simultaneously. Possible sanctions include Suspension or Termination.

Assistance for Reporting Parties: Rights and Options

Regardless of whether a reporting party elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist reporting parties of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures reporting parties should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the privacy of reporting parties and other necessary parties;
- A statement that the institution will provide written notification to students and employees about reporting party services within the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

PennWest Edinboro complies with Pennsylvania law in recognizing orders of protection by advising any person who obtains an order of protection from any state within the U.S. to provide a copy to the police department. A complainant may meet with police to develop a safety action plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations or allowing a student to complete assignments from home. Other options may be available for a student on a case-by-case basis as the University determines what other measures must be taken.

The University cannot apply for a legal order of protection/protection from abuse (PFA) from the applicable jurisdiction(s). The reporting party is required to apply directly for these services and can be assisted by the police department if so desired. To obtain a Protection from Abuse (PFA) Order, you must go to The Office

of Protection from Abuse, Erie County Courthouse, Room 225, 140 West 6th Street, Erie, PA 814-451-6324, Monday through Friday at 8:30 a.m. SafeNet (Erie County) is also available to assist with the process and has emergency hotlines available 24 hours a day. To obtain a PFA after hours on a business day, on the weekend, or on a day in which the Erie County Courthouse is closed, the reporting party must go to the on-call District Justice for an Emergency PFA. The reporting party should call his or her local police department to find out who the district justice on-call is. The Emergency PFA is only valid through the close of the next business day.

Frequently Asked Questions Regarding PFAs

What is abuse?

Under the Protection from Abuse Act, abuse is defined as any of the following:

- Attempting to, intentionally or recklessly causing bodily injury, rape, spousal sexual assault or nonconsensual intercourse with or without a deadly weapon
- Placing another, by physical threat, in fear of imminent serious bodily injury
- False imprisonment
- Physically or sexually abusing minor children
- Stalking a person and placing that person in reasonable fear of bodily injury

***The Act does not cover emotional, verbal or mental abuse**

Who can file for protection under the act?

You can file for a protection if the person who has or is trying to harm you is or was your spouse, is or was living with you in a common-law marriage, is the parent of your child, is your child, is your parent, is your sexual intimate partner, is directly related to you by blood. If the abused person is a minor, then a parent, adult household member, or guardian can file on behalf of the child.

Is there a cost for filing a Protection from Abuse Order?

Yes. There are costs that must be eventually paid when you file a Protection from Abuse Order with the court. You will not have to pay any fees at the time of filing. However, at the time of the hearing the court will order either the alleged assailant to pay the costs, you pay the costs, the costs to be split by both parties. If you are successful and the court grants you the protection from abuse order, the costs are usually placed upon the alleged assailant. The court costs must be paid even if you choose to withdraw your petitions and decide not to proceed with the case. If you do not appear at your scheduled hearing, your case will be dismissed and the court will hold you responsible for all costs.

How and where do I file for a Protection from Abuse Order?

If you are represented by counsel in any domestic relations matter (i.e. divorce, custody, support), you should contact your attorney for legal advice. However, if you do not have a lawyer, you must appear in person at The Office of Protection From Abuse, Erie County Courthouse, Room 225, 140 W. 6th St., Erie, PA. There are no attorneys on staff to provide legal advice for you; the PFA Coordinator will assist you in filing the paperwork that is needed. The PFA Coordinator may not give you legal advice.

You must be abused (read definition above) in order to qualify for the PFA. The coordinator will assist you in completing the necessary paperwork and will explain the remedies to you under the PFA Act. You must appear at 8:30 a.m. and allow approximately one to two hours to process. You will then be required to return at approximately 11 a.m. to appear before the judge.

What should I bring with me when I go to file for a Protection from Abuse Order?

Please come prepared with the following information:

- Names (all persons and parties)
- Date of birth (all persons and parties)
- Social Security numbers (all persons and parties, if available)
- Address where the person may be found (including places they frequent)
- Any documentation relating to the case (e.g. medical reports, police reports, photographs)
- Photograph of alleged assailant (if available)
- Vehicle make, model, style, and license plate (if available)
- Number of alleged assailants
- Photograph of alleged injury from the assault

What help is available at night, on weekends, or when the courthouse is closed?

In case of emergency or if you've been assaulted, contact your local police department or 911. If you are in immediate and present danger of abuse, a Petition for Emergency Relief from Abuse may be filed with the on-call district court (police will have that information). If the district justice believes that you are in immediate danger, he/she will grant you an emergency protection from abuse order. This protection order will expire at 4:30 p.m. the following business day. Be sure to contact the Office of Protection from Abuse as soon as possible if you do want to pursue a permanent PFA Order.

How do I receive a temporary protection order after filing a petition for protection from abuse?

After filing a petition for protection from abuse, a judge will review the case to determine if a temporary protection order should or should not be granted. If the Judge is satisfied that your facts justify a temporary PFA Order, that Order will be issued and a date will be set for a final hearing at which you must appear.

How is the alleged assailant notified of the temporary Protection from Abuse Order?

The alleged assailant must be served with notice of the temporary protection order and the hearing date. The sheriff will be given a copy of your petition and the temporary order to serve on the other person. Once the order is served, the alleged assailant can be arrested if there is another assault in violation of the terms of the court order.

How do I get a final Protection from Abuse Order?

At the final hearing scheduled by the temporary order, the other person has the right to be present in court, to be represented by an attorney, to cross-examine you and your witnesses, and to present his or her own witnesses. It is important that you bring with you any witnesses that support your petition.

At the conclusion of the final hearing, the judge will tell you whether a final PFA Order will be entered and its terms. It is very important for you to obtain two copies of the final order, one for yourself and one for you to provide to your local police.

What protection will I receive?

A Protection from Abuse Order may contain the following relief:

- Direct the abuser not to abuse, threaten, harass or stalk you or your minor children (temporary or final order);
- Direct the abuser to stay away from the house or apartment where you live, even if that is also the abuser's home (temporary or final order);
- Direct the abuser to stay away from your school or where you work (temporary or final order);

- Prohibit the abuser from having any guns or gun permits (temporary or final order);
- Award you temporary custody of your children, and depending on the degree of abuse, award visitation or supervised visitation or deny visitation to the abuser (temporary or final order);
- Grant you temporary support for yourself and for the abuser’s children (final order only);
- Direct the abuser to pay you for losses resulting from the abuse. These could include, for example, medical bills, lost wages, relocation expenses, and attorney’s fees (temporary or final order);
- Grant any other relief or terms necessary to bring an end to the abuse. Sometimes this relief will include requiring the abuser to attend a domestic violence program (temporary or final order).

Will my protection order be enforced in another county or state?

Yes. The Pennsylvania State Police maintains a registry of all Protection from Abuse Orders issued throughout the Commonwealth. A court will enforce a valid protection order that is issued in another county and recorded in the Pennsylvania State Police Registry. If you move to another state, take a copy of the order to the police jurisdiction where you reside.

What if the alleged assailant violates the order?

You have immediate protection in an emergency by contacting the local police department and telling them what happened. The police can then arrest the other person for contempt and bring the other person before a Magisterial District Judge, who will set bail. A hearing will be set with a judge at the courthouse.

You must appear at the contempt hearing and bring with you all witnesses. Your failure to appear could result in the contempt action being dismissed. If the other person is put in jail as a result of any actions taken against you, you should contact Victim Witness Services 814-455-9515. That office can then contact you if and when the person is released from jail.

What if I want to change the PFA order?

You must file a petition with the Court to request a modification of the Order. Because the Order is a legal document, only a judge can change the restrictions or terms in the Order; the parties themselves cannot make different arrangements.

Can the final protection order be extended?

There are two reasons for the judge to choose to extend a final order. If you can show that, after the final order, the abuser continued the abuse, or, if the abuser engaged in a pattern that indicates continued risk of harm, the judge may extend the final order. In any case, you must file the petition for an extension before the end of the original order.

The judge may also extend the final protection order if a contempt petition is pending, but the contempt hearing will not occur before the PFA order expires.

What can I do to be safe?

SafeNet and Safe Horizons are the certified domestic violence programs in Erie County that provide a variety of free and confidential services for victims of abuse and their children. The Protection from Abuse Order you will receive today is a “tool” to help you to be safe. In order to combat the pattern of control and abuse you have been experiencing, safety planning, domestic violence education, support, and counseling are crucial elements of this tool that can help you to stay safe. SafeNet (Erie County) 814-455-1774.

How can I find a lawyer?

Lawyers Referral Service
814-459-4411

Northwestern Legal Services
814-452-6949

More information on obtaining a Protection from Abuse Order in the State of Pennsylvania can be found at: <https://eriecountypa.gov/courts/family-court/protection-from-abuse>.

PennWest Edinboro may issue an institutional “No Contact Order” if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, University offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal University investigation of the complaint.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

On- and Off-Campus Services for Reporting Parties

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, PennWest Edinboro will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

Offices that provide assistance to victims of sex crimes

<i>PennWest Edinboro</i>	
University Police Department, 24 hours a day, 7 days a week	814-732-2911
Student Affairs	814-732-2313
Student Health Services	814-732-2743
Counseling & Psychological Services Center	814-732-2252
Residence Life and Housing	814-732-2818
Student Conduct	814-732-2920
Human Resources & Faculty Relations	814-732-2703
Social Equity Office	814-732-2167
Title IX Coordinator	814-732-1564
Campus Ministry	814-732-2601
State Employees Assistance Program (SEAP)	800-692-7459
<i>Off-Campus Local/Regional Resources</i>	
Crisis Services/Safe Harbor Behavioral Health (Including Domestic Violence)	814-456-2014/1-800-300-9558
Edinboro Police	814-734-1712
Safe Journey, Services for Women (24-hour hotline)	814-438-2675
Safe Net 24-hour Hotline	814-454-8161/814-455-1774
Saint Vincent Hospital Emergency	814-452-5359
UPMC Hamot Hospital	814-877-6000
Crime Victim Center of Erie County (24-hour hotline)	814-455-9414/1-800-352-7273
The Trevor Project (24-hour hotline for LGBTQIA youth)	1-866-488-7386
Persad Center	888-873-7723 ext. 218
UPMC Hamot Hospital Emergency	814-877-6139

Helping to Prevent Sexual and Relationship Violence

Bystander Intervention

Bystander intervention is when a person or group of people takes action to interrupt or assist to improve the outcome of the situation.

Steps to Bystander Intervention

- Notice something is wrong/inappropriate
- Consider taking action
- Choose what form of assistance to use and understand how to implement the choice
- Intervene
- Evaluate

Bystander intervention does not have to be time-consuming or complicated. Often a small act can change the course of events. Below are a few examples of effective methods for intervention, but there are many ways to take action to improve a situation:

1. **I Statements** have three parts: (1) State your feelings; (2) Name the behavior; (3) State how you want the person to respond. This focuses on your feelings rather than criticizing the other person.
2. **Silent Stares** are a disapproving look that lets someone know what they are doing is inappropriate. Think of that look you get from your parents when you are breaking a rule.
3. **Humor** reduces the tension of an intervention by using a funny anecdote. Do not undermine what you say with too much humor. Funny doesn't mean unimportant, hurtful, or degrading.
4. **Group Intervention** is when a group of friends, family members, co-workers, or acquaintances work together to address a situation that is either a long-term problem with a person or an immediate situation that has made them uncomfortable.
5. **Distraction** is used simply to snap someone out of a situation by providing an interruption that can give the potential target of the behavior a chance to move away or get help from another friend.

Risk Reduction

Being raped or sexually assaulted is never the victim's fault.

- Lock your door.
- Avoid excessive use of alcohol and drugs. They can interfere with clear thinking.
- Know your limits; plan ahead.
- Walk with people you know and trust.
- Don't be afraid to ask for help before, during, or after an assault.
- Be aware of your surroundings and the people around you.
- Keep campus emergency numbers in your cellphone.
- Always trust your instincts when something doesn't "feel right."
- If a person is drunk, he or she cannot legally consent to sex.
- Be assertive. Don't allow politeness, fear of hurting someone's feelings, or accusations that you have "led someone on" trap you into a dangerous situation.
- Know your sexual boundaries and clearly communicate them.
- Don't be a silent bystander. If you see someone in a potentially dangerous situation, speak up or get help.

Sex Offenders Registry

The Adam Walsh Child Protection and Safety Act was signed into law on July 27, 2006. This federal law, named in Adam's honor, was passed in response to several egregious cases where children were abducted and murdered by sexual predators who were previously convicted of serious sexual violence offenses but were not required to register or provide notification to the community about their place of residence, business, or schooling. Many believe that having such information would have empowered the community with knowledge and provided it with the ability to provide enhanced protection of the endangered children and other community members at risk of victimization. Title 1 of the Adam Walsh Act is also known as the Sexual Offender Registration & Notification Act (SORNA). An overview of the Adam Walsh Child Protection Act is available at [justice.gov/archive/olp/pdf/adam_walsh_act.pdf](https://www.justice.gov/archive/olp/pdf/adam_walsh_act.pdf).

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of sex offenders enrolled at, or employed by, institutions of higher education. A list of all registered sex offenders in Pennsylvania is available at:

www.pameganslaw.state.pa.us
(Megan's Law website)

Reporting Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics are compiled from statistics reported to the University Police and to Campus Security authorities. University Counseling Services staff are encouraged to inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis should they feel it is in the best interest of the client.

In accordance with applicable state and federal regulations, the University publishes and distributes crime statistics to all current students, faculty, and staff on an annual basis. The crime statistics are also available upon request to all applicants for enrollment or employment.

UCR Statement

Crime statistics and arrest information for offenses occurring on campus, as required by state criminal history record retention laws, are reported monthly to the Pennsylvania State Police for use in the Uniform Crime Report.

UCR – Part I Offenses – Main Campus

<i>Uniform Crime Reports Part I Categories</i>	<i>Year</i>	<i>Reported Offenses</i>
Murder/Non-Negligent Manslaughter	2019	0
	2020	0
	2021	0
Manslaughter by Negligence	2019	0
	2020	0
	2021	0
Rape	2019	0
	2020	0
	2021	0
Robbery	2019	0
	2020	0
	2021	0
Aggravated Assault	2019	1
	2020	0
	2021	0
Burglary	2019	1
	2020	0
	2021	0

Larceny	2019	12
	2020	5
	2021	5
Motor Vehicle Theft	2019	0
	2020	0
	2021	0
Arson	2019	0
	2020	0
	2021	0

UCR – Part II Offenses – Main Campus

<i>Uniform Crime Reports Part II Categories</i>	<i>Year</i>	<i>Reported Offenses</i>
Other Assaults	2019	2
	2020	1
	2021	0
Forgery	2019	0
	2020	0
	2021	0
Fraud	2019	0
	2020	0
	2021	1
Embezzlement	2019	0
	2020	0
	2021	0
Receiving Stolen Property	2019	0
	2020	0
	2021	0
Vandalism	2019	5
	2020	4
	2021	2
Weapons Possession	2019	0
	2020	0
	2021	0
Prostitution	2019	0
	2020	0
	2021	0
Sex Offenses	2019	0
	2020	0
	2021	0
Drug Offenses	2019	7
	2020	3
	2021	4
Gambling	2019	0
	2020	0
	2021	0
Offense Against Family	2019	0
	2020	0
	2021	0

Driving Under the Influence	2019	2
	2020	0
	2021	2
Liquor Law Violations	2019	7
	2020	2
	2021	7
Public Drunkenness	2019	2
	2020	0
	2021	2
Disorderly Conduct	2019	7
	2020	3
	2021	4
Vagrancy	2019	0
	2020	0
	2021	0
All Other Offenses	2019	0
	2020	1
	2021	0

Geographic Locations Required

The University is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: *on campus, public property and non-campus buildings and property.*

On campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

Public property:

The term "public property" means all public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

For PennWest Edinboro, streets, sidewalks, and bus stops that are adjacent to campus, located on campus, or that bisect campus, would be included as *public property.*

Non-campus buildings or property:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Geographic Locations Not Required

The University is not required to report crime statistics or issue timely warnings for Clery-designated crimes that occur off campus, with the exception of those crimes committed on *public property* or in/on *non-campus buildings or property*, as defined and described above. However, the University recognizes that in certain cases timely warnings, even if not required by the *Clery Act*, may benefit the campus community.

Crime Statistics

The PennWest Edinboro Police Department is required to report crimes under the Uniform Crime Reporting System in addition to the Jeanne Clery Disclosure of Campus Security, Police & Crime Statistics Act. Due to differences in crime classification and their definitions (as defined by the commonwealth for UCR & Department of Education for Clery), reported statistics in the UCR Report and Clery Disclosure Act statistics are generally not comparable. Statistical data for this report is compiled by the University Police Department. The University Police Department maintains all documentation for the current year's annual report, as well as previous year's reports. Information about applicable crime is obtained from University Police crime statistics, campus judicial records, Title IX records, the Edinboro Borough Police, the Pennsylvania State Police, the Millcreek Township Police, Linesville Police, Erie School District Police, and the Erie International Airport Police Department. In seeking to maintain a safe, secure educational setting, University Police encourages the reporting of crimes and other emergencies. Individuals who report crimes are not compelled to seek criminal prosecution of suspects. University policy requires all employees, except professional and pastoral counselors, to report certain serious crimes to the police for inclusion in the annual report. The identity of the person reporting the crime to the employee does not have to be disclosed to the police. Information about selected serious crimes can be found in the statistical report below.



The crime statistics presented represent classifications based on Department of Education guidelines, not Pennsylvania State law definitions for the same crimes. The category of “unfounded” in the crime statistics chart means a crime was reported and fully investigated by law enforcement personnel, and based on the results of the investigation a formal determination was made that the crime did not occur. This category includes false or baseless reports made to law enforcement either on the PennWest Edinboro campus or to another law enforcement agency that provided information to the PennWest Edinboro Police Department for inclusion in the annual security report. Crimes are not considered unfounded if reported as such by either Campus Security Authorities or PennWest Edinboro student conduct office absent an investigation by law enforcement personnel.

Clery Designated Crime Definitions

PennWest Edinboro is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

Homicide: Murder/Non-Negligent Manslaughter

The willing (non-negligent) killing of one human being by another.

Homicide: Negligent Manslaughter

The killing of another person through gross negligence.

Sexual Offenses

Any sex act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Specifically, these offenses are:

1. Rape

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

2. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

3. Incest

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

4. Statutory Rape

Sexual intercourse with a person who is under the statutory 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.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

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.

Clery Designated Hate Crime Definitions

Hate Crime – A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

1. Race

A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g. color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g. Asians, blacks or African Americans, whites.

2. Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.

3. Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

4. Gender

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.

5. Gender Identity

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.

6. Ethnicity

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

7. National Origin

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

8. Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

9. Larceny-Theft

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession (the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing) of another.

10. Simple Assault

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

11. Intimidation

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

12. Destruction/Damage/Vandalism of Property

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

Clery Designated Arrests and Disciplinary Referrals Definitions

1. Drug Law Violation

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drug.

2. Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

3. Weapons Law Violations (Carrying, Possession, Etc.)

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

4. Referral for Campus Disciplinary Action

The referral of any person to a campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Main Campus – Clery Act Crime Statistics

This table contains crimes reported to PennWest Edinboro Police Department, campus officials, and other law enforcement agencies (not all law enforcement agencies responded to the request for statistics).

<i>Reportable Crime Categories</i>	<i>Year</i>	<i>On-Campus</i>	<i>Residential Facilities (subset of On-Campus)*</i>	<i>Non-Campus</i>	<i>Public Property</i>
Murder / Non-Negligent Manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Rape	2019	3	3	0	0
	2020	0	0	0	0
	2021	1	1	0	0
Fondling	2019	2	2	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Incest	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Robbery	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Burglary	2019	1	1	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arson	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Dating Violence	2019	3	2	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Stalking	2019	2	0	0	0
	2020	0	0	0	1
	2021	0	0	0	1

Main Campus – Arrest and Judicial Referral Statistics

<i>Arrests and Disciplinary Referrals</i>	<i>Year</i>	<i>On-Campus</i>	<i>Residential Facilities (subset of On-Campus)*</i>	<i>Non-Campus</i>	<i>Public Property</i>
Liquor Law Violations (Arrest)	2019	5	3	0	0
	2020	6	6	0	0
	2021	12	7	0	1
Liquor Law Violations (Judicial)	2019	2	1	0	0
	2020	4	4	0	0
	2021	6	5	0	0
Drug Law Violations (Arrest)	2019	2	1	2	0
	2020	2	2	0	1
	2021	3	2	0	1
Drug Law Violations (Judicial)	2019	11	10	0	0
	2020	1	1	0	0
	2021	1	1	0	0
Weapons Violations (Arrest)	2018	0	0	0	0
	2019	0	0	1	0
	2020	0	0	0	0
Weapons Violations (Judicial)	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

*Crimes reported in residential facilities column are included in the on-campus category

Main Campus – Hate Crime and Unfounded Crime Statistics

There was one (1) on-campus Vandalism Hate Crime characterized by ethnicity bias in 2019

There were no Hate Crimes reported for the reporting period of 2020

There was one (1) on-campus/residential facility Harassment Hate Crime characterized by race in 2021

There were no unfounded crimes for the reporting periods of 2019, 2020, and 2021

Main Campus

Common Place Addresses

Academy Hall	200 E. Normal St., Edinboro, PA 16444
Alexander Music Building	110 Kiltie Road, Edinboro, PA 16444
Alumni House	210 Meadville St., Edinboro, PA 16444
Baron-Forness Library	200 Tartan Road, Edinboro, PA 16444
Boiler House	300 Glasgow Road, Edinboro, PA 16444
Brown Human Services Building	215 Scotland Road, Edinboro, PA 16444
Butterfield Hall	310 Scotland Road, Edinboro, PA 16444
Centennial Hall	305 Meadville St., Edinboro, PA 16444
Cole Auditorium	205 Meadville St., Edinboro, PA 16444
Commonwealth House	214 Meadville St., Edinboro, PA 16444
Compton Hall	210 E. Normal St., Edinboro, PA 16444
Cooper Hall	230 Scotland Road, Edinboro, PA 16444
Crawford Center	200 Glasgow Road, Edinboro, PA 16444
Dearborn Hall	205 Darrow Road, Edinboro, PA 16444
Diebold Center	217 Meadville St., Edinboro, PA 16444
Doucette Hall	215 Meadville St., Edinboro, PA 16444
Dowling Storage Barn	115 Perry Lane, Edinboro, PA 16444
Earlley Hall	200 Scotland Road, Edinboro, PA 16444
Earp Hall	225 Darrow Road, Edinboro, PA 16444
East Hall	200 Kiltie Road, Edinboro, PA 16444
Gazebo	255 Scot Road, Edinboro, PA 16444
Hamilton Hall	210 Glasgow Road, Edinboro, PA 16444
Hendricks Hall	235 Scotland Road, Edinboro, PA 16444
Highlands 1	120 Perry Lane, Edinboro, PA 16444
Highlands 2	122 Perry Lane, Edinboro, PA 16444
Highlands 3	402 Scotland Road, Edinboro, PA 16444
Highlands 4	400 Scotland Road, Edinboro, PA 16444
Highlands 5	410 Scotland Road, Edinboro, PA 16444
Highlands 6	412 Scotland Road, Edinboro, PA 16444
Highlands 7	320 Scotland Road, Edinboro, PA 16444
Highlands 8	305 Darrow Road, Edinboro, PA 16444
Lawrence Towers	150 Perry Lane, Edinboro, PA 16444
Loveland Hall	215 Glasgow Road, Edinboro, PA 16444
Maintenance Building	115 Perry Lane, Edinboro, PA 16444
McComb Fieldhouse	455 Scotland Road, Edinboro, PA 16444
McNerney Hall	300 Scotland Road, Edinboro, PA 16444
Miller Learning Center	325 Scotland Road, Edinboro, PA 16444
Pogue Student Center	405 Scotland Road, Edinboro, PA 16444
Police Station	911 Scotland Road, Edinboro, PA 16444
Reeder Hall	219 Meadville St., Edinboro, PA 16444
Rose Hall	235 Darrow Road, Edinboro, PA 16444
Ross Hall	220 Scotland Road, Edinboro, PA 16444
Sox-Harrison Stadium	500 Scotland Road, Edinboro, PA 16444

State Garage	305 Glasgow Road, Edinboro, PA 16444
Substation	245 Darrow Road, Edinboro, PA 16444
Van Houten Dining Hall	345 Scotland Road, Edinboro, PA 16444
Wiley Arts & Science Center	200 Cooper Circle, Edinboro, PA 16444
Zafirovski Sports & Rec Center	300 Scot Road, Edinboro, PA 16444

On-campus, University-owned, other

Fighting Scot Plaza and the Fighting Scot Statue

Athletic fields

- Doug Watts Cross Country Track, east of Perry Lane, across from Lawrence Towers buildings
- Sox-Harrison Football Field, east side of campus, northeast corner of Scot and Scotland

Note: the rest of the athletic fields are unnamed. They are located as follows:

- Softball Field, immediately north of Zafirovski Sports & Recreation Center
- Four sets of soccer fields: immediately west of McComb Fieldhouse; immediately west of Zafirovski Sports & Recreation Center and continuing north of Zafirovski Sports & Recreation Center, surrounding the softball diamond to the edge of University property; immediately south of Route 6N, from Perry Lane to Scotland Road; north of Darrow Road, to the east and west of Perry Lane.

On-campus University-owned, but controlled by other than the University

Dining: Bento, Butter and Honey, Crafted by Commonplace	Pogue Student Center
POD Express	Ross Hall
Van Houten Marketplace	Van Houten Dining Hall

University-maintained streets

Access Road (unnamed) to Cross Country Course and Ropes Course
 Cooper Circle
 Glasgow Road
 Heather Road
 Highlander Road
 Kiltie Road
 Scotland Road
 Scot Road
 Tartan Road

Parking lots

E-1 – Academy Hall
 E-2 – Alumni House
 E-3 – Baron-Forness
 E-4 – Hendricks North
 E-5 – Butterfield
 E-6 – Wiley
 E-7 – Clock Tower
 E-8 – Rose Circle

E-9 – Hamilton
E-10 – Earley
E-11 – Ross Hall
E-12 – Towers Back
E-13 – Towers Front
E-14 – Highlands 1&2
E-15 – McComb
E-16 – McNerney
E-17 – Miller
E-18 – Pogue Plaza
E-19 – Reeder/Crawford
E-20 – Dearborn/Earp
E-21 – Human Services
E-22 – Police Building
E-23 – Reeder Reserved
E-24 – Cooper Circle

S-1 – Dearborn Large
S-2 – Highlands 8
S-3 – Butterfield
S-4 – Pogue Student Center South
S-5 – Compton
S-6 – Loveland
S-7 – Centennial
S-8 – Hendricks South
S-9 – Lake Front

V-1 – Hamilton 30 min.
V-2 – McNerney 30 min.
V-3 – Pogue Plaza 30 min.

D-1 – McComb
D-2 – Dome
D-3 – Rose Hall
D-4 – Cooper Front
D-5 – Alexander
D-6 – Towers South

Stadium East
SM Stadium Event

On-campus University public property

Bus Stops:

- Scotland Road in front of Pogue Student Center
- Kiltie Road, at the corner of Alexander Music Building parking lot

Streets adjacent to and bordering campus:

- State Route 6N, and sidewalks where applicable
- South Perry Lane (no sidewalks)
- Darrow Road, and sidewalks on either side of the street where applicable
- Meadville Street (State Route 99) and sidewalks on both sides of the street
- Alley (unnamed) between Commonwealth House and Alumni House
- Gibson Lane (no sidewalks)
- West Normal Street, and sidewalks on both sides of the street
- Normal Street, and sidewalks on both sides of the street

[www.edinboro.edu/ resources/documents/offices-services/parking_regulations.pdf#search=parking%20map](http://www.edinboro.edu/resources/documents/offices-services/parking_regulations.pdf#search=parking%20map)

Non-campus University buildings or property

- North Coast Flight School/Erie International Airport, 1605 Asbury Road, Erie, PA 16505
- Erie County Skills Center, 8500 Oliver Road, Erie, PA 16509
- Erie High School, 3325 Cherry St., Erie, PA 16508
- 1314 Hartstown Road, Linesville, PA 16424



Fire Safety Report

This report complies with the *Clery Act* and the *Campus Fire Safety Right-to-Know Act*. This report is based on reporting documents and includes housing on the PennWest Edinboro campus.

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

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

REPORTING A FIRE

All fires shall be reported, regardless of the size, new or old, to PennWest Edinboro Police Department at 814-732-2911. University Police will make the appropriate notifications to the fire department and to the Office of Environmental Health and Safety.

Per federal law, PennWest Edinboro is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. For fire incidents that are discovered “after the fact” or where it is uncertain that the University Police has already been notified about a fire, students and employees are encouraged to report the incident to the University police to ensure the fire is investigated, if appropriate, and for inclusion in the annual fire statistics. If you find evidence of such a fire, or if you hear about such a fire, please contact the University Police at 814-732-2921 or 814-732-2911 to initiate an incident report. If you encounter a fire that is actively burning, call the University Police at 814-732-2911 for emergency assistance.

EVACUATION

Some emergencies may necessitate the evacuation of a building, certain areas of campus, or the entire campus.

Building Evacuation

In the event that you are required to evacuate a building:

- Alert other occupants in the immediate area who may not be aware of the emergency and evacuate using the nearest exit.
- DO NOT USE THE ELEVATOR.
- Do not return for personal items.
- Move to your evacuation assembly point, found on the Emergency Actions Plans posted in the building.
- Call the University Police to ensure that they are aware of the emergency and to advise them on any known conditions (i.e. location of the fire, occupants in stairwells).
- Gather with your class, office staff, and/or department.
- Conduct a roll call to determine who is unaccounted for and advise the first responders if someone is missing.
- Do not re-enter the building until the “all clear” is given by University Police or the fire department.

Campus Evacuation

Certain emergencies may affect multiple buildings or a specific area of campus. If this should occur, the persons in the hazard area will be evacuated to a predetermined site. This site is different than your building’s specific evacuation assembly point. Emergency personnel will direct you to this predetermined site. Further instruction will be given at the predetermined site.

OCCUPANTS WITH DISABILITIES

Mobility Impairment

- If you are unable to evacuate via the stairs, move to the nearest Area of Rescue Assistance (ARA), as listed on the Emergency Action Plans posted in the building.
- Activate the ARA button to alert incoming responders of your location.
- If the building is not equipped with an ARA, move to the nearest stairwell.
- Use a cellphone to contact University Police 814-732-2911 to advise them of your location and condition or notify an existing occupant to advise the University Police on their arrival. If you do not have a cellphone advise someone who is evacuating to notify the first responders for you.
- Do not leave the stairwell. The fire department will evacuate you if it is deemed necessary.
- In the event that immediate evacuation is necessary, it is helpful to ask the person with a disability how it would be best to effect the evacuation. Some persons may need to be carried while others may need some assistance walking. In any event, this should be a last resort and used only when an immediate threat is determined to be present.
- If you have questions regarding your specific disability and emergency preparedness, please contact the Department of Safety and Risk Management at 814-732-2709. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

Visual Impairment

- In the event of an evacuation emergency, tell the person with vision loss the nature of the emergency and offer to guide him or her to the nearest emergency exit. Have the person take your elbow as you offer to escort him or her out of the building. As you walk, tell the individual where you are and advise of any obstacles (stairs, doors, etc.). When you reach safety, orient the person to their surroundings and ask if any further assistance is needed.
- If you have questions regarding your specific disability and emergency preparedness, please contact the Office of Safety and Risk Management at 814-732-2709. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

Hearing Impairment

- If a building is not equipped with visual fire alarms (strobes), some individuals may not hear the fire alarm and will need to be alerted to the situation by gestures or by turning the light switch on and off.
- You can give directions by verbalizing, mouthing, or by a short, explicit note. Example: "Fire alarm—go out the south exit —now!"
- If you have questions regarding your specific disability and emergency preparedness, please contact the Department of Safety and Risk Management at 814-732-2709. For more comprehensive information, published by the National Fire Protection Association, see Emergency Evacuation Planning Guide for People with Disabilities.

FIRE/EXPLOSION

In the event of a fire or explosion:

- Activate the nearest fire alarm pull station, if is not already sounding.
- Evacuation is MANDATORY.
- Alert other occupants who may not have heard the alarm or who are not responding to the alarm to immediately evacuate the building.
- Exit the building using the nearest exit.
- If caught in smoke, crawl to the nearest exit.
- Do not return for personal items.
- Do not use elevator.
- Move to your evacuation assembly point, found on the Emergency Actions Plans posted in the building.
- Call the University Police to ensure that they are aware of the emergency and to advise them on any known conditions (i.e. location of the fire, occupants in stairwells).
- Gather with your class, office staff, and/or department.
- Conduct a roll call to determine who is unaccounted for and advise the first responders if someone is missing.
- Do not re-enter the building until the “all clear” is given by University Police or the fire department.

If you are trapped in the building:

- Close all doors and windows.
- Place a material under the door to prevent the smoke from entering, wet the material if possible.
- Call University Police to advise them of your location.
- Attempt to signal someone outside, but do not break the glass unless absolutely necessary.

GENERAL FIRE SAFETY AND PROHIBITED ITEMS IN RESIDENCE HALLS

Rules on fire safety and prohibited items in the Residence Halls can be found in the Student Code of Conduct at: www.edinboro.edu/offices-services/student-conduct/index.php.

Violations of the Student Code of Conduct include, but are not limited to:

- Tampering with, misusing, or abusing fire and life safety equipment or devices
- Failure to evacuate during all fire alarm and emergency evacuations
- Falsely reporting a fire
- Falsely activating emergency warning devices
- Communicating false information regarding explosives
- Failure to obey directions by University personnel or other emergency responders
- Smoking in University buildings
- Possession of prohibited items in the Residence Halls, which include, but are not limited to:
 - Space heaters
 - Extension cords
 - Candles, incense, hookah, or any other open flame device
 - Electronic cigarettes
 - Halogen lamps and bulbs
 - Waterbeds
 - Appliances with exposed heating elements

- Motorcycles
- Compressed gas cylinders
- Alcohol
- Drugs/Narcotics
- Weapons

Students found in violation of these regulations are subject to disciplinary and possible criminal action.

FIRE/EVACUATION DRILLS

The Department of Environmental Health and Safety conducts all fire/evacuation drills in On-Campus Housing. Drills are conducted four (4) times per school year (two (2) per semester). During summer sessions, campus Residence Life and Housing staff are responsible for educating the occupants on fire evacuation procedures and the location of assembly points.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS AND EMPLOYEES

New employees are trained in general evacuation emergency procedures during new employee orientation. It is up to the employee’s direct supervisor to educate the employee on their building-specific emergency evacuation procedures.

Students residing on campus are educated on evacuation emergency procedures and general fire safety precautions during their Residence Hall floor meetings and fire drills. This information is distributed to them by their Community Assistant. Fire prevention training can be scheduled for any department or groups by contacting the Department of Safety and Risk Management at 814-732-2709.

Training can be requested by any student organization or University department by contacting Safety and Risk Management at 814-732-2709

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Currently we are researching the purchase of a fire extinguisher simulator to allow us to offer fire extinguisher training to the students. This would be purchased through a grant in conjunction with the local fire department. We are also looking into the feasibility of safety devices for kitchen stoves to reduce the risk of grease fires.

FIRE DETECTION AND PROTECTION

All residence halls are fully protected by automatic sprinklers and fire alarm systems, including smoke detectors and manual pull stations. The residence hall room smoke detectors are programmed with a 45-second delay to allow the student to clear the nuisance smoke or steam. If the student fails to clear the alarm condition or another detector is activated, the building fire alarm system will be activated. This was done to reduce nuisance alarms and still comply with fire code.

Automatic Sprinkler System Facts:

- Sprinkler heads are heat-sensing devices. They are set to activate once the area around the sprinkler reaches a predetermined temperature. Sprinkler heads do not sense smoke.
- Each sprinkler head operates individually. In other words, the activation of one sprinkler head will not cause the entire system to operate.
- While all systems vary by design, a typical sprinkler head will discharge approximately 15-30 gallons of water per minute, under pressure. In addition, most residence hall sprinkler systems have fire pumps to boost the water pressure on the system, so water discharging from a sprinkler head will accumulate quickly and cause significant flooding.
- After sprinkler activation, it may take an additional 15-20 minutes for the residual water to drain out of a system after the valve is closed, causing even further water damage.

Fire Safety Precautions:

- Never hang on sprinkler pipes, and never hang anything on a sprinkler head. Tampering with sprinkler pipes and sprinkler heads can cause significant flooding and water damage. More importantly, however, this will impair the system and reduce its ability to protect the building and its occupants in the event of a fire.
- Keep the area around each sprinkler head clear for a minimum of 18 inches, including closet shelves. Obstructions to sprinkler heads will reduce their effectiveness in the event of a fire.
- Never tamper with any fire protection equipment or block any fire protection devices inside or outside the buildings.
- Do not cover or otherwise obstruct sprinkler heads, smoke detectors, or other fire detection and suppression equipment.
- Do not open windows in stairwells during the winter months. Some stairwells are not heated well enough to prevent water from freezing in the pipes. This can cause leaks and flooding from broken pipes.

The automatic sprinkler systems and fire detection systems installed in the residence halls are there for your protection. Please do not tamper with them or use them for any other purpose. Your cooperation is needed to help ensure that these systems will operate as designed.

Fire Safety Systems– On Campus Student Housing Facilities

<i>Location</i>	Smoke Detectors (Fire Alarm Initiating)	Heat Detectors	Full Sprinkler System	Fire Extinguishers	Audible Fire Alarm Notification System (horn, message, etc.)	Fire Alarm Monitoring By University Police	Fire-Rated Doors, Walls, and Partitions	Number of Fire Drills
Highlands #1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Highlands #2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Highlands #3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Highlands #4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Highlands #5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Highlands #6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Lawrence Towers A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4

Fire Statistics

<i>Building</i>	<i>Total Fires Each Building</i>	<i>Fire Number</i>	<i>Cause</i>	<i>Number of Injuries Requiring Treatment at a Medical Facility</i>	<i>Deaths</i>	<i>Property Damage Value (\$) Estimates</i>
Fire Statistics 2021						
Highlands #1	0	0	N/A	N/A	N/A	N/A
Highlands #2	0	0	N/A	N/A	N/A	N/A
Highlands #3	0	0	N/A	N/A	N/A	N/A
Highlands #4	0	0	N/A	N/A	N/A	N/A
Highlands #5	0	0	N/A	N/A	N/A	N/A
Highlands #6	0	0	N/A	N/A	N/A	N/A
Lawrence Towers A	0	0	N/A	N/A	N/A	N/A
Fire Statistics 2020						
Highlands #1	0	0	N/A	N/A	N/A	N/A
Highlands #2	0	0	N/A	N/A	N/A	N/A
Highlands #3	0	0	N/A	N/A	N/A	N/A
Highlands #4	0	0	N/A	N/A	N/A	N/A
Highlands #5	0	0	N/A	N/A	N/A	N/A
Highlands #6	0	0	N/A	N/A	N/A	N/A

Highlands #7	0	0	N/A	N/A	N/A	N/A
Highlands #8	0	0	N/A	N/A	N/A	N/A
Lawrence Towers A	0	0	N/A	N/A	N/A	N/A
Fire Statistics 2019						
Highlands #1	0	0	N/A	N/A	N/A	N/A
Highlands #2	0	0	N/A	N/A	N/A	N/A
Highlands #3	0	0	N/A	N/A	N/A	N/A
Highlands #4	0	0	N/A	N/A	N/A	N/A
Highlands #5	0	0	N/A	N/A	N/A	N/A
Highlands #6	0	0	N/A	N/A	N/A	N/A
Highlands #7	0	0	N/A	N/A	N/A	N/A
Highlands #8	0	0	N/A	N/A	N/A	N/A
Lawrence Towers A	0	0	N/A	N/A	N/A	N/A

Fire Log

A fire log is available for review at The Office Safety and Risk Management, First Floor, Lawrence Towers, from 8 a.m.-4:30 p.m. Monday through Friday, excluding holidays. The fire logs are also available online at: www.edinboro.edu/directory/offices-services/ehs/fire-log. The information in the fire log includes information about fires that occur in residential facilities, including the building, cause, date, time, and general location.