



# **2013 Annual Clergy Report And Fire Disclosure Report**

**Erie Campus**

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## [Mercyhurst University: Erie Campus](#)

The Mercyhurst University Erie campus consists of 80 buildings on about 74 acres of land in the City of Erie, Pa. It is bordered to the north by East 38th Street, to the south by the Sisters of Mercy Mother House and Mercyhurst Preparatory School on East Grandview Boulevard, to the west by Parade Street Boulevard, and to the east by Wayne Street. There are approximately 1693 students, out of a total of approximately 2829 living on the Mercyhurst Erie campus, and there are approximately 559 full-time and 134 part-time employees working there.

The Mercyhurst University Erie Campus also operates the Booker T. Washington Center. Mercyhurst University at the Booker T. Washington Center makes starting a college education affordable and accessible to members of the Erie community who may have not otherwise felt college was attainable. The Center offers students a total of 60 credits per year or three classes per term. Students can choose to take up to 27 credits before transferring the credits to any of the Mercyhurst branches or to another college.

## [State and Federal Campus Security Acts](#)

In late 1987, the Pennsylvania House of Representatives enacted House Bill 1900, which was signed into law on May 26, 1988 as Act 73, "The College and University Security Information Act." In general, Act 73 requires each college and university in Pennsylvania to compile information regarding campus crime and to publish information concerning campus security policies, procedures, and programs. This state law also requires campuses to report crime statistics to the Pennsylvania State Police in accordance with the Uniform Crime Reporting Act, and then to make the reported statistical information available to those who request it. In 1990, the Federal Statute, PL 101-542, known as "The Student Right To Know and Campus Security Act," now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," was enacted, and has generally the same requirements as the state law. The federal act, however, requires that crime statistical information be provided to the United States Department of Education on an annual basis. All students and employees, and prospective students and employees, must be advised that this information is available, and college security policies and procedures must be published and provided to all students and employees on an annual basis. Mercyhurst University recognizes its responsibility to comply with state and federal law. Questions and/or complaints regarding compliance with these acts may be addressed to the Department of Police and Safety, Chief of Police, Mercyhurst University, Erie PA, 16546, or by calling Chief Robert Kuhn at (814) 824-2104 (e-mail: [rkuhn@mercyhurst.edu](mailto:rkuhn@mercyhurst.edu))

## Mercyhurst Erie Campus: Police and Safety Department

The Mercyhurst University Security Department was founded in 1971, and in August 1998 became the Department of Police and Safety. Today, the department remains committed to its original mission of providing a safe and secure environment for the entire Mercyhurst University community. The Mercyhurst University Department of Police and Safety has an authorized complement of 12 full-time and 4 part-time officers. The department is comprised of the Chief of Police, Deputy Chief, Patrol Lieutenant, Patrol Sargent and Patrol corporal along with 4 part-time and 7 full-time officers.

Communications officers are assigned to the camera and communications center located in the department's Police and Safety office at Erie campus office. In 2013 our Police department acquired a K-9 unit which is used for the community as an explosives and ballistics detection officer. We also have a part time detective and a part time fire safety officer with the department. There is a minimum of one officer on duty 24 hours a day, 365 days a year.

The chief, deputy chief, lieutenant, sergeant, corporal, and all but two (security) officers are Act 120 trained, or have the equivalent training required by state law to be certified as sworn police officers. These officers are sworn and have full arrest powers on all property owned or controlled by the university, and on all public property adjacent to the campus. A close liaison is maintained with the Erie Police Department and the Pennsylvania State Police.

In major incidents or investigations, the Erie Police Department and the Pennsylvania State Police will assist the Mercyhurst University Police and Safety Department. The Mercyhurst University Police and Safety Department has a written memorandum of understanding with the Erie Police Department. If requested, these departments will assume entire responsibility for the incident and/or investigation

Mercyhurst University safety officers are not police officers and therefore do not have law enforcement authority, including powers of arrest. They are, however, governed by the same rules, regulations and standard operating procedures (SOP). They are also required to perform the same duties as the university police officers.

Weapons are not permitted on the Mercyhurst University campus (unless it is brought on by an authorized law enforcement official who is responding to an incident i.e. Erie PD or Pa. State Police). Police and safety officers are unarmed, but may carry non-lethal weapons, such as pepper-spray or expandable batons if they are properly trained in their use. Cameras are strategically placed around the university campus to help detect and deter criminal acts. Mercyhurst University also utilizes the cameras when available to investigate crimes and for officer safety when on calls.

The Mercyhurst University Department of Police and Safety strives to create an environment that is conducive to good living and learning by supporting the Mercyhurst University mission, and by recognizing the individual's right to pursue their personal goals. The department enforces state and federal laws and Mercyhurst University rules and regulations, and at the same time strives to protect the rights of each and every individual.

## Reporting Crime

Any person who is the victim of a crime, either on or off campus, is encouraged to report the incident to the appropriate law enforcement agency. Victims and witnesses are encouraged to report crimes on a voluntary, confidential basis. Campus pastoral counselors and campus professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. However, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The university reports crimes occurring on campus to state and federal authorities as required by law. The Mercyhurst University Department of Police and Safety can be reached 24 hours a day, 365 days a year at **(814) 824-2304**. The department chief of police, Mr. Robert Kuhn, can be reached by calling **(814) 824-2104**. The department, Chief Kuhn, or his designee should be contacted to report crimes for statistical inclusion, and/or to initiate timely warnings pursuant to crimes that have occurred.

Alternatively, crimes may be reported to any university staff member or official. During power failures or emergencies, the Police and Safety communications center can also be reached by dialing the Mercyhurst University Police and Safety Department cell phone number at **(814) 881-7359**. The on-duty communications officer will handle requests for assistance or information, and will dispatch a police or safety officer to respond when necessary and/or requested. The address and telephone number for the City of Erie Police Department that has law enforcement authority and responds to incidents and requests for assistance at the Mercyhurst University Erie campus is:

City of Erie Police Department  
626 State Street, Erie, PA 16501  
Phone: **(814) 870-1125**

The City of Erie Police Department can be contacted for emergency purposes only by dialing **911**.

### **Confidential reporting procedures**

If you are the victim of a crime and do not want to pursue action within the university or criminal justice system, you may still want to consider making a confidential report. With your permission, a member of the Police and Safety Department can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the university.

Additionally, an alternative way to report crime anonymously via the Internet is available by going to *my.mercyhurst.edu*, log in and click on the “police and Safety” tab. The silent witness form can be found under the services heading. The form is on the left side of the screen under the *Police and Safety Links*. It can be filled out and submitted electronically to Chief Kuhn.

### **Monitoring Criminal Activity At Off Campus Sites**

Mercyhurst University does not have any off-campus student organizations recognized by the university that are engaged in activities by Mercyhurst University students. Nor does Mercyhurst University have any off-campus housing facilities. The campus does, however, maintain a close relationship with state, city and municipal law enforcement agencies having jurisdiction on Mercyhurst University campus, and in areas surrounding the campus. Formal requests are made of each of these agencies for annual crime statistics.

## Policies

### Drug Policy

Municipal ordinances, state law and federal law govern all matters relating to drugs. It is the university's policy as well to adhere to all municipal, state, and federal laws, including those governing the use of drugs. Mercyhurst University does not condone the medically unsupervised use, possession, sale, manufacture, or distribution of illegal drugs or drug paraphernalia.

When such activity occurs on campus, the college shall initiate appropriate measures, which may include disciplinary action. When such activity occurs off campus, the university may consider disciplinary action if the university determines that the activity has a substantial adverse effect upon the university or members of the university community. Violators will be subject to penalties, which may include separation from the university. In addition, the university may report such matters to the appropriate law enforcement agencies for criminal disposition.

1. Residents are responsible and accountable for the behavior of their guests and will be sanctioned if their guests violate the drug policy.
2. Any violation of the drug policy will result in the confiscation of any related paraphernalia.

### Alcohol Policy

In keeping with the university mission statement that "Mercyhurst is a Catholic institution... dedicated to the lifelong development of the whole person," we affirm the posture of the university to uphold the legal requirements of the Commonwealth of Pennsylvania in regard to the possession, transportation, consumption and distribution of alcoholic beverages. Furthermore, we recognize our moral obligation to ensure the well-being of each member of the Mercyhurst community by taking whatever steps necessary to discourage and prevent the wanton and reckless and illegal consumption of alcohol that may render short term and/or long-term harm to the consumer, to his/her neighbor, and to the physical premises of this campus. In order to accomplish this goal, the following guidelines and rules and regulations are set forth:

#### Legal Requirements

As residents of Pennsylvania and members of the Mercyhurst community, students have a right to be informed of the law, and have a responsibility to obey the law, including the following: Section 6308 of the Pennsylvania Crimes Code states, "A person is guilty of a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor, or malt, or brewed

beverages." Section 493 of the Pennsylvania Liquor Code states, "It shall be unlawful for any...person. To sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated, ...or to any minor, or to habitual drunkards, or persons of known intemperance habits." The Supreme Court of Pennsylvania stated in the case of *Congini v. Portersville Valve Co.*, 504 Pa. 157, 470 a. 2d. 515 (1983) that social hosts are negligent per se in serving alcohol to the point of intoxication to a person less than 21 years of age, and they can be held liable for injuries proximately resulting from the minor's intoxication. That liability can extend to include claims for injuries to the intoxicated minor.

### **University Requirements**

Municipal ordinances, the Pennsylvania Liquor Code and related state statutes and federal law govern all matters relating to alcohol. The drinking age in the state is 21. No person under the age of 21 is permitted to consume, transport, or possess any alcoholic beverages. As a member of the student body one is required to observe municipal, state, and federal laws. It is the university's policy as well, to adhere to all municipal, state, and federal laws, including those governing the use of alcohol.

## **Sexual and Other Harassment Policy**

Mercyhurst University believes that everyone is entitled to equal opportunity regarding all aspects of his or her involvement with the university. It is therefore necessary that all members of the university community ensure that no individual or group is discriminated against due to race, color, creed, sex, sexual orientation, age, national origin, ancestry, marital status, physical and mental handicap, education, or any other condition.

The university does not and will not tolerate harassment, sexual or otherwise, of any kind by any member or members of the faculty, administration, staff, or student body. While the university subscribes to federal and state laws, which declare harassment to be unacceptable and illegal conduct, its policy is also predicated on the moral truth that all individuals are entitled to be treated with dignity, and to be free from unwelcome physical and verbal intrusions to their bodies and to their minds.

The Mercyhurst University sexual harassment and affirmative action officer is responsible for developing policy regarding sexual harassment on campus. An offender is always subject to university discipline. However, the sexual harassment officer, along with

campus advocates, also ensures that proper counseling and safeguards are available to victims of any type of sexual harassment or assault.

Various information sessions are provided to incoming students regarding the serious nature of and potential disciplinary action, and/or criminal charges that can result from any form of sexual harassment or assault. The sexual harassment and affirmative action officer for Mercyhurst University is Attorney Tina Fryling. Her office address is Preston 122, and her telephone number is (814) 824-2352. Attorney Fryling can provide assistance regarding information and consultation, resolution of informal complaints, and the filing of formal complaints. All discussions with Tina Fryling, any of the Mercyhurst University sexual harassment advocates, or the office of Mercyhurst University Counseling Services (814-824-2468 or 2561) are completely confidential. The Title IX Coordinator is Meredith Bollhiemer.

**Sexual Assault Policy** - Notification is hereby provided that the Sexual Assault Victims' Bill of Rights (the Ramstad Amendment) includes the following provisions:

- Both accuser and accused have the right to have others present (in support or advisory roles) during a campus disciplinary hearing;
- Both parties have the right to be informed of the outcome of any disciplinary hearing involving sexual assault;
- Students have the right to be informed of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses;
- Survivors have the right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community; and
- Students have the right to be notified of their options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

## **What to Do if You Are a Victim of Improper Sexual Conduct**

1. If you need assistance you should contact a resident assistant, police and safety officer, or counselor to discuss the procedures you wish to follow.
2. Do not change clothes or shower.
3. Go to the hospital for treatment of injuries, a medical examination, and a collection of evidence of sexual assault.
4. Determine whether you would like to pursue action either through the university judicial system or the criminal court system or both. The university will assist you in notifying the appropriate university personnel and the local law enforcement agency to accomplish this.
5. Seek counseling to help cope with what has occurred.

6. Report the crime to the Mercyhurst University Police and Safety Department at 824-2304. If you do not wish to report the incident to the police, or are unsure as to what you want to do, you should contact the director of the Counseling Center at 824-3650.

## Title IX

In accordance with Title IX of the Education Amendment Act of 1972, Mercyhurst University prohibits discrimination based on sex in its educational and athletic programs, as well as in extracurricular activities sponsored by the University. This includes a prohibition against any type of gender based sexual harassment, discrimination, or violence. To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sex discrimination by any members of its community including students and employees.

Victims are encouraged to contact local law enforcement  
to report incidents of sexual assault

### **Definitions/Terminology:**

**Stalking** - means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Dating violence** - means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Domestic violence** - includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Consent** - Involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The absence of "no" is not a "yes". **Please note:** The use of alcohol or drugs will never excuse behavior that violates this policy.

**Sex Discrimination** - Any behaviors and/or actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs, activities or employment opportunities because of a person's sex.

**Sexual Harassment** - Any unwelcomed conduct of a sexual nature that includes unwanted sexual advances, requests for sexual favors, and other visual, verbal, non-verbal, or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made a term or condition of employment or educational relationship;
- (2) Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or
- (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

**Sexual Misconduct** - Encompasses any sexual behaviors that violate Mercyhurst University's Code of Conduct and/or Title IX policy. In general, any nonconsensual physical contact of a sexual nature may constitute Sexual Misconduct.

**Complainant** - a person who initiates the complaint process

**Respondent** - a person against whom a complaint is filed

**Witness** - a person that is present during an incident that violates the Title IX Policy

## Non-Retaliation Policy

Mercyhurst University strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sex discrimination. Any person who violates this policy will be subject to discipline, up to and including expulsion.

## Title IX Investigations

- Once a complaint has been filed, an Investigator will be appointed.
- The Investigator will conduct an investigation related to the incident. Individuals involved (complainants, respondents, and witnesses) will be contacted as part of the investigation.
- Parties will meet individually with the Investigator.
- Upon conclusion of the investigation, and in accordance with the Title IX Policy, the administrator or the hearing panel will recommend one of the following actions:
  - No further action to be taken at this time,
  - Refer to an administrative hearing, or
  - Refer to a hearing panel.
  - The administrator or the hearing panel will determine:

- If a violation occurred,
  - The nature of the violation, and
  - The appropriate response.
- Both the complainant and respondent will be notified of the administrator's and the hearing panel's decision and both have the right to appeal.
  - Confidentiality will be respected to the degree permitted by Title IX regulations.

## Title IX Hearing Information

- Mercyhurst University aims to have all investigations complete within 60 days from receipt of the complaint.
- Mercyhurst University may take interim measures to ensure that all involved parties are not interacting with each other. These measures may include, but are not limited to: adjusting class schedules, making alternate housing arrangements, issuing "no contact" orders to all involved parties and possible interim suspension of the respondent.
- Mercyhurst University ensures an equitable process, where both complainant and respondent will be afforded an opportunity to present relevant witnesses and other evidence.
- The complainant and respondent will be afforded similar access to information used at the hearing.
- No direct cross-examination is permitted during the investigation, hearing or appeal process. At the discretion of the board, advocates may accompany involved individuals but may not participate at the hearing.
- The Title IX Board will use a preponderance of evidence as the standard of proof (i.e. more likely to have occurred than not to have occurred).

### [Notifying the Mercyhurst University Police and Safety Department](#)

In addition to notifying a member of the Mercyhurst University administration of improper sexual conduct, we strongly encourage students who are victims of improper sexual conduct to cooperate with City of Erie Police Department to bring about a prosecution in the criminal court system. All sexual assaults and other serious offenses will be investigated by the Erie Police Department with the cooperation and assistance of the Mercyhurst University Department of Police and Safety

When an incident of sexual assault is reported to a university employee and the victim is willing to make a formal complaint to the Mercyhurst Police and Safety Department or the law enforcement department having jurisdiction, the employee should:

1. Contact the Mercyhurst University Erie Campus Police and Safety Department at (814) 824-2304, or any other campus security authority.
2. The Police and Safety Department will:
  - a. Advise the victim that the Erie Police Department will be contacted and will investigate the incident and make a determination as to what charges will or will not be filed. Police and Safety will also advise the sexual harassment officer who will take independent disciplinary action as needed;
  - b. Arrange to transport the victim to an approved rape treatment center for medical treatment;
  - c. Notify the victim of his/her option of access to existing counseling services on campus and in the community;
  - d. Notify the counselor on call;
  - e. Notify the on-duty assistant director of residence life.
3. The director of the counseling center will:
  - a. Maintain contact with the sexual harassment officer and coordinate counseling support services for the victim;
  - b. Work with the academic dean and/or the assistant vice president of student affairs, if the victim so requests, to arrange for alternative classes and/or housing if such classes and housing are reasonably available.

If the complainant does not want to report the incident to the police, or is unsure what she/he wants to do, the university employee should:

1. Contact the Counseling Center at campus telephone extension 3650.
2. As of April 2011, under Title IX of the Education Amendment of 1972 an investigation is to be completed.
  - The Investigation will be conducted by our title IX Investigator through residence life.
3. Title IX Coordinator

### **Formal Complaint Process**

Allegations and complaints of any type of harassment must be reported as soon as possible, and should be made in writing to the sexual harassment officer. The complaint process will follow the specific guidelines set forth below. If a charge of harassment cannot be resolved through informal procedures, or if a person who believes he or she has been harassed wishes to pursue formal procedures, the complainant may choose to utilize a more formal process.

### **Investigation**

Investigation into a sexual harassment allegation will be headed by the sexual harassment officer and/or the associate vice president of student life or other determining party. All parties and witnesses and any other persons who may have information that would help settle the matter would be interviewed separately. When at all possible, all persons who could corroborate one another's stories will be called in to make statements simultaneously, so that outside corroboration cannot take place.

### **Sexual Harassment Grievance Panel**

The Sexual Harassment Grievance Panel will serve as an advisory board to the director of Residence Life & Student Conduct or other determining party. Following the gathering of statements from all involved parties and/or witnesses to an alleged incident, the Sexual Harassment Grievance Panel will meet to discuss the case.

The Sexual Harassment Grievance Panel will review all written statements and will hear testimony from Residence Life or other determining party, and from the sexual harassment officer. The Sexual Harassment Grievance Panel will then make a recommendation as to the appropriate charges(s) to bring against the accused, along with suggested sanctions.

The Committee shall consist of five members of the university community. Two members of the faculty shall be appointed by the faculty senate; two members of the administration shall be appointed by the President and the assigned chair. After being convened, the panel shall elect one of its members as chair. None of the members of the panel shall be a person who receives a copy of the written decision of the grievance panel, as set forth below in section three (3). If any panel member, upon learning the names of the persons involved in the sexual harassment complaint, believes they have a conflict of interest or any potential bias, they shall, at their own initiative, excuse themselves from the case. The chair of the panel shall then appoint other committee members to make up the required panel.

### **Inquiry of the Sexual Harassment Grievance Panel**

At the conclusion of the inquiry, and within the five days of the inquiry, the panel shall prepare a written statement of facts. The statement shall include a summary of all relevant facts discovered in the course of the investigation. Additionally, the panel shall decide whether there has been a violation of the sexual harassment policy, and shall prepare a written statement of its decision indicating its reasons and including a proposed sanction. If the case involves a student, a copy of this statement shall be sent to the associate vice president of student life. The associate vice president of student life will receive and review the panel's report and recommendation of sanctions, if any, which can include dismissal from the university. The Director of Residence Life shall have access to the complete record of the case for review. If the associate vice president of student life determines that the sanctions recommended by the panel are inappropriate, he or she shall indicate his or her reasons in

writing to the panel. After consulting with the panel, the complainant, respondent and the Director of Residence Life shall, within 10 working days of receipt of the panel's recommendation, enter the decision in the permanent discipline file of the respondent in any case in which a violation of the policy on harassment was found to have occurred.

### **Procedures for Campus Disciplinary Action**

Disciplinary hearings will be held in accordance with the standards set forth in the student handbook. The hearing shall be conducted during the traditional academic year and according to the following guidelines:

- Hearings normally shall be conducted in private; however, admission of any person to the hearing shall be at the discretion of the adjudicating body.
- In instances involving more than one student, individual hearings will be provided.
- The accused has the right to be assisted by an adviser or his/her choice and at his/her own expense. However, the accused is responsible for presenting his/her own case and therefore, advisers are not permitted to speak or to participate directly in any hearing.
- The accused and the adjudicating body shall have the privilege of presenting witnesses, who shall be subject to cross examination by the adjudicating body only.
- Permanent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the adjudicating body.
- All procedural questions are subject to final decision by the adjudicating body.
- The hearing may be taped by the adjudicating body.
- Proceedings under the Student Code are not criminal proceedings, and shall not be construed as such.
- Mercyhurst University recognizes its responsibility to provide review procedures which reflect fair and consistent guidelines for each situation. The university adopts, for the purpose of this Code, the following protection for students: adequate notice of the meeting; advance notice of matters requiring student response; impartial proceedings; an opportunity to provide relevant information such as evidence and witnesses in defense; and the right to request an appeal.
- **ALL INFORMATION, DOCUMENTATION, AND TESTIMONIES ARE STRICTLY CONFIDENTIAL FOR ALL INVOLVED PARTIES!**
- Upon appeal, the judicial board, the associate vice president of student life, Student Conduct Panel, or the president of Mercyhurst University has the capability to recommend a decrease, increase, or no change of the previous decision made by the adjudicating officer.

- In cases dealing with responsibility or non-responsibility, the judicial board may recommend that the previous sanction made by the adjudicating officer be revoked.
- When the judicial board cannot come to a majority decision (in case of a tie), the chairperson votes.
- Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense.

### **Consequences and Possible Sanctions**

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from a verbal warning to expulsion, depending on the severity of the offense. The University reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect the individuals' rights and personal safety. Such measures include, but are not limited to:

- Reprimand /warning,
- Modification of living arrangements,
- Counseling assessment,
- Social or Disciplinary probation,
- Removal from University housing,
- Suspension,
- Expulsion, and/or
- Arrest and Prosecution

### **Registered Sex Offenders**

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act determined the requirements for sexual offender registration and community notification. In accordance with this Act, information concerning registered sex offenders may be obtained by going to the Web site: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us) . An e-mail request may then be submitted to the Pennsylvania State Police for information regarding registered sex offenders.

### **Emergency Response and Evacuation Procedures**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the Director of Public Relations will immediately notify the campus community at the direction of the Emergency Response Team. The larger community will be notified by the Director of Public Relations at the direction of the Emergency Response Team as well. The Mercyhurst University Emergency Response Team will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system which can include announcements from the Director of Public Relations as well as campus emails and the E2 cell phone notification system. Announcements can also be made on the

Mercyhurst University Website. This notification will take place unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency will be evaluated by the correct members of the Emergency Response Team. The correct emergency level will be assigned. If a Level I or Level II emergency exists, the members of the Emergency Response Team will determine whom to notify and how. INITIAL EMERGENCY COMMUNICATIONS WILL BE SENT IMMEDIATELY AND CONVEY ONLY THE MOST CRITICAL INFORMATION.

Members of the university community can subscribe to the E2 campus notification system at [my.mercyhurst.edu](http://my.mercyhurst.edu). The subscription can be found in the residence life section of the portal under "Resources" on the left hand column.

**The Mercyhurst University Emergency Response Team Members are:**

- Provost
- Executive Vice President for Administration
- Vice President for Student Life
- Associate Vice President for Student Life
- Chief of Police and Security Services
- Director of Residence Life and Student Conduct
- Director of Marketing and Public Relations
- Executive Director of Wellness
- Director of Information Technology
- Director of the Physical Plant
- Coordinator of Special Events

**EMERGENCY RESPONSE**

Mercyhurst University includes a written plan that addresses the ability of the university to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff and employees.

The university, without delay, will take into account the safety of the university community and initiate the notification system, respond to, or otherwise mitigate the emergency. The process to accomplish this notification is identified in the college's Emergency response Plan (ERP) and Emergency Response Guide (ERG).

**On Campus Notifications:**

1. Broadcast email messaging

2. Cellular phone text messaging (E2)
3. Broadcast voicemail messaging
4. Messaging to all classroom “smart” podiums
5. Web Site announcements
6. Other media

The university also includes the utilization of in-place building protections and systems for the notification of occupants to an emergency:

- Fire Alarm Systems.
- Fire Alarm systems with voice notification.
- Public announcement systems.
- Electronic message boards.

All of these systems are tested and maintained in accordance with accepted codes and standards.

**Emergency notification methods are tested annually to ensure reliability:**

- The Emergency Response Plan is periodically reviewed. Updates and changes are completed as necessary.
- The notification processes are tested at least annually.
- Meetings are regularly held throughout the year with key personnel and stakeholders.

**Physical testing of systems notification:**

- All in-place methods of emergency notification are tested by announced activations.
- Call lists are updated.
- Response levels reviewed.
- Communications tested.
- Operations Center reviewed.
- Planning the exercise.
- Developing methods.
- Conducting exercise.
- Evaluating testing results.

### Testing Procedure:

- Conduct testing
- Alert the community
- Measure test response
- Evaluate effectiveness
- After action evaluation

The periodic review of the university's Emergency Notification methods is a continuing process. Through these evaluations, methods have been developed and included in the university's ERP. Recent results:

- Increase of notification testing to once per term (3 times annually)
- Planning of physical emergency evacuation exercises (drills)
- Measure response of Emergency Response Team
- Develop special projects to include the expansion of physical notification methods
- A tabletop exercise has been instituted by the ERP and used to practice an emergency situation that may occur on campus.

### Missing Person Policy

The purpose of this policy is to establish procedures for the university's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in on campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if the Person is absent contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

#### I. Procedures for designation of emergency contact information

##### a. Students age 18 and above and emancipated minors:

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time that the student is determined

to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This designation will be held confidentially over the course of this time. If it is not immediately clear to the Office of Police and Safety if a minor is emancipated, they will be treated as a student who is not an emancipated minor addressed below.

b. Students under the age of 18:

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian and any designated contact person no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing persons

a. Any individual on campus who has information that a resident student may be a missing person must notify the Office of Police and Safety as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Police and Safety will assist off campus authorities with these investigations as requested.

b. The Office of Police and Safety will gather all essential information about the resident student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the Office of Police and Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

d. No later than 24 hours after determining that a resident student is missing, the Assistant Vice President of Student Life will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

### III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university's Office of Public Relations. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing student, shall be referred to the Office of Police and Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Mercyhurst University community with any information about a missing student, the Office of Public Relations shall consult with the Office of Police and Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

## Security, Safety and Crime Prevention Programs

Safety and security issues are reviewed during resident assistant training, freshman orientation, and other meetings in an effort to foster a trusting and productive relationship with students and staff. Additional programs include:

- A handout is given to each freshman resident student detailing various precautions students can take to lessen their chances of being a victim of a sex offense.
- Resident assistants participate in extensive training from the Crime Victims Center, and the college Counseling Center that addresses these issues and how the resident assistants should respond when dealing with someone they suspect has been a victim of a sexual offense.
- New resident assistants attend an on-going training class through the first term that addresses safety and security issues.
- During mandatory meetings, resident assistants and assistant directors discuss various precautions students should take to lessen their chances of becoming a victim of a sex crime or other offense.
- In September, as a part of Welcome Week, the Student Activities Council sponsors a program titled Hypnotic Intoxication which features an alcohol consumption,

behavior and responsibility for self and friends lecture and the actual hypnotism of several students who then act out many alcohol related behaviors.

- In October, during National Collegiate Alcohol Awareness Week, Campus Involvement Center coordinates and co-sponsors a week-long series of events. The week is comprised of speakers, events and activities geared at educating students on topics such as alternatives to alcohol consumption, the effects of consuming alcohol, recognizing alcohol related problems and abuse, and what to do/how to react when alcohol problems and abuse arise.

- In March, during Women's History Month, information is provided and programs offered regarding mental and physical health and well-being. Also, a wellness Fair is held in collaboration with several offices and academic departments to inform students on the seven dimensions of health.

- Throughout the year, workshops are randomly scheduled on subjects such as self-defense, date rape, crisis response, and conflict management.

### **Drug and Alcohol Abuse Education Programs**

During the fall term, each incoming residential and commuting freshman student is required to take *Alcohol-Wise*, an online alcohol prevention course. Freshman students must earn at least a 75 percent on an exam at the end of the course as well as complete a follow up module 30 days following the completion of the exam. In addition to this mandatory course, freshmen take part in alcohol education and positive decision-making sessions during freshman orientation just prior to the start of the academic year. Furthermore, students found in violation of the university's alcohol and drug policies are mandated to complete an alcohol/drug education course. Students take *AlcoholEdu for Sanctions* or "*Under the influence*" for the first time and less severe alcohol policy violations. In more severe or repeat offenses, students may be required to attend staff taught alcohol courses or participate in personal counseling to promote healthy and responsible decision making skills.

### **Timely Warning Policy**

The Mercyhurst University Police and Safety Department will issue timely warnings to the university community whenever emergency, safety, and/or other security issues arise that pose a potential threat to students, faculty, or staff, whether the event(s) giving rise to the warnings occur on or off campus. Timely warnings may be made in any of the following ways:

1. A letter may be sent to all employees and students.
2. Information may be published in the college student newspaper (*The Merciad*).
3. Information may be published in the college newsletter (*The Morning Buzz*).
4. Information may be displayed on electronic signs located in the cafeteria and the student union building on the Erie campus.
5. Information may be posted on the police and safety department home page.
6. Flyers may be posted on college bulletin boards, and/or distributed by assistant directors of residence life and student conduct and resident assistants.

## Facilities

### **Access to Campus**

Mercyhurst has all of its facilities open during the normal workday. Guests of the university are invited to visit specific areas. During theatrical, athletic, and other special events particular areas are open and/or available at specific times to both the general public and the Mercyhurst University community.

### **Housing, Maintenance and Facilities Information**

There are three residence halls on the Erie campus that house freshmen students; one hall is female, one hall is male, and the other hall houses both male and female students, but not in the same wing. Some single rooms are available in McAuley and Baldwin. All others are double, triple, or quad occupancy. There are 25 apartment buildings on the east side of campus along with 32 townhouses housing up to six residents each. Residents are housed in single-gender units. Freshmen are assigned to the residence halls using information provided by them on their submitted data sheet, or upon their request for a specific roommate. Upperclassmen select their roommates within each apartment. Transfers are usually assigned to upperclassman apartment living.

All residents are informed of housing policies on their contracts, during an initial meeting at the beginning of the year, and via the student handbook. Additional meetings are held and memoranda are sent on an as-needed basis.

In the residence halls, guests are required to check in at the desk and leave photo identification that is returned when they leave. Visits by members of the opposite sex are limited to visiting hours. Residence halls are staffed by undergraduate resident assistants (RA's) and graduate hall directors (HD's). There are 20 RA's and three HD's for three residence halls. A full-time, master's level student affairs professional and college administrator (assistant

director of residence life -AD) supervises the staff and administration of the freshman residence halls.

The apartments have common hallways, but all apartment doors have locks. The main door on each apartment building is locked, as is each individual apartment door. At all residence halls, all exterior doors, except the main entrance are locked. Residents are not permitted to enter or exit a residence hall except via the main entrance. The exterior doors are locked electronically. All student doors have door locks. Windows have various types of locking devices depending upon the architecture of the building.

The apartments for upperclassmen are staffed by RA's, who are supervised by one of three master's level student affairs professionals and college administrators (assistant directors of residence life). The freshman and upperclassmen AD live on campus. The AD's also administrate the student conduct system for violations of the student conduct code.

Residence life staff members undergo annual training in August and attend in-service training sessions during the academic year. In the freshman residential area, the front desks of the residence halls are staffed with students, graduate students, and adults 24 hours a day while classes are in session. Police and safety personnel walk through the hallways of the residence halls and around the apartment buildings while on patrol and when responding to calls for assistance.

Students remaining in apartments during breaks are reminded that there will be fewer students around and that they should be cautious. Guests may not stay on campus unless permission is given by roommates, and then only for a maximum of three days. Prospective freshmen brought to campus are supervised by the admissions staff and are not permitted in regular student rooms unless they are invited.

High-pressure sodium and metal halide lamps light the campus. Police and Safety Department personnel report safety concerns to the maintenance department either immediately or on a daily basis. A continuous attempt is made to trim and/or eliminate large bushes and other obstructions around entranceways or paths. Safety hazards are corrected when discovered or reported. Emergency call boxes are located on the outside of apartment buildings. Seven emergency blue light towers have been placed throughout campus for emergencies. Background checks are conducted on everyone hired by the police and safety and maintenance departments, and all other departments are encouraged to carefully check references and resumes of their applicants.

## Daily Crime Log

The Police and Safety Department must maintain a daily crime log, which lists all crimes reported to the Police and Safety Department that are committed on campus and on public grounds immediately adjacent to the campus. The crime log must contain information concerning the nature, date, time, and general location of each crime, and the disposition of the incident, if known. The crime log for the Mercyhurst University Erie campus is maintained at the Police and Safety Office. Mercyhurst University students, faculty, administrators, staff, and the general public can view the crime log between the hours of 8:30 a.m. and 4:30 p.m. on any weekday.

## **Student Responsibility Regarding Safety and Security**

Mercyhurst University is a very safe and secure university. However, with all of the available activities on campus, it can be easy to become careless about safety and security issues. The cooperation and involvement of each member of the Mercyhurst University community in campus safety and security is critical. Community members must assume responsibility for their own personal safety and for the security of their own property, as well as the property and assets of the university. Individuals are expected to take necessary precautions to avoid being victimized. Those responsibilities include, but are not limited to:

1. Report any safety and security concerns to the Department of Police and Safety at extension 2304 as soon as possible
2. Apartment and residence hall room doors should be locked at all times.
3. Strangers should never be allowed into apartments or residence halls. If and when a stranger is found to be wandering in and around student apartments or residence halls, their presence should be immediately reported to the Department of Police and Safety.
4. Students with cars or other vehicles must park them in designated areas as identified by color coded signs, and keep them locked at all times. Valuables left in cars should be locked inside the vehicle trunk.

## Campus Security Act Definitions

### **Aggravated Assault:**

*An unlawful attack by one person upon another for the purpose of inflicting severe 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.*

### **Arson:**

*To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.*

### **Burglary:**

*The unlawful entry of a structure to commit a crime therein. (On campus this is breaking into an office that is not normally open for public access, or breaking into a residence hall bedroom).*

### **Hate Crimes:**

*Any of the crimes listed, and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, that are reported to campus Police and Safety Department, or local police agencies.*

### **Manslaughter:**

*The killing of another person through negligence.*

### **Motor Vehicle Theft:**

*The theft or attempted theft of a motor vehicle. (Includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)*

### **Murder:**

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

### **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.*

### **Sex Offenses, Forcible:**

*Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of consent.*

### **Forcible Rape:**

*The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).*

### **Forcible Sodomy:**

*Oral or anal sexual intercourse with another person, forcibly will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.*

### **Sexual Assault with an Object:**

*The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.*

### **Forcible Fondling:**

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

**Theft:**

*The unlawful taking of property or services belonging to or provided by another thus depriving its owner of its use or compensation.*

**Sex Offenses,**

**Non-forcible**

*(Unlawful, non-forcible sexual intercourse):*

**Incest:**

*Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

**Statutory Rape:**

*Non-forcible sexual intercourse with a person who is under the statutory age of consent.*

**LOCATION DEFINITIONS**

**On campus:**

*Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, (Includes all academic, administrative, and athletic buildings on the main campus, all campus parking lots and common areas).*

**Non-campus building or property:**

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

**Public property:**

*All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of, or in a manner related to the institution's educational purposes.*

## Crime Statistics

The statistics provided in this year's 2013 annual security report have been compiled and published using guidelines provided by the Pennsylvania College and University Security Act and the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended.

CATEGORY	VENUE	2011	2012	2013
CRIMINAL HOMICIDE: MURDER & NON-NEGLIGENT MANSLAUGHTER	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
NEGLIGENT MANSLAUGHTER	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
SEX OFFENSES: FORCIBLE	On Campus***	1	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	1	0	0
SEX OFFENSES NON-FORCIBLE	On Campus***	0	0	1
	In Dormitories and Other Residential Facilities	0	0	1
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
ROBBERY	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	1	0	0
AGGRAVATED ASSAULT	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
BURGLARY	On Campus***	5	2	13
	In Dormitories and Other Residential Facilities	5	2	11
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
ARSON	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
MOTOR VEHICLE THEFT	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0

HATE CRIMES		2011	2012	2013
LARCENY / THEFT	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
SIMPLE ASSAULT	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
INTIMIDATION	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
VANDALISM	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0

Number of Arrests

CATEGORY	VENUE	2011	2012	2013
LIQUOR LAW VIOLATIONS	On Campus***	0	1	5
	In Dormitories and Other Residential Facilities	0	0	5
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
DRUG RELATED VIOLATIONS	On Campus***	0	0	1
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
WEAPONS VIOLATIONS	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0

Number of Disciplinary Referrals

CATEGORY	VENUE	2011	2012	2013
LIQUOR LAW VIOLATIONS	On Campus***	238	286	199
	In Dormitories and Other Residential Facilities	238	255	183
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	2	0	8
DRUG RELATED VIOLATIONS	On Campus***	8	22	37
	In Dormitories and Other Residential Facilities	8	20	34
	In or On a Non-Campus Building or Property	0	0	0
	On Public Property	0	0	0
WEAPONS VIOLATIONS	On Campus***	0	0	0
	In Dormitories and Other Residential Facilities	0	0	0
	In or On a Non-Campus Building or Property	0	0	0

\*\*\* This category includes all on-campus incidents, including “In Dormitories or other Residential facilities.” Therefore, the categories are not cumulative, but duplicative. Please note that a formal police investigation and a subsequent formal police report are not required in order for criminal activity to be included in annual security report statistics. Students need only report the incident to any college official who has a significant responsibility for student and campus activity.

The Mercyhurst University Chief of Police prepares this report using the following procedures:

1. All Police and Safety Department incident and other reports are reviewed.
2. All Residence Life reports are reviewed.
3. The Daily Crime Log is reviewed.
4. The Police and Safety, Housing, and Student Affairs Departments are surveyed, as well as other individuals having significant responsibility for student and campus activities.
5. All disciplinary letters issued to students during the reporting period are reviewed.
6. A request is made to all law enforcement agencies having jurisdiction at Mercyhurst University facilities to provide information regarding incidents investigated and arrests made on Mercyhurst University property and public property within a reasonable contiguous geographic area of the university. Note also that reported crimes may involve individuals not associated with Mercyhurst University.

# MERCYHURST UNIVERSITY

## 2013 HEOA CAMPUS FIRE SAFETY RIGHT TO KNOW REPORT

### ERIE CAMPUS

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# MERCYHURST UNIVERSITY

## 2013 HEOA / CLERY

### Campus Fire Safety Right to Know

#### II. Disclosure of Fire Safety Standards and Measures

Mercyhurst University is an eligible institution that maintains on-campus student housing facilities and is required to participate under this title.

#### ERIE CAMPUS

##### A. 2013 On-Campus Student Housing Statistics:

1. There were no fire events in / on the Erie Campus student housing units that resulted in a dollar loss (see attached Fire Log).
2. There were no reported injuries that required treatment in a medical facility related to the fire events.
3. There were no fire deaths.

#### On-Campus student housing facility fire safety systems:

##### Student Living Apartments

- **Briggs and Lewis Avenue East** are 4-14 unit interconnected garden-style apartment buildings protected by a Fire-Lite 9200MD FACP / ADEMCO system expander automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **Briggs and Lewis Avenue North** are 4-14 unit interconnected garden-style apartment buildings protected by a Fire-Lite 9200MD FACP / ADEMCO system expander automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **Briggs and Lewis Avenue South** are 4-14 unit interconnected garden-style apartment buildings protected by a Fire-Lite 9200MD FACP / ADEMCO system expander automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.

- **3808-10 Briggs Avenue** are is a 14 unit interconnected garden-style apartment building protected by a Fire-Lite 9200MD FACP automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **3828-30 Briggs Avenue** is a 14 unit interconnected garden-style apartment building protected by a Fire-Lite 9200MD FACP automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **3908-10 Briggs Avenue** is a 14 unit interconnected garden-style apartment building protected by a Fire-Lite 9200MD FACP / ADEMCO system expander automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **3924-26 Briggs Avenue** is a 14 unit interconnected garden-style apartment building protected by a Fire-Lite 9200MD FACP / ADEMCO system expander automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm indication.
- **611-613 East 38<sup>th</sup> Street** is a 14 unit interconnected garden-style apartment building protected by a Fire-Lite 9200MD FACP automatic fire alarm system including automatic photoelectric smoke and fixed temperature heat detection using horn / strobe alarm Indication.
- **Warde Townhouses:** is an 8-unit 2-story townhouse style apartment building. Units 1-6 are equipped with compliant local interconnected smoke detection. Units 7 and 8 are equipped with an ADEMCO FACP with automatic smoke detection horn/strobe alarm indication and manual fire pull stations.
- **Lewis Avenue Townhouses** are comprised of 3-4-unit townhouse style apartment buildings. Each living unit is protected by compliant, local interconnected smoke detection.
- **East 41<sup>st</sup> Street Townhouses** are comprised of 1-6-unit and 1-4-unit townhouse style apartments. Each living unit is equipped with local, compliant and interconnected smoke detection.
- **Wayne Street Apartments: 4008 Wayne Street, 742 East 40<sup>th</sup> Street and 745 East 40<sup>th</sup> Street** are comprised of 3-11-unit garden style apartments. Each building is protected by stand-alone automatic fire alarm systems including photoelectric smoke detection, fixed temperature heat detection and horn/strobe alarm indication.
- **Duval Apartments East and West** is a 3-story apartment building comprised of east and west wings containing 25 living units. The building is protected by automatic fire alarm system equipped with photoelectric smoke detection; fixed temperature heat detection horn/strobe alarm indication and manual fire pull stations. The building is also protected by a supervised automatic residential fire sprinkler system.

- **Mercy Suites 100, 200, 300** are comprised of 3-11 unit garden style apartments. The buildings are protected by an interconnected automatic fire alarm system (Fire-Lite 9200MD) using ADEMCO system expansion equipped with photoelectric smoke detection, fixed temperature heat detection and horn/strobe alarm indication.
- **All of the above living units are equipped with approved portable fire extinguishers**

#### Dormitories

- **Baldwin Hall** is a 3-story 105 room dormitory. The building is protected by an automatic fire alarm system comprised of photoelectric automatic smoke detection; fixed temperature heat detection, horn/strobe alarm indication and manual fire pull stations. The building is equipped with class-1 standpipe.
- **Mc Auley Hall** is a 3 story 86 room dormitory. The building is protected by a ***new and completely upgraded*** automatic fire alarm system comprised of photoelectric smoke detection; fixed temperature heat detection, horn/strobe alarm indication and manual fire pull stations.
- **Warde Hall** is a 4 story pod-type new construction 143 room dormitory. The building is protected by a fully supervised by an ADEMCO automatic fire alarm system comprised of photoelectric smoke detection; fixed temperature heat detection and manual fire pull stations. The living units are equipped with local smoke detection, and the entire building is equipped with full fire sprinkler and Class 1stand pipes and areas of rescue and assistance.
- **All of the above buildings are equipped with approve portable fire extinguishers in the common areas.**

# MERCYHURST UNIVERSITY

## VI. Student Residential Building Fire Safety Systems

### ERIE CAMPUS

Building	Auto Fire Alarm System	Local Fire / Smoke detection	Sprinkler	Standpipe	Portable fire Extinguishers
611-13 East 38 <sup>th</sup> Street	X	X			X
3808-10 Briggs Ave	X	X			X
3828-30 Briggs Ave	X	X			X
3908-10 Briggs Ave	X	X			X
3924-26 Briggs Ave	X	X			X
Briggs / Lewis Ave North (4)	X	X			X
Briggs / Lewis Ave					

South (4)	X	X		X
Lewis Ave East (4)	X	X		X
3938-40 Lewis Ave	X	X		X
4008-10 Lewis Ave	X	X		X
4007-09 Briggs Ave	X	X		X
3937-39 Briggs Ave	X	X		X
4008 Wayne	X	X		X
745 East 40	X	X		X
742 East 40	X	X		X
Duval Apts	X	X	X	X

**Student Residence Building Fire Safety Systems (Cont'd)**

East 41 Townhouses (10)		X		X
Warde Townhouses (8)		X		X

Lewis Ave Townhouses (12)		X			X
Mercy Suites 100, 200, 300	X	X			X
Baldwin Hall	X	X		X	X
McAuley Hall	X	X			X
Warde Hall	X	X	X	X	X

# MERCYHURST UNIVERSITY

## 2013 HEOA Fire Reporting

### ERIE CAMPUS

#### III. Student Residence Fire Exit Drills:

##### Dormitories

- **Baldwin Hall** : 1 supervised exit drills each term during school year for total of 3
- **Warde Hall**: 1 supervised exit drills each term during school year for total of 3
- **McAuley Hall**: 1 supervised exit drills each term during school year for total of 3

##### Student Apartments and Townhouses

Upperclassman student residences do not conduct scheduled fire exit drills. Building RA staff is trained in fire emergency evacuation and all residents are provided with egress plans as to actions to be taken in the event of fire or any other emergency.

#### IV. Institution Policies on Portable Electric Appliances, Open Flames and Smoking in Student Residences

All rules and policies are provided to student residents in the Student Conduct Handbook sections on Fire Prevention and Safety. All student residences are subject to health safety inspections at least once each term.

##### Prohibited Items:

Halogen lighting

Decorative in-line / string lighting

Candles

Open Flame Appliances

Non-Listed Power Strips

Flammable Gas Storage in any amount

Flammable Liquid Storage

**Smoking Material is prohibited at any time.**

**Rules on Electrical Appliances:**

Electrical appliances that are prohibited or may pose a potential fire risk are confiscated and removed from student residence in accordance with the policies and regulations section of the Student Conduct Handbook and / or any local fire code requirement.

**Appliances that are inspected for proper operation / compliance:**

Electric blankets

Lamps / Lighting

Power strips and extension cords

Hair dryers, flat irons, curling irons

Coffee pots and all electrical food preparation appliances brought into the residence by students

**Hot plates, sun lamps, toaster ovens, electric fryers are prohibited items**

**Procedures for Student Housing Evacuations in the Event of a Fire**

- University policy is that in the event of any fire alarm, in any University operated building, all occupants are required to evacuate the building utilizing the nearest available exit. Once the occupants have been evacuated, they are directed to pre-designated areas of assembly. The University does provide portable fire extinguisher orientation to residence life staff but does not encourage suppression activities; building evacuation is the priority function. All automatic fire alarm systems are monitored 24/ 7 by the University's Police and Safety operations and all received active fire alarms are forwarded to the appropriate fire agency using our established 911

reporting protocol. Follow-up calls to the Police and Safety operations are encouraged from building representatives for the provision of fire event information once the building has been evacuated. The building is not re-occupied until instructed by responding emergency personnel. In the event of a significant emergency, occupants are relocated to pre-designated areas of refuge utilizing established emergency response protocols.

## **V. Fire Safety Training**

- Fire safety training is provided on an annual basis to all Residence Life staff
- Portable fire extinguisher training is provided to all Residence Life staff
- Emergency evacuation training is provided to all Residence Life staff

## **Fire Safety Education**

- Fire safety / prevention education is periodically offered to the University community
- Fire safety / prevention information is presented by the Fire Safety office to the entire University community during national Campus Fire Safety Month and during National Fire Prevention Week (2<sup>nd</sup> week of October)

## **Future Improvements in Fire Safety**

- Fire and Life Safety is an ongoing and daily awareness of conditions that could cause or contribute to the cause of fire.
- Periodic fire safety presentations offered to College employees and staff in all departments.
- The University is including and investing in the upgrade and replacement of aging fire protection equipment systems and protections as a part of its capital improvements budget. These projects are a part of a multi-year plan the University is organizing in response to a Facilities Conditions Assessment Report conducted by Aramark Corp in 2007.

## **Fire Safety Testing, Inspection and Maintenance**

- All installed fire alarm systems are tested, inspected and maintained annually in accordance with accepted codes, standards and references.
- All installed fire safety systems are periodically inspected for proper operation.
- An annual Fire Safety / Fire Risk Analysis is conducted for all college owned buildings

- Any / all reported fire safety concerns are addressed in a timely manner, mitigated and re-inspected for compliance

### VII. 2013 Student Residence Fire Log

Date	Address	Origin	Cause	Event Details	\$ Loss
0	0	0	0	0	0

There were no fire events in any of the Universities student housing units that resulted in damages, injuries or deaths.

### **VIII. Report of Fire by Students and Employees**

Any / all evidence of fire occurring in or upon any University owned building or property is reported by staff, employees and students to one or all of the listed departments.

Director of Student Housing, Alice Agnew

Vice President of Student Life, Dr. Gerry Tobin

Asst Director of Student Housing, Jessica Provanzano

Director of Maintenance / Physical Plant, Ken Stepherson

Department of Police and Safety, Chief Robert Kuhn

Department of Police and Safety, Richard Sadlier, Fire / Life Safety Officer

### **Residence Life**

- All fire alarm system activations are documented by report by RA staff to Alice Agnew, Director of Student Housing
- All building evacuation procedures are documented by RA staff and forwarded to the Director of Student Housing and the Fire / Life Safety Office

- Any condition that results in the generation of smoke is reported by RA staff to the Director and the Fire / Life Safety Office
- Housekeeping staff reports any evidence of fire to residence life
- All reported evidence of fire or fire alarm activation is reported directly to the Department of Police and Safety, Richard Sadlier, Fire and Life Safety Officer

**Housekeeping / Maintenance**

- Any evidence of fire is reported to maintenance supervisor Daryl Grace and forwarded to the offices of Student Life, Fire and Life Safety, Maintenance / Physical Plant

**Student Residents**

- Any evidence of fire is reported by student residents to RA staff