



2023 Annual
**SECURITY & FIRE
SAFETY REPORT**

Susquehanna
UNIVERSITY



A MESSAGE FROM CAMPUS SAFETY

At the start of new academic years, we reflect on the past year's events to find patterns, applaud systemic successes, address shortcomings and plan for the future. At the forefront is the safety of every human who interacts with our campus community.

Shifting into a post-pandemic paradigm, Susquehanna University Campus Safety and other staff are applying what we have learned about community-building, interpersonal relationships, and institutional effectiveness to create a more comprehensive plan for the safety and well-being of the university community. We continue to improve with each experience.

As with each Annual Security and Fire Safety Report, some incidents are inevitable. Other incidents are preventable with training and education on policies and procedures that are in place to keep every person safe. In the document that follows, we provide policies, procedures, and best practices of Susquehanna. It is our goal to review them regularly and

continue to provide the safest educational and co-curricular environment possible.

The Campus Safety Office is always open, and we value our community's input. We are glad to be partners in this journey with our students, faculty and staff. We look forward to the year ahead.

Kris Brown
Assistant Director Campus Safety

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THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act or “the act”) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program, to disclose information about crime on their campuses and in the surrounding communities.

The Clery Act affects virtually all public and private institutions of higher education and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be subject to financial penalties and may be suspended from participating in the federal financial aid program.

CLERY ACT COMPLIANCE

The 2023 Susquehanna University Annual Security and Fire Safety Report is published in compliance with the Clery Act and related amendments known as the Violence Against Women Act (VAWA). Preparation of this Report contains statistics for the previous three (3) years concerning Clery Act specific crimes that have been reported as having occurred on campus; in or on non-campus buildings or property owned or controlled by Susquehanna University (“university”); and on public property within, or immediately adjacent to the campus. These specific crime statistics are listed in table form at the end of this Report.

Clery Act statistics are collected for each calendar year. The 2023 report contains statistics from Jan. 1 through Dec. 31, 2022.

This report also includes other requirements of the act such as institutional policies, campus security policies, policies concerning alcohol and drug use, crime prevention and other related policies. Campus Safety prepares this Report using information it maintains, information provided by other university offices and designated Campus Security Authorities, and information provided by local law enforcement agencies surrounding campus.

AVAILABILITY OF THIS REPORT

This report is published on the Campus Safety website, and a notice of the availability of this report is distributed electronically to the university community by September 30 of each year. Anyone, including prospective students, families of students, all current students, faculty, and staff may review a paper copy of this Report by contacting Campus Safety at 570-372-4444 or it may be downloaded from the Campus Safety website at susqu.edu/clery-report.

The university also provides the Clery Act crime statistics contained in this report to the U.S. Department of Education. The U.S. Department of Education website is ed.gov.

CLERY GEOGRAPHY

Understanding the four categories of geography used in Clery crime statistic reporting is important. The first category is **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 the area, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

The second category is **on-campus student housing**. Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Statistics reported in this category are a subset of those reported in the on-campus category.

The third category is **public property**. All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. This would contain the borough-owned sidewalks and streets immediately adjacent to our on-campus geography, including the sidewalk on the opposite side of the street.

The fourth category is **non-campus**. This is a property or building that is used for institutional/educational purposes that is not contiguous or within the scope of on-campus as defined above. This can also relate to a facility or property that is rented by the university or with which the university has a verbal or written contract for use by the university.

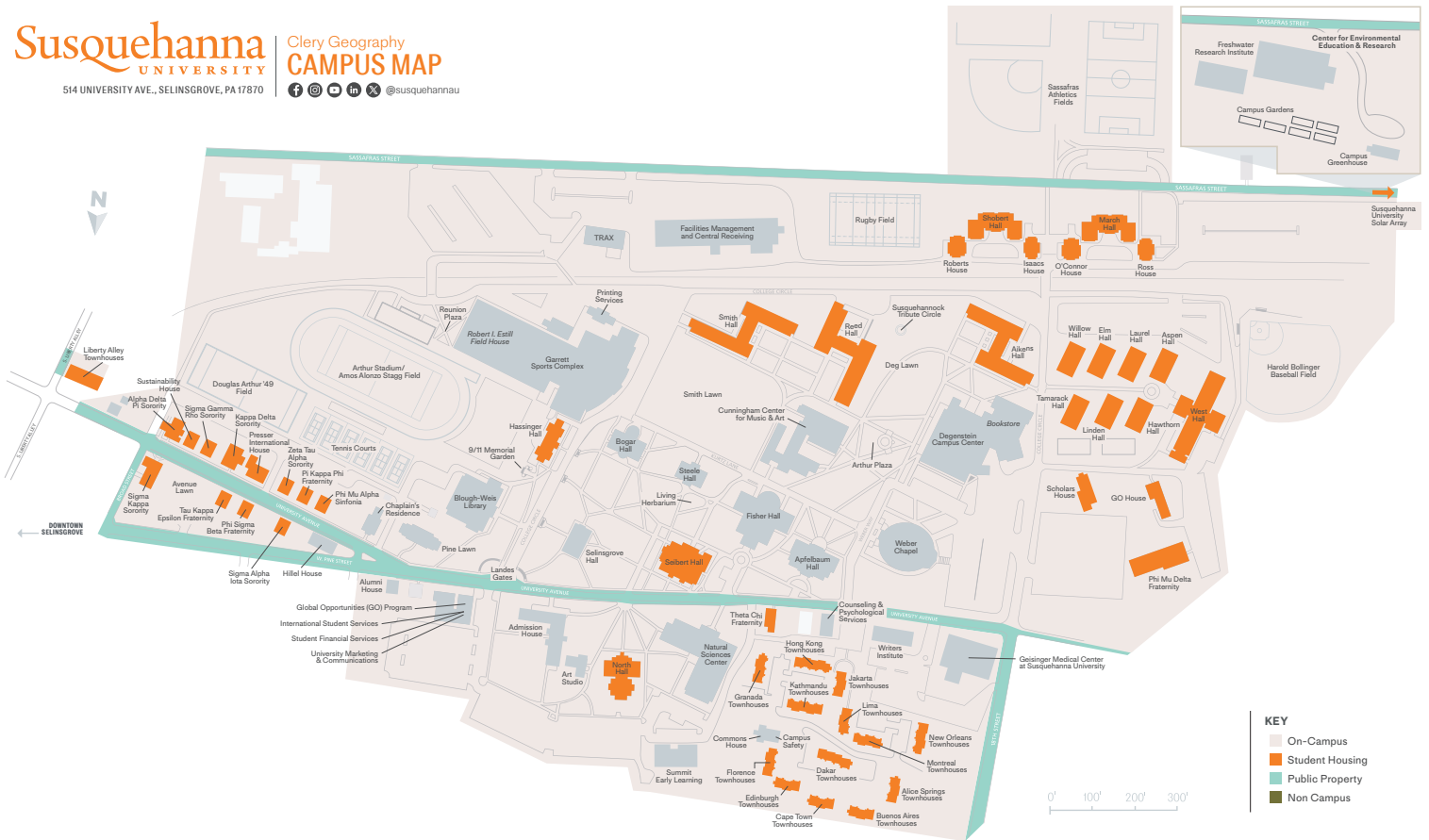
A few notes about Clery geography as it relates to the university and our off-campus trips and study abroad programs. If a university group takes an overnight trip, statistics are not required unless it is a trip that happens annually, and the group stays in the same location every year. In this circumstance any crime would need to be a part of our annual statistics. For study abroad trips on U.S. soil, statistics must be kept. At this time, international trips do not need to be included in our annual report.



Clery Geography
CAMPUS MAP

514 UNIVERSITY AVE., SELINGSROVE, PA 17870

Facebook, Instagram, Twitter, YouTube, LinkedIn, Email, Website icons and @susquehanna



MARTIN RETREAT CENTER, DANVILLE, PA



SUSQUEHANNA VALLEY COUNTRY CLUB, SELINGSROVE, PA



NEWMAN CENTER, SELINGSROVE, PA



NORTHUMBERLAND BOAT CLUB, SHAMOKIN DAM, PA



SUMMER BREEZE STABLES, MILTON, PA



CAMP KABORODINA, MILLMONT, PA

CAMPUS SAFETY

The best protections against campus crime are a strong security presence; an aware, informed, and alert campus community; a commitment to reporting suspicious activities and using common sense when conducting daily activities. Susquehanna University strives to be a safe place to learn, live, work and grow.

Mission

The mission of Campus Safety is to provide safety and security services for the university community that meet the highest professional standards and support the overall academic mission of Susquehanna University.

Office Values

Campus Safety values the principles of honesty, integrity, honor, fairness, and respect in our interactions with those we serve. Committed to excellence, we work to educate the campus community along with our campus partners via proactive, community-based programs.

Authority and Training

Campus Safety is part of the Division of Student Life team, which is under the authority of the Vice President for Student Life and Dean of Students. SU Campus Safety Specialists (CSS) are not sworn officers. An extensive background check occurs before a CSS is hired. CSS must successfully complete a probation period and meet office-required certifications. A limited number of highly trained CSS are authorized to carry firearms in the performance of their duties under Pennsylvania's Lethal Weapons Training Act, commonly referred to as Act 235.

The Campus Safety staff receives annual training in a variety of crime prevention and operational topics, including biannual certification in CPR/first aid and use of the automatic electronic defibrillator (AED) and mass casualty equipment. The staff have participated in a variety of training programs offered through Vector Solutions/Safe Colleges learning management system. These trainings include, but are not limited to, "Camps on Campus: Keeping Minors Safe," "Clery Act Overview," "Discrimination Awareness in the Workplace," "FERPA: Confidentiality of Records" and "Title IX and Sexual Harassment." Other trainings were offered throughout the year including De-escalation and First Responder Training, QPR Suicide Prevention and Neurodiversity and Autism Awareness.

The entire Campus Safety staff receives training in trauma informed response, identifying and responding to stalking, responding to dating and domestic violence on campus, sensitivity in responding to all incidents with particular attention to LGBTQ+, BIPOC and other related communities.

Working Relationship with Local, State & Federal Law Enforcement Agencies

When called for, local, state or federal law enforcement agencies may be contacted to assist or assume control of incidents/investigations. Campus Safety maintains a professional working relationship with the Borough of Selinsgrove Police Department (SPD), Pennsylvania State Police (PSP), Milton State Police and the Snyder County District Attorney's Office. The campus is regularly patrolled by SPD, which has radio interoperability with Campus Safety, and may investigate and bring charges in criminal matters on campus.

Campus Safety staff meet frequently with the Selinsgrove Chief of Police to exchange information. A Memorandum of Understanding between the Campus Safety Office and the Selinsgrove Police Department has been established to assist in maintaining a positive relationship and operational efficiency.

CAMPUS SECURITY INFORMATION

Safety on the campus of SU is a natural source of concern for families, students and university employees. Education, the business of Susquehanna University, can only take place in an environment in which each student, employee and visitor feels safe and secure. The university recognizes this and employs a number of security measures to protect the members of its community.

Susquehanna University is in the Borough of Selinsgrove in central Pennsylvania with some property in unincorporated Snyder County and Montour County. Although the Selinsgrove area with its small town feel and neighborly attitude has a relatively low crime rate, crime prevention remains a high priority within the campus community.

The university strives to ensure the safety of its students and employees through a dedicated Campus Safety office and a well-trained Residence Life staff which work in concert with a campus community that is informed, aware, and alert. All share the responsibility of making the university campus a safe place to study, work and live.

Office Operations

The building that houses Campus Safety is located adjacent to the 18th Street Commons House and is the primary operations center for administrative, patrol and communications responsibilities. CSS provide 24-hours-per-day/365-day-per-year patrol coverage on foot, bicycle, golf cart and motor vehicle.

Security Cameras

Campus Safety uses closed circuit television cameras for investigative purposes in common areas and major thoroughfares on campus. Additional cameras are being continually updated and added to the system. The cameras are available for investigation, 24 hours/day by the on-duty Campus Safety staff.

Blue Light Emergency Phones & Blue Dot Phones

The campus has deployed blue light emergency phones that connect directly to Campus Safety for emergency assistance in the following campus parking lots/locations. These are checked regularly to ensure they are in working order.

- ▶ Admission Parking Lot
- ▶ Sassafras/First-Year Student Parking Lot
- ▶ Student Health Center Parking Lot
- ▶ Blough-Weis Library Parking Lot
- ▶ Sassafras Rugby Field
- ▶ 18th Street Commons (New Orleans building)
- ▶ Counseling & Psychological Services Parking Area
- ▶ Hillel House (406 University Avenue)
- ▶ 301 University Avenue
- ▶ 313 University Avenue
- ▶ Kurtz Lane

The university has identified over 90 nonemergency phones located on campus on various buildings and in common use areas that may also be used to contact Campus Safety. These phones are identified by a blue circular reflective sticker ("blue dot") on the faceplate or other prominent area of the phone. In 2021, 20 of these phones were converted to have an illuminated blue light above them for additional visibility and safety for our campus community.

Building Security & Access Control

It is the policy of Susquehanna University Campus Safety to provide the members of the university community with a safe and secure environment to work and learn by ensuring access to specific buildings is limited to authorized individuals. Most buildings on campus can be locked down remotely from the Campus Safety Office if an emergency situation arises.

Residential Buildings

Residential student housing at Susquehanna University includes 37 residence halls with occupancy of 16 to 280 students and 14 houses with occupancy of 4 to 13 students. The houses are used by upper-class students involved in special projects, sororities, and fraternities. First-year housing includes four buildings, which are coed by wing, floor, or room. Upper-class housing is coed by wing, floor, or suite. Students must receive a housing exemption through the Director of Residence Life to live off campus. The university does not have housing for married students or students with other family members.

Access to 23 on-campus residence halls is restricted by keyless (electronic swipe card) entry for which authorization is required; they can be monitored by Campus Safety. These 23 residence halls are locked 24 hours a day except for two buildings, Scholars House, and Seibert Hall, which have academic facilities and residence facilities. This changes the security of those two buildings because more people have access to space directly outside the living area. However, the residential portions of these two buildings remain separately secure. Also, nine of the keyless-entry residence halls have classroom facilities or multifunction spaces: Smith, North, Aspen, Laurel, Elm, Willow, Tamarack, Linden, and Hawthorn. Students who attend classes in or use those spaces, but do not live in those nine residence halls are given limited access to the building via their university identification card. Campus Safety Specialists conduct specific building checks during their tours of campus. Students assigned to the 28 residence halls where keyless entry is not available are issued both an outside door key and a room key. These residence halls are: 101 Liberty Alley, 300 University Avenue, 301 University Avenue, 305 University Avenue, 307 University Avenue, 309 University Avenue, 310 University Avenue, 312 University Avenue, 313 University Avenue, 401 University Avenue,

402 University Avenue, 403 University Avenue, 405 University Avenue, 520 University Avenue, 600 University Avenue, Kathmandu, Granada, Hong Kong, Jakarta, Lima, Montreal, New Orleans, Alice Springs, Buenos Aires, Cape Town, Dakar, Edinburgh and Florence halls.

In addition to the university staff who live in the residence halls, several university staff live on the campus including: the Director of Residence Life, Associate Director of Residence Life, Assistant Director of Residence Life, Residence Life Area Coordinators, and several Athletic Interns.

The Residence Life staff receive training on master key protocols, room change key protocols and general key security. In addition, Campus Safety Specialists are on duty 24 hours a day and make routine vehicle and foot patrols of the campus. Hall meetings are held regularly in communities to inform residents about housing security and enforcement procedures.

All guests in residence halls must have a student host and are subject to university regulations. The host is responsible for the actions of, and/or any damage caused by, their guests. Except for guests sponsored by the university, overnight guests are permitted to stay two nights in a 14-day period. If a roommate objects to the presence of an overnight guest, that guest may not spend the night. Overnight guests must obtain a temporary pass from Campus Safety or the sponsoring department.

Campus Access Policy

During normal business hours, the university campus (and certain nonresidential buildings) is open to students, employees and visitors. Some buildings, however, may be accessed only by authorized faculty, staff and students via identification cards with electronic access capability or keys.

Security Considerations in the Maintenance of Campus Facilities

Susquehanna University is committed to providing a physically safe and secure environment for the community. Sidewalks are designed to provide well-lighted routes from parking areas to buildings and from building to building. Computer hardware and software has been integrated into building security and fire alarm systems. Facilities Management is the primary department tasked with the maintenance of university grounds and buildings, while Information Technology is the department responsible for security related software systems in conjunction with technology vendors.

During routine patrol by foot, bicycle, golf cart, and motor vehicle, Campus Safety Specialists are directed to be observant for issues related to safety and security and submit work orders for routine repairs. An on-call system for emergency repairs is in place to address any life safety security concerns after normal business hours.

Personal Safety Information

- ▶ Be certain residence hall doors are closed and locked when entering and leaving. Do not prop doors open at any time and do not leave rooms unlocked at any time.
- ▶ Consider walking with a buddy at night to secluded campus areas. Be careful about walking after dark in semi-lit places. Stay on walks and established paths.
- ▶ Have your keys or ID ready to avoid being caught off guard in potentially vulnerable spaces.
- ▶ Consider locking your car doors once you enter the vehicle and avoid leaving windows down when stopped or parked.
- ▶ Make sure you keep your doors locked as soon as you exit your vehicle when leaving it for any period of time.
- ▶ It is not advised to hitchhike or pick up hitchhikers. Avoid stopping at out-of-the-way or poorly lit places.
- ▶ If you think you are being followed by another vehicle, stop at a well-lit business where there are lots of people and sound the horn. Do not attempt to get out of the vehicle until you are sure it is safe.
- ▶ If your car breaks down and someone stops to assist you, remain in the locked vehicle, tell the person you've already called for assistance, and they are on their way. Do not accept a ride from someone you do not know.
- ▶ Park in well-lit places. Store valuables and packages out of sight in a locked trunk or glove compartment.
- ▶ Always accompany your guest, so that unidentified persons will not be wandering around campus.
- ▶ Report all strangers or suspicious activities to Campus Safety by telephone or in person. Trust your instincts, if something doesn't seem right, speak up.
- ▶ Report in a timely manner to Campus Safety anyone who is very sick or injured on campus and needs assistance. The sooner Campus Safety knows, the sooner the individual can be helped.

- ▶ Report any crime you are a victim of or a witness to, or any suspicious person loitering on campus, in parking lots, or in any building to Campus Safety.
- ▶ Make others earn your trust. Don't assume that your new friends will have your back or be looking out for your best interests.
- ▶ It's okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured or threatened.
- ▶ Party smart. Guard your drink at parties. Don't accept one from people you don't trust or know well. Stick to drinks you got or prepared yourself. If you go to the bathroom or step outside, take the drink with you or toss it out.
- ▶ Contact Campus Safety if you are feeling unsafe and need an escort from anywhere on campus back to your residence hall. Campus Safety escorts are available anytime.

Community Interaction

Members of Campus Safety are involved in a variety of activities within the campus community, in both official and unofficial capacities, to further support the university's educational and community-oriented goals. Every encounter between a university community member or visitor to our campus and a CSS is an educational opportunity.

Members strive to make all encounters positive. However, when situations arise that require the intervention of a CSS, part of the resolution process is explaining the nature of university policies and referring infractions to university administrators for resolution.

HOW TO REPORT A CRIME OR OTHER EMERGENCY

Crime victims and community members are encouraged to report criminal activity, hate/bias motivated incidents, and suspicious persons promptly and accurately to Campus Safety (or local police) when the victim of a crime elects to, or is unable to, make such a report. Campus Safety can be reached by calling 570-372-4444. Selinsgrove Borough Police Department is available at 570-374-8655. For emergency services, dial 911.

Campus Safety will investigate all reports and initiate the appropriate emergency response or recovery procedures. All persons on campus may request the SPD to initiate a criminal investigation of alleged criminal acts. Campus Safety can coordinate this request, if necessary.

Prompt reporting will assist Campus Safety in providing timely warnings, emergency notifications and timely disclosure of crime statistics to the campus community.

TYPES OF REPORTABLE CRIMINAL OFFENSES

Reportable offense definitions are consistent with the FBI's Uniform Crime Reporting (UCR) Program. The offenses defined in the UCR that are relevant to Clery statistics are: Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying/Possessing Violations, Drug Abuse Violations, Liquor Law Violations. The definitions of Fondling, Incest and Statutory Rape can be found in the FBI's National Incident-Based Reporting System (NIBRS) For Categories of Domestic Violence, Dating Violence, Sexual Assault and Stalking (DVDVSAS) are provided in the Violence Against Women Act of 1994.

Hate Crimes are counted as statistic if evidence suggests that the victim was intentionally selected because of the perpetrator's bias against the victim. The bias categories covered under Hate Crimes are, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability. Definitions can be found in the UCR Hate Crimes Data Collection and Training manual. Hate Crimes include these offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property. These statistics are counted if the perception of the offender, not the victim, indicates bias.

CLERY CRIME STATISTICS

Annual Disclosure of Crime Statistics, Explanations & Terms

The statistics at the end of this section are compiled from all incidents reported to Campus Safety, incidents reported to Campus Security Authorities, as well as any reported to law enforcement agencies with concurrent jurisdiction on campus and non-campus university property. Statistics for this report were reviewed by the Pennsylvania State Police and Borough of Selinsgrove Police Department.

These statistics may include crimes that have occurred in private residences, businesses and on public property in a geographically defined area which surrounds the college campus. Copies of the crime statistics may also be obtained at Campus Safety located in 18th Street Commons.

As noted in various sections of this report, the university prohibits criminal behavior and a host of behaviors that affect the quality of life for students, faculty and/or staff. However, the table only lists those crimes specified to be reported under the Clery Act.

Definitions of Clery Act Crimes & Other Terminology

To aid in the understanding of the crimes reported in this document, following definitions are provided:

- ▶ **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.
- ▶ **Arrests:** Persons processed by arrest, citation, or summons.
- ▶ **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, personal property of another, etc.
- ▶ **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- ▶ **Dating Violence:** Violence committed by a person — (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship. (Dating Violence is not defined by Pennsylvania state statute.)
- ▶ **Domestic Violence:** A felony or misdemeanor crime of violence committed —
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (Pennsylvania Domestic Violence Law: Domestic Violence is not specifically defined by Pennsylvania statute. It includes crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.)
- ▶ **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 drugs.

- ▶ **Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate Crimes include any of the following offenses that are motivated by bias:
 - Murder/Non-negligent Manslaughter (as defined above)
 - Sexual Assault (as defined above)
 - Robbery (as defined above)
 - Aggravated Assault (as defined above)
 - Burglary (as defined above)
 - Motor Vehicle Theft (as defined above)
 - Arson (as defined above)
 - Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.)
 - 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.
 - 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 a physical attack.
 - Destruction/Damage/Vandalism of Property: To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- ▶ **Illegal Weapons Violation** (carrying, possessing, 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. This classification encompasses weapons offenses that are regulatory in nature.
- ▶ **Liquor Law Violation:** 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.
- ▶ **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- ▶ **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- ▶ **Negligent Manslaughter:** The killing of another person through gross negligence.
- ▶ **Referral:** The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.
- ▶ **Robbery:** The taking, or attempt 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 putting the victim in fear.
- ▶ **Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This category includes the following:
 - Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Fondling: The touching of the private body parts of another person for the purpose 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 or physical incapacity.
 - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- ▶ **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Collection of Data

The data on reportable offenses comes from several sources. The primary source is incident reports (IR) created by Campus Safety. The Clery Compliance Officer (CCO) audits all IRs and creates an audit trail of all reportable offenses that are reported to Campus Safety.

Another primary source is IRs created for Student Conduct violations. While many times these IRs coincide, there are times when offenses will be reported in one software and not the other. The CCO audits these IRs as well and cross-references the data to be sure that crimes are being reported accurately.

A secondary source for data collection is information gathered from local Law Enforcement Agencies. The CCO sends letters to local authorities for all jurisdictions that are included in SU's Clery geography asking them to provide any information regarding crimes that are reported to them within SU's geography.

Voluntary, Confidential Reporting Procedures for Inclusion in this Report

Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics contained in this Report. Confidential means that the person making the report will not be required to disclose their name. With such information, the university can keep an accurate record of the number of incidents affecting the campus community, determine if there is a pattern of crime regarding a particular location, method or assailant, and alert the campus community to potential danger. Please be aware that incidents reported anonymously may limit the university's ability to respond. Voluntary, confidential reports of criminal incidents can be forwarded to this anonymous reporting form at <https://susqu.wufoo.com/forms/anonymous-tips> or by phone at 570-372-4444.

SUSQUEHANNA UNIVERSITY CAMPUS SECURITY AUTHORITIES

In accordance with the Clery Act, Susquehanna University also collects and discloses statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the university identified as a “Campus Security Authority.”

Campus Security Authorities are non-law enforcement individuals who have significant responsibility for student and campus activities, and who by the very nature of their significant roles, responsibilities or job title, may reasonably be identified by students and employees as officials or authorities to whom crime should be reported.

In recognizing that some students or employees are more comfortable or more inclined to report crime to someone other than the police, individuals are encouraged to report to Campus Safety or the following campus offices/officials designated by the university as Campus Security Authorities:

Division of Academics

Provost & Deans of the Faculty	570-372-4127
Staff of the Center for Academic Success	570-372-4341
Staff of the Career Development Center	570-372-4481

All faculty who are advisors to student organizations

Division of Student Life

Vice President for Student Life and Dean of Students	570-372-4415
Assistant Vice President for Student Life	570-372-4490
Staff of the Residence Life Office	570-372-4133

All Student Resident Assistants and Lead Resident Assistants in residence halls

Staff of the Leadership & Engagement Office	570-372-4227
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All staff who are advisors to student organizations

Director of Student Health Center	570-372-4370
Dean of Health & Wellness and Director of Counseling & Psychological Services	570-372-4751
Licensed Counseling Staff*	570-372-4751
Campus Safety Office	570-372-4444
Director of Violence Prevention	570-372-4063
Director of Title IX Compliance	570-372-4321

Athletics

Director of Athletics	570-372-4272
All Coaches, Assistant Coaches, Trainers and Support Staff	570-372-4272

Human Resources

Senior Director of Human Resources	570-372-4157
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President's Office/Senior Staff

University President	570-372-4130
Chief of Staff	570-372-4025
Vice President for Operations	570-372-4136
Vice President for Finance	570-372-4128
Chief Inclusion & Diversity Officer	570-372-4018

Division of Access, Equity & Belonging

Chief Inclusion & Diversity Officer	570-372-4734
Assistant Director of Inclusion & Diversity	570-372-4590
Senior Director of Inclusion & Diversity	570-372-4032

*Licensed counseling staff are NOT CSAs, see section entitled Clery Policy Statement Addressing Counselors.

SUSQUEHANNA UNIVERSITY 2020-2022 CLERY CRIME STATISTICS

CRIMINAL OFFENSES	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	8	7	6	8	7	6	0	0	0	0	0	0
Sex Offenses: Fondling	2	11	7	2	7	5	2	0	0	1	0	0
Sex Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	3	1	4	2	1	0	0	0	0	0	0
Motor Vehicle Theft	2	0	0	2	0	0	0	0	0	0	0	0
Arson	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	8	3	0	6	3	0	0	0	5	0	0
Stalking	2	16	5	0	7	2	0	0	0	0	0	0
ARRESTS/REFERRALS: SELECT OFFENSES	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Illegal Weapons Violation: Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violation: Referral	1	1	2	0	1	2	0	0	0	0	0	0
Drug Law Violations: Arrest	36	2	6	36	0	3	0	0	0	0	0	0
Drug Law Violations: Referral	28	19	18	28	19	18	0	0	0	0	0	0
Liquor Law Violation: Arrest	0	1	1	0	1	0	0	0	0	3	0	0
Liquor Law Violation: Referral	152	123	70	152	123	65	0	0	0	0	2	0

(continued)

SUSQUEHANNA UNIVERSITY 2020-2022 CLERY CRIME STATISTICS (cont.)												
CRIMINAL OFFENSES AS HATE CRIMES	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	0	0	1	0	0	1	0	0	0	0	0	0
Sex Offenses: Fondling	0	0	0	0	0	0	0	0	0	1	0	0
Sex Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	0	1	0	0	0	0	0	0	2	0	0
Destruction/Damage/Vandalism	0	0	3	0	0	3	0	0	0	0	0	0
Larceny: Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES BY PREJUDICES	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Race	0	2	0	0	0	0	2	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	3	0	0	3	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	1	0	2	0	0	1	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

Compilation of statistics from: Susquehanna University Campus Safety, Susquehanna University Residence Life Office, Susquehanna University Title IX Coordinator, Susquehanna University Campus Security Authorities, Selinsgrove Borough Police, State Police – Selinsgrove, State Police – Milton, Snyder, Union, Northumberland and Montour County Sheriffs offices

Clery Policy Statement Addressing Counselors

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. As a matter of policy, they are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. These counselors are defined as:

- ▶ Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor. Contact information for Susquehanna University is:
 - Scott M. Kershner, Chaplain, Weber Chapel, 570-372-4220, kershner@susqu.edu
 - Rabbi Nina Mandel, Director of Jewish Life, Hillel House, 570-372-4303, mandel@susqu.edu
- ▶ Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of their license or certification. Contact information for Susquehanna University is:
 - Counseling & Psychological Services, 606 University Avenue, Selinsgrove, PA 17870
570-372-4751 (After hours, dial number and select option 2 to be connected to an on-call counselor.)
counseling@susqu.edu

AVAILABILITY OF ADDITIONAL INFORMATION

Crime of Violence

Susquehanna University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Sex Offender Registration Information

Persons seeking to obtain sex offender registration information may visit the Pennsylvania State Police Megan’s Law website at pameganslaw.state.pa.us.

Daily Crime/Fire Log

Any individual who is interested may come to Campus Safety and request to see the Daily Crime/Fire Log which provides information of all criminal incidents and alleged criminal incidents reported to Campus Safety. The log has the last 60 days of incidents. It includes the nature of the incident, case number, date/time reported, date/time occurred, general location and disposition. This log does not include any personally identifiable information of victims or suspects.

Emergency Procedures

Emergency procedures have been established for the Susquehanna University campus. Anytime that an emergency occurs, the first step is to contact Campus Safety at x4444 or 911.

Active Shooter

The campus community will be notified to evacuate, lock down or establish a shelter in place. Report your specific location, estimated number of people at your location, injuries and describe assailant. The campus community will be contacted as prudent depending on the situation. Do not leave the area until authorized by emergency personnel.

Fire

Evacuate the building taking only those personal items that are easily accessible and portable. Do not use elevators. Close all doors behind you when leaving and leave by the nearest exit. Call emergency personnel once you have evacuated and provide as much detail as possible.

Tornado or Severe Weather

Immediately seek shelter in the lowest level of the building, putting as many walls and doors in between you and the outdoors as possible. If outside go to the nearest building and shelter in place.

Medical Emergency

Call 911 or Campus Safety and provide your name, location, and a description of the medical emergency staying on the line until emergency responders arrive. AED and Mass Casualty Kits are available throughout campus. A list of locations can be found on *myNest*. These stations also contain naloxone (Narcan) nasal spray for emergencies known to be caused by an opioid overdose.

Suspicious Behavior

Do not physically confront anyone exhibiting suspicious behavior. Do not let anyone into a locked building or attempt to block a person's access to an exit. Call Campus Safety to report any suspicious behavior.

Public Address/Warning Siren

The SU public address system has seven audible alert tones. Five of these are high/lo siren tones indicating an initial alert, tornado, chemical release, person with a weapon and a public address announcement. A wail siren indicates all clear. A whoop siren indicates a test message of SU's emergency notification system.

SMS – Short Message System

SU has an emergency notification system that will provide alerts to anyone subscribed to the service. This service allows for text, email, and phone messages as necessary to keep the campus community abreast of any emergency.

PROCEDURES FOR TESTING EMERGENCY RESPONSE & EVACUATION PROCEDURES

The university assesses its emergency response plans and systems each year through scheduled drills and exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. In conjunction with other emergency agencies, the university conducts emergency response drills and exercises each year such as tabletop exercises, field exercises and tests of the emergency notification systems on campus.

These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Once per semester, fall and spring, an announced evacuation drill is scheduled for all residential locations in conjunction with fire drills to evaluate the ability of residents to exit the building in a safe and efficient manner and allow Campus Safety Specialists the opportunity to practice building clearance. These are publicized by sign placement in specific buildings and covered in meetings by Resident Assistants.

Once per calendar year, an announced evacuation drill is scheduled for all administrative/academic buildings in conjunction with fire drills to evaluate the ability for occupants to exit the building in a safe and efficient manner and allow Campus Safety Specialists the opportunity to practice building clearance. These are publicized through email to specific people in each building selected as emergency coordinators.

Each drill is documented noting a description of the exercise, the date, time and whether it was announced or unannounced.

TIMELY WARNINGS & EMERGENCY NOTIFICATIONS**Timely Warnings**

In compliance with the Clery Act, the university will make every reasonable effort to issue a timely warning to the campus community regarding Clery Act crimes that are reported to Campus Security Authorities and are a serious or on-going threat to the safety or health of students and employees.

The Assistant Vice President (AVP) for Facilities and Campus Safety has the primary responsibility for issuing, or causing to be issued, timely warnings. The AVP or designee will confer with the Vice President for Student Life and Dean of Students and/or other members of the Crisis Management Team (CMT), including, but not limited, to the Vice President for Marketing & Communications, to evaluate the pertinent information available at that time related to reported criminal activity.

Once a determination has been made that a timely warning is required, a Timely Warning Notice will be prepared containing information about the nature of the potential risks to allow members of the campus to take the appropriate action(s) to protect themselves. The notice may include:

- ▶ A brief description of the incident and type of crime including location, date and time of occurrence.
- ▶ Possible connection to previous incidents.
- ▶ Physical description of the suspect(s).
- ▶ Composite drawing or photograph of the suspect, and other relevant and pertinent information such as weapons involved.
- ▶ Safety tips and locations or areas to avoid, if appropriate.
- ▶ Date and time the warning was released.

The university will make every effort not to release personally identifying information, or information that would jeopardize law enforcement efforts while still providing enough detail for community members to make safety decisions considering the danger.

To protect the privacy of victims of crime, Campus Safety does not release the identity of the reporter.

Based on the type of criminal activity facing the community, timely warnings may be disseminated by the most expedient method to ensure individuals have time to prepare to or react to the situation. Dissemination methods may include:

- ▶ University-wide email;
- ▶ Use of the Susquehanna University text alert notification system;
- ▶ Posted on the Susquehanna University website and/or social media outlets;
- ▶ Posting written warning notices around campus facilities and residence halls;
- ▶ Direct phone calls to designated personnel;
- ▶ Press release.

Emergency Notifications

The university will provide emergency notification to the campus community 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 AVP or designee has the primary responsibility for issuing, or causing to be issued, emergency notifications. In determining whether there is a significant emergency or dangerous situation, the AVP or designee will evaluate the information on hand and the potential impact to the health and safety of the campus community.

Once it has been confirmed that an immediate threat to health or safety of students or employees occurring on the campus does exist, the AVP or designee will formulate an emergency notification that provides direction on how individuals should respond to the identified threat, e.g., go into full lockdown, shelter in place, evacuate the campus.

The process used to determine the content of the notification will vary due to the complexity of the emergency. In most cases, the AVP or designee will evaluate the circumstances and provide specific content of the message to be sent. However, in extremely time sensitive situations, Communications Specialists have the authority to determine the content of the message themselves or use pre-determined language made available within the emergency notification software to aid in the speed of the notification. The AVP or designee may then clarify or update information in a subsequent message.

Based on the type of emergency or threat facing the community, emergency notifications may be disseminated by the most expedient method to ensure individuals have time to prepare or react to the situation. Dissemination methods may include:

- ▶ Use of the Susquehanna University text alert notification system.
- ▶ Activation of the public address/warning sirens.
- ▶ Notifications broadcast on the SU FM radio station, WQSU (88.9)
- ▶ Posts on the university website and social media outlets.
- ▶ Direct phone calls to designated personnel.
- ▶ University-wide email.

If the threat involves an immediate violent criminal threat or other non-natural incident, such as an armed gunman or active shooter on campus or a hazardous material spill, the emergency notifications will include the Snyder County 911 and/or other emergency services.

If deemed necessary, the University Marketing & Communications Office will coordinate notification to the outside community through radio, television or other means.

The emergency notifications will be disseminated on a continual basis until such time as it has been determined that threat to the community no longer exists. Once the incident is over or the threat no longer exists, an all-clear notification will be disseminated to the community through the means used to issue the emergency notification(s).

Policy Statements

Each year, all faculty, staff and student staff members are required to complete Learning Management System modules that provide substantial information regarding campus security procedures and practices. First-year students are also provided with instruction during orientation.

BYSTANDER INTERVENTION, RISK REDUCTION & AFFIRMATIVE CONSENT

Bystander Intervention

Bystander Intervention is twofold, first recognizing a potentially harmful situation or interaction and second, choosing to respond in a way that could positively influence the outcome. The intervention can be carried out by one or multiple individuals to prevent harm when there is a risk of domestic violence, dating violence, sexual assault or stalking present. In the simplest terms, if you see something, say something.

Skills utilized in Bystander Intervention include:

- ▶ Recognizing potentially harmful situations.
- ▶ Understanding institutional structures and cultural conditions that facilitate violence.
- ▶ Overcoming barriers to intervening.
- ▶ Taking action to intervene.

We encourage our students to learn how to “Protect the Nest” by participating in our Green Dot program. Bystander intervention training plays a key role as part of a comprehensive strategy to permanently reduce rates of violence and mobilize and empower all members of a given community. Green Dots are all the positive actions, words, and other interventions that are done by our campus community members to make our campus a safer place for all individuals. Sometimes green dots are proactive, preventing harm from having a chance to occur, and sometimes they are reactive, reducing harm from increasing after its initial recognition. The more campus community members who participate in our Green Dot training, the more populous green dots become across our campus, fostering a campus culture of consent and respect.

Here are three strategies we most encourage for bystander intervention:

Direct

Examples include: “No, I don’t tolerate that kind of language.” “Stop, that [behavior] is not okay.” Directly calling attention that what is being said or done is unacceptable. This method is not recommended when alcohol or other substances are present.

Distract

Examples include: Turn on the lights, cut the music, create a commotion elsewhere in room, shout something unrelated.

Distracting the person who is potentially/actually causing harm to shift their attention away from the situation, can give the person who is the target of the harm a chance to get away.

Delegate

Examples include: Gather friends to go check in on someone who looks too intoxicated, asking the host of the party to step in, call Campus Safety, call an RA. Delegation is a useful intervention tactic that relies on tagging in backup resources based on: the type of situation, level of danger or your comfort in intervening.

What is Risk Reduction?

Risk reduction refers to tools, strategies, behaviors or options that decrease perpetration and bystander inaction and promote victim empowerment.

Our definition includes giving bystanders tools to overcome barriers that may keep them from intervening, so all tips provided are not only bystander intervention but can also be considered risk reduction. It is up to all of us at SU to “Protect the Nest” by looking out for one another and creating a safe environment all our students and employees deserve.

Examples of Risk Reduction can include:

- ▶ Discussing individual barriers to intervention and safety/accountability planning to hold yourself and others accountable.
- ▶ Identifying who might help you delegate in a scenario.
- ▶ Discussing how to file an anonymous report.
- ▶ Practice and discuss intervention scenarios with friends and community members, so you are more comfortable knowing what to say and what to do in the moment.
- ▶ Identify an accountability buddy, so you can hold each other accountable to act if you see something.

Primary Prevention & Awareness

What’s the difference between Primary Prevention and Awareness?

Primary Prevention programs are those that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. In the descriptions of our programs below, you’ll get a sense of what programs focus on these ideas and encourage you and your peers to intervene if appropriate.

Awareness programs are programs that are community-wide (anyone can access) or audience-specific (targeted towards a certain segment of our community or students or employees specifically) that increase your knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. Our awareness programs may address primary prevention specifically but may also raise your own knowledge about these types of crimes and how they can impact a campus community.

Below is information on the variety of primary prevention, intervention and awareness program opportunities we offer – we hope we will see you at some of them this year. For more information on some of these offerings, visit the VIP Center in the lower level of the Blough-Weis Library, speak with the director by calling 570-372-4063 or email vip@susqu.edu. Keep up to date with the VIP Center on Instagram @vipcenter_su.

PROGRAM NAME/DESCRIPTION	WHO IS IT FOR?	WHEN/HOW CAN I ACCESS IT?
<p>VOICES AGAINST VIOLENCE</p> <p>This program is dedicated to creating a safe environment for dialogue about gender-based violence and skills needed to prevent it. Specific workshops include:</p> <ul style="list-style-type: none"> - Roots of Gender Based Violence and Busting Myths about Violence - Defining, Setting and Reaffirming Boundaries - Equity - Gratitude - Communication - Non-Violent Communication - Non-Violent Communication (Part II) - Sexual Citizenship - Consent and Sexual Boundaries - Bystander Intervention 	<p>Students</p>	<p>10-week violence prevention course available to students who pre-register.</p> <p>Offered every Spring semester.</p>

PROGRAM NAME/DESCRIPTION	WHO IS IT FOR?	WHEN/HOW CAN I ACCESS IT?
<p>SEXUAL CITIZENSHIP, CONSENT & BOUNDARIES</p> <p>This program is dedicated to creating a safe environment for dialogue about healthy sexuality and sexual relations. It has been created so attendees feel empowered to start defining what they want and how best to effectively communicate that to future or current sexual partner(s). Audience members will go through a skill building workshop to establish communication styles and how best to assert and establish boundaries with a partner(s).</p>	<p>Students</p>	<p>Offered once in October and April.</p> <p>Available by appointment for student groups and audiences.</p>
<p>HEALTHY RELATIONSHIPS</p> <p>An overview of the foundations of a healthy relationship including opportunities to practice communicating boundaries, defining equity, practicing gratitude, and determining how best to communicate most effectively in different situations of conflict.</p>	<p>Students</p>	<p>Offered once in September and April for general student population.</p> <p>Offered every year at new student Greek Life orientation.</p> <p>Available by appointment for student groups and audiences.</p>
<p>BREAKING UP IS HARD TO DO</p> <p>An overview of why breaking up is a natural and healthy occurrence in any kind of relationship. This program provides a focus on safety planning points to consider, tools for having breakup conversations, boundary setting before, during, and after the breakup conversation, post-breakup self-care, and resources for those who may be experiencing additional breakup obstacles due to an unhealthy or abusive relationship.</p>	<p>Students</p>	<p>By appointment for student groups and audiences.</p>
<p>DATE NIGHT</p> <p>Bring a friend or partner and spend time together over a free, three-course, meal discussing values and boundaries through guided conversation topics while building the skills to practice non-violent communication skills.</p>	<p>Students</p>	<p>Offered every month.</p>
<p>FINANCIAL LITERACY SERIES</p> <p>Three-part series facilitated by experts across campus that take audience members through financial abuse to financial independence, skills include understanding and identifying warning signs and abusive behaviors to developing and tracking a budget.</p>	<p>Campus Community</p>	<p>A three-part series offered every February.</p>
<p>NAVIGATING RELATIONSHIPS</p> <p>Communication is hard. We'd like to make it easier! Each month we will be sponsoring an interactive communication workshop focused on a variety of themes. Partnering with different organizations across campus we would like to help you navigate difficult conversations you might have with your friends, partners, and family members. Topics include the role of alcohol and other substances, relationship labels, non-violent conflict resolution, coming out in a relationship, differing religious/spiritual beliefs and/or values, supporting a partner with mental illness, sexual racism and more.</p>	<p>Students</p>	<p>Offered every month.</p> <p>Led by peer educators.</p>

PROGRAM NAME/DESCRIPTION	WHO IS IT FOR?	WHEN/HOW CAN I ACCESS IT?
<p>MAN, HAVE I GOT A STORY FOR YOU</p> <p>Organized by the Engaging Men Committee every year, this storytelling event highlights masculine-centered people from across campus (faculty, staff and students) who share counter narratives (narratives that conflict with traditional stereotypical masculinity norms). Themes have included: We all need help, Male survivor stories, gender fluidity, what it means to be a multiracial man and playing a sport as a trans man.</p>	<p>Faculty, Staff and Students</p>	<p>February</p>
<p>KORU MINDFULNESS COURSES</p> <p>Each semester 5-10, four-week Koru mindfulness classes are offered to students across campus. Why mindfulness? Mindfulness has been proven to increase empathy and compassion and reduce aggression. By learning to be more present not just when meditating but in day-to-day interactions including sexual experiences, we hope to help students better navigate and non-verbal cues and better consent practices.</p>	<p>Faculty, Staff and Students</p>	<p>Offered every month.</p>
<p>GREEN DOT</p> <p>Green Dot utilizes the spread of positive and helpful action to create a shift in campus culture to that of safety, accountability and support. When uncomfortable or dangerous situations arise, Green Dot gives individuals tools and strategies for bystanders to help in a way that feels comfortable and safe for them.</p>	<p>Faculty, Staff and Students</p>	<p>Offered every month. Also available by appointment.</p>
<p>IPV PREVENTION + BYSTANDER INTERVENTION MODULE</p> <p>All incoming and sophomore students are required to take an interactive online module that scaffolds from year one to year two. This program is designed to help students identify warning signs and practice bystander intervention skills.</p>	<p>First-year and second-year students</p>	<p>Offered every August/September. Evaluation data is used to inform Welcome Week programming events and a yearly social norms campaign.</p>
<p>WELCOME WEEK PROGRAMS</p> <p>Each year Susquehanna University kicks off Welcome Week with an interactive theatre program and a Welcome Week speaker that is focused on healthy relationships and/or consent.</p>	<p>Campus Community</p>	<p>Offered every August/September.</p>
<p>SOCIAL NORMS CAMPAIGNS</p> <p>Data from our online modules is used to create passive programming to reset social norms related to bystander intervention by busting common myths about gender-based and sexual violence.</p>	<p>Campus Community</p>	<p>September/October</p>

PROGRAM NAME/DESCRIPTION	WHO IS IT FOR?	WHEN/HOW CAN I ACCESS IT?
<p>DOMESTIC VIOLENCE/SEXUAL VIOLENCE AWARENESS/ACTION MONTHS</p> <p>Every year our October and April programming offers numerous opportunities to learn about the span, impact and how to act against intimate partner violence. From pledge signing to interactive boards in Mellon Lounge to weekly conversations in the VIP Center and multiple opportunities to get trained in bystander intervention workshops, there are plenty of ways for students to get involved and raise their awareness regarding warning signs of relationship and sexual violence. Each action accumulates and students enter to win prizes.</p>	<p>Campus Community (online)</p>	<p>October and April</p>
<p>TAKE BACK THE NIGHT</p> <p>Culminating event of Sexual Assault Awareness Month. A safe gathering where students are free to speak their truth about how sexual violence has impacted their lives. Care is provided onsite through advocates, counselors, food, personal space and resources. Some iterations of this event include student performances, interactive tables, and activities to reclaim feeling safe at night.</p>	<p>Campus Community</p>	<p>April</p>
<p>ONELOVE FOUNDATION WORKSHOPS</p> <p>Workshops consist of a film viewing followed by a guided discussion lead by a trained facilitator. Workshops include: Escalation (Warning signs of dating violence), #BehindThePost (How violence can exist in the shadows of what is seen on social media), Love Labyrinth (How an abusive relationship can feel like being trapped in a maze), and MVP (How healthy and unhealthy behaviors impact people in any kind of relationship).</p>	<p>Students</p>	<p>Offered once per semester. Available by appointment for student groups and audiences.</p>
<p>PROTECT THE NEST</p> <p>Each semester we host a tabling event at a River Hawks game to hear about how parents, alumni, players and spectators — #ProtectTheNest here at SU, home and abroad.</p>	<p>Students, Parents, Supporters, Campus Community</p>	<p>Offered once per semester.</p>
<p>THE MASK YOU LIVE IN</p> <p>This film explores how our culture’s narrow definition of masculinity is harming our boys, men and society at large and unveils what we can do about it. Using the film curriculum, we will lead masculinity forums across campus.</p>	<p>Campus Community</p>	<p>Offered once per semester.</p>
<p>MOCK UNIVERSITY HEARING</p> <p>Once a year student audiences get the opportunity to be an observer at a mock conduct hearing focused on an incident of sexual misconduct or gender-based violence.</p>	<p>Campus Community</p>	<p>Offered once per year.</p>

What is Affirmative Consent?

Affirmative consent is a conscious, voluntary, mutual, and enthusiastic agreement to engage in sexual activity. This value is baked into each of our programming pieces to provide students with ample opportunities to practice this life skill.

To have affirmative consent each person must be:

- ▶ Fully aware;
- ▶ Equally free of coercion;
- ▶ Communicating clearly and unambiguously and sincere in their desires;
- ▶ Consent must be ongoing
 - Can be revoked at any time.
 - Intoxication or incapacitation negates consent.

As you can see from some of the tips and information we have included, we stress in our programming that consent is essential and to always respect another individual's boundaries, especially when engaging in sexual activity, not pressuring others to consume alcohol or any other harmful behaviors, reinforcing resources within the community to access safe rides or other safety support.

STATEMENT ON PROHIBITION OF DISCRIMINATION & HARASSMENT

Susquehanna University is committed to fostering a living, learning and working environment free of discrimination and harassment. The university is subject to Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681, et seq., which states that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Susquehanna University does not discriminate on the basis of sex and will not tolerate sexual misconduct in any form, including as defined by Title IX, Susquehanna University's community standards or other university policies.

ALCOHOL & DRUG POLICY

Susquehanna University is committed to the education of students when it comes to drugs and the legal, safe and responsible use of alcohol. The misuse, abuse or illegal use of alcohol and other drugs — on- or off-campus — including behaviors that allow underage drinking or promote excessive consumption of alcohol, are prohibited, and will be addressed through the Student Conduct System or Human Resources if brought to the attention of university officials.

The university abides by all federal and state drug laws and all federal, state, and local laws relating to alcohol. Individuals may be accountable in criminal, civil and university jurisdictions for acts that constitute violations of state, federal and local laws. Susquehanna will cooperate with all agencies responsible for the enforcement of federal, state and local laws concerning drugs and alcohol.

The university, by this policy, assumes no culpability for the behavior of any individual student with respect to his or her use or non-use of drugs and alcoholic beverages or for the results or consequences of his or her conduct and hereby disclaims such responsibility. In accordance with the intentions of the Higher Education Amendments of 1998, Susquehanna University reserves the right to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

The university prohibits the use, possession and sale of illegal drugs. The university prohibits the sale of alcohol. Students who are twenty-one (21) years of age or older may possess, for their own use, and/or consume alcoholic beverages in the privacy of their own rooms or the privacy of a residence hall room of other twenty-one (21) year olds. All persons assigned to live in a residence hall room must be twenty-one (21) years of age or older for the room to contain alcohol. Alcohol may not be stored or consumed in common areas of residence halls. Students who are under the age of 21 may not be present in-residence hall rooms where there is alcohol.

Alcohol is not permitted in other campus buildings or outdoors unless associated with an approved campus event. All events with alcohol present must be approved by a member of the president's senior leadership team or designee.

Any university department wishing to have alcohol present at an event must follow appropriate procedures through Events Management.

Student organizations wishing to have alcohol present at an event must follow the guidelines in the Social Event Policy (susqu.edu/about-susquehanna/policies-disclosures-and-consumer-information/policies/social-event-policy). Student activities allocations may not be used for the purchase of alcoholic beverages.

Student tailgating is permitted for home athletic games and must be registered appropriately through Events Management and the Leadership & Engagement Office.

Drug & Alcohol Abuse Programs

The university provides programs for both students and employees regarding drug and alcohol abuse. Alcohol Edu is a program open to first-year students. It is an interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking and drug habits. Drug Free Workplace is a training module for all faculty and staff which provides education about drug and alcohol abuse in the workplace. It reviews the Drug Free Workplace Act, provides education on the signs of substance abuse and addiction and informs employees about their role in fighting substance abuse on the job.

MISSING STUDENT POLICY

The purpose of this policy is to establish a framework for cooperation among members of the university community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from the university for more than 24 hours without a known reason. All reports of missing students should be made to one of the following:

- ▶ Campus Safety: 570-372-4444
- ▶ Vice President for Student Life and Dean of Students: 570-372-4415
- ▶ On-call professional Student Life staff member: 570-765-8968

All reports of missing students made to someone other than Campus Safety shall be immediately referred to Campus Safety at 570-372-4444, which shall investigate each report and determine whether the student is missing in accordance with this policy.

Every student living in on-campus student housing, regardless of age, shall have the opportunity to identify one or more persons to be contacted by the university in case a student is determined to be missing. This contact is for missing person purposes only and may be different from the person selected as the student's general emergency contact. General emergency contact information and missing persons contact information are kept separate, even if the student registers the same contact for both purposes. Students electing to provide a contact for missing person(s) purposes must provide this information to the Vice President for Student Life and Dean of Students in writing or by phone at 570-372-4139 or by using the online form located on *myNest*, Safety, Contact and Emergency Info Update, student information update. Students are offered this option each year, regardless of whether the student has identified contact persons in previous years. Contact information will be registered confidentially, accessible only to authorized campus officials and will not be disclosed to external parties except law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under eighteen (18) years of age and not emancipated, Campus Safety will notify a custodial parent or guardian of the missing student (in addition to notifying any additional contact person designated by the student) not later than 24 hours after the determination by Campus Safety that the student is missing.

Campus Safety will also notify the Selinsgrove Borough Police Department not later than 24 hours after it determines that the student is missing, unless the Selinsgrove Police Department was the entity that made the determination that the student was missing.

Missing Student Procedures

Any report of a missing student, from whatever source, should immediately be referred to Campus Safety. When a student is reported missing, Campus Safety shall:

- ▶ Initiate an investigation to determine the validity of the missing person report.
- ▶ Contact AVP for Facilities and Campus Safety or designee.
- ▶ Contact the on-call professional Student Life staff member.
- ▶ Contact the Vice President for Student Life and Dean of Students.
- ▶ Determine the status of the missing student. The official determination that the student is missing can be made at any time by Campus Safety or by the Selinsgrove Police Department.
- ▶ Notify the individual designated by the missing student as the missing persons contact within 24 hours of making the determination that the student is missing. If the student has identified multiple contacts, they will be contacted in an order determined by Campus Safety.

- ▶ If the student registered multiple contact persons and first person contacted confirms that the student is not missing, Campus Safety will contact each additional contact person in turn unless the student in question is contacted by or contacts Campus Safety.
- ▶ Campus Safety will document attempts to contact the named individual(s) requested as contact persons.
- ▶ If the missing student is under the age of 18 and is not emancipated, Campus Safety will notify the student's custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing.
- ▶ Notify the Selinsgrove Borough Police Department within 24 hours after determining that the student is missing. This notification will be made even if the missing student has not registered a designated contact person, is above the age of 18, or is an emancipated minor.
- ▶ Once the missing student is located, all previously notified individuals will be updated as appropriate.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

Interpersonal violence prevention and education cannot exist in a void. How we develop and construct our social lives including our norms, beliefs, expectations, boundaries, and communication skills all affect and intertwine with our culture's understanding of sexual misconduct and gender-based violence. In order to dismantle these scripts our approach must be multi-faceted.

By understanding the culture, we aim to meet our campus community where they are. We offer an array of prevention programming to engage students, faculty and staff to examine their lives and increase their understanding of accountability and care for others. The university's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community (students and employees) that:

- ▶ Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- ▶ Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined in the Commonwealth of Pennsylvania;
- ▶ Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;
- ▶ Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than the bystander;
- ▶ Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks.
- ▶ All of Susquehanna University athletes and first-year students receive preventative education programming. A list of our primary prevention programs and awareness programs can be found at susqu.edu/campus-life/student-safety/prevention.

Employee Training

As a result of Act 104 from November 17, 2010 from the Department of Education, which added Article XX-G, "Sexual Violence Education at Institutions for Higher Education" to the Public School Code, as well as the Violence Against Women Reauthorization Act of 2022, the university offers mandatory educational programs for all employees. These programs include, but are not limited to the following topics:

- ▶ Discussion of sexual misconduct and gender-based violence;
- ▶ Discussion of consent;
- ▶ Discussion of drug and alcohol-facilitated sexual misconduct and gender-based violence;
- ▶ Information on where/how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities or local law enforcement;
- ▶ An explanation of the definitions of sexual misconduct and gender-based violence;
- ▶ Safe and positive options for bystander intervention;
- ▶ Information on recognizing warning signs of abusive behaviors;
- ▶ Procedures for pursuing institutional disciplinary action in cases of alleged sexual misconduct and gender-based violence;
- ▶ Information about how the university works to protect the confidentiality of students and employees;
- ▶ Explanation of available on and off-campus resources for students, faculty and staff.

Public Awareness Events

The university recognizes, along with the Office of Civil Rights (OCR), that public awareness events and education programs are best served by a higher level of confidentiality. The university wants students to feel free to participate in preventative education programs and access resources. Therefore, public awareness events such as “Take Back the Night” or other forums which students disclose experiences of sexual misconduct and gender-based violence are not considered notice to the university for the purpose of triggering an individual investigation unless the individual initiates a complaint.

Our full Policies & Procedures for Sex & Gender-Based Discrimination and Harassment Policy can be found at susqu.edu/live/files/574-susquehanna-university-policy-and-procedures-for.

TITLE IX PROCESS

Any person at the university is encouraged to report conduct constituting possible Prohibited Conduct by: (a) reporting directly to the Title IX Coordinator, Deputy Title IX Coordinator(s) or any other Official with Authority as defined in Section IX(D) in person, by mail, by telephone or by email, or (b) completing the online reporting form available at susqu.edu/title-ix.

Because reporting carries no obligation to initiate a formal response, and because the university respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows the university to discuss and/or provide supportive measures. A Complainant is not required to submit a Formal Complaint to receive Supportive Measures.

Although in the immediate aftermath of an incident, an individual may not be interested in reporting the incident to the university or in pressing criminal charges, preserving evidence immediately can be vital to a successful investigation if in the future if an individual decides to move forward with a civil, criminal or university conduct case or seeks a protective order. This information is also provided in writing after a report has been made to the university. Here are some tips on preserving evidence:

- ▶ Avoid any of the following before seeking medical attention: showering, bathing, douching, brushing of teeth, going to the bathroom, drinking and/or change of clothing.
- ▶ Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement.
- ▶ If an individual has any bruising or injuries, they should take photos of the bruising with a camera and document the date and time of the photograph (cell phones automatically do this). If an individual goes to the hospital, they can do this as it is deemed necessary.
- ▶ Document the harassment, abuse or stalking behavior by logging details, dates and times of incidents.
- ▶ Save any voicemails, screenshots of text messages and social media posts, etc.
- ▶ Share locations with friends, classmates and coworkers.
- ▶ Collect and/or call Campus Safety to collect any trinkets, notes, gifts, etc. that someone may have left for you to find.
- ▶ Record the names of any witnesses.

Off-Campus Police Services

Off-campus police services are available from the local borough and state police.

Anyone has the option to report to, or decline to report to, the university and local law enforcement: Although the university strongly encourages prompt reporting of conduct that may violate this Policy, individuals have the option of reporting to (a) local law enforcement; (b) the university, including Campus Safety; (c) both (a) and (b); or (d) none of the above. This means that individuals have the right to decline to notify the university or law enforcement officials.

If you want to notify local law enforcement, the university can assist you in notifying those authorities: If an individual wants to notify local law enforcement, then the university will, upon request, help that individual make a report to local law enforcement. A report to local law enforcement is separate from a report to the university.

Confidentiality

Susquehanna University respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (i.e., with the Complainant’s identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Coordinator will evaluate that request in the context of Susquehanna University’s responsibility to provide a safe and nondiscriminatory environment for all members of its community.

Susquehanna University may question an employee-Respondent about alleged Prohibited Conduct without disclosing the identity of the Complainant, provided that it does not take disciplinary action against that Respondent without implementing the Formal Resolution Process in Section XV.

Formal Resolution

Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, except for information the parties agree not to disclose as part of an Informal Resolution. The university encourages parties to discuss any sharing of information with their Advisors before doing so. Susquehanna University strives to resolve Formal Complaints within ninety (90) calendar days of the submission of a Formal Complaint but balances its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that time frame. Delays might also result from several factors, including but not limited to the appeal of a dismissal as discussed in Section XV(K), impacts of concurrent criminal processes, or an attempt at Informal Resolution. The Title IX Coordinator may extend the time for completion of the Formal Resolution Process for good cause as determined in the sole discretion of the Title IX Coordinator and will provide written notice to the Parties of the reason for extension or delay.

At the discretion of the Title IX Coordinator, possible violations of the Code of Student Conduct or other policies that occurred directly in connection with the alleged Prohibited Conduct may be, but are not required to be, addressed under the Formal Resolution Processes here in lieu of engaging in a separate decision-making process for those possible violations.

Filing a Complaint

Upon receipt of an alleged policy violation, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps the University needs to take. The Title IX Coordinator will contact the Complainant to offer supportive measures and determine whether the Complainant wishes to file a Formal Complaint.

The Title IX Coordinator will then initiate at least one of three responses:

- ▶ 1) Implementing supportive measures (with or without submission of a Formal Complaint)
- ▶ 2) An Informal Resolution (upon submission of a Formal Complaint)
- ▶ 3) A Formal Resolution Process including an investigation and a hearing (upon submission of a Formal Complaint)

Upon the submission of a Formal Complaint, the Title IX Coordinator will provide written notice to the Complaint and Respondent, if known, including the following:

- ▶ A copy of the Addressing Sex-Based Discrimination and Harassment Policy
- ▶ A copy of their rights
- ▶ Notice of the allegations of conduct that may constitute Prohibited Conduct, with sufficient detail for the Respondent to prepare a response before any initial interview, including, if known, the identities of the Parties involved and the date and location of the incident
- ▶ A statement of the potential sanctions/responsive actions that could result
- ▶ A statement about the University's policy on retaliation
- ▶ Information about the confidentiality of the process
- ▶ Details on how the party may request disability accommodations
- ▶ The presumption that the Respondent is not responsible for the alleged Prohibited Conduct unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process
- ▶ Notice of the Parties' entitlement to an Advisor of choice at any meeting, interview or other proceeding related to the Formal Complaint, as discussed in Section XIV/XV of the Addressing Sex-Based Discrimination and Harassment Policy
- ▶ The identity of the Investigator as described in Section XV(A) of the Addressing Sex-Based Discrimination and Harassment Policy
- ▶ Notice that the Parties may inspect, and review evidence gathered during the investigation as discussed in Section XV(D) of the Addressing Sex-Based Discrimination and Harassment Policy
- ▶ An instruction to preserve any evidence that is directly related to the allegations
- ▶ Notice that Susquehanna University Code of Student Conduct for students and the Anti-Harassment and Non-Discrimination policy and Disciplinary Action Policy for faculty and staff prohibits knowingly making false statements or knowingly submitting false information during the Formal Resolution Process

If additional allegations of conduct that might constitute Prohibited Conduct are identified during the investigation that will be addressed through the Formal Resolution Process, the Title IX Coordinator will issue an updated notice.

Investigation

The written notice will identify the appointed Investigator. Either Party may object to the Investigator on the grounds of conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, by submitting an objection to the Title IX Coordinator in writing within three (3) calendar days of receipt of the issuance of the written notice. The Title IX Coordinator, in their sole discretion, shall determine whether a different Investigator should be appointed.

The Investigator will investigate the allegations in the Formal Complaint. They are responsible for interviewing the Parties and witnesses and gathering relevant inculpatory and exculpatory evidence. The Investigator may not access, consider, disclose or otherwise use records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the Complainant or Respondent, unless the Investigator obtains the Complainant's or Respondent's, as appropriate, voluntary written consent to do so.

All Parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, for the Investigator. Parties will be provided with written notice of the date, time, location, participants and purpose of all investigative interviews in which they are expected to participate. Parties may be accompanied by an Advisor of their choice at any investigative interview.

Investigations are completed expeditiously, though some investigations may take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, law enforcement involvement, etc.

The university will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Hearing

After the investigation report has been provided to the Parties and their Advisors, if any, and not fewer than fourteen (14) calendar days before the hearing, the Title IX Coordinator will issue a Hearing Notice via email advising the Parties of the following:

- ▶ The date, time and location of the Hearing;
- ▶ The specific charges of Prohibited Conduct subject to disposition at the Hearing and a brief description of the conduct resulting in the charges;
- ▶ A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence; Notification that the parties must have the assistance of an advisor for the purpose of cross examination;
- ▶ An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance and/or interpretations services that may be needed at the hearing at least seven (7) business days prior to the hearing;
- ▶ The individual to serve as the Decision-Maker; and
- ▶ The Hearing will take place with parties located in separate rooms with technology enabling the parties to simultaneously see and hear the party/witness answering questions.

Any Party may object to the Hearing date or challenge the appointment of the Decision-Maker for bias or conflict of interest by submitting a written objection to the Title IX Coordinator via email within three (3) calendar days of the Title IX Coordinator issuing the Hearing Notice. The Title IX Coordinator, in their sole discretion, shall determine whether the Decision-Maker should be removed and/or the Hearing rescheduled. Once the Decision-Maker is confirmed, the Title IX Coordinator will provide the Decision-Maker with a copy of the investigation report.

The university will designate a single Decision-maker, at the discretion of the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the complaint. The Title IX Coordinator may elect to have an alternate Decision-Maker sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators may be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, hearings and other meetings or proceedings held in connection with a Formal Complaint. An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent. The Parties are responsible for identifying their own Advisor, if they wish to have one. An advisor may be a friend, parent, family member, attorney or another member of the Party's choice. Either Party may choose to change their advisor at any point in the process. If an individual serves as both an Advisor and has a role as a witness in the matter, they may limit the efficacy of their statement as a witness because the Decision-maker may discount their credibility based on their dual roles.

Susquehanna University will maintain a list of employees who have agreed to serve as Advisors at no cost to Complainants or Respondents, whom the Complainant or Respondent may, but are not required to, contact to determine whether they are available for that purpose. The university cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the university is not obligated to provide an attorney.

The only individuals who may appear at a Hearing are the Complainant and Advisor, Respondent and Advisor, and witnesses called by the Decision-Maker. The Parties and their Advisors may be present throughout the Hearing, with the exception of any recesses for which they are excused by the Decision-Maker. Witnesses are permitted to be present only when providing testimony. The Investigator and Title IX Coordinator may be present throughout the Hearing, as may other Susquehanna University representatives at the discretion of the Decision-Maker. If a Party fails to attend a hearing, the hearing may be held in the Party's absence, at the discretion of the Decision-Maker.

The Title IX Coordinator may not serve as a Decision-maker in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill the facilitator role. The hearing will convene at a time and venue determined by the Title IX Coordinator or designee.

Standard of Proof

The Decision-Maker will make decisions on responsibility using a preponderance of evidence standard of proof. Preponderance of evidence means that the evidence demonstrates that the outcome is more likely than not.

Hearing Outcome Letter

Within seven (7) calendar days of the conclusion of the Hearing, the Decision-Maker will provide the Hearing Outcome Letter to the Title IX Coordinator who will issue the Hearing Outcome Letter to the Parties via Susquehanna University email.

The Hearing Outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.

Sanctions & Remedies

Primary Conduct Sanctions for Students and Student Organizations include:

- ▶ **Disciplinary Reprimand:** A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, including disciplinary probation.
- ▶ **Disciplinary Probation:** A trial period during which a student / organization must behave in a manner acceptable to the university. This period can include exclusion from participation in privileged or co-curricular institutional activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Policy or the Code of Student Conduct during the period of probation, will normally result in suspension or expulsion from the university. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university officials. Disciplinary probation status may also affect qualifications for some awards, prizes or financial aid, particularly those stipulating conduct acceptable to the university. Disciplinary Probation can affect a student's ability to apply for or participate in GO Programs.
- ▶ **Disciplinary Deferred Suspension:** The sanction of disciplinary suspension may be placed in deferred status for a limited period of time. During this period of time, the student is on notice that any further violations of the Code of Student Conduct will result in the suspension that was originally defined becoming effective immediately without further review. Disciplinary Deferred Suspension may not be imposed for longer than one regular semester. If this sanction is imposed during a semester, it may be imposed for the remainder of that semester and one additional semester.
- ▶ **Disciplinary Suspension:** Temporary separation from university premises, and other privileges or activities, as set forth in the suspension notice. Students/organizations who are suspended are not permitted to participate in any university activities,

academic or non-academic, during the suspension time frame. They may not take part in any official exercise, including commencement. Suspended students are not allowed on Susquehanna University's premises during their suspension unless prior approval has been granted by the Vice President for Student Life and Dean of Students. Any request for the privilege of visiting Susquehanna during the suspension must be received in writing at least seven business days prior to the requested date by the Dean of Students. It should be understood that the submission of a request does not guarantee approval. The Dean may require the student requesting the privilege meet prior to the date. Decisions regarding the request will be communicated to the student and appropriate university staff.

- ▶ **Expulsion:** Permanent termination of student/organizational status and exclusion from university premises, privileges and activities including, but not limited to: receipt of Susquehanna University degree, registration, class attendance, residence in university-owned housing and use of university facilities. A student/organization who has been expelled is not eligible for readmission/re-establishment. Students expelled from Susquehanna University are not allowed on Susquehanna University's premises and will receive a No Trespass Order from the Campus Safety Office. Expulsion will be kept on file in the Student Life Office, will remain in the student's conduct record permanently, and will be reflected on transcripts.

In addition to the above sanctions, students may also be assigned additional Secondary Conduct Sanctions:

- ▶ **Restriction or Revocation of Privileges:** the determination to withdraw a privilege, use of a service, participation in a program, event or activity for a specific period of time. The loss of privilege may prohibit a student or student organization from being released to live off-campus, or from participating in off-campus study (GO Program), co-curricular or athletic activities where the Individual(s) represents the university. Restrictions include, but are not limited to, registering or taking part in organizational or university social activities, the use of a particular university facility, guest privileges or parking privileges.
- ▶ **Restitution:** repayment to the university or to an affected party for damages resulting from a violation of this code. Restitution can occur at any level.
- ▶ **Educational Sanctions:** In cases where it is appropriate, a Respondent may be required to participate in and/or complete educational sanctions to help prevent future instances of prohibited conduct. This can include online modules and/or in-person meetings with an appropriate facilitator.
- ▶ **Additional Sanctions:** Additional sanctions may be imposed. Service, research projects or educational programs or activities, including but not limited to, an educational seminar, a treatment program for alcohol or drug abuse or psychological assessments may also be assigned. Parents may be notified to the extent permitted by law. (See the Parental Notification Policy at susqu.edu/about-susquehanna/policies-disclosures-and-consumer-information/policies/parental-notification-policy.)

Sanctions for Employees

Sanctions include but are not limited to written warning(s), suspension, change in duties, workplace changes or termination as listed in the staff Disciplinary Actions Policy and Faculty Handbook.

Failure To Comply with Sanctions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the time frame specified by the final Decision-maker(s) (including the Appeal Decision-maker(s)).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion and/or termination from the university. Supervisors are expected to enforce completion of sanctions/responsive actions for their employees.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Remedies

The Title IX Coordinator is responsible for the implementation of remedies designed to address safety, prevent recurrence and restore or preserve equal access to Susquehanna University education program or activity. While remedies might constitute Supportive Measures, they also might be in the form of Sanctions where there has been a finding of responsibility.

These remedies/actions may include, but are not limited to:

- ▶ Referral to counseling and health services
- ▶ Referral to the Employee Assistance Program

- ▶ Education to the individual and/or the community
- ▶ Permanent alteration of housing assignments
- ▶ Permanent alteration of work arrangements for employees
- ▶ Provision of campus safety escorts
- ▶ Climate surveys
- ▶ Policy modification and/or training
- ▶ Provision of transportation assistance
- ▶ Implementation of long-term contact limitations between the parties
- ▶ Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies the university owes the Respondent to ensure no effective denial of educational access.

The university will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the university's ability to provide these services.

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants and Respondents upon request, when deemed by Susquehanna University to be appropriate and reasonably available. The Title IX Coordinator will serve as the point of contact for the affected student(s) to ensure that the supportive measures are effectively implemented. Supportive Measures may also be imposed at the initiative and in the sole discretion of the Title IX Coordinator. Supportive Measures are offered without fee or charge to the parties and are available beginning at any time after the submission of a report of Prohibited Conduct as defined in our Addressing Sex-Based Discrimination and Harassment Policy.

A Complainant may seek and be provided Supportive Measures prior to or without ever filing a Formal Complaint.

Supportive Measures are designed to restore or preserve equal access to Susquehanna University educational programs and activities, without unreasonably burdening the other party. The university will act to ensure as minimal an academic impact on the parties as possible. Supportive Measures will be kept confidential to the extent doing so does not impair the university's ability to provide them. Supportive Measures that Susquehanna University may implement may include, but are not limited to, the following:

- ▶ Referral to counseling, medical and/or healthcare services;
- ▶ Referral to community-based service providers;
- ▶ Academic support, extensions of deadlines or other course/program-related adjustments;
- ▶ Modification of work or class schedules;
- ▶ Altering campus housing assignment(s);
- ▶ Altering work arrangements for employees or student employees;
- ▶ Assistance navigating the leaves of absence process;
- ▶ Assistance finding additional financial aid options, if income, financial resources or employee/student status changes
- ▶ Safety planning
- ▶ Education to the community or community subgroup(s)
- ▶ Advocacy in seeking visa and/or immigration assistance
- ▶ Assistance utilizing the Employee Assistance Program
- ▶ Transportation accommodations;
- ▶ Restrictions on contact between the parties (i.e., "no contact" notices). Such an order serves as notice to both parties that they must not have verbal, electronic, written or third-party communication with one another).
 - In some cases, an individual may also wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the university. An individual has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order with the help of an on-campus advocate. The campus advocate is located in the

Violence Intervention and Prevention Center in the lower level of the Blough-Weis Library or available 24/7 at 1-800-850-7948. An individual also has the right to file a petition for a Protection from Abuse Order on their own at the Snyder County Courthouse Prothonotary's Office.

- The process for acquiring an order, includes an individual completing paperwork (with a campus advocate or on their own) about any incident(s) of misconduct and abuse. The paperwork will be filed with Snyder County Courthouse. Upon being filed, the individual who filed along with the alleged defendant will receive an order to appear in court. At that hearing, the individual can represent themselves or bring an attorney to testify about the alleged misconduct and/or abuse. If a temporary and/or final Protection from Abuse ("PFA") court order is issued, the Campus Safety Office in conjunction with the local Selinsgrove Borough Police Department will serve the individuals named within the court order. Additionally, the university will, to the extent possible, assist the person who has obtained a PFA in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order, as per the statute set forth by Commonwealth of PA.
- ▶ Access to campus safety escorts;
- ▶ Increased security and monitoring of certain areas; or
- ▶ Any other measures deemed appropriate by the Title IX Coordinator to preserve equal access to Susquehanna University programs and activities.

A student or employee's failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

Appeals

Either Party may appeal a determination of responsibility (or non-responsibility) as set forth in the Hearing Outcome by submitting a written appeal to the Title IX Coordinator by email within five business days of the Decision-Maker's issues of the Hearing Outcome Letter. The appeal must be in writing and clearly explain the basis for the appeal. If the appeal is from the outcome of a Hearing, the Parties shall have access to the record of the Hearing to prepare their appeal on such terms as the Title IX Coordinator provides.

No Appeal Decision-maker(s) will have been previously involved in the Formal Resolution Process for the complaint, including in any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Decision-Maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Appeals may be based on only one of the following:

- ▶ A procedural irregularity that affected the outcome of the matter;
- ▶ The existence of new evidence that was not reasonably available at the time of the Hearing that could affect the outcome of the matter; and
- ▶ The Title IX Coordinator, Investigator or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

For appeals from a Hearing Outcome, the Appeal Decision-Maker will issue a written Notice of Appeal Outcome, delivered simultaneously to all parties within ten business days of the Appeal Decision-Maker's receipt of the appeal material. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the university is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the university is permitted to share under state or federal law.

The Appeal Decision-Maker also has the ability to uphold the decision, send it back for a new hearing in front of the same Decision-Maker, send it back for a new hearing with a different Decision-Maker or reach a different outcome.

The Appeal Decision-Maker's decision is final. No further appeals are permitted.

Informal Resolution

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Resolution Process is purely voluntary. Informal

Resolution is available only when a Formal Complaint has been filed and the Parties agree to its use in writing. Informal Resolution may be used only with the approval of the Title IX Coordinator, who may deem its use inappropriate based on the specific allegations involved or other factors. Informal resolution is not available to resolve a student-Complainant's allegations that an employee has engaged in Title IX Sexual Harassment.

Prior to initiating Informal Resolution, the Title IX Coordinator will provide the Parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from Informal Resolution to pursue formal resolution, information regarding any records that will be maintained or shared by the university, and any consequences of participation (e.g., as it relates to any subsequent formal resolution if Informal Resolution is not achieved and if a Respondent plans to utilize an "Accepted Responsibility" informal resolution process).

Informal Resolution can be commenced at any point prior to the conclusion of a hearing under the Formal Resolution Processes. It is conducted by the Title IX Coordinator, or an Informal Resolution Facilitator appointed by the Title IX Coordinator. The Complainant, Respondent, Title IX Coordinator or Facilitator may terminate Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

If the Informal Resolution is terminated such that the matter resumes the Formal Resolution Processes, all documents would be forwarded to the Title IX Coordinator to determine whether or not they will be included in the Formal Resolution Process. Documents created for the purposes of the informal resolution will not be included in the Formal Process, but evidentiary documents produced for consideration by the facilitator can be used in the hearing.

Informal Resolution can take two primary forms as voluntarily agreed to by the Complainant, Respondent and Title IX Coordinator:

- ▶ **Alternative Resolution:** When the parties agree to resolve the matter through an alternative resolution mechanism (including mediation, restorative practices, facilitated dialogue, etc.), as described below, often before a formal investigation takes place.
- ▶ **Accepted Responsibility:** When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process.

The parties may not enter into an agreement that requires the university to impose specific sanctions, though the parties can agree to certain restrictions or other courses of action. For example, the parties cannot require a student be suspended, but the parties can agree that the Respondent will temporarily or permanently withdraw. The only Informal Resolution Process that can result in sanctions levied by the institution is "Accepted Responsibility," as defined below. The Title IX Coordinator has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

Upon receipt of a report, the Title IX Coordinator will provide a copy of the Addressing Sex and Gender-Based Discrimination and Harassment Policy alongside a Complainant Handbook which outlines in writing:

- ▶ A copy of their rights
- ▶ A synthesized overview of the formal resolution process, including:
 - A statement of the potential sanctions/responsive actions that could result;
 - A statement about the university's policy on retaliation;
 - Information about the confidentiality of the process;
 - Details on how the party may request disability accommodations;
 - The presumption that the Respondent is not responsible for the alleged Prohibited Conduct unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process;
 - Notice of the Parties' entitlement to an Advisor of choice at any meeting, interview or other proceeding related to the Formal Complaint, as discussed in Section XIV/XV.
- ▶ Notice that the Parties may inspect, and review evidence gathered during the investigation as discussed in Section XV(D)
 - An instruction to preserve any evidence that is directly related to the allegations
 - Notice that Susquehanna University Code of Student Conduct for students and the Anti-Harassment and Non-Discrimination policy and Disciplinary Action Policy for faculty and staff prohibits knowingly making false statements or knowingly submitting false information during the Formal Resolution Process
- ▶ Information about how to access supportive measures

SUSQUEHANNA UNIVERSITY FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics for all on-campus residence facilities.

The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage and the type of fire detection systems in each building. In addition, each institution must maintain a log of all campus student housing fires, including the nature, date, time and general location of each fire.

ON-CAMPUS HOUSING FIRE SAFETY EQUIPMENT

Susquehanna University residences halls have detection and sprinkler systems. University Avenue houses are equipped with detectors in common areas and the remainder of the residence halls are outfitted with full detection equipment in rooms. Except for University Avenue housing, all residences halls have networked fire alarm systems.

When a networked fire alarm is activated, the alarm reports to Campus Safety located in the 18th Street Commons. Campus Safety is staffed 24-hours-a-day, 365-days-a-year. A specialist responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

University Avenue resident housing fire alarm systems are local audible alarms with a simultaneous call to Campus Safety. When the alarms are activated, the residents evacuate, a specialist responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

Safety training for students can be scheduled for residence halls through Residence Life and Campus Safety.

SUPERVISED FIRE DRILLS/EMERGENCY ALERT

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Campus Safety in accordance with the requirements in the Higher Education Opportunity Act.

Additionally, the public address/warning siren and text alerting system are tested annually to verify functionality and to test the Campus Safety staff's ability to use the systems.

EVACUATION POLICY & PROCEDURES

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building.

In the event of fire or other evacuation emergencies at Susquehanna University, all persons in the affected premises must evacuate. Occupants will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by email, text messages, outdoor public-address system and phone communications (voicemail) if appropriate.

If occupants discover a fire, smell smoke, or discover any other hazardous emergency condition in a campus facility, immediately activate the building fire alarm and call Campus Safety at 570-372-4444 or 911.

As occupants evacuate the building, they should calmly alert others in the affected area that they must leave. Occupants should only take important personal possessions that are in their immediate vicinity if they can carry such items without risk to themselves or others.

Common items occupants may take include coats, medicines, purses, wallets and keys. Occupants should never try to retrieve items in another location in the building. Building occupants are not required or encouraged to fight fires and may only use a fire extinguisher when trained to do so. Any individual trained in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is a risk of harm from smoke, heat or flames.

Upon hearing a building fire alarm signal, occupants should evacuate immediately unless they have specific emergency responsibilities designated. Windows and doors should be closed. Occupants should use the nearest safe exit, but not use any elevators. If someone is caught in smoke or heat, they should stay low where the air is better, and attempt to reach a safe exit or area of refuge.

Occupants should check doors with the back of their hand and if the door or doorknob to the hallway is hot to the touch, it should not be opened as fire may be on the other side. If occupants are unable to leave a room or office due to heat or heavy smoke in the hallway, other obstructions or physical disability, they should try to put a cloth or towel under the door to help prevent the entry of smoke. They should then call 911 and/or 570-372-4444 to give exact location so that emergency personnel can be directed.

Occupants should consider individuals who are blind, visually impaired, deaf, hearing impaired or mobility impaired to immediately inform the nearest emergency responder of the individual's location. Employees who have a limitation that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Occupants should familiarize themselves with the location of all exits from buildings they regularly use. All exits in residence halls are marked with exit signs.

Students and employees leaving a building should assemble in the designated area assigned for the building, where it will not hinder the approaching emergency response personnel and apparatus. Designated areas can be found on Campus Safety *myNest* page. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the responding office members or emergency personnel. In addition, Campus Safety staff will conduct a sweep of all floors if sufficient personnel are available, and it is safe to do so.

Occupants must wait for office personnel to inform them when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location.

FIRE SAFETY VIOLATIONS & PROHIBITIONS IN RESIDENCE HALLS

Electrical Appliances

Reflecting fire safety and electrical concerns, residents are limited in the use of electrical appliances and cooking devices they may store in personal residence hall rooms. One coffee pot (12-cup maximum), Keurig® or similar machine is permitted in each personal residence hall room. It must have a two-hour maximum automatic shut-off feature. Prohibited items include, but are not limited to personal or propane grills, electric blankets, air-conditioners, portable heating units of any kind (unless provided by Facilities Management), dehumidifiers (unless provided by Facilities Management), microwaves over 700 watts, and refrigerators over 5 cubic feet. Residents are not permitted more than two large appliances in their personal residence hall rooms.

Kitchen appliances, particularly those with an exposed heating unit, are prohibited in personal residence hall rooms. This includes, but is not limited to, hot plates, toasters, blenders, electric frying pans, air fryers, crockpots, broilers and griddles. They may be stored and used in kitchens/kitchenette areas within the common areas of residence halls at the owner's own risk. Appliances stored in common areas must be unplugged and restored immediately after use.

Students can rent a MicroFridge from mymicrofridge.com. MicroFridges include a 2.13 cubic foot refrigerator, a 0.74 cubic foot freezer and a 700-watt microwave. MicroFridges are delivered prior to move-in day, are maintained by MicroFridge, and include a sensor in the microwave that will turn off the microwave if it detects smoke.

University officials reserve the right to request the removal of any appliance on university premises that may pose a safety or security risk.

FIRE SAFETY & RESTRICTIONS

Fire safety is critical in community living. Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in university buildings as a safeguard for lives and property. Attaching items to smoke detectors or sprinklers, tampering with fire bells or alarms, pull stations, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all

prohibited and subject to the Code of Student Conduct. Campus Safety conducts regular fire drills in the residence halls. Students receive instructions for their specific living unit at the beginning of the academic year. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by a university official. The following are not permitted unless stated:

- ▶ No fabric may be hung from ceilings or draped on walls or over doorways.
- ▶ Halogen lamps are prohibited.
- ▶ Miniature decoration lights (e.g., Christmas lights, novelty lights) cannot be attached to room fixtures using metal fasteners (white adhesive putty is recommended) or used in any other manner contrary to the manufacturer's recommendations.
- ▶ All candles, open flames, and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
- ▶ Placement of furniture cannot block easy exit from the room.
- ▶ The possession or use of fireworks on university premises is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation. This prohibition does not apply to university approved fireworks displays by a licensed, certified and insured pyro-technician.
- ▶ Fire pits, unless provided by the university, are not permitted on university premises.

Smoking

All campus buildings (including residence halls) are completely smoke-free which includes smoking tobacco products or any devices that emit smoke or vapor (including e-cigarettes and other devices). Those who smoke outside of campus buildings are asked to stay more than 25 feet from an entrance or window and are asked to use the ashtrays that are located outside building entrances for the disposal of cigarettes and cigars.

Fire Safety

Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in university buildings as a safeguard for lives and property. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by university officials.

Training

Campus Safety conducts regular fire drills in the residence halls and other buildings.

Fire Reporting

Anyone wishing to report an active fire should call 911 or Campus Safety at 570-372-4444. If anyone would wish to report a previous fire event, they may call Campus Safety at 570-372-4444.

Fire Log

Fire incidents are logged as an incident in the record management system. Copies of the fire log can be obtained by request at Campus Safety. This log will highlight all fire and alarm activity on the Susquehanna University campus.

Fire Protection Systems

Information specific to fire safety/detection systems and fire suppression systems, fire related drills, fires, fire related injuries and deaths for each on-campus housing facility is detailed in the statistics below.

Additional Information

Additional information regarding fire safety violations and prohibitions may be found in the Residence Life and Community Living Policies at susqu.edu/about-susquehanna/policies-disclosures-and-consumer-information/policies/residence-life-community-living-policies.

UNIFORM CRIME REPORT

In accordance with the Uniform Crime Reporting Act and the College and University Security Regulations, each institution of higher education is required to annually file, on or before March 1, an assurance statement regarding the institution's compliance with the act and the regulations. This report is provided to fulfill the annual reporting requirements of the act.

Students and employees may file a complaint regarding the institution's compliance with the Assistant Director of Campus Safety; Clery Compliance Officer, or AVP, Campus Safety by phone at 570-372-4444, in person at Campus Safety, 18th Street Commons or in writing to the Assistant Director of Campus Safety; Clery Compliance Officer or AVP, Campus Safety, 514 University Ave., Selinsgrove, PA 17870.

GENERAL

In fall 2022, Susquehanna University had an enrollment of 2,081 undergraduate students and zero graduate students, with 1,938 living in student housing. The total number of non-student employees working on campus was 707. All university employees, volunteers, and independent contractors are required to complete criminal, child abuse and FBI clearances. There is no requirement for Susquehanna University students to have clearances completed. The complement of the Campus Safety staff included: three full-time Communications Specialist I, five full-time Campus Safety Specialist I, two full-time Campus Safety Specialist II, one Assistant Director of Campus Safety, one Associate Director of Campus Safety and the Assistant Vice President for Facilities and Campus Safety. Students, faculty and staff may report criminal incidents to the Campus Safety Office or directly to the Selinsgrove Police Department.

FACILITIES MANAGEMENT

Susquehanna University supplements the Campus Safety apparatus by a comprehensive system of facilities management. This includes the regular maintenance of campus facilities to ensure security equipment and mechanisms are in proper working order to include the repairing of doors, windows, and other access points. Additionally, landscaping and grounds keeping are designed to control ingress and egress from the campus, control access to pedestrian walkways and to limit access by the public to certain parking locations. Finally, the campus lighting system is designed, maintained, and regularly updated to provide visibility in high vehicular traffic areas and locations in which students, faculty and staff regularly walk during periods of darkness. The campus community has multiple avenues for reporting safety related concerns to facility managers including phone, online and email systems. Facilities Management maintains an on-call member, 24-hours-a-day, 7-days-a-week, who can be accessed through Campus Safety after business hours.

HOUSING

The following information regarding housing and students is provided, per the reporting requirements of the Act.

Types of Student Housing Available

Susquehanna University has two types of student housing arrangements for undergraduate students. The first is on-campus and the second is an exemption to the housing policy that allow students to commute or live off-campus based on specific criteria.

- ▶ On-campus residential locations are generally separated into two types of areas, first-year areas and upper-class areas. All buildings are coed, however, there are some floors within the residential areas that are gender specific.
- ▶ First-Year areas: These facilities are standard residential corridor hall buildings, in which students share a common area bathroom. Most of the rooms are double rooms with some triples and quads. There are single rooms for Residence Life student staff and for students whose needs require them to have a single room
- ▶ Upper-level areas: There are variety of living environments for students who are sophomores, juniors and seniors, including: traditional residential corridor hall buildings in which students share a common area and bathroom; theme houses consisting of shared space for 10 students; suite-style, in which students share a space that has a common area and independent bathroom; and townhouses, which are apartments with a kitchen, common area and independent bathroom.

FIRE SAFETY REPORT 2022																	
STUDENT HOUSING FACILITY	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprinklers	Detectors	Report to DPS	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022		
101 Liberty Ally	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
300 Univ. Ave.	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
301 Univ. Ave.	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
305 Univ. Ave.	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
307 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
309 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
310 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
312 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
313 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
401 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
402 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
403 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
405 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
520 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
600 Univ. Ave	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Aikens	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Hassinger	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Isaacs	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
North Hall	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Phi Mu Delta	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Reed	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Roberts	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
March	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
O'Connor	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Ross	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Scholars	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Seibert	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Shobert	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Smith	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Theta Chi/GO House	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		

(continued)

FIRE SAFETY REPORT 2022 (cont.)																	
STUDENT HOUSING FACILITY	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprin-klers	Detec-tors	Report to DPS	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022		
West	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
West Village Aspen	✓	✓	✓	2	2	2	0	0	1	0	0	0	0	0	0		2022- Fire in trash can
West Village Hawthorn	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
West Village Laurel	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
West Village Linden	✓	✓	✓	2	2	2	0	0	1	0	0	0	0	0	0		2022- Fire in oven/faulty temperature control
West Village Elm	✓	✓	✓	2	2	2	1	0	0	0	0	0	0	0	0		2020- Napkin placed too close/ on top of toaster
West Village Tamarack	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
West Village Willow	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Kathmandu	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Granada	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Hong Kong	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Jakarta	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Lima	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Montreal	✓	✓	✓	2	2	2	1	0	0	0	0	0	0	0	0		2020- Grease fire on stovetop
New Orleans	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Alice Springs	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Buenos Aires	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Cape Town	✓	✓	✓	2	2	2	2	0	0	0	0	0	0	0	0		2020- Lighter fluid from melted lighter on stovetop. Cell phone charger
Dakar	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Edinburgh	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		
Florence	✓	✓	✓	2	2	2	0	0	0	0	0	0	0	0	0		

Housing Exemptions

All full-time students are required to reside in campus-owned or operated housing for the academic year unless they are:

- ▶ 23 years of age or older at the start of the academic year
- ▶ Living with a parent/guardian at their primary residence, which is within 45 minutes driving distance from campus
- ▶ Married and living with their spouse
- ▶ The parent/guardian of a child with whom they are living
- ▶ Have completed 8 semesters in residence at Susquehanna

Policy on housing assignments and requests by students for assignment changes

Upper-level students select roommates and rooms during a housing selection process. Incoming students are housed with their roommates through information received on a roommate preference form. A mediation process is in place for students who express roommate challenges that can result in relocation of students. Students may request a room change at semester breaks.

Policy concerning the identification and admission of visitors in student housing facilities

All visitors to student housing facilities must be admitted by a student from that facility. Susquehanna University students are responsible for their visitors.

Measures to secure entrances to student housing facilities

Exterior doors on some facilities are locked and accessed only through an electronic card system that uses the Susquehanna University identification card. Campus Safety has access to this system electronically. Other facilities have traditional keyed entry systems that are controlled by student residents of that building; they are not monitored.

Standard security features used to secure doors and windows in student rooms

Room doors are secured through a traditional key lock system. Each roommate has their own individual room and (if applicable) suite key. Windows in student rooms have a latch mechanism on the inside of the window.

Description of the type and number of employees, including security personnel, assigned to the student housing facilities that includes a description of their security training

Susquehanna University employs professional staff consisting of one Director of Residence Life, one Assistant Director of Residence Life, two Area Coordinators and several other on-call professional staff. In addition, there are 64 student staff members consisting of 8 Lead Resident Assistants and 54 Resident Assistants, who reside in the student housing facilities. They receive extensive training sessions before the beginning of the fall and spring semesters to ensure they have the ability and skills to address a variety of emergency issues. A student staff member is on duty for each building at night when school is in session, except for townhouses and houses on University Avenue, student staff has the responsibility to ensure the buildings are secure by completing nightly walk-throughs of the buildings.

Type and frequency of programs designed to inform student housing residents about housing security and enforcement procedure

Security standards are addressed at the beginning of every semester through floor meetings and whenever deemed necessary if students are exhibiting actions that are lowering the safety standards significantly.

Policy and special security procedures for housing students during low-occupancy periods such as holidays and vacation periods

Any student interested in residing on campus during a break period must show cause through a request for approval to the Residence Life Office. If they are approved, Campus Safety is notified of their name and location.

STUDENT GUEST POLICY

Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education.

Within the residence halls at Susquehanna University, a guest is defined as any individual who is found in a residence hall or residence hall room who is not officially assigned to live there by the Residence Life Office.

- ▶ A roommate must be consulted and give consent prior to inviting a guest to stay overnight in the residence hall room. The rights of a student to privacy, quiet, etc. are paramount and take precedence over the desire of a roommate to have guests in the room.
- ▶ An individual may be an overnight guest in a residence hall for a maximum of two nights in any given two-week period. A person may not be an overnight guest of more than one resident per two-week period. In addition, a host may not have more than one overnight guest in a two-week period.
- ▶ Any individual staying as an overnight guest must complete the online Overnight Guest Registration. Guest parking passes may be obtained at Campus Safety, 18th Street Commons (open 24 hours a day). Guests must provide the following information:
 - A cell phone number; the name of the Susquehanna University student host and his or her cell phone number; the building and room number of the host's on-campus residence; a name of an emergency contact and their number (e.g., parent or legal guardian)
 - The reason for the visit (this should include the department that invited the guest to campus, e.g., field hockey recruit, prospective student from admissions, music department recruit); the name of the coordinating administrator and their contact number (if the guest is a prospective student); and the dates of the visit.
 - Guests may also be asked to provide this information to the administrator responsible for coordinating their visit. If a guest pass is given to a guest by a coordinating administrator, the guest does not need to go to Campus Safety to obtain another pass. Guests are obligated to spend the night in their host's residence hall room unless previously instructed by an administrator or coach.
- ▶ Susquehanna University student hosts are responsible for the conduct of their guests on university premises and at functions sponsored by the university or any student organization. Hosts may be held responsible for their guest's behavior. All guests are subject to university regulations. Should a guest be found without their guest pass or violating university policy, they may be asked to leave campus and/or are subject to arrest by the Selinsgrove Borough Police for trespassing.

UNIFORM CRIME REPORT STATISTICS

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees. The below statistics represent the number and nature of offenses reported to and investigated directly by Susquehanna University Campus Safety. Incidents that were reported to and directly investigated by the Selinsgrove Police Department are not included even though Campus Safety personnel may have been present at the scene and/or provided assistance. Those should be reflected in statistics provided by the Selinsgrove Police Department. The rate is based on the actual number of full time equivalent (FTE) students, faculty and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs.

UNIFORM CRIME REPORT STATISTICS						
	2020 (2212)		2021 (2816)		2022 (2788)	
	Actual	Index 100,000	Actual	Index 100,000	Actual	Index 100,000
PART 1 OFFENSES						
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	2	90.4	0	0	6	215
Attempts to Commit Rape	0	0	0	0	0	0
Robbery: Firearm	0	0	0	0	0	0
Robbery: Knife or Cutting Instrument	0	0	0	0	0	0
Robbery: Other Dangerous Weapon	0	0	0	0	0	0
Robbery: Strong Arm (hands, feet, etc.)	0	0	0	0	0	0
Assault: Firearm	0	0	0	0	0	0
Assault: Knife or Cutting Instrument	0	0	0	0	0	0
Assault: Other Dangerous Weapon	0	0	0	0	1	36
Assault: Hands, Fist Feet, etc.	0	0	0	0	5	179.3
Other Assaults – Not Aggravated	1	45.2	2	71	0	0.0
Burglary: Forcible Entry	0	0	0	0	0	0
Burglary: Unlawful Entry – No Force	3	136.6	2	71	1	35.9
Burglary: Attempted Forcible Entry	0	0	0	0	0	0
Larceny/Theft	10	452.1	23	816.8	40	1434.7
Motor Vehicle Theft: Autos	3	136.6	0	0	0	0
Motor Vehicle Theft: Trucks and Buses	0	0	0	0	0	0
Motor Vehicle Theft: Other Vehicles	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Subtotal Part 1	19	860.9	33	1171.9	53	1901.0

(continued)

UNIFORM CRIME REPORT STATISTICS (cont.)

	2020 (2212)		2021 (2816)		2022 (2788)	
	Actual	Index 100,000	Actual	Index 100,000	Actual	Index 100,000
PART 2 OFFENSES						
Forgery and Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Prop. Rec., Poss., Buying	0	0	0	0	0	0
Vandalism	26	1175.4	31	1100.9	46	1649.9
Weapons, Carrying, Posses, etc.	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (except 02 and 160)	3	136.6	4	142	0	0.0
Drug Sale/Manf.: Opium, Cocaine	0	0	0	0	0	0
Drug Sale/Manf.: Marijuana	0	0	0	0	0	0
Drug Sale/Manf.: Synthetic	0	0	0	0	0	0
Drug Sale/Manf.: Other	0	0	0	0	0	0
Drug Possession: Opium, Cocaine	0	0	0	0	0	0
Drug Possession: Marijuana	0	0	1	35.5	4	143.5
Drug Possession: Synthetic	0	0	0	0	0	0
Drug Possession: Other	0	0	0	0	0	0
Gambling: Book Making	0	0	0	0	0	0
Gambling: Numbers, etc.	0	0	0	0	0	0
Gambling: Other	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0
Driving Under Influence	0	0	0	0	0	0
Liquor Law	16	723.3	99	3515.6	20	717.4
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	5	226.3	2	71	11	394.5
Vagrancy	0	0	0	0	0	0
All Other Offenses (except traffic)	27	1220.6	21	745.7	31	1111.9
Subtotal Part 2	77	3482.2	158	5610.8	112	4017.2
GRAND TOTAL	96	4343.1	191	6782.7	165	5918.2