



Thiel College  
Department of Public Safety  
2018 Annual Security and Fire Report

Emergency Calls  
724-589-2222

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## INTRODUCTION

Thiel College is an independent liberal arts, sciences and professional studies institution committed to providing quality undergraduate education and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia PA 19104 (267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition to certification by the American Chemical Society, Thiel College maintains affiliations with:

- The Evangelical Lutheran Church in America
- Pennsylvania Department of Education
- National Assoc. of Independent Colleges and Universities
- Pennsylvania Assoc. of Colleges and Universities
- Council of Independent Colleges
- Assoc. of Independent Colleges and Universities of Pennsylvania

The College has an enrollment of 754 (with a capacity for 934 in on-campus housing) with currently 89 full and part time faculty members and 150 additional non-faculty employees.

Thiel College is located on a 135-acre, tree-lined campus in Greenville PA, a small town in the heart of western Pennsylvania's hill country.

Our campus is a 90-minute drive from both Pittsburgh and Cleveland, and a 60-minute drive from Erie. Thiel has ready access to metropolitan culture, but is distant enough to be safe and free from distractions. 90% of students live on campus in nearly 19 residence halls, apartment bldgs., theme houses and townhouse structures.

Thiel's unique location allows our students and visitors to enjoy both the wonders of nature abundant in the western Pennsylvania countryside, including a myriad of outdoor activities, and take advantage of the dynamic cultural experiences offered in nearby cities.

This publication is prepared in accordance with Pennsylvania Legislative Act 73 of 1988, College and University Security Information Act. It is also prepared in accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Reporting Act (20 USC 1092(f) as codified by 34 CFR 668.46, Institutional security policies and crime statistics and 34 CFR 668.41(e), Annual Security Report.

## **PUBLIC SAFETY**

The Public Safety Director/Chief of Police is the administrator directly responsible for the safety and security programs of Thiel College. The department maintains a full time police department to provide police protection 24 hours a day, 7 days a week.

The department consists of sworn, armed police officers who have met the standards of Pennsylvania Municipal Police officer training, and are trained in emergency response procedures, First Aid, CPR and Act 180 (mandatory in-service training each year).

The Campus Police officers perform many functions for the College community. Their primary function is to preserve the safety of the people living and working within the College community, and to protect College property. Regular vehicle and foot patrols cover the campus, including all entrances and exits of all buildings, parking lots, and walkways. Secondary functions include locking and unlocking buildings, vehicle lockouts, battery jumps, enforcing traffic regulations and checking building equipment to ensure that proper safety and operating conditions are maintained.

The Chief of Police maintains a working relationship with the Greenville/West Salem Police department as well as Hempfield Twp. Police department. The Chief of Police as well as all the Campus officers have the authority to arrest, if necessary. The police officers are armed. Authority to exercise the power of arrest or to issue state citations is retained by the Chief of Police. The Campus Police department also provides an on-campus escort service 24 hours a day, 7 days a week. To request an escort, call Public Safety at 724-589-2222.

The Chief of Police prepares the Annual Security Report. Crime statistics are reported annually to the State Police according to the Uniform Crime Reporting Procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **REPORTING AN EMERGENCY**

The following section contains the recommended guidelines to be followed during specific types of emergencies. The procedure should always be followed in sequence, unless conditions dictate otherwise.

The Department of Public Safety is staffed 24/7/365. Emergencies can be reported to the office in any of the following ways:

- A. Ext. 2222—from any campus extension
- B. 724-589-2222—from any off-campus phone

- C. **Telephone Contact:** In an emergency, Do NOT dial 911 from a College phone. Instead dial ext. 2222. Campus Police has direct contact with Fire/Police/EMS and will be able to determine your location.
- D. **Cell Phones:** Cellular 911 phone calls are answered by the Mercer County State Police and will be directed to the appropriate agency for action. Therefore, it is important to give accurate information regarding your location and the incident.
- E. In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:
  - a. What you see, heard, or found.
  - b. Exact location of incident.
  - c. The phone number of the phone you are using.
  - d. Details of situation.
  - e. Your name and address.
  - f. Stay on the line until you are told to hang up.

#### **EMERGENCY CONTACT NUMBERS**

<b>ORGANIZATION</b>	<b>PHONE #</b>
All On-Campus Emergencies	724-589-2222 or Ext. 2222
Ambulance	911
American Red Cross	724-962-9180
Fire Department	911
Hospital (UPMC Horizon)	724-588-2100
Mercer County Behavioral Health	724-662-2227
Poison Control	800-222-1222
Police Emergency	911
Greenville/West Salem Police	724-588-4190
Mercer Co. State Police	724-662-4200
FBI – Pittsburgh Branch	412-432-4000
Mercer Co. Emergency Center	724-662-6110
Mercer Co. Sherriff	724-662-6135
Hempfield Police Department	724-588-7369
Life Force Ambulance Service	724-589-0661

Anyone who is aware of criminal, suspicious activity or other emergencies medical or non-medical is encouraged to notify the Campus Police immediately by dialing 724-589-2222 or 2222 from any campus phone. The Public Safety office answers telephone calls 24 hours a day. The daytime dispatcher has radio access to police officers and telephone and radio access to the Mercer County 911 dispatcher. The officer will be

dispatched and will assess the situation. The officer, along with other College officials if needed, will determine the need for further assistance such as ambulance, fire department and/or residence life staff. Any problems are reported to the Chief of Police.

Individuals may report crimes in person at the Campus Police Office located in the Howard Miller Student Center (HMSC) on the 2<sup>nd</sup> floor.

Anyone aware of someone on campus whose behavior is causing concern, or who has made a threatening remark or overt act of physical violence against self or another person(s) or property, should report that behavior to the Campus Police.

In accordance with The College and University Security Information Act (Act 73 of 1988), all crimes on campus are reported to the Pennsylvania State Police. We work closely with the Greenville-West Salem Township Police Department, the Hempfield Township Police Department and the Mercer County District Attorney's Office when incidents of a serious nature arise.

For medical issues, the Health Center provides many services for the students within the campus community such as treatment of minor illness and injuries; distribution of non-prescription cold, sinus and flu medicines; basic first aid supplies; blood pressure screening; and referrals to local health care providers and health agencies. During the regular academic year, the office is staffed by a registered nurse. Public Safety is available to provide emergency care and transportation to an emergency room when the office is closed.

A wide variety of educational brochures and literature is available on health topics. The resources of the Health Center are free to students. The Health Center is located on the 1<sup>st</sup> floor of the Howard Miller Student Center (HMSC).

Students are encouraged to call with any problems. All records and consultations are confidential. If the Center is unable to help you, they will try to assist you in locating available resources. Students with health problems or injuries are encouraged to see the nurse during office hours. Students who encounter an injury or serious health problem that needs immediate attention when the nurse is not available on campus are advised to contact a Residence Life Staff member or the Campus Police department for assistance.

## **EMERGENCY NOTIFICATION**

Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.



## **TIMELY WARNINGS**

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Issue a timely warning for a *Clery Act* crime committed on your *Clery Act* geography that is reported to your campus security authorities or a local law enforcement agency, and that is considered by the institution to represent a serious or continuing threat to students and employees.

## **AUTHORITY**

The Emergency Management Plan is promulgated under the authority of the President of Thiel College and the President's Cabinet. The President's Cabinet is comprised of the President, VP of Academic Affairs and Dean of the College (VPAA), Executive VP for Finance and Management (EVPFM), VP for College Advancement (VPCA), VP for Student Life and Dean of Students (VPSL), VP for Enrollment Management (VPEM), Director of Athletics, Executive Director of Communications and Marketing, and the Executive Assistant to the President.

## **RESPONSIBILITY**

The plan and the maintenance thereof are the responsibility of the Thiel College Director of Public Safety/Chief of Police. The plan is to be reviewed on an annual basis at minimum, revised as necessary and annual training programs will be coordinated and facilitated by the Director of Public Safety/Chief of Police.

The plan is distributed and available to all College faculty, staff and students through the official Thiel College web site (<https://www.thiel.edu>). Faculty, staff and students will also be reminded of the existence of the plan every August and/or September, via e-mail and other orientation or training programs.

## **NOTIFICATION SYSTEM PROTOCOL**

In a major emergency, notification should begin immediately and may use any or all of these components:

### **TEXT AND EMAIL MESSAGING**

Cell phone users can receive emergency text messages in the event of an emergency by signing up for the Tomcat Alert (<https://regroup.com/signup>). Messages will be brief and will be activated by Thiel College officials. All campus email users will also receive email messages regarding the emergency.

The College has determined that the following situations may require sending emergency alert messages:

- Imminent danger including a major fire or shooting
- Imminent disaster including an earthquake or flood
- Severe weather, including tornado and lightning warnings
- Major interruptions of services such as snow closings and water emergencies

## **DEFINITIONS OF EMERGENCIES**

**Level 1 – Minor Emergency:** Any emergency, potential or actual, that does not seriously affect the overall functionality of the College, such as a minor power outage or plumbing problem. This type of event would involve the notification and alert of selected College officials, as dictated by the scope and type of incident.

**Level 2 – Moderate Emergency:** Any emergency situation, potential or actual, that affects an entire building; a piece of key equipment; or any other significant incident that has the potential to impact the operation or reputation of the College. Examples might include a building fire or chemical spill confined to one building; a serious injury or death on campus; a violent criminal act that has or is occurring on campus.

**Level 3 – Major Emergency:** Any emergency situation, potential or actual, that has or could seriously impair or halt the operation of the College. Examples might include a direct tornado hit, or a protracted loss of vital services (water, electricity, heat). In some cases personnel casualties and severe property damage may have been sustained. Outside emergency services will in all likelihood be involved in this type of event. A “major emergency” on the campus will require the coordinated effort of most or all campus-wide resources to effectively control and manage the situation.

### **SCOPE - College Activities**

Level 1- Minimal and localized; most College activities not impacted.

Level 2 – Significant; College activities maybe be subject to localized shutdown.

Level 3 – Very significant; College activities shut down for a period of time.

### **SCOPE – Faculty, Staff, Students**

Level 1 – Site-specific localized impact; injuries possible.

Level 2 – Site-specific or general impact with possible disruptions; injuries possible.

Level 3 – General impact with probable disruptions; injuries and possible fatalities a concern.

### **SCOPE – Media Coverage**

Level 1 – None expected or possibly local coverage.

Level 2 – Local/regional coverage.

Level 3 – Local, regional, and possibly national coverage.

### **SCOPE – Public & Government Concern**

Level 1 – Limited

Level 2 - Potential exists for an embarrassing situation; government agencies may investigate prevention/response/recovery efforts.

Level 3 – Potential exists for an embarrassing situation; government attention (investigations) likely.

### **SCOPE – EMT Involvement**

Level – Little or none

Level 2 – Conditionally involved

Level 3 – Actively involved

## **DECLARATION OF EMERGENCIES**

Based on information received from the Director of Public Safety, VP for Student Life or another officer of the College, the College President will determine whether an occurrence will be declared a “Level 2” or “Level 3” Emergency and whether the Cabinet and the Incident Command Team will need to be assembled. In the absence of the President, the Executive Vice President of Finance and Management will make that determination.

Levels 2 and 3 emergencies are ones that requires immediate action to ensure a safe environment, and/or to ensure the maintenance or restoration of College operations. Unless unusual circumstances are present, a Level 1 (“minor emergency”) will generally not result in the assembly of the Cabinet and/or Incident Command Team.

1. The declaration of a Level 2 or 3 Emergency will specify the locations of the Incident Command Team and Cabinet for that particular event. The physical locations of either group can vary due to the unique circumstances of an incident, but in most cases the Cabinet will be located in the President’s office and the Incident Command Center will be located in or around the Department of Public Safety Offices.

2. The Executive Assistant to the President will notify the President's Cabinet when Level 2 or 3 Emergencies have been declared.
3. The President's Cabinet will likely be asked to meet in order to take whatever actions are deemed appropriate.
4. The VPSL will serve as the liaison between the President/Cabinet and the Incident Command Team to help manage the response, and facilitate the formation of the Incident Command Center.
5. The Incident Command Team will be comprised of the VPSL, Director of Public Safety/Chief of Police, Director of Facilities, Associate Dean of Students/Director of Residence Life, Executive Director of Communications and Marketing, Director of Health Services, and others as appropriate (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, Director of Food Services, etc.).
6. Declaration of a Level 2 or 3 Emergency will also prompt a notification to the entire campus community as soon as practical. The Executive Director of Communications and Marketing in collaboration with the VPEM will ensure that this notification is made by e-mail, Thiel College web site, and/or other appropriate methods. The College Dispatcher will manage the switchboard, phone lines, and the Tomcat Alert System (when necessary) while the Coordinator of Housing/Assistant to the VPSL will be there to assist.

## **EMERGENCY MANAGEMENT TEAMS & ROLES**

**President's Cabinet:** Senior administrators who have the responsibility and oversight over the primary operating units of the College. These individuals have the authority to make decisions regarding the course of actions taken to address the emergency situation.

Members: President, Vice President for Academic Affairs and Dean of the College, Executive Vice President for Finance and Management, Vice President for College Advancement, Vice President for Enrollment Management, Vice President for Student Life and Dean of Students, Director of Athletics, Executive Director of Communications and Marketing and Executive Assistant to the President.

**Incident Command Team:** This group is responsible for responding to and assessing the situation. Primary responsibilities include the logistical management of the situation and providing necessary information to the Cabinet. Some Frontline Staff may be called to serve on this group depending on the specific situation (i.e. Director of Human Resources, Campus Pastor, Campus Counselor, etc.).

**Members:** Vice President for Student Life and Dean of Students, Director of Public Safety/Chief of Police, Director of Facilities, Executive Director of Communications and Marketing, Director of Health Services, and Associate Dean of Students/Director of Residence Life.

**Frontline Staff:** These employees are called upon to carry out specific tasks that arise in response to an incident/situation. Examples include the dispatch staff handling specific communications, residence life staff helping to manage student response, Campus Pastor and Counselor forming care teams, etc.

**Community Partners:** Designated community members and/or organizations identified to provide support in the event of specific circumstances. Examples include counseling services provided by local pastors and counselors, temporary relocation areas, etc.

**Initiators:** This can be any campus constituent that comes upon a potential accident/incident on campus. These individuals should immediately contact Public Safety at ext. 2222 or by calling 724-589-2222 from an outside line.

## **CHAIN OF COMMAND**

This following provides an actual “Chain of Command” as it relates to the Emergency Management Teams and their roles. In the absence of a member within the “Chain of Command”, that individual’s role will either be delegated to another member (i.e. Cabinet) or an identified back-up individual will fill the role.

## **PRESIDENT’S CABINET CHAIN OF COMMAND**

President  
Executive VP for Finance and Management  
VP for Student Life and Dean of Students  
VP for Academic Affairs and Dean of the College  
Executive Director of Communications and Marketing  
VP for College Advancement  
Director of Athletics

VP for Enrollment Management  
Executive Assistant to the President  
Delegated leader from the remaining members of Cabinet

## **CABINET'S GENERAL ROLE & RESPONSIBILITIES**

**President:** The President of the College is ultimately responsible for the decisions made during emergency situations.

The President may delegate the implementation of these decisions, and in special circumstances, he/she may also delegate authority to make decisions on his/her behalf.

**VPAA/Dean of the College:** The VPAA is responsible for advising the President on matters that relate to faculty members and academic matters (i.e. class schedules, class rosters, etc.).

The VPAA is responsible for making decisions related to delaying or canceling classes due to an emergency.

The VPAA is responsible for notifying the faculty of the emergency and whether or not classes will be cancelled.

If the VPAA is unable to respond to the emergency, the Associate Academic Dean and/or Assistant Academic Dean will act on his/her behalf.

If others are unavailable, the Chair of Faculty Executive Committee will act on their behalf.

**EVPFM:** The EVPFM is responsible for making critical decisions concerning risk management, financial or accounting services, human resources, workers compensation, potential liability, and insurance claims in the aftermath of an emergency.

The EVPFM or his/her designee will review and approve all information or reports regarding the possible cause of accidents, emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.

The EVPFM will be responsible for seeking external legal advice or counsel at his/her discretion.

Oversee and appoint an Information Technology (IT) designee(s) for the technical requirements related to communication of information, phone, data and other electronic systems necessary for emergency situations, including the recovery and return to normal operations.

The EVPFM will appoint an IT designee(s) to set-up and maintain a Call Center if needed.

**VPSL/Dean of Students:** The VPSL is responsible for overseeing the implementation of the Incident Command Team, for monitoring activities, and serving as the liaison between the Incident Command Team and President/Cabinet.

The VPSL is responsible for establishing an alternative Chain of Command for emergency activities in the absence of key participants.

The VPSL is responsible for coordinating the response to a serious incident involving a student and coordinating residence life, food service and mental health support services during an emergency.

The VPSL is responsible for advising the President on matters that relate to the students and providing pertinent student information to the President or other emergency responders as needed (i.e. date of birth, residence, emergency contact information, etc.).

If the VPSL is unable to respond to the emergency, the Associate Dean of Students will act on his/her behalf.

**VP for College Advancement:** The VPCA is responsible for advising the President on matters related to institutional reputation and/or matters that have the potential of directly impacting alumni.

The VPCA will assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

**Executive Director of Communications and Marketing:** The Executive Director in collaboration with the Vice President for Enrollment will ensure that notifications are made by e-mail, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

**VP for Enrollment Management:** The VPEM is responsible for advising the President on matters related to institutional reputation and Public Relations.

The VPEM in collaboration with the EVPFM will ensure that notifications are made by e-mail, Thiel College web site, and/or other appropriate methods to the entire campus during Level 2 or 3 Emergencies.

The VPEM will assist in the review of all press releases and external communications that take place in the aftermath of an emergency situation.

**Director of Athletics:** The Director of Athletics is responsible for advising the President on matters that relate to student athletes and Department of Athletics activities (i.e. competition or practice schedules, team rosters, etc.).

The Director of Athletics is responsible for providing travel schedules and information (i.e. rosters, itineraries, etc.) in the event of emergencies related to athletic travel.

**Executive Assistant to the President:** The Executive Assistant to the President is responsible for notifying the President's Cabinet of the declaration of Level 2 or 3 Emergencies, and making arrangements for having copies of the Emergency Management Plan available for Cabinet's use.

The Executive Assistant is responsible for providing administrative support to the President and Cabinet during Level 2 and 3 Emergencies.

## **INCIDENT COMMAND TEAM**

The responsibility of the Incident Command Team is to respond to and assess an incident/emergency situation. The group's responsibilities include the logistical coordination and management of the situation. Their goal is to properly coordinate the activities of internal departments and staff, as well as external parties in the handling of the situation. In addition, they assess and disseminate the appropriate information to the President's Cabinet.

In the event of activation, the following provides a general overview of oversight responsibilities and roles members of the Incident Command Team may play. Depending upon the type of situation, a subset of the Incident Command Team may be asked to remain at the meeting location point to coordinate the incident and to ensure that all aspects of the incident are being addressed.

The following is the Chain of Command and some individual responsibilities of team members:



## **INCIDENT COMMAND TEAM CHAIN OF COMMAND**

Vice President for Student Life and Dean of Students

Director of Public Safety/Chief of Police

Director of Facilities

Associate Dean of Students

Executive Director of Communications and Marketing

Director of Health Services

Delegated leader from the remaining members of the Incident Command Team

**VPSL:** The VPSL is responsible for activating the Incident Command Team and engaging the President in times of emergency. He/she will serve as the primary liaison between the Incident Command Team and the President and Cabinet.

**Director of Public Safety/Chief of Police:** The Director of Public Safety/Chief of Police serves as the lead facilitator of the Incident Command Team. He/she will lead the Incident Command Center and serve as the Officer in Command.

**Director of Facilities:** The Director of Facilities is responsible for all activities involving utilities, building plans and activating additional staff to assist where deemed appropriate. The Director of Facilities will serve as the facilitator of the Incident Command Team in the absence of the Director of Public Safety/Chief of Police.

**Associate Dean of Students:** The Associate Dean of Students is responsible for identifying and working to support any needs that relate to the student population (e.g. housing, food, physical and mental health, etc.).

**Executive Director of Communications and Marketing:** The Executive Director of Communications and Marketing is responsible for advising on all communications to all constituents, and advising the team on decisions that will impact institution reputation.

**Director of Health Services:** The Director of Health Services is responsible for advising the group on matters related to health, health systems, and health resources.

## **INFORMATION FOR FACULTY/INSTRUCTORS**

The instructor is an authority figure for students, whether consciously or subconsciously, and can influence how students respond in an emergency. Instructors who are prepared for emergencies will be able to help calm students by being in control and giving calm and clear directions.

## **Classrooms and Laboratory Emergency Guidelines for Faculty/Instructors**

Consistent with this guideline, instructors must:

- A. Provide their classes or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- B. Know how to report an emergency from each classroom used.
- C. Assure that persons with disabilities have the information they need. The instructor should be familiar with disabled students' plans and also be able to direct visitors with disabilities.
- D. Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

### **Evacuation Routes**

The College is in the process of posting floor plans on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If they are not posted, please contact the Department of Public Safety for information on the evacuation route for a specific room.

### **Emergency Assembly Points**

After a class leaves the alarmed building or area, it is important for them to go to a predetermined area where each person's presence can be documented. This "safe area" will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes in most College buildings lead the occupants out of the building.

- Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities (see below).

### **Evacuation for persons with Disabilities**

If there is a person with a disability in the class, the instructor must know the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities (refer to additional procedures in the section on Evacuation Procedures):

- Horizontal Evacuation to outside or another building, if available
- Stairway Evacuation
- Stay in Place unless danger is imminent
- Area of Refuge if available
- Elevators cannot be used during an emergency evacuation!

### **Reporting to Campus Police**

After exiting and accounting for students, Campus Police will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

### **Fire Alarms**

Fire alarms will be sound and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan.

- Everyone Must Evacuate Immediately!
- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

### **Shelter in Place**

During certain emergency situations—such as armed intruder, chemical releases, and some weather emergencies—you may be advised to "shelter in place" rather than evacuate the building.

- Go inside or stay inside the building.
- Do not use elevators.
- Shut and lock all windows and doors.
- Turn off the heat, air conditioning, or ventilation system, if you have local controls for these systems.
- Close fireplace dampers.
- Quickly locate supplies you may need, e.g., food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed.
- If possible, monitor main College web page ([www.thiel.edu](http://www.thiel.edu)), radio, or television for further information and instructions.
- Do not call Campus Police unless you are reporting a life-threatening situation.

- When the "all clear" is announced: Open windows and doors, turn on heating, air conditioning, or ventilation systems. Go outside and wait until the building has been vented.

## **SAFETY OF AND ACCESS TO FACILITIES**

The Facility Management staff works in cooperation with the Chief of Police to maintain a safe environment. The Chief of Police makes recommendations for the maintenance of grounds to remove potential danger areas. Locks are changed when room keys are lost. Public Safety is responsible for locking and unlocking campus buildings according to scheduled usage.

Public Safety and Facility Management staff members report any needed repairs to the Facility Management Office. This includes burned out lights, broken locks, inoperable doors and other safety problems.

## **STUDENT HOUSING**

### **STAFF**

There is a Resident Assistant on each floor of the residence halls, in strategic locations in Theme Housing, and in the apartments. These upper-class students are trained to assist in developing a community conducive to student growth. If you have any problems, your RA may be able to help. In addition, each campus residence space has a Resident Director or House Manager who oversees the well-being of the whole building and is also available to assist the residents. The staff members are here to work with the residents in ensuring that the environment of your hall is comfortable and conducive to learning.

### **HOUSING**

Thiel College **REQUIRES** that **ALL** students live in college housing and participate in a meal plan throughout their enrollment at the College, excluding summer sessions.

Exemptions to this requirement must be requested **in writing** and **submitted** to the Student Life Office at least two (2) weeks prior to the semester for which the request is made. Exemptions may be granted on a yearly basis to students who:

1. Commute to class from the home of their parent(s) or legal guardian(s) which, determined by zip code, are within a radius of approximately 35 miles from Thiel campus;
2. Are veterans with one or more years of active service;
3. Are twenty-three (23) years of age or older;

4. Are married;
5. Are single parents;
6. Have previously lived on campus for eight (8) semesters, excluding summer sessions;
7. Can demonstrate other acceptable extenuating circumstances.

Thiel College provides room and board accommodations without regard to race, color, creed, national origin, or sexual orientation. Facilities are provided without discrimination on the basis of sex or handicap, although buildings and areas are pre-designated for male and female residency and on the basis of accessibility. No family housing is available; therefore, children are not permitted to live in the residence halls.

Student housing is available through application and an online room selection process. Three traditional-style residence halls (Florence West, Hodge, and Sawhill) are co-ed halls that typically house first year students. Bane and Stewart are traditional-style residence halls, co-ed by floor, and are available to upper-class students through the general room draw process. The Theme Houses are small, house-style residences that are available to upper-class students through the theme housing application process. The Davis Square, College Avenue, and Townhouse apartments are one-to-five person apartments that house upper-class students and include living room, kitchen, bathroom, and one to four bedrooms in each apartment. All residences are appropriately furnished.

All students have identification cards to control restricted usage of the dining hall, library, and residence halls. ID's or ID replacements can be secured at the Campus Police dispatch office. A lost or stolen ID can be re-issued at a charge of \$25.00 and your old ID will be deactivated.

## **VISITATION**

All College residences have established visitation hours for members of the opposite sex. These hours are:

Sunday – Thursday 9:00 am to 12:00 am

Friday & Saturday 9:00 am to 2:00 am

During these times, members of the opposite sex may visit student rooms. When visitation is over, no members of the opposite sex are permitted in students' rooms or apartments or on the floors of the residence halls.

All students who do not live in the building they are visiting, and visitors to the College, must sign in when they enter College residences starting at 8:30 p.m.

## **Overnight Guests:**

Co-habitation is prohibited and represents a serious breach of conduct. Thiel College is opposed to the exploitation of any individual and concerned with the moral development of students. In addition, children are not permitted to live in the College residences. If guests are 17 years of age or older and of the same sex, they may stay overnight providing they follow the guidelines for overnight guests. If guests are 16 years of age or younger and of the same sex, they may stay overnight providing they gain prior approval from Campus Police and the Resident Director of that building.

Overnight guests of the same sex are allowed, provided that the hosting resident:

1. Receives permission for the guest to stay from his/her roommate;
2. Takes the guest to the designated location and registers the guest there (see postings in your College Residence as to where your designated location is). Identification will be required of both the resident and the guest. A visitor pass will be issued, which the guest must have in his/her possession at all times while on campus. When checking into a College residence, the host must show his/her Thiel ID, and the guest must leave the visitor pass at the desk, to be picked up when leaving the residence.
3. Accompanies his/her guest at all times. All students are responsible for their guests, and as such must be with them at all times while on campus, and;
4. Does not have guests staying overnight more than three nights per month.

## **MISSING STUDENT NOTIFICATION PROCEDURES**

It is the policy of Thiel College to actively investigate any report of a missing student who is enrolled at the College as either a full or part time student. There will be no waiting period before the commencement of an investigation, and procedures will be governed by federal, state, and local law.

- A. Contact the Public Safety Department at 724-589-2222 or ext. 2222 if you know of a missing student.
- B. The Campus Police Officer will investigate the incident in the manner described below.
- C. The Director of Public Safety/Chief of Police will notify the Incident Command Team as deemed necessary by the information received.

## **INVESTIGATIVE CHECKLIST**

General Questions.

- Is the student missing from the campus, his or her family residence, or another location?

- Is there a witness to or physical evidence of abduction or other foul play?
- Is the student despondent or mentally or physically disabled?
- Is the student experiencing academic, personal, or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings?
- What was the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have similar incidents been reported within the area (attempted abductions, suspicious persons)?

## **INITIAL RESPONSE**

- Begin an incident report. Obtain as many details as possible from complainant.
- Promptly dispatch officer(s) to conduct a preliminary investigation. Inform responding officer(s) of all pertinent information.
- Provide pertinent information to appropriate area law enforcement agencies.
- Obtain a photograph of the student.
- Inform supervision about the incident. The Chief of Police (or designee) will advise the Incident Command Team.
- Maintain all notes, records, and recordings of telephone and radio communications.
- Search department records and advise investigating officer(s) and/or supervision about any pertinent information found.
- As the investigation progresses, ensure that pertinent details are continually relayed to patrols and to other area agencies.
- Make notifications to college/university administration in accordance with established policies and procedures.
- Prepare a flyer/bulletin and distribute.

## **INVESTIGATIVE STEPS**

- Interview the person(s) who reported the disappearance; verify accuracy of information already provided.
- Determine if outside assistance is necessary and request.
- Determine the circumstances associated with the disappearance.
- Obtain and document all available details regarding circumstances associated with the disappearance.

- Secure and evaluate the abduction site, last known location and/or scene and residence.
- If a witnessed abduction, obtain all details pertaining to the missing student, perpetrator, and event.
- If the cause of the disappearance is uncertain, obtain relevant background information.
- Make an initial determination regarding the disappearance category.
- Obtain detailed descriptions of the missing student, abductor, vehicles and circumstances.
- Obtain his or her student identification, campus account, and social security numbers.
- Obtain locations of his or her residences, places frequented, and employment.
- Obtain his or her academic and work schedules.
- Obtain information about automobiles registered to or used by the student.
- Obtain information about parents/family members, romantic interests, roommate(s), and friends/acquaintances.
- Obtain information about instructors/professors, workplace colleagues, residence hall staff, and others.
- Continue to verify when, where, and by whom the missing student was last seen.
- Interview individuals who may have had contact with the student prior to the disappearance.
- If abduction is suspected, obtain descriptions of the perpetrator.
- Obtain information about involved vehicles; including time and direction of travel.
- Search the abduction site, place where the student was last seen, and/or any others.
- Secure the student's residence as a potential source of information and evidence.
- Request investigative and/or supervisory assistance, if warranted.
- Ensure that all additional responding personnel are thoroughly briefed.
- Institute (or continue) area canvasses for witness information and searches of all surrounding areas, including vehicles.
- Ensure that all potential evidence is properly handled.
- Everyone should be interviewed separately. Obtain, document, and evaluate all information provided.
- Ensure that use of student accounts/passwords is monitored.
- Prepare, update, and disseminate informational bulletins to police agencies.
- Ensure that all computers used by the missing student are handled as evidence.
- Ensure that family members have been notified and interviewed.
- Advise family members about support services.



- Advise parents/family members to maintain a log that records information about all visitors and callers.
- Assign a liaison to ensure that family members are provided with information and support.
- Obtain and examine Internet service provider and e-mail records. Monitor instant messaging and chat room activity.

## **CRIME PREVENTION**

As a member of the Thiel community, it is your responsibility to uphold the laws of the community in spirit and in action. You can help to keep Thiel a safe community by following the campus rules and regulations and by reporting suspicious activity at 724-589-2222. Please comply with requests that you may receive from an officer on campus; the intent is to protect the safety of you, your friends and the campus.

Thiel College is a safe community and by following the below tips, you can do your part to help keep it safe.

1. Lock your door and take your keys with you when you leave your room.
2. Lock your room at night when you are sleeping.
3. Report immediately to Campus Police any incident that jeopardizes your safety or the safety of your possessions.
4. Do not loan out your room or car keys.
5. Register your vehicle at the Campus Police Department even if you are keeping it on campus for only a few days.
6. Do not prop open exit doors of campus housing. Any building is only as secure as its occupants wish it to be.
7. If possible, do not walk alone after dark. Use the escort service at 724-589-2222.

The Public Safety Department provides programming for students and employees in the following areas: Sexual and Domestic Violence, Personal Safety, and Drugs and Alcohol. If you should have any questions concerning Campus Police or find you need assistance, please contact 724-589-2222.

## **POLICY ON ALCOHOL & OTHER DRUGS**

### **Student Alcohol Policy**

The Thiel College Alcohol Policy and related educational programs are, as far as possible, educational in nature and designed to promote responsible decision-making concerning the use of alcohol in this community. The goals of this policy are: to create

an environment dedicated to student success, to help educate our students about the effects of alcohol and laws associated with alcohol, to ensure compliance with the law, and to maintain an informed community where the effects of alcohol abuse and the behavioral problems associated are minimized. The College expects all members of the community to be respectful of the right of others in order to contribute to an environment conducive to educational and personal development.

This policy reflects local and state laws governing the use and distribution of alcohol and recognizes the rights of individuals who are 21 years of age or older to consume alcohol in a legal and responsible manner. The College expects community members to abide by the laws of the State of Pennsylvania and the policies of the College. Any member of the community, including Residence Life and Campus Police personnel, may confront and report individuals whose behavior is in violation of these policies. Sanctions will be imposed upon students who violate this policy or other policies of the College. Intoxication is not justification for violating any College policy.

All students and students' guests within the Thiel community are expected to observe the College Alcohol Policy, which includes the following rules and regulations:

1. Persons 21 years of age and older may possess and consume alcohol in west campus residence hall rooms, suites and apartments upon applying for and receiving Over-21 Status from the Department of Residence Life (see Over-21 Status Policy).
2. Since our first-year residence halls are all located on east campus, it is fair to assume that the majority of first year students living in those halls are under the legal age to consume alcohol. No alcohol is permitted in east campus housing unless authorized by the Dean of Students and/or President's Office.
3. Possession of alcohol paraphernalia by individuals under 21, including, but not limited to, cans, bottles, "beer bongs," drinking game materials, cups containing alcohol, etc. are prohibited.
4. Open containers of alcohol are not permitted in common areas unless given prior approval by the Dean of Students or his/her designee. Common areas include, but are not limited to, academic and office buildings, residence hall lounges, bathrooms and hallways, athletic facilities, and outdoors. For the purpose of this policy, individual apartment and/or townhouse common spaces are not included unless the apartment/townhouse is occupied by individuals under 21 or has not received Over-21 Status.
5. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans) or the alcohol equivalent of wine) are not permitted in the residential facilities (except where noted in the Thiel College Student-Sponsored Social Events with Alcohol Policy found below). Kegs (with or without

alcohol), beer balls and/or taps are not permitted in residential facilities (except where noted in the Student-Sponsored Social Events with Alcohol Policy).

6. Gatherings with bulk alcohol may be permitted in College-designated social spaces. Social hosts are required to comply with the Student-Sponsored Social Events with Alcohol Policy, published here and in a Guide to Social Programming with Alcohol available in the Office of Student Activities.
7. Spirits (i.e. hard liquor or drinks with more than 14% alcohol content) are not permitted anywhere on campus unless authorized by the President.
8. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol overdose or cited by Campus Police for alcohol related behavior, and to require that the student participate in an educational program on alcohol and/or other drugs at his/her own expense. The College may also choose to notify parents or guardian of any alcohol or drug related violation.
9. No drinking games or contests of any kind are permitted on campus (i.e., beer-pong, flip-cup, waterfall, etc.).
10. Students and College officials may request the use of breathalyzers in determining if a student has consumed alcohol.
11. Any over 21 year old found present in an under 21 year old room when alcohol is being consumed may be found guilty of furnishing alcohol to the underage student and may face disciplinary action.

**Over 21-Status** Students of legal drinking age who live on campus and meet the prerequisites established by the College may be accorded Over-21 Status for their individual apartments and/or room by the Department of Residence Life. Over-21 Status is a privilege granted to students and can be rescinded should students fail to use alcohol responsibly and in accordance with College policy. Students living in spaces that have been designated and approved as Over-21 Status must comply with the following rules:

1. The Over-21 Status Card must be placed on the inside of the entrance door to the room, apartment, and/or townhouse. This status will only be given to rooms and/or apartments where all residents are over 21 years of age.
2. No residence hall, theme house, apartment, or townhouse room may have more than one case of beer, wine coolers, or similar drink (24 twelve ounce cans) or 4 (750ml) bottles of wine, unless given approval by the Dean of Students or his/her designee.
3. No open containers of alcoholic beverages are permitted if minors (individuals under the legal age to consume alcohol) are in the room and/or apartment.
4. Occupancy rates must be upheld in each residential facility (see Maximum Number of People in a Room/Apartment Policy).

5. Residents may not consume or possess open containers of alcohol in common areas, as defined previously in the College Alcohol Policy.
6. The door to the apartment, residence hall, or theme house room must be closed when alcohol is being consumed.
7. All empty containers will be treated as “in use” by students of any age. Empty containers in a room of a Student with Over 21 Status will be counted towards the permitted amount of alcohol.
8. It is unlawful for a person to sell or furnish any alcoholic beverage to a person who is less than 21 years of age. Anyone who does furnish may face disciplinary action.

### **Student-Sponsored Social Events with Alcohol**

Students over 21 years of age who have attended the Social Host Preparation Workshop and TIPS Training may be permitted to host social events with alcohol in College-approved areas, provided the events are conducted in accordance with the following policies:

1. Events must be registered, approved, and implemented in accordance with the regulations set forth by the Student Activities Office.
2. All Student-Sponsored Social Events with Alcohol require the use of a third party vendor. Regulations, requirements, and third-party vendor contract information can be obtained in the Office of Student Activities.
3. Provision and consumption of alcohol must comply with Thiel College policy and Pennsylvania State law, which prohibit dispensing alcohol to anyone under the age of 21, or to any visibly intoxicated person. The social host(s) will be held personally and individually accountable for ensuring that the event is conducted in a safe, responsible, and legal manner, in accordance with these regulations. Social hosts who violate these regulations will be subject to disciplinary action through the College disciplinary process, which may include suspension from the College. Social hosts may also be subject to criminal sanctions and/or civil liability if a person to whom alcohol is served injures him/herself or a third party. In addition, organizations may also be held accountable for events that violate these regulations.
4. The hosts of student-sponsored events with alcohol are responsible for the actions of their guests, whether invited or uninvited, and may be held responsible for any damages to the area where the event is held, as well as entries, exits, common areas and bathrooms used by guests. All events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding area. Campus Police may close any gathering that fails to meet this requirement and disciplinary action will follow.

5. The yellow copy of the Social Host Responsibility Form (SHRF) must be prominently displayed throughout the duration of the event. Failure to do so may result in termination of the event.
6. The social host(s) must be present at all times while alcohol is available and/or served.
7. The social host(s) will refrain from consuming alcohol and remain sober for the duration of the event.
8. The social host(s) will not exceed the amount of alcohol approved on the Social Host Responsibility Form (SHRF).
9. The social host(s) and sponsoring organization are responsible for enforcing the NO SMOKING policy and all other College policies throughout the duration of the event.
10. Members of the sponsoring organization must staff the entrance, maintain an occupancy list, and monitor the event throughout its duration.
11. Proper identification indicating that a guest is 21 years of age must be presented before alcohol is served. A State Driver's License or State Identification Card are the preferred forms of identification.
12. Hosts must identify students of legal drinking age with bracelets provided by the Student Activities Office.
13. Non-alcoholic beverages and low sodium/solid food must be easily accessible and provided in quantities appropriate for the number in attendance.
14. The sale of alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, IS PROHIBITED. It is illegal to sell alcohol without a Liquor License from the State of Pennsylvania.
15. College funds may not be used to purchase alcohol at any student-sponsored event.
16. Student-sponsored social events with alcohol may not be scheduled during New Student Orientation, study days, or exam periods.
17. Alcohol may not be served after 2 a.m.
18. Cleanup of the area must be completed by 7 a.m. on the day after the event.
19. Public advertising (including announcements through email, mass mailings, and/or internet sites) for student-sponsored events may not mention alcohol or display alcohol related content (i.e., brand names and logos, photos or pictures of paraphernalia, etc.).
20. Greek Letter Organizations will be responsible for following the Risk Management rules and regulations established by their national organizations.

## **Thiel College Good Samaritan & Medical Amnesty Policy**

The health and safety of our students is of principal concern to Thiel College. In cases of extreme intoxication or other medical emergency due to the use of alcohol or drugs, the College encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the Student Life Office will not pursue disciplinary sanctions against the student for violations of the Alcohol and/or Drug Policy found in the Thiel College Student Code of Conduct.

Further, those students who assist in obtaining medical attention for others will not receive disciplinary sanctions from the College for violations of the Alcohol and/or Drug Policy. However this policy does not grant amnesty for all actions, including, but not limited to, possession with the intent to sell.

In lieu of sanctions under the Student Code of Conduct, the student receiving medical attention, as well as the referring student(s), will be required to meet with a member of the Student Life Staff and may be issued educational requirements that could include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or treatment recommendations issued under this policy normally will result in disciplinary action. Also the student will be responsible for any costs associated with drug or alcohol education interventions.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct. Also this policy does not prevent action by police or other law enforcement personnel and does not excuse or protect students who repeatedly violate the College's Alcohol and/or Drug Policies. In cases where repetitive violations occur, appropriate disciplinary action will be taken.

### **Application to Student Organizations**

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be considered in determining sanction(s) for violations of the Thiel College Code of Conduct.

### **Culpability and the Alcohol Policy**

Each student present in a room or area at the time of a violation may be held responsible for any rule violation that occurs when they are present. Students are

advised in advance to avoid such situations that may put them at risk for disciplinary action.

## **DRUG POLICY**

Thiel College has a prime concern for the psychological and medical well-being of its students and employees, and recognizes the problems created by the misuse of controlled substances. The College prohibits the possession, distribution, sale, or use of controlled substances, and all other drugs prohibited by state and federal law (i.e., marijuana, narcotics, barbiturates, hallucinogens or amphetamines). The College also prohibits the possession of drug paraphernalia (i.e., hookah's/bongs, one hitters, pipes, clips, rolling papers, scales, etc.). Any drug paraphernalia found will be confiscated and disposed of.

Medical marijuana is also prohibited on campus property because it remains a drug prohibited by federal law. Permission for off-campus housing regarding medical marijuana use may be considered on a case-by-case basis. Any student who violates this policy may be subject to disciplinary action within the school or may face federal prosecution.

Students who violate this policy are subject to disciplinary action by the College and/or criminal prosecution under State and Federal law.

**Sale:** When, in the opinion of the Student Life representative, there is sufficient and credible information that a student is or has been trafficking in controlled substances, the student may be "Summarily Suspended" by the Office of Student Life pending further action as described in the Student Handbook. Authorities outside the College may also be notified.

**Use:** Students are urged to seek help for themselves or on the behalf of others in any matter of drug use.

### **Sanctioning:**

- A. A drug offense under Pennsylvania or Federal Law can be a misdemeanor or a felony depending on the charge and the amount of drugs involved. In either case, a criminal record will very likely hamper a person's chances of gaining admission to another school or securing future employment.
- B. Court-imposed penalties for a first offense for possession, distribution, or use of drugs depends upon the circumstances of the case. They can include: (1) Fines of \$500 to \$250,000; (2) Jail terms of 30 days to 15 years; (3) Community Service hours; (4) Driver's License suspension for up to two years. Such penalties can be combined in a single sentence.

- C. Student Life will issue Thiel College sanctions. Possible sanctions may include, but are not limited to, those found under the Disciplinary Sanctions section, and may be given in combination.
- D. If found responsible for violation of College Drug Policy, students may be required to undergo drug testing, paid for by the individual, as a condition of their admittance to campus housing.
- E. Federal Government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State controlled substance laws may lose financial aid.
- F. College sanctions may be imposed for violation of the College Drug Policy independent of or in addition to any sanction imposed by civil or criminal authorities.

If students of Thiel College feel that they may be experiencing an alcohol or drug problem, they are encouraged to contact the Student Health Center, the Student Life Office or the College Counselor. Counseling is available for confidential consultation on a voluntary walk-in basis or by appointment. A student will not be disciplined for coming in on a voluntary basis. These offices will be able to provide information or assist in making a referral to a local agency or treatment facility.

### **College Counseling Center**

The Thiel College Counseling Center is a free and confidential service available to enrolled students during the fall and spring semesters. The Counseling Center provides support in managing emotional and psychological needs. The primary objective of the Counseling Center is to help students identify problems they are facing and explore skills to effectively manage or cope with their individual situation. The counselor conducts individual sessions with students to foster positive change to meet identified treatment goals. Group sessions are conducted based upon identified needs of students. If a student has a need that cannot be met within the Counseling Center, a referral will be made to a community provider. The counselor also provides consultation to staff and faculty members as requested.

There are many reasons students present to the Counseling Center. These reasons include but are not limited to homesickness, changes in mood state such as feelings of depression or anxiety, relationship or family stressors, drug or alcohol issues, grief/ loss, difficulty adapting to college life or expectations, and personal or academic stressors. The Counseling Center is staffed by a full-time Licensed Professional Counselor. It is located on the first floor of the Howard Miller Student Center directly across from the elevator. Hours of operation are Monday through Friday from 8:00 a.m.–5:00 p.m.



Appointments can be scheduled by contacting the counselor at 724-589-2754 or the Student Life Office at 724-589-2125.

## **Student Health Services**

The Student Health Center at Thiel College is located on the first floor of the Howard Miller Student Center. The Health Center provides a variety of services for students within the campus community such as treatment of minor illness and injuries, distribution of non-prescription cold medicine, sinus and flu medicines; basic first aid supplies, blood pressure screenings, and referrals to local health care providers and health agencies. Educational health brochures and literature is available to all students as well. These resources at the Health Center are complimentary for all students and are encouraged to utilize these services. All consultations to the health center are free of charge and confidential.

## **Illness and Injury**

Students experiencing an illness or injury and who need to schedule a doctor's appointment, but do not have an emergency, are encouraged to report to the Health Center as early as possible in the day to set up the appointment and arrange for transportation

Students who have a serious injury or serious health problem that need immediate attention are advised to contact a Residence Life Staff member, Campus Police or call 911 for emergency assistance. Campus Police can be reached at all times at ext. 2222 from any campus phone or 724-589-2222 from a cell phone or private phone. Campus Police will notify health services if it is during office hours.

## **FIREARMS**

**Possession of Firearms, Dangerous Weapons, Explosives, or Fireworks.** Students are not to possess any unauthorized firearm, ammunition, explosive device, or other weapon on College-owned or controlled property. This includes, but is not limited to, guns, knives, toy or low-powered guns (i.e. airsoft guns), and fire crackers. Possession of such items may result in suspension or expulsion from the College.

## **SMOKING & TOBACCO**

Smoking is prohibited in all College buildings and indoor facilities, at any indoor and outdoor athletic events, areas identified as non-smoking space, and all areas where non-smokers cannot avoid environmental smoke. Tobacco products (smoking and smokeless) are not allowed in any College vehicle. In addition, smokeless tobacco is prohibited in all College buildings, with the exception of individual rooms within our

residential facilities. The student(s) renting the room and/or apartment can choose to allow or prohibit smokeless tobacco in that space. In shared residential space, all residents must agree to allow the use of smokeless tobacco in order for it to be permitted.

## **SEX OFFENSES**

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of discrimination that violates College rules as well as various laws, such as Title VII of the Federal Civil Rights Act of 1964. Such behavior has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological and spiritual well-being, and our Thiel College community life.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment most often occurs in situations where one person abuses the power he or she has over another person, thereby violating the boundaries and trust implicit in that relationship. However, harassment can also occur between equals (i.e., student to student). Any member of the Thiel community may be a victim of sexual harassment, although historically women are most often victimized.

### **Sexual Harassment Can Take Many Forms**

- Verbal/written harassment may include innuendo, humor and jokes about sex or gender-specific traits, implied or blatant threats.
- Physical harassment may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing, or any other form or coerced physical contact. (A separate section on sexual assault follows the harassment information.)
- Non-verbal harassment may include insulting whistling, gestures, or leering.

## **Sexual Harassment Can Have a Wide Range of Effects**

- Denial of a promotion.
- Termination, forced resignation, quitting.
- Failing an exam, receiving poor grades or performance reviews.
- Dropping a class, changing a major, dropping out of school.
- Low morale or a tense, unproductive working or learning environment.
- Confusion, self-doubt, anxiety, embarrassment, guilt, insomnia, stress.

## **How to Deal With a Sexual Harassment Situation**

Thiel College takes sexual harassment complaints very seriously. Sexual harassment hurts our whole community when it occurs. In addition to violating the law as well as College policy, it violates our goal of developing a community where relationships are built on trust and mutual respect.

Any student believing he/she is being harassed, or otherwise feeling in need of advice or support, is encouraged to immediately see one of the following people:

- Dean of Students
- Associate Dean of Students/Director of Residence Life
- Campus Minister
- College Counselor
- Coordinator of Health Services/College Nurse
- Residence Life Staff and Public Safety Staff

Students are encouraged to seek assistance even if they are unsure that what they are experiencing is sexual harassment. Do not allow sexual harassment to jeopardize your rights and opportunities as a student here at Thiel College for work or education. The College wants to work with students to attempt to resolve sexual harassment issues but cannot do so unless the appropriate personnel listed above receive reports.

## **Thiel College's Response to Sexual Harassment**

The Dean of Students, Student Life Staff, or Student Conduct Board will issue Thiel College sanctions. Possible sanctions include, but are not limited to, those listed in the Disciplinary Sanctions section of the handbook

## **SEXUAL ASSAULT POLICY**

Thiel College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act). Thiel College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all

members of the Thiel College community (students, faculty, and staff) as well as contractors and visitors.

The Thiel College community strictly prohibits acts of domestic violence, dating violence, sexual assault, and stalking. We take violations of these acts very seriously and anyone found in violation of them will be dealt with by the appropriate authorities. Disciplinary sanctions for these acts can vary from internal penalties (fines, community service, mandated counseling, suspension, and/or expulsion) to external penalties like prosecution. These will be looked at strictly on a case to case basis.

Thiel College is continually offering educational programs to our faculty, staff and students about sexual violent acts on campus. Through the AWARE and RAD programs, the Thiel College community is up to date on current trends and policies, and members are trained on how to deal with and report sexual crimes on campus. For more information about our policies and procedures for handling situations of sexual violence, dating violence, domestic violence, and stalking, please visit the Thiel College website.

The policy also provides for pro-active measures and a structure that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

**DEFINITION OF TERMS:** In dealing with these issues, it is often helpful to define terms. The formal definition of rape is adapted from the **Textbook of Emergency Physicians:**

**Rape** is the carnal knowledge, to a lesser or greater degree, of a victim without consent and by compulsion, through fear, force or fraud, singly or in combination. Thus, there are three elements of rape: (1) carnal knowledge, (2) non-consensual coitus, and (3) compulsion. Carnal knowledge can consist of anything from complete coitus to slight penile penetration of female genitalia irrespective of seminal emission. Non-consent must be an integral part of coitus unless the victim is a minor (under statutory age of consent), intoxicated, drugged, asleep, or mentally incompetent. Finally, there should be compulsion or fear of great harm, threats with real or alleged weapon, or use of threat of brute force. Any use of intimidation invalidates any consent on the victim's part.

In addition to rape, the spectrum of sexual assault for both men and women shall include but not be limited to the following unwanted acts: inappropriate disrobing and nudity; genital exposure; fondling of breasts or genitals; single or mutual masturbation; fellatio, cunnilingus and/or sodomy; and digital or object penetration of the anus and/or vagina.

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages 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.

#### **REPORTING AN INCIDENT:**

Thiel College encourages any member of the Thiel community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a Thiel College student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Thiel College Police Department at ext. 2222 from an on-campus telephone, or 724-589-2222 from an off-campus telephone.

Individuals who are on campus can also make an in-person report with Thiel College Police. Thiel College Police will assist all members of the Thiel community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, Thiel College Police can assist the survivor in notifying the local police department with jurisdiction over the crime. **In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.** Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Associate Dean of Students/Director of Residence Life at 724-589-2011, or to one of the College's Title IX Coordinators,

Jennifer Clark (724-589-2858 – office located on the 1st floor Roth Hall) or Mike McKinney (724-589-2600 – office located in the Student Life suite, 1<sup>st</sup> floor Howard Miller Student Center).

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Jennifer Clark, Director of Human Resources, at 724-589-2858 (office located on the 1st floor of Roth Hall).

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Thiel College. For more information, please visit the Thiel College website.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Thiel College Police Department) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

### **PROCEDURES SURVIVORS SHOULD FOLLOW**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes,

email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

### **WRITTEN NOTIFICATION OF RIGHT AND OPTIONS**

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

### **WARNING SIGNS OF RELATIONSHIP/DATING VIOLENCE OR ABUSE**

- Having angry outbursts
- Blames others for their problems
- Threatens to hurt you during arguments
- Gets extremely jealous for no reason
- Acting cruel towards animals or children
- Trying to control you by belittling you or your ideas

### **WHAT CAN YOU DO TO HELP PREVENT BEING A VICTIM TO A SEXUAL CRIME**

- Date people you know and trust
- Be extra careful about meeting people On-line
- Tell your parents or a friend when you are going out on a date, where and when
- Know your limits and express them
- Avoid drugs and alcohol
- Go out, don't hang out

**IMMEDIATE MEDICAL ATTENTION:**

Victims will be encouraged to seek immediate medical attention at UPMC Health System-Greenville or Sharon Regional Health System. Because of the extent of physical specimens required legally in cases of sexual assault, a complete and timely examination is necessary. If desired, Public Safety will provide transportation to UPMC Health System-Greenville.

If the victim requests immediate attention he/she will be referred to AWARE Rape Crisis Center hotline at 888-981-1457 or UPMC Health System-Greenville 724-588-2100, or Sharon Regional Health System 724-983-3911. Individual counseling most likely will be offered for the victim and/or alleged perpetrator.

**ASSESSMENT/PREVENTION:**

As needed, the Director of Residence Life will convene a meeting of appropriate personnel to discuss sexual assaults and related campus violence incidents. The group, chaired by the Director of Residence Life, should consist of the College Counselors, the Campus Minister, the Director of Public Safety, the Director and/or the Coordinator of Student Discipline, and the Director of the Health Center. The goals of this group are:

- To evaluate procedures regarding cases of sexual assault and to ensure that a victim's needs are being met through proper institutional responses and delivery of services. This evaluation may result in developing additional policies, services, and/or strategies related to sexual assault and other incidents of campus violence.
- To gather information on the frequency and nature of sexual assault cases/incidents on campus. The goal of gathering this information is to accurately assess the campus environment and to aid in the development of prevention efforts. Examples of specific information include date, time and location of assault, involvement of alcohol/drugs, whether the victim/alleged perpetrator are students, whether other forms of physical abuse were used, whether the victim's safety was in jeopardy, and whether the victim received prompt medical attention. It should be noted that information generated in this fashion would be for internal committee use only.
- To develop and coordinate campus-wide educational programs aimed at the prevention of sexual assaults. Part of this plan may involve a session in the New Student Orientation Program and first year experience. Ongoing programs are encouraged and available to students throughout the year by the Public Safety Office, Health Services Office, Student Activities Office, Residence Life Office and Dean of Students Office.



The Office of Student Life will always be notified in alleged cases of Sexual Assault. Further, the Office of Student Life will assist with arrangements for alternate housing if the victim feels his/her safety is in jeopardy. The Dean or his/her designee will be the College representative in discussions with parents and/or significant others when the victim so requests, and in all cases in which a minor (person under 18 years of age) is involved.

The Victim will be made aware of the counseling options at Thiel and encouraged to seek counseling, if necessary.

**Statement of Mission**

Thiel College empowers individuals to reach their full potential by creating a diverse and inclusive learning environment that ensures educational excellence, stimulates global awareness, and promotes ethical leadership. In doing so, Thiel prepares students for careers and lives of meaning and purpose.

## TITLE 71 PENNSYLVANIA STATUTES

### STATE GOVERNMENT: THE ADMINISTRATIVE CODE OF 1929

#### Subsection 646.1 (Adm. Code Subsection 24.16.1) Campus Police Powers and Duties

A. Campus police shall have the power and their duty shall be:

- (1) to enforce good order on the grounds and in the buildings of the college or university;
- (2) to protect the grounds and buildings of the college or university;
- (3) to exclude all disorderly persons from the grounds and buildings of the college or university;
- (4) to adopt whatever means may be necessary for the performance of their duties;
- (5) to exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipalities wherein the college or university is located, including, but not limited to, those powers conferred pursuant to 42 Pa.C.S. Ch. 89 Subch. D (relating to municipal police jurisdiction);
- (6) to prevent crime, investigate criminal acts, apprehend, arrest and charge criminal offenders and issue summary citations for acts committed on the grounds and in the buildings of the college or university and carry the offender before the proper alderman, justice of the peace, magistrate or bail commissioner and prefer charges against him under the laws of this Commonwealth. Except when acting pursuant to 42 Pa.C.S. Ch. 89 Subch. D, campus police shall exercise these powers and perform these duties only on the grounds or within 500 yards of the grounds of the college or university. For the purposes of applying the provisions of 42 Pa.C.S. Ch. 89 Subch. D, the grounds and within 500 yards of the grounds of the college or university shall constitute the primary jurisdiction of the campus police;
- (7) to order off the grounds and out of the buildings of the college or university all vagrants, loafers, trespassers and persons under the influence of liquor and, if necessary, remove them by force and, in case of resistance, carry such offenders before an alderman, justice of the peace, bail commissioner or magistrate; and
- (8) to arrest any person who damages, mutilates or destroys the trees, plants, shrubbery, turf, grass plots, benches, buildings and structures or commits any other offense on the grounds and in the buildings of the college or university and carry the offender before the proper alderman, justice of the peace, bail commissioner or magistrate and prefer charges against him under the laws of this Commonwealth.

B. Campus police and municipalities are authorized to enter into an agreement with the municipality wherein the college or university is located to exercise concurrently those powers and to perform those duties conferred pursuant to a cooperative police service agreement in accordance with 42 Pa.C.S. § 8953 (relating to Statewide municipal police jurisdiction). When so acting, the campus police of the college or

university shall have the same powers, immunities and benefits granted to police officers in 42 Pa.C.S. Ch. 89 Subch. D.

C. When acting within the scope of the authority of this section, campus police are at all times employees of the college or university and shall be entitled to all of the rights and benefits accruing therefrom.

D. As used in this section:

“Campus police” means all law enforcement personnel employed by a State-aided or State-related college or university who have successfully completed a campus police course of training approved under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training).

“College” or “university” means all State-aided or State-related colleges and universities.

“Grounds” means all lands and buildings owned, controlled, leased or managed by a college or university

## Violence Against Women Act (VAWA)

Thiel College does not discriminate on the basis of race, color, gender (including gender expression and gender identity), sexual orientation, religious belief, national origin, ethnicity, veteran status, age or disability as those terms are defined under applicable law. This policy of nondiscrimination applies in connection with admission to and participation in all programs and activities sponsored by Thiel College and to all employment practices of Thiel College. Inquiries concerning compliance with this policy should be addressed to: ATTN: Jennifer Clark, Human Resources, 75 College Avenue, Greenville, PA 16125; or by calling **724-589-2858**.

For a complete copy of Thiel College's policy governing sexual misconduct, visit [www.thiel.edu](http://www.thiel.edu).

### SEXUAL MISCONDUCT POLICIES (INCLUDING SEXUAL HARASSMENT)

Thiel College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ([Clery Act](#)), Title IX of the Education Amendments of 1972, Violence Against Women Act (VAWA), Thiel College has adopted policies and procedures to prevent and respond to incidents of sexual assault, sexual violence, sexual harassment, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Thiel College community (students, faculty, and staff) as well as contractors and visitors.

The Thiel College community strictly prohibits acts of domestic violence, dating violence, sexual assault, sexual discrimination, sexual harassment, and stalking. We take violations of these acts very seriously and anyone found in violation of them will be dealt with by the appropriate authorities. Disciplinary sanctions for these acts can vary from internal penalties (fines, community service, mandated counseling, suspension, and/or expulsion) to external penalties like prosecution. These will be looked at strictly on a case to case basis.

Thiel College is continually offering educational programs to our faculty, staff and students about sexual misconduct, and sexual harassment on campus. Through the AWARE, RAD, Campus Clarity, and other programs, the Thiel College community is kept informed on current trends and policies, and members are trained on how to deal with and report sexual crimes on campus. For more information about our policies and procedures for handling situations of sexual violence, sexual harassment, sexual discrimination, dating violence, domestic violence, and stalking, please contact one of our Title IX Coordinators or the Student Life Office.

The College has established a *Coordinated Community Response Team*<sup>1</sup>. The team consists of members from Student Affairs, Human Resources, Campus Public Safety, Judicial Affairs, the Title IX Coordinator, the Campus Clery Compliance Officer, Campus Housing, Campus Clergy, select faculty, staff, and students.

<sup>1</sup> The Department of Justice, Office of Violence Against Women FY 2013 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program requires grantees to establish a "Coordinated Community Response to violence against women on campus." This includes the establishment of a community response team, whose role is to ensure that the campus develops and implements effective policies and practices to prevent and respond to VAW on campus. The team is directed to meet on a regular basis to develop, review, and revise protocols, policies and procedures for addressing VAW. DSA provides this recommendation as a gold standard practice.

## DEFINITION OF TERMS

In dealing with these issues it is often helpful to define terms.

### Consent

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of “no,” a clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to other, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. It is the responsibility of the person making sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated due to alcohol, drugs, or other conditions. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

**Incapacitate:** A state where an individual cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why and how” of their interaction.

**Additional Guidance about Consent:** Consent can be accurately gauged only through direct communication about the decisions to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, dancing, flirting, or other activities) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communications the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

### Sexual Harassment

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made – either implicitly or explicitly – a term or condition of an individual’s academic or employment status; (2) submission to or rejection of such conduct is used as a basis for education or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive educational, living, or working environment. A hostile environment exists when sexual harassment is sufficiently severe, pervasive, or persistent or so objectively offensive that it would interfere with or limit a reasonable person’s ability to participate in or benefit from the educational programs and activities of the College.

Sexual harassment can be committed by individuals of any sex against individuals of any sex including those who are transgender or gender-neutral. Sexual harassment sometimes involves a person in a greater position of authority than the person being harassed; however, individuals in positions of lesser or equal authority can also be found responsible for engaging in harassment. Sexual harassment can be physical or psychological in nature. An accumulation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of sexual harassment.

Although sexual harassment can encompass a wide range of conduct, below are some specific examples of prohibited conduct:

- Promising directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.

- Engaging in unwelcome sexually suggestive conversation or physical contact of a sexual nature.
- Denying an individual an educational or employment opportunity, if the individual refuses to comply with a sexually oriented request.
- Displaying unwanted offensive, obscene images or other sexually oriented materials; distributing unwanted sexually offensive materials.
- Participating in indecent exposure.
- Stalking based on gender or sex.
- Making sexual or romantic advances toward an individual and persisting despite the individual's expressed rejection of the advances.
- Retaliating or threatening retaliation, directly or indirectly, against an individual who makes a report of misconduct under this policy.

Sexual Harassment also includes (1) Sexual Misconduct related to all forms of non-consensual sexual contact and non-consensual intercourse, and (2) Sexual Exploitation. This Policy also prohibits crimes of sexual assault, dating violence, domestic violence and stalking as defined by the Commonwealth of Pennsylvania

**Pennsylvania Definition of Rape** A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- (1) By forcible compulsion.
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
- (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
- (5) Who suffers from a mental disability which renders the complainant incapable of consent.

**Federal Definition of 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.

The revised definition

- (1) Includes either Male or Female Victims or Offenders.
- (2) Includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, (e.g., due to the influence of drugs or alcohol or because of age).
- (3) Reflects the various forms of sexual penetration understood to be Rape.

In addition to rape, the spectrum of sexual assault for both men and women shall include but not be limited to the following unwanted acts: inappropriate disrobing and nudity; genital exposure; fondling of breasts or genitals; single or mutual masturbation, fellatio, cunnilingus and/or sodomy, and digital or object penetration of the anus and/or vagina.

**Pennsylvania Definition of Sexual Assault:** Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse) of Pennsylvania Crime Code, a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent. Household members defined as -If you are an adult (person 18 or over) or emancipated minor, you can seek legal protection from acts of domestic abuse done to you or your minor child by a family or household member, which includes: your husband or ex-husband, wife or ex-wife, person who lived with you as a spouse, brother or sister, parent or child, family member related to you by blood or marriage, current or former sexual or intimate partner, and/or someone you have a child in common with.

**Pennsylvania Definition of Domestic Violence:** This includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person cohabitating with or has cohabitated with the victim as a spouse, 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. Pennsylvania defines domestic abuse as one or more of the following acts occurring between family or household members, sexual or intimate partners, or people who have a child in common:

- Purposefully or recklessly causing or attempting to cause bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault, or incest with or without a deadly weapon.
- Causing another person to reasonably fear imminent serious bodily injury
- False imprisonment
- Physically or sexually abusing a minor child, or engaging in a course of conduct or repeatedly committing acts directed at another person under circumstances that place the person in reasonable fear of bodily injury.

"Family or household members" means current or former spouses, persons who live or have lived as spouses, parents and children, other persons related by blood or marriage, current or former intimate or sexual partners, or persons who have a child in common.

**Pennsylvania Definition of 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 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.

**Pennsylvania Definition of Stalking:** A person commits the crime of stalking when the person either:  
(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or  
(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Venue for Stalking:

- 1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.
- 2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

### **Definition of Sexual Exploitation**

A person is responsible for sexual exploitation when she or he take non-consensual or abusive advantage of another for the person's own advantage or benefit, or to benefit anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: non-consensual video or audio recording of sexual activity; non-consensual observation of individuals who are undressed or engaging in sexual acts when avoidable;



prostituting another person; allowing friends to witness sexual activity without consent of all involved; and knowingly transmitting a sexually transmitted infection (STI) or the human immunodeficiency virus (HIV) to another.

## **CAMPUS/COMMUNITY RESOURCES:**

### **Thiel College Department of Public Safety/Police**

The Thiel College Police Officers are commissioned police officers in Pennsylvania, qualified under Acts 120 and 235 who undergo regular in-service training (including training on response to incidents of sexual misconduct). The officers are empowered by the Commonwealth of Pennsylvania to enforce laws, make arrests and prosecute violators on property owned or controlled by the College and the immediately adjacent streets and properties.

*Land Phone:* (724) 589-2222    *Cell Phone:* (724) 456-4058

*Hours of Operation:* 24 hours a day/7 days a week

*Location:* 2<sup>nd</sup> Floor of the Howard Miller Student Center

[http://www.thiel.edu/campus\\_life/campus-resources/public-safety](http://www.thiel.edu/campus_life/campus-resources/public-safety)

### **Title IX Coordinators**

The Title IX Coordinators are responsible for ensuring that the institution is compliant with Title IX, and for all policies, programs, coordination of resources, tracking and investigation in relation to Title IX. These individuals are all knowledgeable of campus policies related sexual misconduct, and can inform complainants and/or victims of rights and options, and assist with interim measures and remedies. These individuals also decide when institutional action is necessary.

*Jennifer Clark*, Title IX Co-Coordinator, Director of Human Resources: (724) 589-2858

*Mike McKinney*, Title IX Co-Coordinator, VP for Student Life and Dean of Students: (724) 589-2600

*Hours of Operation:* Monday – Friday 8:00 am – 5:00 pm and additional hours when necessary

### **Counseling Center**

The Counseling Center offers free, short-term counseling to all Thiel College students. The center can also make referrals to local resources.

*Phone:* (724) 589-2754 or appointments can be scheduled through Student Life at (724) 589-2125

*Hours of Operation:* Monday – Friday 8:00 am – 5:00 pm

The Counselor is available through our Thiel Police or Residence Life Departments should a crisis situation occur in off hours.

*Location:* 1<sup>st</sup> floor of the Howard Miller Student Center (Health & Wellness Suite)

[http://www.thiel.edu/campus\\_life/health-and-wellness/counseling-center](http://www.thiel.edu/campus_life/health-and-wellness/counseling-center)

### **Student Health Services**

The Student Health Center provides treatment of minor illnesses and injuries, basic first aid supplies, blood pressure screenings, non-prescription cold, sinus and flu medications, and referral to local health care providers and health agencies. During the regular academic year, the office is staffed by a registered nurse. Public Safety is available to provide emergency care and transportation to an emergency room when the office is closed.

*Phone:* (724) 589-2195

*Hours of Operation:* Monday – Friday 8:00 am – 5:00 pm

The Campus Police are available 24 hours a day/7 days a week for emergency assistance.

*Location:* 1<sup>st</sup> floor of the Howard Miller Student Center (Health & Wellness Suite)

[http://www.thiel.edu/campus\\_life/health-and-wellness](http://www.thiel.edu/campus_life/health-and-wellness)

### **Campus Ministry Office**

Pastoral care and counseling is available to students through our Campus Pastor. This service is open to members of the community from all faiths and backgrounds.

*Phone:* (724) 589-2130

*Hours of Operation:* Tuesday – Friday 8:00 am – 5:00 pm. The Pastor can be reached through the Campus Police or Residence Life Departments should a crisis situation occur in off hours.

*Location:* 1<sup>st</sup> floor of the Howard Miller Student Center or at the David Johnson Memorial Chapel located on College Avenue

[http://www.thiel.edu/campus\\_life/spiritual-life](http://www.thiel.edu/campus_life/spiritual-life)

### **AWARE of Mercer County**

AWARE is committed to providing education, support and advocacy for all people in Mercer County impacted by domestic violence, abuse (emotional or physical), and sexual violence. **AWARE serves as the primary victim's advocacy group for the county, and College works closely with AWARE in some situations of sexual misconduct or abuse.**

*Phone:* 724-342-4934 24 Hour Hotline: 888-981-1457

*Location:* 109 S. Sharpsville Ave., Suite D, Sharon, PA 16146. AWARE will send advocates to campus

<http://merceraware.org/default.htm>

### **Campus Conduct Hotline**

The Campus Conduct Hotline is a confidential, anonymous reporting system operated by an independent organization. Your call will be greeted promptly and you will be given a case number that you may use to check for updates and responses. Your call will not be recorded. Your concern will be thoroughly discussed. The College will be provided with information on the issue you report and will investigate and respond to the issue. At no time is a caller required to reveal personal identity – all information may be provided in a confidential and anonymous manner.

*Phone:* (866) 943-5787

*Hours:* 24 hours a day and 7 days a week

[www.thiel.edu/campus-conduct-hotline](http://www.thiel.edu/campus-conduct-hotline)

### **Other Community Resources**

Greenville Police Department (724) 588-4190

UPMC Health System- Greenville (724) 588-2100

Sharon Regional Health System (724) 983-3911

### **Crisis Hotlines and Other Resources**

Mercer County Crisis Hotline (724) 662-2227

National Domestic Violence Hotline (800) 799-7233

## REPORTING AN INCIDENT OF SEXUAL MISCONDUCT (Including Harassment)

Thiel College encourages any member of the Thiel community who has experienced an incident of sexual misconduct or knows of another member of the community who has experienced sexual misconduct to report the incident to the College. This would include sexual harassment, sexual assault, sexual discrimination, domestic violence, dating violence, sexual violence or stalking.

If a Thiel College student, faculty or staff member, visitor, or contractor has experienced an incident of sexual misconduct, she or he is encouraged to immediately report the incident to one of the following campus resources:

- Thiel College Police Department: 724-589-2222 (ext. 2222 if calling from a campus phone) – Location: 2<sup>nd</sup> floor of the Howard Miller Student Center (HMSC) – Hours: Reachable by phone 24/7
- Jennifer Clark, Title IX Coordinator, Director of Human Resources: 724-589-2858 – Location: 1<sup>st</sup> floor Roth Hall – Hours Monday-Friday 8:00 a.m. – 5:00 p.m.
- Mike McKinney, Title IX Deputy Coordinator, VP of Student Life: 724-589-2600 – Location: 1<sup>st</sup> floor of the Howard Miller Student Center (HMSC)

Individuals who are on campus can also make an in-person report with the previously listed individuals. Any of those individuals will assist all members of the Thiel community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. Likewise, the officials will provide the survivor information about her or his rights, campus processes and procedures related to incidents of sexual misconduct, confidentiality, and accommodations the institution can make in order to protect and support the survivor.

If a reported incident did not occur on campus or if the reporting person would prefer to work with outside legal or medical resources, Thiel College Police and Title IX Coordinators can assist the survivor in notifying the local police department with jurisdiction over the crime and/or contacting another local resource. **In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.** Calling 911 will put you in touch with local police.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Thiel College.

Reporting sexual misconduct to the police (including the Thiel College Police Department) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

## PROCEDURES SURVIVORS SHOULD FOLLOW

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes (including shoes) with her or him to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, text messages, or other electronic communications sent by the stalker, should be saved and not altered in any way.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for the Thiel College Campus police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> <li>7. Institution will provide written instructions on how to apply for Protective Order</li> <li>8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> </ol>	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Student Conduct process using the <i>preponderance of the evidence</i> standard.

	<ol style="list-style-type: none"> <li>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>	
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>	<p>Stalking cases are referred to the Student Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct Board using the <i>preponderance of the evidence</i> standard.</p>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to</li> </ol>	<p>Dating Violence cases are referred to the Student Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s student discipline process using the <i>preponderance of the evidence</i> standard.</p>

	accused party if deemed appropriate	
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> </ol>	Domestic Violence Cases are referred to the Student Conduct Officer and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the act of domestic violence is sexually based, it may fall under the institution's Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's student discipline process using the <i>preponderance of the evidence</i> standard.

## WRITTEN NOTIFICATION OF RIGHT AND OPTIONS

Any student or employee that reports an incident of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

## **POSSIBLE INTERIM MEASURES**

When the College receives a report of an alleged incident of sexual misconduct, there are Interim Measures the College can take during the initial fact-finding or investigative process to help minimize the impact of the incident, decrease the chance of recurrence, and provide a safe educational and/or work environment. Interim Measures can be taken regardless as to whether or not a reporter or alleged victim chooses to pursue the complaint. In most cases, a Title IX Coordinator will organize accommodations, remedies, and protective measures with various campus departments. Privacy will be safeguarded as best as possible while these arrangements are being made. The steps taken will be determined on a case-by-case basis, and other contextual factors, including the need to ensure individual and community safety. The reporter, alleged victim, or respondent are encouraged to contact the Title IX Coordinator for assistance with activating any number of interim measures.

Interim Measures can include, but are not limited to, no-contact orders, housing reassignments, changes to employment or academic assignments (including the ability to withdrawal from a course without penalty), modifications to work schedules, work locations or responsibilities, interim separation of a student from the College, restricted campus access, provision of escort by Public Safety Officers, temporary or interim suspensions, or any other measures the Colleges deems appropriate. In some cases, the Title IX Coordinator may restrict participation in College activities or programs for which the respondent might otherwise be eligible. The College may also put a hold on a student respondent's records, as appropriate. These measures may remain in effect through any appeal process, and to the extent possible, the reason for the interim measures will remain confidential.

Interim Measures do not replace a Resolution Pathway, defined in this material, which shall proceed according to the defined process.

## **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

### **On-Campus**

Campus Police Department	75 College Avenue Greenville PA 16125	724-589-2222
Residence Life Office	75 College Avenue Greenville PA 16125	724-589-2011
Thiel Counseling Services	75 College Avenue Greenville PA 16125	724-589-2754
Campus Pastor	75 College Avenue Greenville PA 16125	724-589-2130
Student Health Services/Nurse	75 College Avenue Greenville PA 16125	724-589-2195
Title IX Coordinators	75 College Avenue Greenville PA 16125	724-589-2858 724-589-2600

## **In the Greenville Area**

Greenville Police Department	125 Main Street Greenville PA 16125	724-588-4190
UPMC Horizon	110 N Main Street	724-588-2100
AWARE	109 S. Sharpsville Ave. Suite D Sharon PA 16146	888-981-1457
National Domestic Violence Hotline		800-799-7233
Protective Orders:		
Mercer County Courthouse	105 Mercer Co. Courthouse Mercer PA 16137	724-662-7561
Magistrate Brian Arthur	14 N Race Street Greenville PA 16125	724-588-3210
Mercer County Crisis Hotline		724-622-2227

## **UNDERSTANDING CONFIDENTIALITY**

Privacy concerns are typically at the forefront when someone has experienced an incident of sexual misconduct. It is important to understand the degree of confidentiality that individuals can expect from College resources. College officials are trained in the importance of confidentiality and the protocols for maintaining that confidentiality.

### ***Confidential Employees***

#### **College Counselor and Pastor**

If a student wishes to seek complete confidentiality, the best option is to consult first with a College Counselor or the Campus Pastor. The Pastor or Counselor can provide confidential advice, share resources, and inform the student about the process for making an official report to the College without any requirement to disclose information to the Title IX Coordinator

### ***Mostly Confidential Employees***

#### **Health Center Staff**

The Director of Student Health Services/Campus Nurse can talk to a student complainant, alleged victim, or reporter without being required to disclose personally identifiable information about the alleged victim to the Title IX Coordinators. Students can seek assistance and support from the Director/Campus Nurse without triggering an investigation that would reveal the identity of the alleged victim. The Director/Campus Nurse is only required to share a limited report to inform the Title IX Coordinator of the date, time, general location and nature of the incident. She is not required to report information that would identify the alleged victim. The general information is necessary in order for the College to appropriately track patterns, evaluate the scope of the problem and formulate appropriate campus-wide responses. Before sharing the general report with the Title IX Coordinator, the Director/Campus Nurse will work to consult with the reporter to ensure that no personally identifiable details about the reporter or victim are shared.

### **Responsible Employees/Mandatory Reporters**

All other College offices and resources are committed to protecting your privacy, but they also have an obligation to protect campus safety. Employees of the College that do not fall under the above two categories (including student Resident Assistants) are considered “Responsible Employees” under Title IX. As a result,



they have an obligation to share information with the Title IX Coordinators and/or Campus Police. Other administrators may also learn some limited information on a “need to know” basis.

According to this policy, whenever a Responsible Employee becomes aware of any information related to a report of sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence, or domestic violence, the Responsible Employee must share all relevant details about the alleged incident with a Thiel College Title IX Coordinator. This information includes all the details necessary for the College to determine what happened – including the names of the reporter, the alleged victim, the respondent(s), and any witnesses, and any other relevant facts, including but not limited to, the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report. A Responsible Employee generally will not share information with local law enforcement without the alleged victim’s consent, or unless the alleged victim has also reported the incident to law enforcement.

Before a reporter or alleged victim reveals any information to a Responsible Employee about an incident covered by this policy, the Responsible Employee will make all best efforts to ensure that the reporter or alleged victim understands the limitations for confidentiality and the obligations to disclose personally identifiable information to College officials. If the reporter or alleged victim prefers to consult with a more confidential resource person, the Responsible Employee should assist with an appropriate referral.

If the reporter or alleged victim decides to report an incident to a Responsible Employee, but then requests that the Responsible Employee maintain confidentiality or requests that no investigation into the alleged incident be conducted or no disciplinary action be taken, the Responsible Employee should inform the reporter or alleged victim that the Title IX Coordinator will review the information and consider the request for such confidentiality/non-action, but that confidentiality/non-action cannot be guaranteed.

The Responsible Employee should not ever pressure a reporter or alleged victim to request confidentiality or to make a full report.

**Confidential community resources for an immediate or emergency response include:**

- UPMC Horizon Greenville Hospital – 110 N. Main Street, Greenville, PA 16125 – 724-588-2100
- Sharon Regional Health System – 740 East State Street, Sharon, PA 16146 – 724-983-3911
- AWARE of Mercer County – 109 S.Sharpsville Avenue, Suite D, Sharon, PA 16416 – 724-342-4934  
24 Hour Hotline: 888-981-1457

**Title IX Coordinators**

As part of the College’s general monitoring process and according to the Title IX amendment, all information about incidents of sexual misconduct are shared with the College Title IX Coordinator, who is charged with taking steps to end the sexual misconduct, prevent its recurrence, and repair or reduce harm as best as possible. Students in official roles – such as Resident Assistants – are also required to make such reports. If a Title IX Coordinator received information about an incident of sexual misconduct, she or he may reach out to a reporter or alleged victim to offer to explain options and accommodations, and to assess the situation. In cases of sexual assault or other criminal conduct, Title IX Coordinator will share information with the Thiel College Police, and will advise you about the resources and assistant the Police can provide.

If you decide to pursue remedies and/or a complaint, a few more people may become involved in your case, but your privacy will still be respected and safeguarded to the fullest extent possible. You can also ask that a complaint not be pursued, or that a complaint be pursued only if you remain anonymous – your request will be accommodated to the extent possible, balanced against the need to maintain campus safety. In situations where

confidentiality request limits and investigation or prevents the College from taking direct disciplinary action, it will take other reasonable steps to minimize the effects of the reported misconduct and prevent its recurrence.

### **Thiel College Police**

The Thiel College Police may receive reports from a Title IX Coordinator, or directly from you. The Thiel College Police can offer confidential consultations regarding possible criminal investigation. They are subject to state requirements for investigating and responding to reports of crime, but ordinarily the decision about whether or not to press criminal charges is up to the alleged victim. In cases of sexual misconduct, the Thiel Police will share information with the Title IX Coordinator, and will advise the alleged victim about the resources and assistance the College can provide.

The confidentiality of a police report shifts over time. Once a case is closed, it becomes a matter of public record. This does not mean it is widely released, but it will be available upon request. It is practice to redact (black out) the names of victims, along with any other identifying information. So while it is not “confidential,” your name would not be public in most cases.

### **Information Shared with the Broader Community**

Under the Clery Act, the College is responsible for issuing “timely warnings” (emergency alert messages”) in response to some reports. Only specific crimes, such as sexual assault, trigger a warning. The crime must have occurred within the officially-designated campus area, and there must be a serious or ongoing threat to the community to require an alert. If you report an incident of sexual misconduct that meets these strict criteria, a message will be sent out from the College emergency alert system. The warning message will contain a brief description of the crime, and may indicate the location where the incident occurred. It will not include any information that would identify you or other individuals involved (with exception to the alleged perpetrator). In all but exceptional circumstances, you would be informed in advance of distribution of the message.

### **PURSUING A COMPLAINT**

Complaints may be pursued with the Thiel College Police/Public Safety Department or with the Title IX Coordinators and Deputy Coordinators. Each party receives comprehensive annual training on relevant laws, regulations, and disciplinary codes; the dynamics and patterns of sexual misconduct; the importance of confidentiality, fair process, and impartiality; safety considerations when determining interim measures; and appropriate criminal and disciplinary sanctions. These officials coordinate closely to streamline complaint processes. In the absence of an acute threat to individual or community safety, you may decide which among the available options you wish to pursue. These options are not mutually exclusive. Whichever resolution pathway you choose (when given the choice), you have the right to have a support person present at every stage. Respondents also have the right to a support person of their choice. All proceedings are designed to be fair, prompt, and impartial.

### **Retaliation**

Thiel College strictly prohibits retaliation against any person for, in good faith, using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sexual misconduct. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

### **Definition of Retaliation**

Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report. The retaliation can be direct (coming directly from a specific person), or indirect (coming from social media, groups, etc.). Either form is prohibited and will be subject to disciplinary action.

## **Notification of Outcomes**

Written notification of the outcome of the College's investigation into an alleged violation of this Policy will be issued by the Title IX Coordinator with a copy sent to the Coordinator of Student Discipline and/or the Vice President of Student Life and/or Director of Human Resources (depending on whether the respondent is a student or employee). The outcome of and sanctions resulting from a resolution are part of the student Respondent's confidential student discipline record, or the employee's employment file maintained in the Human Resource Office. The College will notify the Complainant and Respondent in writing contemporaneously. When applicable, the written notification will be deemed to be received on the date the notification is sent via email.

Under this Policy, Complainants have a right to be informed of interim measures. Only information which directly impacts the Complainant's rights under this Policy will be shared.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment, sexual misconduct, sexual violence, sexual exploitation, domestic violence, dating violence, or stalking in order to protect the rights and personal safety of community members. If a student is found responsible for violating this Policy, sanctions may be imposed. The Title IX Coordinator will consult the Coordinator of Student Discipline and/or the Vice President of Student Life to determine appropriate sanctions. Appropriate and reasonable sanctions will be based on the current violation and any previous violations made by the Respondent. When determining sanctions, the College will consider the concerns and rights of the Complainant, Victim, Respondent, and campus community.

Not all violations of this Policy will be deemed equal, and the College reserves the right to impose differing sanctions for students depending on the severity of the offense and previous conduct. The College also reserves the right to refer any report of a violation of this Policy to the local police or other law enforcement agencies. However the College typically will not do so if the Alleged Victim objects to such reporting. Even if criminal justice authorities do not prosecute Thiel College students or employees, the College can pursue disciplinary action.

In situations with a student facing criminal charges or subject to a criminal investigation, the College's response may be initiated at any time during such investigation or criminal proceedings. Typically the College will not wait for an outcome of an ongoing criminal proceeding or investigation.

Retaliation will not be tolerated at Thiel College. Any student or employee of the College found to be engaged in retaliation will be subject to disciplinary action.

Examples of possible disciplinary sanctions for violation of this Policy have been provided below. However the College reserves the right to assign alternative sanctions not listed below. Multiple sanctions may be imposed, and sanction may be imposed upon individual students, student organizations, or groups of students. Failure to comply with disciplinary sanctions may result in more severe sanctioning.

## **Possible Disciplinary Sanctions for Students**

**Disciplinary Expulsion.** Disciplinary expulsion is the permanent withdrawal of the privilege of registration, class attendance, or residence on the campus. The privilege of the use of college facilities is withdrawn by this action. Parents of the student may be notified of the disciplinary expulsion status. (Any refund due the student would be consistent with the College refund policy.)

**Disciplinary Dismissal.** Disciplinary dismissal is the withdrawal of the privilege of registration, class attendance, and residence on the campus with no promise (implied or otherwise) that the student may return at

any future time. The privilege of the use of college facilities is withdrawn by this action unless specific permission is obtained from the President of the College or his/her designee. Parents of the student may be notified of the disciplinary dismissal status. A student on disciplinary dismissal may be readmitted only by action of the President of the College or his/her designee. A student who has been dismissed is not eligible for readmission sooner than one year from the date of dismissal. If the student is readmitted, established proof of further incident of misconduct may result in expulsion. (Any refund due the student would be consistent with the College refund policy.)

**Disciplinary Suspension.** Disciplinary suspension is an action that may exclude the student from registration, class attendance, and residence on the campus, the use of College facilities, or all of the above for a specified period of time. In unusual circumstances (when the presence of the student on campus is deemed to be acceptable), college suspension action decided after the eighth week of the term may be deferred to the next term, upon such terms as may be imposed by the college. Parents may be notified of the suspension status. Upon termination of the period of suspension, the student must petition, in writing, to be reviewed for possible readmission based on the conditions of the suspension and review by the Student Life Office. If readmission is granted, the student may be considered for registration in compliance with academic admission standards then in effect. If a student is found to have committed an additional violation of College policy after the student is readmitted, he/she will likely be dismissed or expelled. (Any refund due the student would be consistent with the College refund policy.)

**Disciplinary Probation.** Disciplinary probation is a trial period during which a student(s) must behave in a manner acceptable to the College. The status of disciplinary probation is assigned for a specific period of time. While on disciplinary probation, a student is encouraged and may be required to seek advice and counsel from appropriate College and/or community offices. Terms of probation may be set forth that restrict the student's participation in co-curricular activities. Disciplinary probation status may affect qualification for some awards, prizes, or student aid (particularly those stipulating conduct acceptable to the College). Further incidents of misconduct while on probation may result in disciplinary suspension from the College as well as sanctions for the offense. Parents may be notified of the probationary status for certain violations. Disciplinary probation is recorded in the confidential discipline records of the Student Life Office.

**Disciplinary Warning.** This written action is taken when conduct or disciplinary involvement merits an official admonition. A disciplinary warning is a notice to the student(s) that the conduct in question was inappropriate and that future breaches of conduct will be treated more severely. The warning is recorded in the confidential discipline records of the Student Life Office.

#### **Other Possible Sanctions for Students:**

**Loss of Privilege -** Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time consistent with the offense committed and the rehabilitation of the student. Loss of privilege is recorded in the confidential discipline records of the Student Life Office.

**Restitution -** Restitution requires the student(s) to pay for damages or misappropriation of College property or the property of members or visitors of the College community. Such reimbursement shall be charged to any student(s) who alone or through group-concerted activities organizes or participates in the events causing the damages or costs. Restitution may also be required of members of a residence hall, apartment or theme house floor or building if responsible parties for damages are not found. Parents may be notified of this action and grades withheld if restitution is not paid.

**Fines** - Violations of the Student Code of Conduct can result in assessment against a student(s) by the College for previously published rules and regulations. Fines, if not paid, will result in the amount being added to a student's Student Account and listed as student disciplinary charges.

**Community Service** - This may include work assignments, community service projects, written assignments or a related discretionary sanction.

**Educational Sanction** - This may include written assignments, hall presentations, job shadowing opportunities, or other related sanctions.

**Residence Hall Suspension/Eviction from On-Campus Housing** - This entails removal or the separation of the student(s) from on campus housing and termination of the housing agreement for a definite period of time, after which the student(s) may be eligible to return. Particular conditions for readmission may be specified in writing. (Any refund due to the student(s) would be consistent with College refund policy.) Parents may be notified of the residence hall suspension.

#### **Possible Sanctions or Outcomes for Employees:**

- **Suspension** – An employee may receive an unpaid suspension from his/her duties for a period of time determined by the College
- **Termination** – An employee may also be terminated from his/her position as a result of violating this Policy.

#### **Presence of a Support Person**

The complainant and the Respondent both have the right to be accompanied by one support person of their choice during the course of any investigation or resolution process under this Policy. The support representative may be any person, including an attorney, but the role of that person is limited to that of a support representative.

Two days prior to any scheduled resolution meeting or proceeding, the Complainant or Respondent must provide the name of their support person, if any, to the investigator or Title IX Coordinator; otherwise, the College reserves the right to prohibit a Complainant's or Respondent's support person from attending any resolution meeting or proceeding. The College also reserves the right to have its own legal counsel present during these meetings or proceedings.

Delays will not normally be allowed due to the scheduling conflicts of a support person. Support persons, including attorneys, are there to provide emotional support to a party; they cannot speak, respond, or otherwise participate in the meeting. They may not take notes or otherwise record the proceedings. If a support person disrupts the process, including but not limited to failing to abide by this Policy or related instruction from the authorized representative of the College, the support person may be asked to leave the room, or the meeting may need to be rescheduled and without the presence of that same support person.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Harassment located on page 33 of the Student Handbook in order to remedy any hostile environment.<sup>2</sup> All conduct proceedings against students, however, will be resolved through The Dean of Students, Student Life Staff or Student Conduct Board.

<sup>2</sup> "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. <sup>3</sup>Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Thiel College.

### **Sex Offender Registration**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Pennsylvania, convicted sex offenders must register with the Pennsylvania State Police. You can find this information, which appears on [www.pameganslaw.state.pa.us/registration](http://www.pameganslaw.state.pa.us/registration).

<sup>3</sup> Applicable law requires that, when taking such steps to separate the complainant and the accused, the University must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

## Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Pennsylvania;
- d. 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;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign<sup>4</sup> consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the spring and fall Faculty orientation program; presenting programs throughout the year.

## Prevention Strategies and Techniques

### Sexual Harassment

***Be a role model*** - A community free from sexual harassment requires effort from all of us. Engage respectfully with your peers and colleagues, and think carefully about how words or actions that may seem insignificant to you could hurt someone else. If you are a teacher or supervisor, set high standards for your community and model the behavior you expect.

***Remember: we are all entitled to study and work in a respectful environment*** - If there are elements of an environment that feel hostile, seek ways to intervene. Call on friends, colleagues, and other allies, as well as authority figures including Title IX Coordinators, supervisors, deans, and professors, who should be able to help you.

### Stalking

***Take repeated unwanted attention seriously*** - Stalking can sometimes seem merely annoying or even flattering, especially if it is happening primarily online or via phone. But the intrusive nature of stalking must be taken seriously, and it can escalate to a pressing threat quickly. Don't dismiss concerns—either your own or others'.

***Be safe*** - In an emergency, you should always call 911 or Campus Police (724) 589-2222. If you need to make a longer-term plan for your safety, Student Life, Thiel Police, or your Title IX Coordinators can help.

<sup>4</sup> Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for **all incoming students and new employees**” **AND** “ongoing prevention and awareness campaigns **for students and faculty**” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here: <http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf>

### **Intimate Partner Violence (IPV)**

***Look out for your friends*** - Sometimes, people worry that expressing concern about a friend's relationship will be perceived as meddling. If you're worried about a friend, Student Life, Thiel Police, or a Title IX Coordinator can guide you on how to help.

***Be alert to patterns*** - Relationships are complicated, and IPV can be difficult to identify. Individual actions may not seem troubling in isolation, but may work together in dangerous ways. Be on the lookout for patterns of isolation, control, and intimidation.

### **Sexual Assault**

***Take sexual pressure seriously*** - Many sexual assaults begin with low-level sexual pressure. Though sexual pressure and disregard don't always lead to assault, you deserve to have your boundaries respected, not pushed.

***Hold out for enthusiasm*** - In general, it's easy to tell if someone is enthusiastic about an encounter or not. Take any signs of reluctance or refusal, including nonverbal signs, very seriously. If the signs are ambiguous, be sure to stop, and then check in or ask questions.

Thiel College offers a number of programs and services aimed at helping our community to become better educated on these specific issues.

Examples of such programs include:

### **Sexual Misconduct Orientation Trainings**

All new students and new employees will be required to participate in Sexual Misconduct Training as part of their orientation. This training takes shape in two different styles. We offer online training to all employees and students, and students receive a live training as part of the new student orientation process. For more information about these trainings, please contact one of your Title IX Coordinators.

### **AWARE Training**

The Thiel College Police and Residence Life departments invite the Mercer County victims advocacy group, AWARE, to come in on an annual basis and provide live training opportunities for students and employees. Typically these trainings are held at the beginning of each semester. Please contact Chief of Police, Dennis Bish (724-589-2186), to schedule additional trainings.

### **Online Training**

The Thiel College Title IX Coordinators have arranged for an online sexual misconduct training for all Thiel employees and students. Each year an email notification will be sent out to encourage participation. All students and employees are responsible for participating in this training.

### **Training Brochures**

Each year sexual misconduct training brochures will be made available to all students and employees. These brochures will be strategically located in various high traffic buildings throughout campus (i.e. Residence halls, academic center, etc.). For a copy of the brochure, please contact a Title IX Coordinator.



The College offered the following **primary prevention and awareness programs for all incoming students** in 2018:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Complied with Section B a-e?</b>	<b>Which Prohibited Behavior Covered?</b>
AWARE Sexual/Domestic violence on campus	August 2018	Bly Hall	Yes	DoV DaV SA
Support Resources on Campus/Community	August 2018	HMSC	Yes	DoV DaV SA S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following **primary prevention and awareness programs for all new employees** in 2018:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Complied with Section B a-e?</b>	<b>Which Prohibited Behavior Covered?</b>
New Employee Orientation	At time of hire	On line modules	Yes	SA
Building a Supportive Community	On going	Online	Yes	DoV DaV SA S
Intersections Sexual harassment, discrimination, retaliation, abusive conduct, Title IX, Campus SaVE Act.	On going	Online	Yes	DoV DaV SA S
Sexual Misconduct & Boundary Awareness	April 2018	Online	Yes	SA S

The College offered the following **ongoing awareness and prevention programs** for **students** in 2018:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Complied with Section B a-e?</b>	<b>Which Prohibited Behavior Covered?</b>
Sexual/Domestic violence on campus	August 2018 October 2018	HMSC Bly Hall	Yes	DoV DaV SA S
“Think About It” Alcohol, drugs, sexual assault- harm reduction	On going	Online	Yes	DoV DaV SA S
“Good Friends” Safe & positive bystander intervention strategies on and off campus	On going	Online	Yes	DoV DaV SA
“The Way Forward” Prevent stalking & relationship violence, and support survivors of sexual assault	On going	Online	Yes	DoV DaV SA S
“Rape Myths and Realities” Dispel common rape myths and reinforce positive attitudes & behaviors	On going	Online	Yes	DoV DaV SA S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

**Thiel College**  
**Three Year Crime Statistics Comparison**

<b>Criminal Offenses Reporting Table</b>						
OFFENSE	YEAR	GEOGRAPHIC LOCATON				
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
RAPE	2016	0	1	0	0	1
	2017	0	0	0	0	0
	2018	0	1	0	0	1
FONDLING	2016	3	0	0	0	3
	2017	0	2	0	0	2
	2018	0	1	0	0	1
INCEST	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
STATUTORY RAPE	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
ROBBERY	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
AGGRAVATED ASSUALT	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	1	0	0	1
BURGLARY	2016	0	8	0	0	8
	2017	2	3	0	0	5
	2018	1	1	0	0	2
MOTOR VEHICLE THEFT	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
ARSON	2016	0	0	0	0	0
	2017	0	1	0	0	1
	2018	0	0	0	0	0

VAWA Offences Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATON				
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total
DOMESTIC VIOLENCE	2016	0	4	0	0	4
	2017	0	6	0	0	6
	2018	0	1	0	0	1
DATING VIOLENCE	2016	0	4	0	0	4
	2017	0	0	0	0	0
	2018	0	1	0	0	1
STALKING	2016	2	0	0	0	2
	2017	0	0	0	0	0
	2018	0	0	0	0	0

Arrests and Disciplinary Referrals Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATON				
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total
<b>ARRESTS:</b> WEAPONS: CARRYING, POSSESSING, ETC.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> WEAPONS: CARRYING, POSSESSING, ETC.	2016	0	2	0	0	2
	2017	0	0	0	0	0
	2018	0	0	0	0	0
<b>ARRESTS:</b> DRUG ABUSE VIOLATIONS	2016	1	3	0	0	4
	2017	0	1	0	0	1
	2018	1	1	0	0	2
<b>DISCIPLINARY REFERRALS:</b> DRUG ABUSE VIOLATIONS	2016	6	15	0	0	21
	2017	4	2	0	0	6
	2018	4	16	0	0	20
<b>ARRESTS:</b> LIQUOR LAW VIOLATIONS	2016	0	10	0	0	10
	2017	0	5	0	0	5
	2018	0	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> LIQUOR LAW VIOLATIONS	2016	6	46	0	0	52
	2017	0	59	0	0	59
	2018	1	33	0	0	34

Hate Crime Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATON				
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total
HATE CRIME	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

**\*Other: Parking lots, baseball/softball fields, non-resident buildings, property, etc.**

**\*\*All figures are for the calendar year of the appropriate column.**

## RESIDENCE LIFE FIRE POLICIES & PROCEDURES

In order to protect the health and property of residents, the College has established the following procedures for fire safety in campus housing:

### 1. Before a fire:

- a. Know the location of all fire alarm stations and fire safety equipment on the floor.
- b. Know the location of all exits throughout the building.

### 2. Discovering a fire:

- a. Immediately pull the handle on the nearest fire alarm station.
- b. If time permits, notify **Public Safety (ext. 2222)** and a Residence Life Staff member.
- c. Vacate the building as quickly and safely as possible by the nearest accessible exit.

### 3. Hearing the Fire Alarm Sound:

- a. Open curtains.
- b. Put on shoes and coat and take a towel to cover face.
- c. Turn off all lights.
- d. Vacate the room, close the door and lock it if time permits.
- e. Vacate the building as quickly and safely as possible by the nearest accessible exit.
- f. If you encounter smoke while exiting, keep as low to the floor as possible.

**NOTE:** If your door or doorknob is hot, do not attempt to leave your room. Keep your door closed. Place a blanket or towel along the bottom of the door to keep smoke out of the room. Hang something out of your window and shout for help to attract attention.

### 4. After vacating the building:

- a. Leave the immediate area of the building.
- b. Remain at least 200 feet from the building until you receive further instructions from emergency personnel and/or staff members.

Tampering with fire/safety equipment or sounding a false fire alarm is against the law. Violators could be referred to the District Magistrate's Office and will face a Campus Disciplinary Hearing. Violators could be fined up to \$1000, be dismissed from the residence halls, and/or be suspended from the College, and have a police record. Students are not to alter or misuse any fire- fighting equipment, protective devices designed for such equipment, or other emergency device. Tampering with or otherwise rendering useless any College equipment or property intended for use in preserving or protecting the safety of members of the College community such as sprinkler heads, exit signs, fire extinguishers, fire alarms, fire boxes, smoke alarms, water/steam pipes, first aid equipment, or emergency telephones is prohibited. Obstructing fire escape routes, such as hallways or stairwells, is also prohibited.

**5. Illegal Items for fire safety include, but are not limited to:**

- a. All types of neon signs, extension cords, microwave ovens, toaster ovens, toasters, halogen lamps, hot plates, candles, incense, air conditioners, paint, paint thinner, and any open coil cooking equipment.

**6. Maximum number of people in a room/apartment:**

- a. In a residence hall room, no more than 6 people (including the resident(s) may be in a room at one time.
- b. In an apartment/townhouse, no more than 10 people (including the resident(s) may be in an apartment/townhouse at one time.
- c. In a small house, no more than double the occupancy of the house (including the resident(s) may be in a house at one time. (For example, if 42 College Ave. has 8 current residents, the maximum number of people who may be in 42 College Ave. at one time is 16; if 58 College Ave. has 20 residents, then the maximum number of people who may be in 58 College Ave. at one time is 40).

**7. Holiday Decorations Policy.** Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:

- a. Only artificial trees shall be permitted in all College residences.
- b. Only UL approved, or listed, electrical lights may be used. If foreign-made light sets are used, be sure that the electrical wiring and receptacles, as well as the bulbs, are listed by Underwriters Laboratories and are so marked. Lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet. The opening or closing of the door or window could short the power line.
- c. Decorations are not to be placed in any corridor or area that might obstruct an exit.
- d. All decorations used on the inside of a College building must be flameproof, or be made of a material that is flame retardant.
- e. No open flames (candles, sterno, liquid fuel, etc.) may be used.
- f. At no time will hallway lights, exit lights, etc., be painted or covered over.
- g. All decorations must be removed before leaving for breaks.

All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by College personnel. A member of the fire department will determine when it is safe for the residents to reenter the building. In the event of inclement weather, Campus Police Officers will open a building with adequate space close to the residence hall for residents to seek refuge until the all clear is given.

The Greenville Fire Department conducts annual training for all residence life staff. The training consists of fire extinguisher use and general fire safety. They are briefed on the procedures for evacuation and to notify the Campus Police Department. Residence life staff, in turn, briefs students on their responsibility for evacuation of the residence hall and evacuation is practiced once each semester.

All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72.



Illegal Items for fire safety include, but are not limited to: All types of neon signs, extension cords, microwave ovens, toaster ovens, toasters, halogen lamps, hot plates, candles, candle warmer, incense, air conditioners, paint, paint thinner, and any open coil cooking equipment. Microwave ovens are **not** allowed in residents' rooms because of the electrical power they require. One microwave oven is provided in each residence hall for community use.

Thiel College  
Fire Safety Systems - Residence Halls  
**2018**

Name of Residence	Street Address	Sprinkler System		Smoke Detector	Fire extinguisher Devices	Evacuation plan/placard	No. evacuation (fire) drills each calendar year
		Common Areas	Rooms				
Theme House	42 College Avenue	X	X	X	X	X	2
Theme House	58 College Avenue	X	X	X	X	X	2
Theme House	60 College Avenue	X	X	X	X	X	2
Theme House	62 College Avenue	X	X	X	X	X	2
Theme House	66 College Avenue	X	X	X	X	X	2
College Ave. Apts.	112 College Avenue	X	X	X	X	X	2
Theme House	121 College Avenue			X	X	X	2
Theme House	123 College Avenue	X	X	X	X	X	2
Davis Apt. 43	43 Davis Street			X	X	X	2
Davis Apt. 44	44 Davis Street			X	X	X	2
Frat #1	1 Roy Johnson Drive			X	X	X	2
Frat #2	2 Roy Johnson Drive			X	X	X	2
West Townhouses	52 Roy Johnson Drive	X		X	X	X	2
East Townhouses	56 Roy Johnson Drive	X		X	X	X	2
Bane Hall	1 W Packard Avenue			X	X	X	2
Stewart Hall	2 W Packard Avenue			X	X	X	2
Florence West Hall	25 Packard Avenue			X	X	X	2
Sawhill Hall	35 Packard Avenue			X	X	X	2
Hodge Hall	60 Irvin Drive	X		X	X	X	2
<b><u>Fire Alarms 2018</u></b>							
False	78						
Actual	0						