

EMERGENCY RESPONSE GUIDE

A Quick User Guide to the State System
Emergency Operations Plan for Use By:

EMPLOYEES, STUDENTS, FACULTY, UNIVERSITY
STAFF AND MEETING GUESTS



Pennsylvania's
STATE SYSTEM
of Higher Education

VERSION: January 2020

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Note:

Throughout the guidebook you are asked to dial 911 in an emergency.

- Dialing 911 will connect you to the Dauphin County Emergency Dispatcher.
- Dialing ext. 4180 will connect you to the front desk (Administration Building).
- Dialing ext. 4444 will connect you to the DUC HelpDesk.
- Dialing 717.303.6834 will connect you with onsite evening and weekend security.

Introduction

Pennsylvania's State System of Higher Education (State System), Office of the Chancellor at Dixon University Center (OOC/DUC) has a detailed Emergency Operations Plan (EOP) designed to prepare the campus for an emergency including specific procedures to follow in the event of a campus emergency or disaster. In addition, the EOP covers business operations of the State System located at 2300 Vartan Way.

This Emergency Response Guide Quick User Guide is designed as a summary of the emergency information found in the EOP. Keep this manual in an easily accessible area so it is available when needed. Please become familiar with the information contained in the guide. In the event of an emergency, the guide is designed to serve as a quick reference for effective action.

The guide is available on the DUC website at [this link](#). Please bookmark the page for future reference. If you have any questions about the guide, please contact the Executive Director at 717.720.4080 or the Facilities office at 717.720.4115.

Pennsylvania's State System of Higher Education is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, religion, veteran status, sex and disability in its activities, programs, or employment practices in accordance with federal and state law.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation contact:

Jesus Pena, Interim State System Title IX Coordinator
2986 North Second Street, Harrisburg PA 17110-1201
Phone: 610.683.4700
Email: pena@kutztown.edu

Katie Riley, Dixon University Center Deputy Title IX Coordinator
2986 North Second Street, Harrisburg PA 17110-1201
Phone: 717-720-4083
Email: kriley@passhe.edu

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the

U.S. Department of Education
Office of Civil Rights, Region III
The Wanamaker Building
100 Penn Square East - Suite 505, Philadelphia, PA 19107
Phone: 215.656.6010
Fax: 215.656.6020

Reporting Incidents or Emergencies

In case of an incident or emergency, contact:

1. Harrisburg Police Dispatch at 717.255.3131 or Harrisburg EMS (i.e., Community Life Team EMS) at 911.
2. Admin Building Front Desk Reception at 717.720.4180
3. HELP Desk at 717.720.4444 for non-emergency related situations.
4. Campus security after hours/weekends (only when classes are in session) by calling their cellular phone at 717.303.6834. Campus security will call Harrisburg Police.
5. For a health emergency, contact: Harrisburg Community Life Team EMS at 9-911 or 911.

When calling stay calm and carefully explain the problem and location to the dispatcher.

Note: Do NOT hang up until told, so that all pertinent information may be obtained and disseminated to the appropriate personnel.

Emergency Phone Numbers

(pull out page – keep in a visible location)

Fire-Police-Ambulance-Medical Emergency	911
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Dauphin County 911 Dispatch

OOO/DUC On-Site Security	717.303.6834
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Estimated hours:

- Weekdays - 4:30 P.M. – 10:30 P.M.
- Weekends - according to class schedule

OOO/DUC Front Desk Reception Area	717.720.4180
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Business Hours:

- Weekdays - 7:30 A.M. – 4:00 P.M.

OOO Help Desk	717.720.4444
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Business Hours:

- Weekdays – 8:00 A.M. – 4:30 P.M.

DUC Office	717.720.4080
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Business Hours:

- Weekdays - 8:00 A.M. – 7:30 P.M.

Non-Emergency Phone Numbers		
OOO/DUC	Harrisburg City Police	717.255.3131
Vartan Way	Susquehanna Township Police Dept.	717.558.6900

Visitor Rules

Statement and Purpose

Pennsylvania's State System of Higher Education's Dixon University Center (DUC) welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct business. The DUC has an obligation to students, faculty, staff and meeting guests to operate and maintain the center in accordance with Pennsylvania's State System of Higher Education's mission of higher education. The DUC establishes these rules to preserve the academic integrity of the center and to ensure the safety and welfare of all members of the DUC community.

Scope and Definitions

These rules apply to any visitor of the DUC, as well as, meeting guests and all university partner students, faculty and employees. Any individual not registered as a student, employed by a university partner or employed as a contracted vendor is considered a visitor. Visitors include, but are not limited to, non-registered students, friends, spouses, children, guest speakers and meeting and event participants. These rules apply to, classrooms/meeting rooms, student lounges, computer labs, study rooms, faculty and employee offices, and designated employee areas.

Specifics

Access

- DUC visitors must have an academic or legitimate purpose for visitation. Legitimate purposes include, but are not limited to, scheduled meetings with university partner admissions and/or administration; attendance at a scheduled public or private meeting, event, information session, or open house; and/or for prearranged guest speaking or lecturing obligations.
- DUC may require a visitor to sign in when they arrive and sign out when they leave.
- Access for visitors is limited to regular business hours or to the hours of a specified event.

Minors

- Individuals under the age of 18 are not permitted at DUC unless the minor is accompanied by an authorized adult and the minor is attending an acknowledged program, sanctioned event, admissions visit or official campus visit authorized by an university partner. An authorized adult is any individual, age 18 or older, paid or unpaid, who interacts with, supervises, chaperones, hosts or otherwise oversees minors in educational and/or recreational program activities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors.
- Affiliated minors must be accompanied by an authorized adult at all times and never left unattended. DUC is not responsible for unaccompanied minors.
- Exceptions to this policy require a written request for approval from the DUC Executive Director.

Visitor Conduct

- Visitor conduct must not interfere with the DUC educational environment. Presence in DUC classrooms is strictly limited to students enrolled in the course, the operations of the OOC, or visitors with a legitimate academic purpose. Faculty and instructors must notify security and/or administration if unauthorized individuals are present in their classes.
- All students and faculty must abide by DUC rules and their university's policies, procedures and rules, including the rules governing student conduct.
- All visitors must abide by the applicable policies, regulations and laws.

Violations and Accountability

The DUC maintains the right to remove or restrict visitors from its facilities who cause disruption to any program, event, activity, service or class. The DUC maintains the right to order a visitor to leave all or any part of the center and may order a visitor to remain away from the center or designated area until specifically authorized to return. Any visitor who does not comply with such requests or orders may be charged with trespass.

On-Site Security

From 8:00 a.m. – 4:30 p.m. Monday through Friday, Facilities personnel will be your first point-of-contact for most minor security-related incidences. The decision to contact Facilities by telephone or by entering a help desk ticket will depend upon the severity of the situation. For more egregious incidents requiring an immediate police response, staff should call 911 from campus telephones. A safety feature on our telephone system notifies key individuals on campus that a 911 call has been placed and alerts them to respond accordingly.

From 4:30 p.m. until campus closes Monday through Friday and on the weekend during hours when there are classes or meetings in session, a security guard will be on campus making regular patrol rounds. They can be reached on their cell phone (717.303.6834). Security standard operating procedures (SOP) can be found in Appendix C.

To see the weekly meeting, event and class schedule visit this [link](#).

The DUC building scan access system will automatically lock and unlock the buildings as required. On weekdays, second shift Facilities personnel will ensure that exterior doors are secured before leaving for the evening. Similarly, on weekends when classes are in session, classroom support personnel and the security guard will verify that exterior doors are secured before leaving.

Employees will have access to buildings after-hours using the employee issued scan access card. Students, faculty, university staff and meetings guests will not have access to locked buildings unless otherwise assigned.

When entering or leaving any secured building, check the door behind you to ensure that it has closed and is secured. Never provide access to anyone not known to be an employee or otherwise authorized to have access to a building. When entering a secured building or location, be cognizant of “tailgaters,” i.e., others following behind and attempting to enter without the use of a scan access card.

Any incident that occurs at the Dixon University Center and involves a student, faculty, college/university staff, meeting guest or other guest will be documented using the Incident and Injury Report Form (Appendix A) or the Sexual Incident Report Form (Appendix B) based on the type of incident.

Elevator Emergency Help Telephones

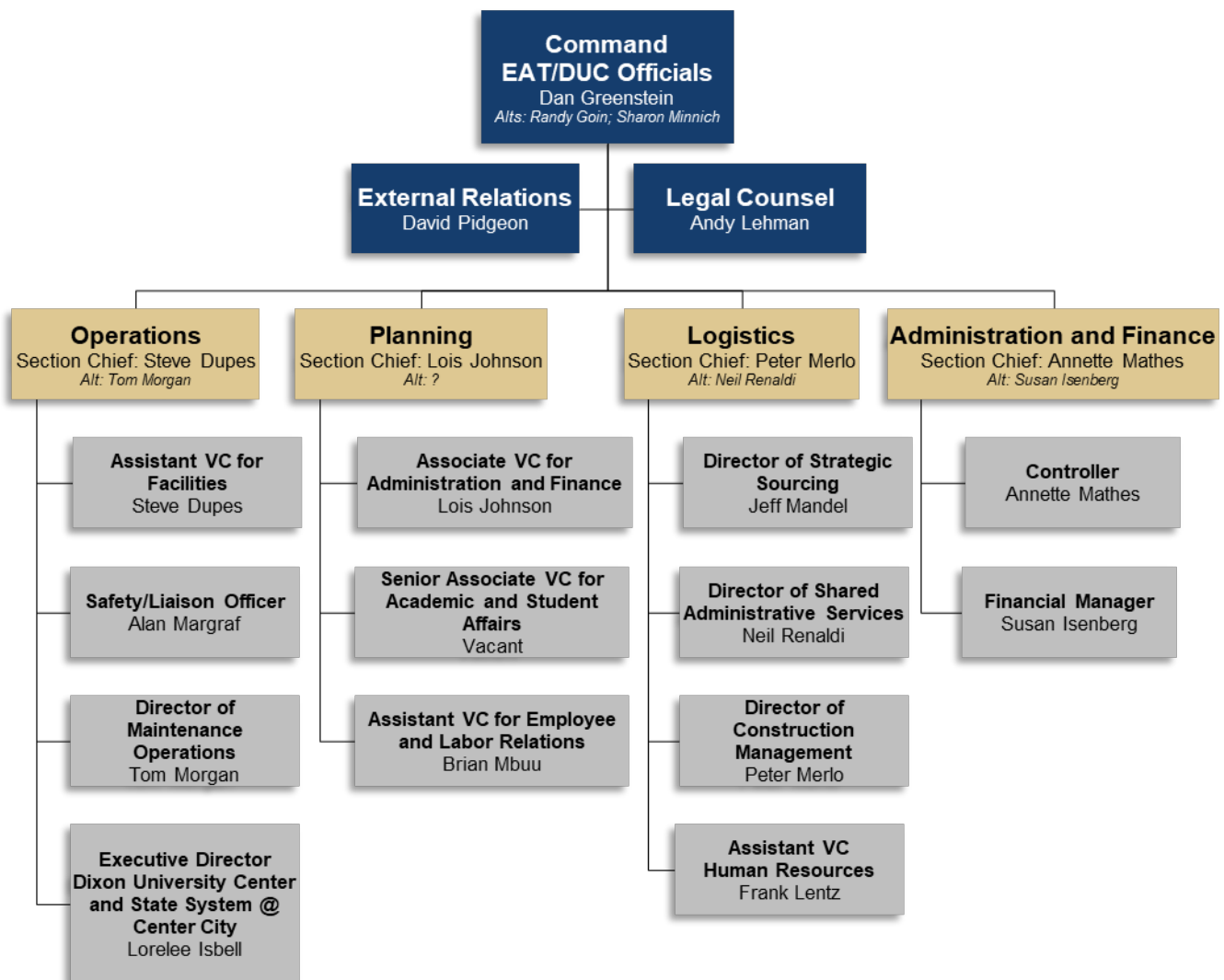
Elevator emergency help telephones are programmed to dial the Johnson Controls (JCI) Security Call Center. In the event that someone is trapped inside an elevator and presses the push to talk button, the telephone will dial JCI and a preprogrammed message will notify JCI of the elevator’s location. JCI will then have two-way communications with the occupant and utilize a pre-established call list to further respond to the situation.

Blue Emergency Phones

Four emergency blue phones are located throughout the DUC campus and parking garages. Two are located at either end of the underground parking garage; one is located on the lawn area between Richard’s Hall and South Hall, and one is mounted on the east side of Duncan Hall. These telephones, if activated in an emergency, will call 911 and result in a police response.

DUC Emergency Management Structure

Figure 1-2. DUC Emergency Management Structure (NIMS Format)



Emergency Notification System

The Office of the Chancellor and the Dixon University Center use an emergency notification system called e2campus to assist with the notification of employees, students, faculty and meeting guests in the event of an emergency including weather and utility related closings and delays. The e2campus system will be activated to quickly alert registered users that an emergency is unfolding somewhere on or near the DUC, and get critical information to them through a series of technologies such as text messaging, email, voice messages broadcast through campus phones, etc. For more information about e2campus and how to register please visit: <http://www.dixonuniversitycenter.org/emergency/e2campus>

- When registering for e2Campus employees should select Office of the Chancellor Employees as their group. Students, Faculty, University Staff and Meetings Guests should select DUC Students & Faculty (Harrisburg) as their group.

OOE Employees will be notified of an emergency using the following means in addition to e2Campus:

- All staff email from the HR Director

Students, Faculty, Staff and Meeting Guests will be notified of an emergency using the following means of communication in addition to e2Campus:

- Email to college/university program coordinators and meeting coordinator(s)
- Message on 717.720.4080
- Banner on DUC website (DixonUniversityCenter.org)
- Local TV Stations

Emergency notification systems cannot be guaranteed to reach everyone on campus. The goal is to get the information to as many people as accurately and as quickly as possible for information on what to do in the event of an emergency.

Procedure

If you are informed (via any of the methods described above) that an emergency is unfolding somewhere on or near campus, you need to stop what you are doing, get the information you need and then act on that information as directed.

The emergency notification system will provide the following information:

- What the emergency is
- Where the emergency is located
- What you should do
- Where to go for additional information

Please remember to assist those with disabilities and share emergency notification information with them.

For more detailed information about e2Campus and how to sign up visit the [DUC website](#).

Evacuation Procedures

There are two circumstances that would require the evacuation of a DUC building and/or the entire campus:

1. An emergency situation that presents a serious threat of injury, or life to the students, faculty, staff, or visitors of DUC.
2. A planned operation/ drill for training or administrative purposes. In these cases the Chancellor, or his designee, will be the authority to determine the time, date, and conditions for such an event.

Building Evacuation

1. Building evacuations will occur when a fire alarm sounds and/or upon notification by Harrisburg Police.
2. When the building evacuation alarm is activated, leave by the nearest marked exit (if deemed safe) and alert others to do the same.
3. Take all personal belongings with you upon evacuation (if readily available); assume that you may not be able to return to the building. When evacuating rooms/offices, close the door behind you.
4. If needed, assist individuals with disabilities in exiting the building. Remember that elevators, if safe to use, are reserved for disabled persons.

Note: Do NOT use elevators in cases of Fire, Earthquake, or Bomb Threat.

5. Once outside, proceed to the pre-determined mustering point (clear area) that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
6. DO NOT return to an evacuated building until told to do so by a police, fire or DUC official.

IMPORTANT: After any evacuation, report to designated campus assembly points based on the emergency location after you have been released from the individual buildings mustering point by the coordinator, or official at that site.

DUC Mustering Point - the main assembly areas are as follows:

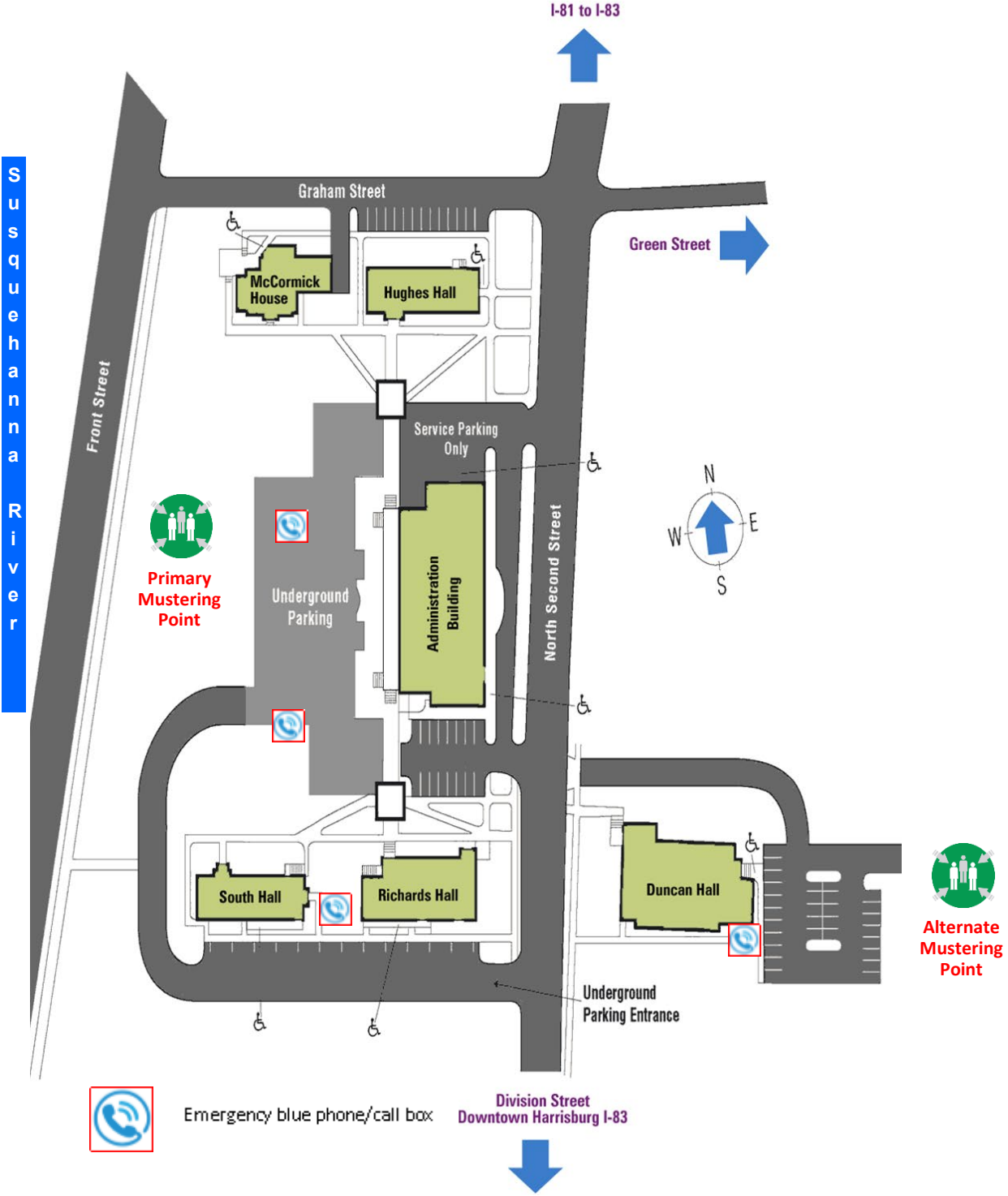
- Primary Mustering Point: front lawn (near flag pole)
- Alternate: Duncan Hall rear parking lot

Vartan Way Mustering Point – main assembly areas are:

- Primary Mustering Point: parking lot in front of building; maintain a safe distance (500 ft.) away from the building so as not to interfere with emergency response vehicles or personnel.
- Alternate: if the nature of the emergency prohibits gathering in the front parking lot, all personnel should proceed to the parking lot at the side of the building (near Vartan Way).

Stay at the mustering point until an accurate headcount is taken. Each department head or faculty member (or their designee) will take attendance and assist in accounting for all building occupants. Information and direction will be delivered about the incident, emergency, or disaster at that time, if available.

Dixon University Center Map



Vartan Way Map (for OOC Employees Only)



Campus Evacuation

The following procedures will be utilized in either a planned and/or emergency evacuation:

1. Evacuation of all or part of the campus grounds will be announced by the emergency action team or incident commander.
2. All persons (students, faculty, staff and meeting guests) will receive instruction as to the specific evacuation protocol (e.g., leave campus in personal vehicle and go home, leave campus on foot and meet at a designated location, etc.).
3. Evacuation Completion: Upon the completion of the evacuation procedure, and depending upon the situation, a determination will be made in regards to returning to the campus by the incident commander.

Evacuation Procedures – Persons with Special Needs

People who are mobile

- Persons who can evacuate with little or no assistance should be directed to the nearest/safest exit.
- People with visual disabilities may or may not detect the warnings that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.
- People with a hearing impairment will, most likely, see an email alert or the strobe lights indicating the alarm has activated and they need to evacuate the building. However, if the fire alarm has not been activated, the strobe will not be activated either. Check on anyone in your area who may not have received the warning prior to your evacuation.

People who are not mobile or are trapped on upper floors of buildings

- In the event of a fire, persons with mobility impairments should make their way to a stair tower. Fire or emergency personnel will be directed to the stair towers to provide evacuation and rescue. In all other cases, persons with mobility impairments should be directed to an elevator and they should go to the lowest floor of the building and evacuate.
- If feasible, another person should wait with the mobility-impaired person in the stair tower until fire or emergency personnel arrive.
- All personnel are encouraged to communicate the location of all people with disabilities in the building and their exact location(s) to fire or emergency personnel.
- Fire and emergency personnel will prioritize areas for rescue operations. In an ideal situation, one (or more) persons exiting the building will find the emergency responders to communicate this information, while another individual waits with the mobility-impaired person in the stair tower.
- If an immediate evacuation is necessary, the person with a mobility impairment may not be able to wait for rescue by emergency responders. In this situation, it is best to ask the individual how best to aid them to facilitate the evacuation. Some persons may need to be carried, while others may need assistance walking. This should always be a last resort and necessary only when an immediate threat is determined to be present.
- Persons with disabilities, especially mobility disabilities, like all employees, need to be familiar with the location of primary and back-up exit pathways, elevators, stair towers, etc.
- Some people with disabilities are encouraged to make prior arrangements to have friends/co-workers come and assist them if they are on the top floors of our buildings, in the event of a fire or emergency.

Sheltering-In-Place Procedures

Certain situations warrant that the occupants stay inside a building in an emergency. For example, in cases where a tornado, an armed aggressor, or smoke/toxic chemicals are outside the building, it may be necessary to keep individuals indoors until the unsafe situation clears. When advised to shelter in place:

1. For the case of a tornado, go to the basement or take cover in a reinforced area, as more fully described on page 21.
2. When appropriate, a staff member should lock the building entrances to prevent unauthorized persons from entry into the space.
3. Staff and faculty should account for all students, faculty and staff and report anyone missing to the individual in charge at the scene.
4. When appropriate, the Facilities Department will shut down HVAC equipment to prevent outside contaminated air from being introduced into the facility.

Biological, Chemical, or Radiation Incident

Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately to:

- Harrisburg Police Department dispatch center by calling 911.

The procedures shall be as follows:

- Any suspicious package received should be left untouched.
- The location in which the package is located should be evacuated and the Harrisburg Police notified.

Anyone who comes in contact with the suspicious package should not to be in contact with other people. These individuals should remain isolated until cleared by the Harrisburg Police or a campus security officer.

- When reporting, be specific about the nature of the involved material and exact location. Harrisburg Police will contact the necessary specialized authorities and medical personnel.
- The acting incident commander on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the Harrisburg Police.
- When the building evacuation alarm is sounded, an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Elevators are reserved for disabled persons, but should not be used in the case of fire, earthquake, or bomb threat. Do not panic.
- Once outside, move to the designated building mustering point (assembly area). From that point after a headcount you will be directed to the appropriate campus assembly point. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- A campus incident command post may be set up near the emergency site. Keep clear of the incident command post unless you have official business.
- Do not return to an evacuated building until told to do so by the incident commander.

Bomb Threat, Hostage Situation

It is imperative that all faculty, staff, and students of DUC know how to respond to a bomb threat or hostage situation. These procedures are designed to educate and train all faculty, staff, and students to respond calmly, quickly, and appropriately to such situations.

Bomb Threat

The individual receiving the bomb threat should carefully record the information and then immediately notify their supervisor and the Harrisburg Police Department.

In the event of a call, obtain all the information possible from the caller. Be firm, calm, speak quietly, and request the following information:

Note: It is crucial that you note as much of the below information as possible.

- Record as much information as possible about the caller.
 - Gender
 - Age
 - Accent
 - Background noise
 - Speech pattern
 - Time of call
- Request the exact location of the device.
 - Name of the building
 - What floor
 - What part of the building; north, south, etc.
- Request other data if possible:
 - Type of device
 - Detonation time
 - Description of the package
- Advise the caller the building is occupied by people and the detonation of a bomb could result in the death or serious injury to many people.
- Call the Harrisburg Police Dispatch Center by calling 911.

Should the threat be determined credible and outside the resource capability of the OOC, the Harrisburg Police Department will notify the Dauphin County emergency management agency through the 911 call center. The 911 call center will dispatch the appropriate support agencies to assist the DUC with the hazard.

Hostage Situation

In the event of a hostage situation, it is important the Harrisburg Police are notified quickly. Upon the receipt of notification, the following team will be assembled.

- Director of Facilities Operations and Maintenance shall ensure the Police have access to accurate building plans or drawings.
- Director of Human Resources shall be responsible for arranging counseling for the hostage(s) and affected faculty, staff, students, or rescue personnel.

1. The faculty, staff, student or guest who recognizes or is notified of a hostage situation should call the Harrisburg Police Dispatch Center by calling 911.
2. The individual should provide as much of the following information as possible:
 - The caller's name, location, and telephone number.
 - Number of persons being held hostage.
 - Location of the hostages.
 - Condition of the hostages.
 - Demands of the hostage takers.
 - Physical description of the hostage takers including sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type.
 - Description of the hostage taker's vehicle.
3. The Police dispatcher will initiate the emergency notification procedure and make any additional calls as necessary.
4. Faculty, staff, and/or students directly affected by the hostage situation should take their cue from the hostage takers. Individuals should use their own discretion if the opportunity arises whereby escape can be accomplished without creating greater harm to themselves or others.

OOC does not recommend, endorse, or imply that any hostage take actions that could endanger themselves or others.

5. Faculty, staff, and/or students who have escaped or are not affected should remain away from the location and out of sight of the hostage takers.
6. Harrisburg Police will establish an incident command post. The Directors of Facilities Operations and Maintenance and the Director of Human Resources will report to the incident command post to provide immediate information about the facility.
7. Harrisburg Police may request the assistance of the Pennsylvania State Police (PSP) and its Hostage Crisis Team. Upon their arrival, the PSP will in conjunction with the Harrisburg Police resolve the situation. The Harrisburg Police will then act in a supporting role to the PSP.
8. The Director of Facilities Operations and Maintenance will ensure the Police have accurate drawings or blueprints of the affected building(s).
9. The Director of Public Relations will provide appropriate public notice as directed after consultation with the Emergency Director.
10. In coordination with the Commanding Police Department the DUC/designee/ or supervisor of the area affected will consider the following:
 - Evacuating the entire facility to assembly areas or an offsite location.
 - Conducting a media briefing offsite if the Commanding Police Department's spokesperson cannot conduct one.
 - Providing a location for the families of the hostages to congregate for counseling.
11. The Director of Human Resources will provide or arrange counseling for faculty, staff, students, and their families if needed.

Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Facilities utilized for campus demonstrations must be reserved in accordance with applicable DUC policies and procedures. If any of the conditions stated below exist, Harrisburg Police should be notified.

The following conduct will not be permitted:

- Interference with the normal operations of the DUC.
- Prevention of access to, or egress from, offices, buildings or other DUC facilities including the use of facilities which have been reserved according to the DUC's normal room or space scheduling system.
- Threat of physical harm to persons or damage to DUC facilities.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct DUC business as normally as possible.

- If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - Arrangements will be made with the Harrisburg Police to monitor the situation during non-business hours, or
 - Determination will be made to treat the violation of regular closing hours as a non-violent disruptive demonstration.

Non-Violent Disruptive Demonstrations

In the event a demonstration blocks access to DUC facilities or interferes with the operation of the DUC:

- Consideration will be given to videotaping the demonstration.
- Demonstrators may be asked by the Deputy Chancellor or his/her designee to terminate the disruptive activity.
- The Harrisburg Police will be informed the demonstrators were directed to terminate the disruptive activity.
- If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a specified length of time may result in disciplinary action or arrest including suspension, expulsion, or possible intervention by civil authorities.
- Efforts should be made to secure positive identification of demonstrators who refuse to terminate the disruptive activity in violation to facilitate later testimony, including videotape and photographs if deemed advisable.
- After consultation with the Deputy Chancellor or designee, the Harrisburg Police may be asked to take appropriate action.

Violent, Disruptive Demonstrations

In the event a violent demonstration in which injury to persons or property occurs or appears imminent, the Emergency Director (ED) will be notified immediately.

- During Business Hours the ED will contact the Harrisburg Police.

If appropriate, a DUC photographer(s) will be contacted and/or videotaping equipment obtained and used.

- After Business Hours
 - Harrisburg Police should be notified immediately of the disturbance.
 - Harrisburg Police will investigate the disruption and notify the Emergency Director.

Directive to Immediately Terminate Demonstration

Recommended Script (to be modified as appropriate): (Identify Self) this assembly and the conduct of each participant are seriously disrupting the operations of the DUC and are in clear violation of the law and OOC Policies. (You have been given the opportunity to discuss your grievances in an appropriate manner) (In no event will the Administration accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Commonwealth of Pennsylvania, take whatever measures are necessary to restore order—including calling for police assistance. Any person who continues to participate in this demonstration is subject to possible arrest and students also will be subject to disciplinary action, which could include suspension from your University.

Terrorism

Although this scenario seems highly unlikely and unimaginable, the possibility of terrorist-like activity on a campus setting exists. Additionally, operations at DUC could be impacted by acts of terrorism elsewhere. For example, a portion of our campus may need to be used to provide emergency services to the Central Pennsylvania community for another type of emergency, or incidents outside our immediate region could affect our communications or ability to provide or obtain services.

The best preparation for terrorism activity is to review the PA State System of Higher Education’s Emergency Operations Plan and make certain everyone is aware of proper policies and procedures. This can be obtained through the education, training, and exercises of the comprehensive emergency management program and ensuring that all faculty, staff, and students of DUC understand their responsibilities in a possible emergency.

Note: If you suspect a credible threat exists based on your own observations or conversations that you have overheard, contact the Harrisburg Police Department by calling 911.

Precautionary Measures

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages, and strange devices should be promptly reported to the police or security personnel.
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings.
- Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- Be familiar with different types of fire extinguishers and how to locate them.

Potential Signals of Terrorism

The following are examples of items that should be considered a potentially legitimate threat. This list is NOT meant to be all-inclusive. Discretion and common sense should be employed when assessing these types of situations.

- An individual(s) makes a specific threat (says they have a device with a contaminant that they intend to, or have, disperse (d) into the area or into food/water being consumed.)
- An individual(s) in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat)
- A package or other article is discovered that has specific wording or other identification on it: identification of bomb or contaminate within; has threats or threatening wording on it; hate, or anti-American sentiments on it (e.g., Anthrax, explosives, "you will die . . .," etc.). An abandoned package is discovered that is ticking or leaking a suspicious substance.
- People in an area begin to complain of similar symptoms that have come on them suddenly (may be a potential chemical assault or accidental release of chemical irritant).
- Telephoned threat of a chemical or biological assault. (This should be handled the same as a bomb threat and will not constitute an immediate evacuation of the building – follow bomb threat procedures and call Campus Security -- unless other indicators are present as well (i.e., coincides with one or more of the other conditions previously identified.))

If any individual(s) encounters any one of these situations or something one deems a potential threat they must contact the Harrisburg Police Department by calling 911.

Harrisburg Police may contact other law enforcement agencies as appropriate.

Violent and Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a criminal act or are a victim, immediately notify the Harrisburg Police by calling 911 or (non-emergency) 717.255.3131.

When notifying the police of an incident provide the following information:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- In the event of gunfire, or discharged explosives take cover immediately using all available cover.
- After the disturbance, seek emergency first aid if necessary.

Explosion on Campus

In the event an explosion on campus, take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

- After the effects of the explosion and/or fire have subsided, notify the Harrisburg Police by calling 911. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. CAUTION: if the alarm fails to go off, report the emergency by telephone to Facilities at ext. 4180 (717.720.4180).
- When the building evacuation alarm is sounded or when told to leave by DUC officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Elevators are reserved for disabled persons, but should not be used in case of fire, earthquake, or bomb threat. Do not panic.
- Once outside, move to the mustering point as rapidly as possible. Keep streets and walkways clear for emergency vehicles and crews.
- An incident command post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- Do not return to an evacuated building until told to do so by the official in charge.

Fire

In all cases of fire the Harrisburg Fire Department must be notified immediately!

Contact the Harrisburg Fire Department by calling 911.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area.
- If a minor fire appears controllable, immediately contact the Harrisburg Fire Department. Then promptly direct the charge of the fire extinguisher toward the base of the flame. Never let the fire get between you and an escape route.
- If an emergency exists, activate the building alarm. Caution: if the alarm fails to go off you must report the fire by calling 911.
- Evacuate all rooms; close your door as you leave your office but do not lock any doors!

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic!

Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, quickly move away from buildings, utility poles and other structures. Caution: avoid power or utility lines as they may be energized. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial quake, evaluate the situation and call Facilities at ext. 4180 (717.720.4180) or 911 if emergency help is necessary.
- Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the DUC Facilities Operations and Maintenance Department.

Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

- If a building emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone to Facilities at ext. 4180 (717.720.4180).
- Assist the disabled in exiting the building
- Once outside, move away from any building as rapidly as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- An incident command post may be set up near the location of the emergency. Keep clear of the incident command post unless you have official business.
- Do not return to an evacuated building unless told to do so by the incident commander.

Floods

Flooding Terms

- **Flood Watch or Flash Flood Watch:** Flooding is possible within the designated area – pay attention to notifications and be alert and ready to evacuate.
- **Flood Warning or Flash Flood Warning:** Flooding is occurring, or is imminent, in the designated area. Take necessary precautions and be prepared to act immediately.
- **Urban and Small Stream Flooding:** Flooding of small streams, streets, and low lying areas, such as railroad underpasses and urban storm drains is occurring in the designated area. You should act quickly and move out of the designated area to higher ground.

If Flooding Occurs

If flooding occurs, or conditions exist that could cause flooding to occur, observe the following:

- Listen to the radio or watch television weather broadcasts to keep apprised of weather watches or warnings.
- Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. State College NOAA weather can be found at 162.550 MHz.
- Go online to track the storm and be aware of weather alerts/warnings
- If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.
- If safely possible, move to a safer location.
- When traveling do not drive through flooded roadways. Remember a relatively small amount of running water can sweep your car downstream. The depth of the water is not always obvious.
- If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.
- Be extra cautious when driving at night, for it is more difficult to recognize flood signs, or the depth of water.
- During heavy rains or flood alerts, etc., do not park a vehicle near any streams, rivers, or flash flood areas.
- If caught outdoors, climb to high ground and stay there.
- Do not walk through or drink flood water. If you must come into contact with flood water wash with soap and clean water as soon as possible after contact.
- If told to evacuate, do so immediately.

- Order to evacuate the DUC should be issued prior to flood water reaching 23 feet at Harrisburg – Susquehanna River flood gauge. Traveling to/from the DUC should not be attempted after flood waters exceed 24 feet.

After The Flood

- Do not walk near flooded areas, buildings, etc., unseen dangers such as electrical lines may be present.
- Be aware of abnormal animal activity, especially poisonous snakes that may have come into the area. Animals can be disoriented, displaced and/or carry rabies.
- If walking into a building that has water damage be aware of loose plaster on ceilings, unstable door jams and floors, or walls that can cave in.
- Be aware of broken or leaking gas lines, electrical lines, flammable materials, and explosive materials that have come from another area upstream.
- Do not eat food, including canned goods, that have come in contact with flood waters.
- Be aware of cracked or damaged building foundations prior to entering any building.
- Notify Harrisburg Police of any hazardous situation you observe by calling 911.

Tornado

Tornado Facts

- A tornado is a violently rotating column of air extending from a thunderstorm to the ground.
- Tornadoes are capable of destroying dorms, homes, other structures, vehicles and can cause fatalities.
- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. The average tornado moves SW to NE but have been known to move in any direction.
- The average forward speed is 30 mph but may vary from stationary to 70 mph and have rotating winds in excess of 250 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Where and When they can Occur
 - In northern states, peak tornado occurrences are during the late spring and early summer. However, tornadoes can occur at any time of year.
 - Tornadoes are most likely to occur between 3 and 9 p.m., but can happen at any time.

Danger Signs

Occasionally, tornadoes develop so rapidly that an advance warning may not be possible. Look out for:

- Dark, often greenish sky
- Large hail
- Wall cloud
- Loud roar, similar to a freight train

Caution regarding the following:

- Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Definitions

Tornado Watch: A tornado watch is the first alert issued by the National Weather Service when tornadoes are possible in your area. This watch is issued when the conditions are favorable for the formation of a tornado. This specifies the potentially targeted area(s) and the time frame during which the formation of a tornado is possible. Remain alert for approaching storms, however you may continue with your routine or any activities. Turn on a battery-operated radio to stay alert of any developments.

Tornado Warning: This warning is issued when a tornado has been sighted or indicated by weather radar. This warning will provide the location, time of detection, area of vulnerability, and the time period that the tornado will pass through. If a tornado warning has been issued and the sky becomes threatening, move to your pre-designated place of safety. If you actually see a tornado funnel, move to the nearest shelter immediately. Turn on a battery-operated radio and wait for further instructions.

Safety Procedures

- The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. The DUC parking garage is an excellent underground shelter; in the event of a tornado warning that threatens this location, all employees should evacuate their buildings and walk immediately to the parking garage to await further instruction. In any facility, always go to the lowest floor possible.
- If your building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows. (As a last resort, go outside to a nearby ditch, excavation, culvert, or ravine.)
- Stay away from windows to avoid flying debris.
- If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
- The large brick buildings on the DUC campus are of reinforced construction and should provide adequate shelter. If in a smaller facility go to the basement or nearest brick facility.
- Avoid auditoriums and gymnasiums or large metal buildings with large, poorly supported roofs.
- Office buildings – go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.

Medical Emergency

Call 911 if you need assistance:

- Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
- Only certified/trained personnel* should perform CPR and/or use AEDs. General assessment steps:
 - Keep the victim still and comfortable. Do not move the victim.
 - Ask victim, "Are you Okay?" and "What is wrong?"
 - Check breathing and assess the need for CPR and proceed as appropriate.
 - Control serious bleeding by applying direct pressure to the wound.
 - Continue to assist the victim until help arrives.
 - Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
 - Automated External Defibrillators (AEDs) are located in the following areas of the DUC campus and at Vartan Way:
 - Administration Building – 1st floor across from the lobby receptionist desk

- Administration Building – 2nd and 3rd floor adjacent to the south elevator
 - Duncan Hall – 1st, 2nd, and 3rd floors adjacent to the elevator
 - Hughes Hall – 1st, 2nd, and 3rd floors east end just off the elevator
 - Richards Hall – 1st, 2nd, and 3rd floors adjacent to the elevator
 - South Hall – Basement, 1st, 2nd, and 3rd floors adjacent to the elevator
 - Vartan Way – 2nd floor in the lunchroom
- Certified CPR/AED administrators are located throughout the complex and should have a small “Emergency Responder” magnet identifying them as such on or near their door.
 - First Aid and CPR/AED training is available through the local American Red Cross or can be coordinated through the DUC’s HR Department.

* Note: Call and ambulance and trained personnel should provide first aid treatment (i.e., first aid, CPR). In addition, do not personally transport an injured person to the hospital or doctor’s office if there is any doubt as to the severity of the injury.

Psychological Emergency

A psychological emergency exists when an individual’s behavior is inappropriate and/or out of control to the extent that they may be a danger to themselves or others. If a psychological emergency occurs:

- Never try to handle a situation you believe is dangerous without appropriately trained assistance.
 - Notify Harrisburg Police of the situation by calling 911.
- When contacting the Police state the following:
 - Clearly state that you need IMMEDIATE ASSISTANCE.
 - Give your name.
 - Your location.
 - The area involved.

Utility Failure

In the event of an electrical power outage, the Emergency Director shall be notified. All or partial portions of the emergency action team may be activated, depending on the duration, size, and scope of the outage.

In the event of partial power loss to a portion of the DUC campus, it may become necessary to shut down power to the entire DUC campus in order to restore power. It is important that all personnel that will be affected be notified of this procedure, should the need arise.

Procedures

In response to any electrical outage, regardless of the duration:

- Facilities staff will check all impacted buildings to ensure that there is no one trapped in any elevators.
- During the outage Facilities personnel must provide timely updates and reports to the Emergency Director as requested. These reports shall enable any affected faculty and researchers to adjust or cancel classes and protect any vulnerable research.
- Upon the restoration of electrical power, Facilities personnel will conduct building inspections to verify that all systems are restored and functioning properly. They will also clear the building for re-entry by all persons.

Power Outage Notification

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 4:30 p.m., Monday through Friday), immediately notify the Director of Facilities Operations and Maintenance directly (717.720.4187) or via the Front Desk of the Administration Building (717.720.4180).
- If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify the Harrisburg Police by calling 911.
- If a vapor, fume, or gas leak is apparent, leave the area immediately. Post a do not enter sign on all doors. Be sure police are aware of the situation.
- If an emergency exists, activate the building alarm. Caution: If the alarm fails to go off, report the emergency by telephone to Facilities at ext. 4180 (717.720.4180).
- All building(s) evacuations will occur when the alarm sounds continuously and/or when an emergency exists.
- Assist the disabled in exiting the building. Elevators are reserved for the disabled persons, but should not be used in the case of fire, earthquake, or bomb threat. Do not panic.
- If requested, assist the emergency crews as necessary.
- An incident command post may be set up near the emergency site. Keep clear of the incident command post unless you have official business.
- Do not return to an evacuated building until told to do so by the official in charge.

Miscellaneous Emergency Incidents

In the event of the following emergencies, refer to the initial steps of the Utility Failure Procedure whenever one of these should occur.

Elevator Failure

- If you are trapped in the elevator, use the emergency phone or cell phone to notify Facilities at ext. 4180 (717.720.4180) or, after 4:30 pm Security at 717.303.6834. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel of the elevator), which will signal for help.

Plumbing Failure/Flooding

- Cease using all electrical equipment. Notify Facilities at ext. 4180 (717.720.4180) or, after 4:30 pm, Security at 717.303.6834.
- If necessary, evacuate the area.

Gas Leak

- Cease all operations. Do not switch on lights or any electrical equipment. Remember – electrical arcing can trigger an explosion! From a safe location, call 911 and then Facilities at ext. 4180 (717.720.4180) or, after 4:30, Security at 717.303.6834.
- Note: only Duncan Hall and McCormick House utilize gas, although precautions in the event of a leak must still be followed.

Ventilation Problem

- If smoke/odors come from the ventilation system, cease all operations and vacate the area (if deemed necessary). Immediately notify Facilities at ext. 4180 (717.720.4180) or, if after 4:30 pm, Security at 717.303.6834. If the situation appears to be serious, call 911 and report it as a fire.

Sexual Misconduct and Child Abuse Reporting Procedures

Title IX Communication Procedures:

Prior to the start of each semester the DUC Deputy Title IX Coordinator will:

1. Contact the program coordinators at each partner College/University to confirm the name and contact information of the campus Title IX Office/Coordinator.
2. Update the contact information in the DUC emergency response guide, on the DUC website and in the [DUC Sexual Assault & Relationship Violence booklet](#). This booklet will then be emailed to partner College/University program coordinators to share with students and faculty associated with Dixon University Center.

Title IX Reporting Procedures:

The Dixon University Center strongly encourages persons who experience sexual misconduct to report the misconduct, to seek assistance and to pursue College/University action for their own protection and that of the entire campus community. Several options are available for individuals to report sexual misconduct, which includes sexual violence:

1. Complaints may be filed directly with the individual's College/University. Title IX Office/Coordinator information is available in the [DUC Sexual Assault & Relationship Violence booklet](#). Each institution will be able to inform the individual about reporting options.
2. If a crime may have been committed, the individual may file a criminal report by contacting the police department. For emergencies dial 9-1-1. For non-emergencies dial 717.558.6900.
3. A complaint may be made to the DUC by calling 717.720.4000 and asking for the State System Title IX Coordinator or the DUC Deputy Title IX Coordinator. Complaints may be made anonymously, however, this option greatly limits the ability to respond to and investigate the report.

Title IX Reporting Procedures for Responsible Employees (Faculty and Staff) or Those Who Learn of Sexual Misconduct:

When a responsible employee learns of alleged sexual misconduct involving a member of the Dixon University Center community, the responsible employee must:

1. Inform the State System Title IX Coordinator immediately. The State System Title IX Coordinator will then inform the DUC Deputy Title IX Coordinator. If there is a belief there is a risk of imminent harm to someone, the local police should be contacted immediately by dialing 911.
2. Make individuals aware of their options as listed above in "Title IX Reporting Procedures for Individuals" and share information regarding the [DUC Sexual Assault & Relationship Violence booklet](#). Ask about any immediate needs of the individual.

3. Once reported, complete the DUC Sexual Incident Report Form (see Appendix B) and send it to the appropriate College/University Title IX Coordinator and send a copy to the State System Title IX Coordinator.

Suspected Child Abuse Reporting Procedures:

*A minor is defined as a person under 18 years of age. Minors may be enrolled students; employees; or participants in meetings/program activities.

In a situation of suspected child abuse, all State System administrators, faculty, coaches, staff, student workers, and volunteers are considered mandated reporters. Certain independent contractors, such as security personnel, are also consider mandated reporters.

1. Anyone affiliated with DUC Continuing Education and Conference Services who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, shall make an immediate and direct report to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1.800.932.0313. If an oral report is made a written report MUST also be made through the aforementioned link within 48 hours to the Department of Human Services or the county agency assigned to the case as prescribed by DHS.
2. Report the situation to the Executive Director of the Dixon University Center and the State System @ Center City. The Executive Director will complete the DUC Sexual Incident Report Form, if appropriate, and contact additional parties including, but not limited to:
 - a. Local Police
 - b. College/University Police
 - c. PASSHE Title IX Coordinator
 - d. PASSHE Legal Counsel

See [PA State System of Higher Education Board of Governors Policy 2014-01-A: Protection of Minors](#) for additional details.

Clery Act Procedures

Campus Security Authority (CSA): The function of a CSA is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives.

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or, that the CSA otherwise learns about in an indirect manner.

Identifying CSAs:

- a. All State System university faculty and staff and State System Office of the Chancellor staff directly assigned to the academic consortium operations at Dixon University Center (DUC) will be identified as CSAs.

Dixon University Center CSAs:

- Lorelee Isbell, Executive Director, Dixon University Center & State System @ Center City
- Kristina Heagy, Conference Services Manager

- Kathleen Riley, Continuing Education Manager & Deputy Title IX Coordinator
- Matt Wynkoop, AV Technician
- Christine Eister, AV Technician
- Jared Cypress, Temporary AV Technician
- Will Lane, PT Weekend AV Technician
- Mason Spence, PT Weekend AV Technician
- Matt Gutshall, PT Weekend AV Technician
- Allied Universal Security, Contractor for Security Services
- Thomas Morgan, Director of Facilities Operations and Maintenance
- Steve Dupes, Assistant Vice Chancellor for Facilities
- Jesus Pena, Interim State System Title IX Coordinator
- David Pigeon, Director of Public Affairs
- Brian Fetterhoff, Maintenance Supervisor
- Donald Caplinger, Maintenance Repairman
- David Stewart, Maintenance Repairman
- Cheryl Weathers, Staff Assistant, Administration and Finance

Crime Reporting Policy and Protocol:

- a. All CSAs will report crime information immediately to the Executive Director, Dixon University Center and State System @ Center City. The Executive Director, as soon as possible, but in any event, will provide crime information to college and university identified points of contact within 24 hours of the crime being reported. College and university points of contact include the program coordinators and the college/university police.
- b. Millersville University police will provide CSA training to DUC CSAs.
- c. Any reported crime that involves sexual misconduct must also follow the DUC Sexual Misconduct and Child Abuse Reporting Procedures including the completion of the DUC Sexual Incident Report Form (see Appendix B).

Timely Warnings and Emergency Notifications:

Federal law requires that timely warning information must be shared for all Clery Act crimes that occur at DUC and are 1) reported to Campus Security Authorities (CSAs) or the Harrisburg Police Department and 2) considered to represent a serious or continuing threat to students and employees.

The Executive Director of the Dixon University Center and State System @ Center City or designee will consult with appropriate police agency(ies) to make a decision regarding the necessity of a timely notification warning on a case-by-case basis. The nature of the crime, the continuing danger to the DUC community and the possible risk of compromising law enforcement efforts may all be considerations when determining the need for a timely warning.

If deemed necessary, the Executive Director or a participating State System University campus police official will issue a timely warning notification.

Protocols for Timely Warnings and Emergency Notifications:

- a. Text message/email using e2Campus emergency alert notification system. *The Executive Director and members of the DUC management team will provide direction and encourage enrollment during semester orientation and other opportunities.*
- b. Phone call and email to employees, faculty and college/university program coordinators for whom contact information is available, and college/university police points of contact.
- c. Post onsite signage and/or verbally notify employees, faculty, students and guests on site.

College/University police departments will issue timely warnings and emergency notifications as necessary and notify the Executive Director.

Emergency notifications due to site closure for weather or other events will be provided by the Executive Director, Dixon University Center and State System @ Center City or designee by any or all of the following methods:

- a. Text message/email using e2Campus emergency alert notification system
- b. Email to college/university program coordinators and faculty. College/University program coordinators or faculty will notify respective students as necessary.
- c. Voice message on 717.720.4080.
- d. Notification on Dixon University Center website.
- e. Notification via the following TV stations:
 - NBC (Channel 8)
 - ABC (Channel 27)
 - CW (Channel 15)
 - CBS (Channel 21)
 - PBS (Channel 33)
 - Fox (Channel 43)

Annual Security Report (ASR):

A common ASR template has been developed for DUC that will be updated and published annually or as otherwise necessary. Data received from Harrisburg Police Departments will be shared with applicable university police departments and the Executive Director.

Completed ASR will be shared using the following communication tools:

- a. Email to all participating colleges and university program coordinators. Program coordinators will be encouraged to send digital copy and website link to all faculty, staff, and students who are teaching at, working at or attending classes at DUC. Communication will include information on how to request a printed copy of the ASR.
- b. Posted on DUC website.
- c. Hard copy in Administration Building, First Floor, Front Desk and Duncan Hall, Second Floor, Room 218.
- d. Sent to CSAs, emergency action team members and department supervisors as identified in the ASR.

Clery Act Crimes and Definitions:

Criminal Homicide

- Murder and Non-negligent Manslaughter: the willful killing of one human being by another
- Manslaughter by Negligence: the killing of another person through gross negligence

Sexual Assault (Sex Offenses) - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent:

- Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

- Incest: sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent

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

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

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

Hate Crime - A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias:

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

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

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

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

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

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

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

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

NOTE: For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias: Murder and Non-negligent Manslaughter; Sexual Assault; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Larceny-Theft; Simple Assault; Intimidation; Destruction/Damage/Vandalism of Property

Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if they are Hate Crimes.

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from or constructive possession of another.

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

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

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Violence - Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence - Defined as a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - Defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Course of Conduct - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person - A reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress - significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

CLERY DEFINITIONS FOR ARRESTS AND REFERRALS

The Clery Act requires disclosure of crime statistics for the **number of arrests** and the **number of persons referred for disciplinary action** for the following law violations:

1. Weapons: Carrying, Possessing, Etc.;
2. Drug Abuse Violations; and
3. Liquor Law Violations.

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

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

Liquor Law Violations are violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Weapons Law Violations (Carrying, Possession, etc.) are violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Inclement Weather, Utility Failures, and Impediment Hazard Delays & Closings

The Office of the Chancellor Director of Human Resources or designee will consult with the Director of Facility Operations and Maintenance or designee and the Executive Director of the Dixon University Center to make decisions regarding inclement weather, utility failure, or impediment hazard related delays or closings. The Director of Human Resources will notify the Deputy Chancellor or designee regarding any decision about a delayed opening or campus closure.

The following procedures pertain to the Dixon University Center. Procedures for Vartan Way and the State System @ Center City are documented separately.

Definitions

Inclement Weather – any extreme weather conditions that hinder safe access to or from the Dixon University center, such as, but not limited to, hurricanes, tornados, snow, sleet, hail, ice, rain, widespread fog, or flooding.

Utility Failure – any situation that hinders safe access to, or use of, the Dixon University Center, such as electric, water, sewer, and gas.

Impediment Hazards - any condition or situation that hinders safe access to, or use of, the Dixon University Center such as, but not limited to, hazardous spills, area evacuations, fire, flooding, civil disturbance, terrorism, violent or criminal behavior.

Inclement Weather General Procedures

Every effort will be made to keep the Dixon University Center open during inclement weather.

Due to a city noise ordinance which prohibits the use of loud equipment between 8:00 pm and 6:30am, the facilities department will begin snow removal at Dixon University Center with motorized equipment at 7am. Snow removal with non-motorized equipment will begin before 7am at a time designated by the Director of Facilities.

It may require up to 3 hours or more for the facilities department to make the campus accessible based on the conditions.

Inclement weather procedures are based upon available forecasts and predictions. In the event of an unpredicted weather event or utility failure, decisions will be made by a consultation among the group listed above.

A “delay” will be defined as opening at a specific time; i.e.: Dixon University Center will open at 10 a.m. The exact time of opening will be determined by the group listed above.

All efforts will be made to announce delays and closures in a timely manner that will ensure the safety of faculty, students, college and university staff, meeting guests and employees.

Procedures for Evenings & Weekends

NOTE: Continuing Education Manager will share monthly weekend schedule calendar with IT (McBurney, Ferree) and Facilities (Morgan, Fetterhoff) personnel.

Inclement Weather Procedures - the Director of Facility Operations or designee and the Executive Director or designee will remain in contact throughout a weekend weather event.

Utility Failure Procedures - Power Outages - facilities and IT personnel receive automatic alerts when there are power failures at DUC.

DUC personnel should:

1. Contact onsite security guard.
2. Text the Continuing Education Manager (Katie Riley). If not available, text the Executive Director (Lorelee Isbell).
3. Text IT – Scott McBurney and Cory Ferree. If you do not get a response within 10 minutes, call them on their cell phones.
4. Try to ascertain if the power outage is only in a specific building, covers the entire campus, or extends beyond the campus.
5. Call PPL and report the outage by dialing 800-DIALPPL or going online at <https://www.pplelectric.com/outages/report-an-outage.aspx/step1>. If they ask for an account number you can share Tom Morgan's office phone number (720-4087).
6. If the power comes back on and there are issues on campus text Tom Morgan and Brian Fetterhoff. If you do not get a response within 10 minutes, call them on their cell phones.
7. Alert each meeting and class regarding the outage. Make them aware that emergency lights will last for 20 minutes in the underground parking garage. After that time it will be completely dark. While their meeting or class may continue, they need to move their car from the underground garage in order to avoid entering in the dark, should power not be restored.

The Director of Facility Operations and Maintenance, the Director of Enterprise Network Services, and the Executive Director of the Dixon University Center and the State System @ Center City will decide whether or not the campus will be closed for the remainder of the day.

Utility Failure Procedures – Water, Gas, Sewer - facilities and IT personnel will not receive automatic alerts when these type of utility failures occur at the Dixon University Center.

DUC personnel should.

1. Contact onsite security guard.
2. Text the Continuing Education Manager (Katie Riley). If not available, text the Executive Director (Lorelee Isbell).
3. Text Tom Morgan and Brian Fetterhoff. If you do not get a response within 10 minutes, call them on their cell phones.
4. Communicate with meetings and classes as directed by the Continuing Education Manager or the Executive Director.

The Director of Facility Operations and Maintenance, the Director of Enterprise Network Services, and the Executive Director of the Dixon University Center and the State System @ Center City will decide whether or not the campus will be closed for the remainder of the day.

Impediment Hazards - follow the guidelines outlined in the Dixon University Center Emergency Response Guide.

Weekend Closings After Meetings and Classes Have Started

In the event that a decision is made to close while meetings and classes are taking place, DUC personnel should:

1. Contact onsite security guard.
2. Immediately alert each meeting or class that campus is closing at XX time and that campus must be vacated no later than that time to ensure the safety and security of everyone on campus.
3. Offer a business card for the Continuing Education Manager or the Conference Services Manager and suggest they reach out to reschedule their meeting or event.
4. Contact any catering staff or other vendors that may be onsite.
5. Work with onsite security guard to ensure that everyone has vacated campus, and that each building and room has been secured prior to leaving campus.

Announcements

Employee Announcements:

- E2Campus text/email alert system – employees must sign up for this service through the DUC website at www.DixonUniversityCenter.org/e2campus.asp
 - Director of Human Resources or designee
- All staff email
 - Director of Human Resources or designee

All Other Announcements regarding Dixon University Center Delays and Closings (college/university partners, students, faculty, college/university staff, meeting guests):

- Email and/or phone call with university program coordinators, faculty and meeting planners.
 - Executive Director or designee
- E2Campus text/email alert system – partners, students, faculty, and meetings guests must sign up for this service through the DUC website at www.DixonUniversityCenter.org/e2campus.asp
 - Executive Director or designee
- Pre-recorded message on 717-720-4080
 - Continuing Education Manager
- DUC Website
 - Continuing Education Manager
- Local TV stations
 - Executive Director or Continuing Education Manager

APPENDIX A
Dixon University Center Incident & Injury Report Form
Students, Employee/Faculty, Visitor, Meeting Guests



Dixon University Center
 2986 North Second Street
 Harrisburg, PA 17110

Incident & Injury Report

Employee/Faculty [] Student [] Visitor [] Meeting Guest []

Name: _____		Age: _____		Sex: M [] F []	
Home Address: _____					
Business Phone #: (____) _____			Cell Phone #: (____) _____		
Employee/Faculty [] University:			Student [] University:		
Visitor [] Visiting:			Meeting Guest [] Event/Meeting:		
<u>Details of Occurrence</u>					
Date: _____		Time: _____		A.M. [] P.M. []	
Location: _____					
Type of Incident/Injury: _____					
Incident Witnessed No [] Yes []: Name: _____ Phone #: _____					

1. What were you doing just **before** the incident occurred? Be specific; describe the activity and any material, tools or equipment involved.
2. Describe what happened to **cause** the accident/injury/property damage/illness. Please be specific.
3. What was the incident, accident, injury, property damage, or illness? Ex: "spilled food", "strained wrist." (Circle as appropriate).
4. If applicable – what object or substance directly caused the harm? Ex: "slate floor", "chewing gum."
5. Was medical treatment necessary? No [] Yes [] – Transported by: _____

Signature of Injured Party: _____ Date: _____

Witness: _____ Signature: _____ Date: _____

Report prepared by: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Appendix B:
Dixon University Center Sexual Incident Report Form
Students, Employee/Faculty, Visitor, Meeting Guests



Dixon University Center
2986 North Second Street
Harrisburg, PA 17110

Sexual Incident Report

Background

Name of Reporter: _____ Age: _____ Sex: M [] F []
Phone #: (____) _____ Email Address: _____
Address: _____

Employee/Faculty [] Student [] Visitor [] Meeting Guest []

University or Event associated with: _____

Name of Individual(s) Involved: _____ Age: _____ Sex: M [] F []
(Include additional information below if more than one individual involved)

Phone #: (____) _____ Email Address: _____
Employee/Faculty [] Student [] Visitor [] Meeting Guest []

University or Event associated with:

Additional information regarding individual(s) involved:

Incident Occurrence

Date: _____ Time: _____ A.M. [] P.M. []
Location: _____

Explain the nature of the incident (attach additional sheets if necessary): _____

Title IX Incident Report – page 2

Did anyone witness the event(s), and if so, what are their names, titles, and a summary of what you believed they witnessed.

<u>Name</u>	<u>Contact Information</u>	<u>Summary</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are there any documents in your possession related to the allegations of this incident?

Supplemental information:

Witness: _____ Signature: _____ Date _____
Report prepared by: _____ Signature: _____ Date: _____
Supervisor Name: _____ Signature: _____ Date: _____

Submit form:

State System of Higher Education Title IX Coordinator:

Jesus Pena (610.683.4700/pena@kutztown.edu)

AND

Dixon University Center Deputy Title IX Coordinator:

Katie Riley ([717.720.4080](tel:717.720.4080)/kriley@passhe.edu) **within 24 hours of the incident.**

Appendix C: Dixon University Center Security Standard Operating Procedures



Dixon University Center
2986 North Second Street
Harrisburg, PA 17110

Shift days and time:

- Monday – Thursdays; 45 minutes prior to 1st evening event (monthly schedule will reflect start time)
- Friday (as needed); 45 minutes prior to 1st evening event (monthly schedule will reflect start time)
- Weekends (as needed); 1 hour prior to 1st class/event (monthly schedule will reflect start time)

Schedules:

- Monthly staff schedules will be sent to the supervisor at US Security Associates.
- Weekly class/meeting schedules will be sent to the supervisor at US Security Associates.
- Daily class/meeting schedules will be printed and available for the guard to pick-up in Duncan Hall Room 218.
- At the start of their shift, the guard should go to Duncan Hall Room 218 to pick-up the radio, cell phone, vest, and daily schedule.

Building Access:

- Exterior doors are scheduled to lock 15 minutes after the end of the last class Monday through Friday.
- Exterior doors are scheduled to unlock automatically 60 minutes prior to the start of the first class/meeting and lock 15 minutes after the end of the last class on the weekends.
- If an exterior door is found locked Monday through Friday contact Dave Stewart via radio.
- If an exterior door is found to be locked on the weekends, contact the Technical Support Technician on schedule for that weekend (Matt Gutshall at 717-839-1152, Will Lane at 717-884-4037, Mason Spence at 717-720-4146, Christine Eister at 717-329-2207, or Matt Wynkoop at 717-756-5767), or to lock down the building. If the technician has left for the day, contact the Facilities Director, Tom Morgan at 717-805-2138. If he is not available, contact the Facilities Supervisor, Brian Fetterhoff at 717-525-0601.
- The underground garage door is scheduled to lock 30 minutes after the last class of the day is scheduled.

Touring Area: BE VISIBLE!!!!

- **Outside:** Tour classroom & meeting areas of the Administration Building, Duncan, Richards, and South Halls before and after classes. Be available outside the buildings at the scheduled end time of classes. Classes do not always get out at the listed time, so arrive at the building at least 15 minutes early. If multiple classes end in multiple buildings at the same time, choose the building with the most classes or largest number of students or try to be stationed between buildings. **BE VISIBLE!!!!**
 - Tour parking and outdoor areas throughout the evening.

- **Inside:** Administration Building, Duncan, Richards, and South Halls to make sure students, faculty, guests and staff are safe and secure. **BE VISIBLE!!!!**
 - Duncan Hall = 1st, 2nd and 3rd floors
 - Richards Hall = 1st and 2nd floors
 - South Hall = Basement, 1st and 2nd floors
 - Administration Building = 1st floor
- **Availability:** It is important and necessary to be visible to as many students, faculty and guests as possible. Excellent customer service is a requirement of this position. **BE VISIBLE!!!!**
- **Weekends:** First thing in the morning the guard must check all buildings, starting with Duncan Hall to make sure that the buildings are still secure inside and outside. They will have access to the buildings via scan card. **BE VISIBLE!!!!**

Responsibilities (in order of priority): BE VISIBLE!!!!

- **Tours:** Tour the campus at all times, inside and outside as described above.
- **Radio communication:** When classes or events end make the announcement on the radio to the DUC employees. To communicate via the radio, use the following wording: “Come in...”, and the reply will be “copy” or “go ahead”. Keep communications as brief as possible. Detailed conversations are not appropriate over the radio and should take place on the phone or in person. ***Radio must be on at ALL times.***
- **Escorts:** As classes let out, walk students, faculty, and guests, to the area in which they have parked.
- **Classroom Doors:** Guards should be checking classroom doors while completing tours of the buildings. If an empty room is found unlocked the guard should contact someone from the DUC team – Matt Gutshall or Christine Eister.
- **Exterior Building Doors:** Guard should check all exterior doors before leaving campus on the weekends, including the underground garage. DUC facilities crew will check exterior doors during the week.
- **Parking Lot and Underground Garage Duty:** When watching students, faculty, and guests exit Dixon University Center remain in the area until the people are in their cars.
- **Direct Traffic:** Assist students, faculty, and guests in finding parking spaces. Parking is available in the underground garage or any above ground lots. Street parking should be suggested as a last resort. If assistance is needed in directing traffic, call for help from the evening DUC staff.
- **Classes Going Past End Time:** If a class doesn’t end at 10:00 p.m. please call a DUC employee to handle. Do not rush them off site.
- **Any issues or problems contact the following:**
 - a. **During the week:**
 - i. Until 7:30 p.m. - Continuing Education Manager, Katie Riley at 717.720.4083
 - ii. After 7:30 p.m. - Technical Support Technician
 1. Matt Gutshall at 717.839.1152
 2. Christine Eister at 717.329.2207
 - b. **On weekends** (contact the Technical Support Technician on duty):
 - i. Matt Gutshall - 717.839.1152
 - ii. Will Lane - 717.884.4037
 - iii. Mason Spence - 717.720.4146
 - iv. Christine Eister – 717.329.2207
 - v. Matt Wynkoop – 717.756.5767
 - vi. Katie Riley at 717.503.7829

Additional Considerations:

- **Bad Weather:** Guard must still be outside during inclement weather based on above responsibilities.
- **Vehicle Problems:** Do not get physically involved with any vehicle issues. Assist by calling AAA or some other official means of transportation.
- **Medical Assistance or Emergency Situations:** Call 911 if necessary. Call Facilities (Dave Stewart via radio M-F; Brian Fetterhoff at 717.525.0601 Sat & Sun). Complete an incident report with Continuing Education Manager or the Technical Support Technician on duty.
- **End Time:**
 - On weekdays: If all classes are finished, and all students, faculty, and guests have left site, then you may leave the site. It is not necessary to stay onsite once all students, faculty, and guests have left.
 - **On weekends: Guard must stay until all buildings are locked down. If classes end early, guard will still need to stay onsite until scheduled end time because building locks are automated.**