

Pennsylvania
College of
Art & Design



2020

ANNUAL SAFETY & SECURITY REPORT

Table of Contents

About the College.....	1
Drug and Alcohol Policies	
Standards of Conduct Related to Alcohol & Drugs	2
PCA&D Alcohol Policy.....	2
Pennsylvania Laws Governing the Use of Alcohol.....	3
PCA&D Drug Policy.....	4
Drug Convictions and Effects on Federal Financial Aid	4
Laws Governing Drug Use	
Federal Law.....	4
Pennsylvania Law.....	5
Health Risks Associated with Abuse of Alcohol and Use of Illicit Drugs.....	6
Drug and Alcohol Treatment Assistance for PCA&D Students and Employees.....	6
Hazing Policies and Procedures	
Hazing Definitions.....	7
Enforcement.....	7
How to Report.....	8
Safe Harbor.....	8
Reporting to the Community.....	8
Harassment Policies and Procedures	
PCA&D Nondiscrimination Policy.....	9
Bias Review and Response	
Policy.....	10
Sexual Harassment & Misconduct Policy	
Federal Compliance to Title IX	
.....	10
PCA&D Harassment Policy.....	11
PCA&D Sexual Harassment and Misconduct Policies.....	11
Definitions That Inform Policy.....	12
Harassment/Sexual Offenses: General Reporting and Investigative Procedures	
Emergency and Immediate Reporting Options.....	15
Medical Treatment Options	16
Centralized College Reporting Options.....	17
Making a Formal Complaint to the College.....	17
Institutional Investigation and Conduct Procedures Criteria.....	18
Confidentiality & Reporting.....	18
Bystander Intervention.....	19

Statement Against Retaliation.....	19
Student Code of Conduct	
Student Affairs and Academic Standing Committee.....	19
Student Conduct Flow Chart	21
Outcomes Options	
Disciplinary Probation.....	22
Suspension.....	22
Dismissal.....	22
Appeals.....	22
Outcomes for Incidents Involving Employees.....	22
Related Policies	
Weapons on Campus.....	23
Missing Students.....	23
Resource Directory	
College Assistance.....	24
Resources for Intervention, Evaluation, and Treatment/Lancaster.....	25
Additional Alcohol and Drug Resources.....	25
Resources for Information About Sex Offenders.....	26
Accreditation Documentation.....	26
Institutional Security Policies and Crime Statistics	
Introduction.....	26
Reporting Criminal Actions.....	27
Security Policies.....	27
College Law Enforcement.....	28
Timely Warning of the Occurrence of Clery Act Crimes.....	29
Programs to Inform Students/Employees about Security Procedures.....	30
Programs to Inform Students/Employees about Crime Prevention.....	30
Programs to inform Students/Employees about Sexual Assault Prevention and Awareness, as well as Title IX.....	30
Monitoring/Recording Criminal Activity by PCA&D Students at Off-Campus Locations of Student Organizations.....	32
Possession, Use and Sale of Alcoholic Beverages or Illegal Drugs.....	32
Hate Crime Reporting.....	32
Notice of Availability of Annual Security Report.....	32
Drug and Alcohol Abuse Programs.....	33
Grievances Against the College.....	33
Annual Fire Safety Report for PCA&D Housing	

Improvements in Fire Safety.....	33
Fire Safety Policies.....	34
Fire Log.....	35
How to Report a Fire.....	35
Fire Evacuation Procedures.....	35
Fire Drills.....	35
Pennsylvania Act 73 Crime Statistics.....	36
Federal Title II (Clery Act) Crime Awareness and Campus Security Act Statistics.....	37
Statistics & Related Information Regarding Fires.....	38

PENNSYLVANIA COLLEGE of ART & DESIGN

Annual Safety & Security Report | 2020

This document is intended to inform all constituencies (i.e., students, faculty, and staff) at Pennsylvania College of Art & Design (PCA&D) of the College's policies and procedures governing drugs and alcohol, harassment (i.e. including sexual abuse), and crime on school property. PCA&D's goal is full compliance with provisions of Federal Title IX; Federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009), and the Federal Higher Education Opportunity Act (2008). It is the expectation of the College that all constituents understand, adhere to, and follow the policies outlined in this report. The contents of the report reflect information for the College for the 2019-2020 academic year. All Clery Act and PA Act 73 statistics reflect this time frame as well.

ABOUT THE COLLEGE

PCA&D is a private, professional art college in the city of Lancaster, PA offering BFA degrees, certificates, credentials, and curricula that enable students of all ages to pursue art as their life's work. The College's campus consists of two contiguous buildings, 202-204 N. Prince St., which houses all administrative offices and classrooms. The College also owns and operates the Art Garden located across from campus at 47 W. Chestnut St. 202-204 N. Prince St and 47 W. Chestnut St. comprise the College's on-campus buildings.

In addition, the College serves as the secondary landlord through a master lease with Steinman Communications to 26 students at Steinman Lofts Apartments on West King St. (30-40 W. King St.) This agreement came into effect for the 2014-2015 academic year. Steinman Lofts is considered through the Clery Act to be "on-campus" housing; therefore, Steinman Lofts is included in PCA&D's on-campus footprint. Since the 2015-2016 academic year, the College also controls six apartments housing 10 students at Stevens House Condominiums (i.e., now known as 10 S. Prince St) located at 10 S Prince St. In the fall of 2018, the College became the secondary landlord through a master lease with Warfel Construction to 23 students at North Market Street Apartments at 349 North Market St In 2019, PCA&D also entered into a master lease with the Lancaster Theological Seminary at 555 James St. for six apartments where 9 students reside. Although PCA&D serves as the landlord to the above-mentioned students, a majority of the student population lives in their own apartments within the City of Lancaster or commutes to campus.

Due to the size of PCA&D's student population, class schedules are block schedules in each major, where multiple sections of any course are infrequent. Within these constraints, the College will tailor assistance to a victim—honoring restraining orders from the courts and providing individualized assistance to students needing to negotiate lease arrangements with landlords or withdraw from a course at any point in a semester without academic penalty and providing a repeat of the course without charge. **College Advisors** (i.e., Licensed Professional Counselors in Pennsylvania who are retained by PCA&D) work with victims immediately and at no charge—making referrals to community, medical, and other resources as needed. Educational programs around safety, alcohol/drugs, sexual assault prevention along with campus and community resource awareness are held throughout the academic year.

DRUG AND ALCOHOL POLICIES

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. PCA&D's policy concerning drug and alcohol use conforms to this federal law. The regulations within DFSCAA require that the College distribute the following information annually to you in writing concerning the manufacturing, possession, use, or distribution of alcohol and illicit drugs at the College. In addition, this law requires the College to educate all PCA&D constituencies about the effects and consequences of the distribution or use of illicit drugs and/or alcohol.

The College's policies on drugs and alcohol are outlined below, along with related information on sanctions for violation of these policies; on criminal sanctions for the illegal possession or distribution of drugs and alcohol; on health risks of drugs and alcohol; and on places to get help concerning the illicit use and abuse of alcohol and drugs.

The College will review its alcohol and other drugs programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

STANDARDS OF CONDUCT RELATED TO ALCOHOL & DRUGS

Students, staff, and faculty are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs and/or alcohol while on PCA&D property or when participating in any College-sponsored activity or event. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from all educational programs of the College or termination of employment. PCA&D has always enforced and will continue to vigorously enforce this policy regarding alcohol and drugs.

Pennsylvania College of Art & Design supports and will cooperate with authorities of the federal government, the Commonwealth of Pennsylvania, and the City of Lancaster in the enforcement of public laws and regulations regarding alcohol and drugs. The unlawful possession, use, or distribution of illicit drugs and alcohol is punished by harsh sanctions under the laws of the federal government and the Commonwealth of Pennsylvania.

PCA&D expects that all students, whether on- or off-campus, will abide by all local, state, and federal laws, as well as the College's policy concerning alcohol and drug use. When a student engages in conduct off-campus that violates the nature of the College's drugs and alcohol policy and that behavior, in the College's sole judgment, is destructive, abusive, or detrimental to PCA&D's interests, the College's Student Code of Conduct policy will apply and all relevant processes employed.

PCA&D ALCOHOL POLICY

PCA&D'S policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption or distribution of alcohol on PCA&D property by students is strictly prohibited.

Violations of the College alcohol policy include, but are not limited to:

- Possession, use, or distribution of alcohol by underage persons.
- Under the influence of alcohol while on College property.
- Disruptive conduct due, all or in part, to being under the influence of alcohol.
- Providing alcohol or providing a space for the consumption of alcohol to students in any outdoor, leased, or controlled space by the College (including sidewalks, steps, porches, lawns, etc.). Promotion or advertisement of any kind of alcoholic beverages on College property for students.

PENNSYLVANIA LAWS GOVERNING THE USE OF ALCOHOL

In the Commonwealth, the Pennsylvania Crime Code and the Pennsylvania Liquor Code govern the consumption, distribution, and sale of alcohol. It is a summary offense for a person under 21 years of age to purchase, consume, possess, or knowingly and intentionally transport any alcoholic beverages.

Penalty for a first offense is the suspension of driving privileges for 90 days, a fine of up to \$300, and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine of up to \$500, and imprisonment for up to one year. Multiple sentences involving the suspension of driving privileges must be served consecutively.

It is a crime to intentionally and knowingly sell or intentionally and knowingly furnish any alcoholic beverage to a minor (i.e., under 21). "Furnish" means to supply, give or provide to, or to allow a minor to possess on premises or property owned or controlled by the person. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain alcoholic beverages by using a false identification card or otherwise misrepresent one's age in an attempt to obtain alcoholic beverages. Penalties are as stated above.

It is a crime to intentionally, knowingly, or recklessly manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The minimum fine is \$1000 for the first violation; \$2500 for subsequent violations; imprisonment for up to two years for any violation. It is a crime to hire, request, or induce any minor to purchase alcoholic beverages or to misrepresent that another is of legal age in order to obtain alcoholic beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one year.

It is a crime to drive or operate any vehicle under the influence of alcohol or any controlled substance or drug. It is also a crime to drive or operate a vehicle where the amount of alcohol by weight in the blood of the person equals or exceeds 0.08%. Penalties for violation include a minimum fine of \$300; loss or suspension of driver's license; participation in and completion of a counseling or treatment program; and imprisonment from 48 hours to not less than one year, depending on the nature and number of prior violations.

It is a crime to sell, furnish, or serve alcohol to any person who is visibly intoxicated. The City of Lancaster and the Commonwealth of Pennsylvania prohibit the consumption or distribution of alcohol in any public place without a proper license or permit and prohibit public drunkenness.

Sales without a license or purchases of alcoholic beverages from an unlicensed source are prohibited.

It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.

PCA&D DRUG POLICY

Students, faculty, and staff are prohibited from possessing and/or using narcotics or drugs (i.e., other than those medically prescribed, properly used, and in the original container) on College property; while on College business or participating in any college-sponsored activity or event. Any and all types of drug paraphernalia that can be used to consume drugs are not permitted on College property.

DRUG CONVICTIONS AND FEDERAL FINANCIAL AID

In addition to the deleterious effects drug abuse may have on a person's body, convictions for possession or sale of illegal drugs may have an impact on the ability to receive federal financial aid.

For **possession** of illegal drugs, a student will become ineligible for Federal student aid from the date of **conviction** for one year on the first offense; two years for a second offense, and indefinitely for a third offense.

For the **sale** of illegal drugs, a student becomes ineligible for Federal student aid from the date of **conviction** for two years after a first offense and indefinitely after a second offense

For more information about drug convictions and their impact on financial aid, refer to the following web site: www.whitehouse.gov/sites/default/files/ondcp/.../fafsa.pdf

LAWS GOVERNING DRUG USE

A. FEDERAL LAW

The Federal Government prohibits the manufacture, distribution, dispensation, and possession of controlled substances unless specifically permitted by statute.

The government categorizes controlled substances according to Schedules I through V. Schedule I drugs have a high potential for abuse, with no accepted medical use.

Schedule I drugs include but are not limited to, heroin, marijuana, hashish, LSD, and other hallucinogens.

Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP), and other narcotics.

Schedule III, Schedule IV, and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV, and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III), and other stimulants (III and IV).

A complete listing of controlled substances and their classifications is contained in Title 21 of the United States Code in Section 812. Penalties for the unauthorized possession, manufacture, sale, distribution, or delivery of drugs vary according to the type and quality of the drug, the existence of prior offenses, and whether death or serious injury results from the drug involved.

The federal penalty for the manufacture, sale, or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment).

Penalties are doubled in many cases for the manufacture, sale, or distribution of larger amounts of Schedule I and II drugs. The federal penalty for the manufacture, distribution, or sale of Schedule III, IV, and V drugs of any quantity is: Schedule III Drug: not more than five years imprisonment and/or a \$250,000 fine for a first offense; the penalty is doubled for a second offense. Schedule IV Drug: not more than three years imprisonment and/or a \$250,000 fine for a first offense; the penalty is doubled for a second offense. Schedule V Drug: not more than one year imprisonment and/or a \$100,000 fine; the penalty is doubled for a second offense.

Federal law provides separate penalties for the manufacture, sale, or distribution of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50-100 kilograms marijuana; between 10-100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first-time offender; not less than life for a second-time offender.

In addition to the manufacture, distribution, or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at least a \$1,000 fine (but less than \$10,000) for a first offense; up to two years imprisonment and/or at least a \$2,500 fine (but less than \$250,000) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college, or university property

B. PENNSYLVANIA LAW

The Commonwealth of Pennsylvania also imposes penalties for the possession, sale, or delivery of a controlled substance.

Pennsylvania classifies controlled substances according to Schedules I through V consistent with federal law. As with federal law, penalties vary according to the type of controlled substance involved. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000 fine. The penalty for the sale, delivery, or distribution of phencyclidines (PCP), methamphetamines, cocoa, and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$100,000 fine. The penalty for the sale, delivery, or distribution of any other Schedule I, II, or III drug not listed above, is up to five years imprisonment and/or a \$15,000 fine. The penalty for the sale, delivery, or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000 fine. The penalty for the sale, delivery, or distribution of any Schedule V drug includes up to one year imprisonment and/or a \$1,000 fine.

Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000 fine for the first offense.

Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale, include up to 30 days in prison and/or a fine not to exceed \$500.

Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.

HEALTH RISKS ASSOCIATED WITH ABUSE OF ALCOHOL & USE OF ILLICIT DRUGS

The National Institute on Drug Abuse (NIDA) and the National Institute on Alcohol Abuse and Alcoholism (NIAA) offer extensive information on the abuse of alcohol and drugs, health risks associated with drug and alcohol abuse, and treatment options. Important, related information on a wide range of related topics is also available on both sites home pages: www.drugabuse.gov and www.niaa.nih.gov

For more compelling and accurate drug and alcohol health information in an easy-to-reference chart and handout format go to:

NIDA: Commonly Abused Drugs Chart

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts/commonly-abused-drugs-chart>

NIDA: Commonly Abused Prescription Drugs Chart

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts/commonly-abused-prescription-drugs-chart>

NIAA: Alcohol's Effects on the Body

<http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

NIAA: Overview of Alcohol Consumption

<http://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption>

DRUG AND ALCOHOL ASSISTANCE FOR PCA&D STUDENTS AND EMPLOYEES

Students concerned about their own or another's drug or alcohol use are encouraged to contact the Dean of Students either directly or through anyone teaching or working at the College with whom a student has a relationship of trust and confidence. The Dean of Students will make an immediate referral to the College Advisor who, after a maximum of three to four counseling/evaluation sessions, may direct a student to community professionals or agencies.

Faculty and staff concerned about their own or another's drug or alcohol use are encouraged to contact the Director of Finance and Administration/Human Resources. (See: Resource Directory, below, p. 24)

HAZING POLICIES AND PROCEDURES

PCA&D adheres to the Pennsylvania Timothy J. Piazza Anti-hazing Law. The Timothy J. Piazza Law defines hazing to include: Hazing, Aggravated Hazing, and Organizational Hazing. Hazing, Aggravated Hazing, and Organizational Hazing are each prohibited by PCA&D's policy. It shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization.

Hazing: any action or situation which knowingly, recklessly, and/or intentionally endangers the mental or physical health or safety of a minor or student. This includes, but is not limited to any situation which:

- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves degradation of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group
- Involves or includes the willful destruction and/or removal of public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Aggravated Hazing: A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and

- The person acts with reckless indifference to the health and safety of the minor or student;
or
- The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student

Organizational Hazing: An organization commits the offense of Organization Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

ENFORCEMENT

As in all cases deemed to potentially compromise the safety or the community of any individual, allegations of Hazing, Aggravated Hazing or Organizational Hazing, whether occurring on or off campus, will be handled in accordance with the PCA&D's Student Conduct Process, which details the process of investigation, adjudication, and possible sanctions.

Through this Conduct process, sanctions may result in:

- The rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the College
- Revocation of on-campus housing privileges or other extracurricular involvements
- The imposition of probation, suspension, or expulsion.
- Any act of hazing may also be handled by Law Enforcement and criminal charges may be filed under state law, including The Timothy J. Piazza Anti-hazing Law, 18 Pa. C.S. s 2801, et seq.

HOW TO REPORT

Any student who suspects hazing in connection with any student group should contact the Dean of Students, the Director of Finance and Administration, the President, and/or local Law Enforcement.

SAFE HARBOR

To encourage students to seek emergency assistance for those who have been hazed, individuals shall be immune from policy violations for hazing and underage drinking if they call 911, law enforcement and/or college officials including PCA&D Community Assistants, faculty and staff; and believe they are the first to call for help and remain with the victim until emergency personnel arrive. In addition, immunity also will be given to the person who receives medical assistance.

REPORTING TO THE COMMUNITY

PCA&D will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to the College in the Annual Safety and Security Report, which is publicly accessible on the PCA&D website under College Safety.

HARASSMENT POLICIES AND PROCEDURES

Pennsylvania College of Art & Design values diversity, equity, and inclusion and affirms its commitment to a college community where all are treated with respect and dignity. PCA&D has an institutional commitment to equal opportunity and is committed to creating and fostering positive educational, working, and living environments where all community members can participate fully and equally and are free from discrimination, harassment, intimidation, or retaliation. Discrimination is antithetical to our core values. Each member of the PCA&D community—including faculty, staff, and students—is responsible to foster a culture of respect and uphold the College’s non-discrimination policy:

Pennsylvania College of Art & Design prohibits discrimination against and harassment on the basis of age, race, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, family or marital status, pregnancy, genetic information, disability, religion, veteran status, or any other protected class in any phase of its employment process, admissions process, and programs and activities. Pennsylvania College of Art & Design prohibits unlawful discrimination and harassment in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Pennsylvania Human Relations Commission Policies & Nondiscrimination Guidelines, City of Lancaster General Legislation Chapter 125/Ord. No. 10-2001, and other federal, state, and local laws.

Pennsylvania College of Art & Design takes seriously all complaints of discrimination and harassment. Any member of the PCA&D community has the right to raise concerns or make a complaint regarding discrimination and/or harassment without fear of retaliation. The College will take prompt and appropriate steps when it becomes aware that a member of the campus community has been subjected to or affected by discriminatory and/or harassing behavior based on a protected characteristic. The College will review the matter promptly, conduct an investigation if necessary, take appropriate actions to end a hostile environment if one has been created to stop and prevent the recurrence of discrimination and harassment. Although the actions of and response by the College will vary based on the details of each case, disciplinary action will be taken against individuals who engage in discriminatory or harassing behavior based on all protected classes and characteristics.

PCA&D actively works to address and eliminate harassment, hate, and violence that negatively impact the ability of our community members to learn, work, or create. We will engage in this intentional work together to ensure our community remains an equitable place of learning and creativity. Students, staff, and faculty are asked to come forward and report concerning behaviors (i.e., which relate to discrimination and harassment), so they can be addressed in a timely and thoughtful manner. PCA&D community members may report concerning behaviors to any PCA&D staff or faculty member. Inquiries regarding the application of the above policy and reports of discrimination and/or harassment should be directed to the [Bias Review and Response Team](#).

BIAS REVIEW AND RESPONSE

The Bias Review and Response process is a proactive measure designed to support an equitable learning and working environment and an inclusive campus climate in line with PCA&D's non-discrimination policy listed above. This is a mechanism for students, staff, and faculty to report bias they observe and/or experience at PCA&D and provides the opportunity for support and resources for those affected by bias, educational responses, and bias incident tracking. PCA&D is committed to acknowledging and addressing bias incidents when they occur in our campus community.

If you experience or observe an incident of bias or discrimination based on age, race, national or ethnic origin, sex, gender identity or expression, sexual orientation, family or marital status, genetic information, disability, religion, veteran status, or any other identity or protected class, please fill out PCA&D's [Bias Review and Response form](#), which will go directly to the Bias Review and Response Team (BRRT).

BRRT is a collaborative team of senior administrators (i.e., Dean of Diversity, Equity, and Inclusion; Dean of Students; Director of Finance & Administration; and Director of Strategic Communications) who will respond to all reported incidents and provide supportive and educational measures as appropriate. All reported incidents will be reviewed in accordance with applicable investigative processes and campus policies. BRRT members will review all reported cases and inform applicable individuals/offices to address the incident in a timely manner. Questions about the Bias Review and Response process or team can be sent to bias@pcad.edu.

SEXUAL HARASSMENT & MISCONDUCT POLICY

FEDERAL COMPLIANCE TO TITLE IX

Title IX is a federal law that prohibits discrimination based on sex in educational programs or activities that take place at educational institutions that receive federal financial assistance. All forms of sexual or gender-based harassment are violations of Title IX, which include but are not limited to dating violence, domestic violence, stalking, and sexual assault. Title IX protects individuals of all genders and sexual orientations and applies to students, faculty, staff, independent contractors, campus visitors, and other participants in College educational programs and activities.

PCA&D is in compliance with Title IX of the Education Amendments of 1972. As such, PCA&D has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. To review PCA&D's full Title IX Policy, definitions, procedures, and reporting options, please go to the College's [Title IX website](#).

To ensure compliance with Title IX and other federal and state civil rights laws, PCA&D has designated a Title IX Coordinator to monitor compliance with Title IX and ensure that reports of sexual and/or gender-based harassment or misconduct are appropriately investigated and addressed by the College. Any student, faculty, or staff member who has questions or concerns

about their rights under Title IX, or who believes that they have been the victim of sexual and/or gender-based harassment or misconduct, is encouraged to [contact PCA&D's Title IX Coordinator](#) who is the Dean of Diversity, Equity, and Inclusion (see: Resource Directory, p. 24 of this document for additional contact information).

PCA&D HARASSMENT AND MISCONDUCT POLICIES

PCA&D HARASSMENT POLICY

PCA&D values a learning environment free from discrimination and harassment while maintaining the safety and dignity of all members of this community. As such, the College upholds policies and actions taken in regards to formal reports of discrimination and harassment, as well as sexual harassment and misconduct, which do not fall under the purview of Title IX. The policies below are based on provisions within Federal Title IX; Federal Title II (the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 2009), and the Federal Higher Education Opportunity Act (2008).

PCA&D is committed to providing an environment free from discrimination, including discrimination based on sex, and has a zero-tolerance policy concerning any and all forms of sexual harassment and misconduct. The College prohibits sexual and gender-based harassment and misconduct in any form, including, but not limited to sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence and any form of nonconsensual sexual conduct.

The College encourages any student, faculty, or staff member who has experienced or observed harassment to promptly report such incidents to the [PCA&D Title IX Coordinator](#). (see: Resource Directory, p. 24 of this document for contact information). The Title IX Coordinator will determine whether or not the experienced or observed incident of harassment meets Title IX parameters.

PCA&D SEXUAL HARASSMENT AND MISCONDUCT POLICY

The College's Sexual Harassment Policy includes, but is not limited to, prohibitions of the following: (a) unwelcome sexual advances or requests for sexual favors; (b) any forcible or non-forcible sex offense (including sexual harassment, sexual assault, sexual misconduct, sexual exploitation, stalking, dating violence, and domestic violence); (c) verbal, written, graphic, or physical conduct of a sexual nature; or (d) other sex or gender-motivated offensive conduct when submission to or rejection of such conduct is made a basis for decisions affecting any student or employee (e.g., favorable critique or review of work, attainment of a grade, employment advantage, or access to college-based services or programs).

Sexual harassment shall also consist of either isolated or repeated incidents of conduct that is severe or pervasive enough that the purpose is to or effect of such conduct creates an intimidating, hostile, or that creates an offensive learning or working environment—directly or indirectly—for students, faculty, or staff.

Instances of harassment of students that involve physical contact with injury (e.g., rape, acquaintance rape, abuse involving manual blows or weapons, etc.) should immediately be

reported to any available member of the faculty, administration, or staff. PCA&D personnel approached with this kind of information should escort students to (or contact) the Dean of Students, Provost, or President. Faculty and staff should seek out or be escorted to their supervisor or to the Director of Finance and Administration. (See: Resource Directory, p. 24 of this document for contact information.)

Victims of violence or sexual abuse, or persons coming to their aid, should not alter any physical or environmental evidence of an incident—preserving evidence for proof of a criminal offense is critical. If requested, students or employees will be assisted in notifying the Lancaster Police Department or other local resources providing intervention and help. Students will be offered an immediate counseling session with a PCA&D College Advisor. The College Advisors are licensed professional counselors in Pennsylvania and are contracted to advise students for up to eight individual sessions and then to make appropriate external referrals for counseling if necessary or desirable. If there is an instance in which a student suspects discrimination, the Dean of Students will assist them in contacting the Human Relations Commission in Harrisburg, Pennsylvania.

DEFINITIONS THAT INFORM POLICY

Bystander Intervention: Techniques by which an individual can safely and actively intervene if it appears someone is at risk for sexual assault. Techniques include: distraction in a friendly manner (e.g., if you can't change the tone, change the conversation); never be aggressive or use violence; get help from other bystanders if necessary; never hesitate to call the police if a situation becomes too serious.

Consent: Informed, freely, and actively given communication of permission between or among all persons involved in a sexual encounter. Verbal communication of consent that is ongoing is best and must be mutually understood by all parties. Silence cannot be interpreted as consent. Whoever initiates sexual contact must be sure of what their partner wants and does not want sexually. Previous relationships and consent to an earlier sexual encounter do not stand as consent to subsequent sexual activity. Consent can be withdrawn at any time. Consent cannot be gained by force and it cannot be given by minors, mentally disabled persons, or persons whose judgment is impaired at the time by drugs or alcohol. The initiator of sexual contact cannot use intoxication or impaired judgment caused by alcohol or drugs as an excuse for not being responsible for obtaining consent as defined here.

Dating Violence: Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant (individual making a formal complaint to the College). The existence of such a relationship shall be determined based on the Complainant'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: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in

common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Pennsylvania, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

Intimidation: Attempting to keep someone from making a report of sexual harassment or misconduct through fear tactics or threats of physical or emotional harm to that person or anyone associated with them.

Sexual Assault: Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.

Sex Offenses, Forcible:

Forcible 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 Complainant.

Forcible Sodomy:

Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling:

The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible:

Incest:

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

Statutory Rape:

Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 16 in the State of Pennsylvania

Sexual exploitation:

Taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other
 - sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity,
 - or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity,
 - or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- Forcing a person to take any action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Creation, possession, or dissemination of child pornography

- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the PCA&D community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity as defined further in the PCA&D's Hazing Policy;
- Bullying, defined as:
 - Repeated and/or severe
 - Aggressive behavior
 - Likely to intimidate or intentionally hurt, control, or diminish another person, physically
 - and/or mentally
 - That is not speech or conduct otherwise protected by the First Amendment.

Retaliation: Any attempt at retribution against someone who has reported activities prohibited by this policy or against anyone who has participated in a policy-related investigation or proceeding.

Stalking: Engaging in a course of conduct, on the basis of sex, 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. For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the Respondent (individual who is named by the Complainant in the formal complaint to the College) 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 means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

HARASSMENT/SEXUAL OFFENSES: GENERAL REPORTING AND INVESTIGATIVE PROCEDURES

Regardless of residence, PCA&D encourages any individual who has been affected by sexual harassment or misconduct to immediately report the incident or incidents giving rise to such concerns. This policy provides several reporting options.

EMERGENCY/IMMEDIATE REPORTING OPTIONS

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct to address any concerns about personal safety, as well as physical and emotional well-being. In order to ensure the preservation of evidence and to begin a timely investigative and remedial response, this is the best option. For more information about medical treatment, please see the section below.

Students and employees who have experienced sexual misconduct may seek the assistance of the City of Lancaster Police by calling 911. A report can be made 24 hours a day, 7 days a week.

For victim support and advocacy when reporting to a medical professional or law enforcement, students and employees can also contact the YWCA (Lancaster County's Rape Crisis Center) Sexual Assault hotline at 717.392.7273 or wehearyou@ywcalancaster.org.

MEDICAL TREATMENT

Students and employees are encouraged to seek medical treatment. Evidence collection is best conducted as soon as possible after a sexual assault. Hospitals have different time frames for providing care and collecting evidence, but all hospitals will provide an exam within 72 hours of an assault. A medical provider can provide emergency and/or follow-up medical services, and the ability to discuss any health care concerns related to the incident in a confidential medical setting may bring peace of mind.

The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (e.g., sexually transmitted infection or pregnancy), and second, to properly collect and preserve evidence. There is a limited window of time (i.e., typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence now will preserve the full range of options to seek resolution through the College's complaint processes and/or through filing a formal complaint with law enforcement. The below medical facilities offer full rape kit and medical exams.

Please note that if you go to the hospital, a sexual assault will likely be reported to the police. However, you have no obligation and do not have to talk to the police in order to get a forensic exam. You can decide at a later time whether or not to speak with the police.

YWCA Sexual Assault Prevention & Counseling (Lancaster County's Rape Crisis Center)	www.ywcalancaster.org/programs/sapcc 110 N. Lime Street Lancaster, PA 17602 717-392-7273 wehearyou@ywcalancaster.org
YWCA Sexual Assault Hotline	
Lancaster General Hospital	www.lancastergeneralhealth.org 555 North Duke Street Lancaster, PA 17602 717-544-5511

CENTRALIZED COLLEGE REPORTING OPTIONS

Students and employees who believe they have been victims of harassment or sexual assault are encouraged to promptly report the facts of the incident to any responsible College staff or faculty member with whom they trust or feel comfortable.

Employees who believe they have been victims of harassment or sexual assault should promptly report the facts of the incident to their supervisor or the Director of Finance and Administration.

All officers, department heads, faculty members, supervisors, professional staff, student employees, or volunteers who are responsible for student welfare must report any and all incidents of discrimination and harassment to the Title IX Coordinator, regardless of whether or not the individual witnessed the incident, or learned of it through the Complainant or a third party. The Title IX Coordinator will determine whether or not the experienced or observed incident of harassment meets Title IX parameters.

If the incident does not meet the criteria threshold of Title IX:

- for students, the report will be referred to the Dean of Students for review under PCA&D's Sexual Harassment and Misconduct policies;
- for staff and faculty, the report will be referred to the Director of Finance and Administration for review under the policies within the PCA&D Employee Handbook.

MAKING A FORMAL COMPLAINT TO THE COLLEGE

If a student or employee chooses to submit a formal complaint, the College will respond promptly and equitably to all allegations of sexual harassment or misconduct and will take all appropriate steps to eliminate the harassment or misconduct, prevent its recurrence, and address its effects. The ensuing investigation will remain confidential to the extent that is possible while remaining consistent with the College's legal, investigative, and hearing/proceeding obligations. The College understands its obligation to investigate reported conduct even if a law enforcement investigation is in play at the same time.

Complainants will be notified of their right to file a criminal complaint at any point before, during, or after the College's harassment evaluation procedures. Complainants will be informed of the right not to report a sexual assault to law enforcement. The College understands police investigations or reports, although informative, do not override the outcome of PCA&D's evaluation of whether or not an incident violates Title IX or PCA&D's Sexual Harassment and Misconduct policies. Conduct may constitute unlawful sexual harassment under Title IX or PCA&D's Sexual Harassment and Misconduct policies even if police cannot establish it as a criminal act.

The College will provide interim measures to address individual safety and well-being, provide an adequate and reliable investigation, fair adjudicatory and resolution processes, and take remedial and corrective action when it is determined that a violation has occurred. All persons involved will receive written notice of the conclusions of the investigation and the outcome of the conduct process.

At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole. In all cases, PCA&D’s inquiry will be prompt, thorough, and impartial.

After appropriate investigation, any person studying or working at PCA&D who is found to have engaged in harassment of or committed a sexual offense against another person studying or working at the College will be subject to sanctions appropriate to the circumstances—up to and including immediate and permanent expulsion from all educational programs or discharge from employment.

This policy applies to all students, employees, and third parties alike—without exceptions or exclusions.

INSTITUTIONAL INVESTIGATION AND CONDUCT PROCEDURES

- All parties will have an equal opportunity to present relevant information.
- Parties will have similar and timely access to information that will be used at a hearing.
- Real or perceived conflicts of interest between the fact-finders and all parties will be disclosed and addressed.
- Restorative Justice is an option instead of a formal grievance process, however, it will never be employed in cases of sexual violence.
- Fact-finders and the Student Affairs and Academic Standing Committee must use a “preponderance of the evidence” standard.
- Appeals processes will be made equally available to all parties.

CONFIDENTIALITY AND REPORTING

The College acknowledges that a student, employee, or third party reporting an incident of sexual assault may prefer that all information remain confidential. Victims of sexual assault who want to maintain confidentiality while pursuing reporting options should know that College Advisors (PCA&D Counselors) are not required to report information about an incident to the College’s Title IX Coordinator without the victim’s permission.

A Complainant who chooses to maintain confidentiality should be aware that the College will not then be able to conduct an investigation or pursue disciplinary action against an alleged Respondent. At any time, the Complainant may choose to file a formal complaint with the College. Complainants who file complaints at any time will be assisted by the College to receive counseling, medical treatment, and any immediate or interim measures that the College can provide to ensure a victim’s safety and well-being.

However, if a Complainant makes a formal report and wants to maintain a strong level of confidentiality (i.e, no investigation; no disciplinary action), the Complainant needs to understand that the College will have to weigh that request against its obligations to provide a safe environment for all students, faculty, and staff. In some circumstances, the College legally cannot honor a Complainant’s request in order to continue to provide a safe, non-discriminatory environment for all members of the College community—including the Respondent.

Whether confidentiality is maintained or not, responsible employees—staff members, instructors; (exclusive of the Dean of Equity, Diversity, and Inclusion who is the Title IX Coordinator)—who are told about an incident of sexual harassment or assault would need to report the nature, date, time, and general location of the incident to the Title IX Coordinator.

BYSTANDER INTERVENTION

The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual harassment or misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

STATEMENT AGAINST RETALIATION

It is a violation of College policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual harassment or misconduct. The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

STUDENT CODE OF CONDUCT

All students are subject to appropriate rules of proper conduct. PCA&D reserves the right to dismiss a student whose attendance, academic performance, or conduct—whether on or off College premises—is judged unsatisfactory.

STUDENT AFFAIRS AND ACADEMIC STANDING COMMITTEE

All violations of student conduct will be reported to the Dean of Students. The person bringing the complaint will complete an incident report. A student accused of violating College student conduct policy will progress through the College's conduct process. If, after an investigation of this complaint, the accused student is charged with violating a policy held by the College, which they contest, the accused student is entitled to a hearing before the Student Affairs and Academic Standing Committee (SAASC). The committee consists of a faculty member who is an appointed member of the Faculty Review Committee (who acts as chair), an administrator designated by the President, and three PCA&D students appointed by the Dean of Students.

During the investigation of any sexual offense or harassment incident, the College will ensure that both the Complainant and Respondent are afforded the opportunity to have others present during institutional disciplinary proceedings. The right to have others present during institutional disciplinary proceedings applies regardless of where the incident occurs.

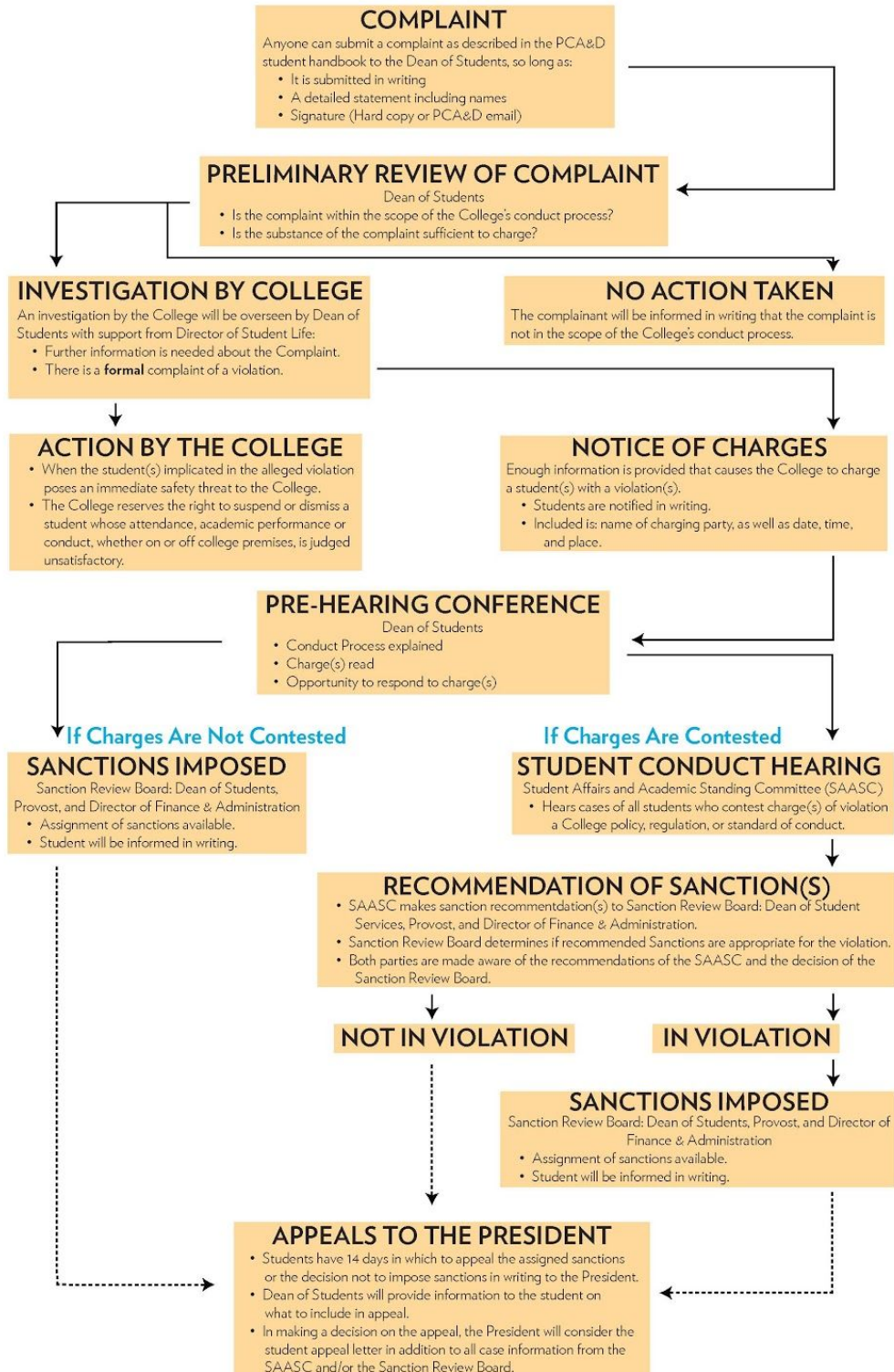
The Respondent will not be suspended before the hearing of the SAASC unless the student is already on disciplinary probation and has violated it—or the nature of the violation is such that the Dean of Students, the Provost, or the President deems suspension to be in the best interests of the College and/or its students, faculty, or staff.

Barring extenuating circumstances, a hearing will be held within 7 but no longer than 14 days after the report of an alleged violation of student conduct. Depending on the severity and complexity of a complaint, a full evaluation may take up to 60 days with written progress summaries provided at appropriate intervals.

PCA&D’s grievance procedures in situations of harassment or sex offenses will apply the Title IX “preponderance of the evidence” standard to evaluate complaints and ensure an equitable outcome. “Preponderance of the evidence” means establishing that it is “more likely than not” that sexual harassment or violence occurred. In these instances, stringent but appropriate disciplinary steps will be taken. It should be noted that although mediation may be employed to help resolve some harassment situations, following the recommendation of the Office of Civil Rights, mediation will never be used to resolve sexual assault complaints.

The results of the hearing by the SAASC will be presented in writing to the Sanction Review Board, which consists of the Dean of Students, the Provost, and Director of Finance & Administration. The SAASC will also recommend acquittal, disciplinary probation, suspension, or dismissal. Additional recommendations for disciplinary or remedial actions from the Committee will be reviewed by the Sanction Review Board for usefulness and appropriateness.

Student Conduct Process Flowchart



OUTCOMES OPTIONS

DISCIPLINARY PROBATION

Students placed on disciplinary probation are restricted to class attendance and use of College facilities during normal class hours. Disciplinary probation students found on College property for any other reason will be reported to the Dean of Students. Violation of disciplinary probation will result in suspension. Students may be placed on disciplinary probation for up to two semesters. Students who display additional unacceptable behavior are subject to further disciplinary action. An entry of disciplinary probation will be noted on the Student Affairs and Academic Standing Committee's records and in the student's file in the Registrar's office during the full term of the student's enrollment at PCA&D.

SUSPENSION

Suspension for a maximum period of one semester may be imposed on a student as a result of a hearing before the Student Affairs and Academic Standing Committee if the student is found to have committed a sufficiently serious offense or if disciplinary probation was violated.

DISMISSAL

Dismissal is permanent expulsion from PCA&D as a result of very serious offenses. These offenses can include, but are not limited to: physical or sexual assault on someone within the College community; reckless endangerment of the safety of others; repeated acts of unacceptable behavior; possession, sale, use (i.e., including being under the influence) or distribution of alcohol or drugs on college grounds, and possession of deadly weapons on college property.

The College has a "right-to-dismiss" policy and can dismiss a student without due process in all circumstances.

APPEALS

Both the Complainant and Respondent may appeal the recommendation of the Student Affairs and Academic Standing Committee and/or decision of the Sanction Review Board, by submitting a letter of appeal to the President of the College within 14 days of any determination by the Committee and the Sanction Review Board. The letter of appeal must contain compelling reasons or additional evidence that explain why the committee's decision should be changed. In instances of written appeal, the decision of the President is final and not subject to further review. All parties involved in the appeal will receive written notice of its outcome.

DETERMINATION OF OUTCOMES FOR INCIDENTS INVOLVING EMPLOYEES OF THE COLLEGE

The PCA&D Employee Handbook (August 2013 Revision) clearly indicates that the violation of any policy included in it can result in disciplinary action. In addition, the Employee Handbook includes a list of violations of PCA&D work and safety rules that could—even on a first occurrence and at 2020 Safety & Security Report, Pennsylvania College of Art & Design

the College's discretion— result in termination of any employee. The list includes: (1) fighting, threatening, intimidating, or using obscene or insulting gestures, abusive language or otherwise abusive behavior toward other staff and faculty or toward any student or visitor; and (2) use, sale, or distribution of alcohol or illegal drugs on College property or during work hours (including being under the influence of alcohol or drugs during work hours or on College property).

During any institutional investigative proceedings related to an alleged sexual offense or harassment incident involving faculty or staff, the College will adhere to the investigative process and grievance procedures described above (see p. 18 of this document).

All PCA&D staff have access to a pdf. of the PCA&D Employee Handbook (August 2013 Revision) through the Departments (H) drive (Business Office folder; August 2013 Handbook) located on the College's administrative server. All PCA&D faculty receive a pdf. of the Handbook through the Business Office at hire. Updates are sent to faculty when or as they occur.

Hard copies of the Handbook may be printed by staff or faculty from the pdf document to which they have access or they may be requested from the Business Office. For a full description of potential causes of termination and the involuntary and voluntary termination process, employees should refer to this Handbook.

RELATED POLICIES

WEAPONS ON CAMPUS

Pennsylvania College of Art & Design strictly prohibits the possession or use of weapons or dangerous items or substances on College premises or while any member of the College community is engaged in a school-sponsored event or activity. Any weapons or substances found in the possession of students, faculty, or staff will be impounded by the College and will not be returned.

MISSING STUDENTS

A student will be considered missing if apartment-mates, friends, staff, or faculty become concerned about an unexplained absence of a significant length to which the instinctive response is that the behavior is unusual for the person in question. The College's Mandatory Attendance Policy requires faculty to record student absences weekly for academic and various policy reasons. Students who are absent from classes two weeks in succession are reported to the Registrar or Dean of Students for follow-up.

Because PCA&D does not have a traditional residential campus, the College must rely on students, faculty, or staff who may think a student is missing to report any unusual or extended absence or lack of contact as soon as they become aware of it. Concerned persons should speak to any of the following: Dean of Students, Director of Student Life and Housing, Facilities Director, Provost, Director of Finance and Administration, or the President.

Students file Emergency Contact information with the College upon admission. This information is held in the student's permanent folder in the Registrar's office. The College reserves the right to notify a student's emergency contact person or persons no later than 24-hours after a reasonable determination by the administration that the student is missing. The College will also notify the Lancaster Bureau of Police no later than 24-hours after reasonably determining that a student is missing.

RESOURCE DIRECTORY

COLLEGE ASSISTANCE

Dean of Students, Jessica Edonick

Office: Room 216, 2nd Floor, South Building: 717-396-7833, ext. 1012

E-mail: jedoinck@pcad.edu

College Advisor: Direct referral through Dean of Students, Jessica Edonick

Office: Room 216, 2nd Floor, South Building: 717-396-7833, ext. 1012.

E-mail: jedonick@pcad.edu

Title IX Coordinator and Dean of Diversity, Equity, and Inclusion, Debbie Bazarsky

Office: Room 108, Mezzanine Level, South Building: 717-396-7833, ext. 1032

E-mail: dbazarsky@pcad.edu

Director of Finance & Administration, Jonelle Matthews

Office: Room 218, 2nd Floor, South Building: 717-396-7833, ext. 1015

E-mail: jmatthews@pcad.edu

Provost, Carissa Massey, PhD

Office: Room 219, 2nd Floor, South Building: 717-396-7833, ext. 1049

E-mail: cmassey@pcad.edu

President, Michael Molla

Office: Room 113, Mezzanine Level, South Building: 717-396-7833, ext. 1011

E-mail: mmolla@pcad.edu

Director of Student Life, Jeff Bingeman

Office: Room 209, 2nd Floor, South Building: 717-396-7833, ext. 1018

E-mail: jbingeman@pcad.edu

Coordinator of Student Life, Jessica Steigelman

Office: Room 211, 2nd Floor, South Building: 717-396-7833, ext. 1031

Email: jsteigelman@pcad.edu

Director of the Physical Plant, Dan Freiler

717-396-7833, ext. 1023

E-mail: dfreiler@pcad.edu

RESOURCES FOR INTERVENTION, EVALUATION & TREATMENT/LANCASTER

MEDICAL & POLICE EMERGENCIES: 911

Lancaster City Bureau of Police Non-emergency police assistance or to report information about criminal activity (current or previous)	www.lancasterpolice.com 39 W. Chestnut Street Lancaster, 17603 717-664-1180
Lancaster General Hospital/Emergency Room	555 North Duke Street Lancaster, 17602 717-544-5122
YWCA Sexual Assault Prevention & Counseling Center Lancaster Sexual Assault Hotline	110 N. Lime Street Lancaster, PA 17602 717-392-7273
Crisis Intervention Unit of Lancaster County (suicide and acute emotional, drug, and alcohol problems):	717-394-2631
Council on Alcoholism & Drug Abuse Information, referral, prevention, education, and assessment	717-299-2831
Hopeline (Monday through Friday, 9 a.m. to 5 p.m.)	717-393-4673
Narcotics Anonymous Helpline	717-393-4546
Compass Mark Lancaster and Chester counties' organization for substance abuse addiction and prevention.	891 Santa Barbara Dr, Suite 104 Lancaster, PA 17601 (717) 299-2831

ADDITIONAL ALCOHOL AND DRUG RESOURCES

The Alcoholism and Drug Abuse Hotline (24 hours a day / 7 days a week):	1-800-252-6465
The Cocaine Hotline (24 hours a day / 7 days a week)	1-800-444-9999
National Institute on Drug Abuse Hotline (Monday through Friday, 8 a.m. to 2 a.m. / Saturday and Sunday, 11 a.m. to 2 a.m.)	1-800-662-4357
Alcohol & Drug Recovery First, Inc.	1-800-734-5192
Alcohol-Drug Treatment Referral	1-800-454-8966

NOTICE TO THE PCA&D COMMUNITY: RESOURCES FOR INFORMATION ABOUT SEX OFFENDERS

Any member of the PCA&D college community who is in need of information about registered sex offenders living or working in this area may refer to one of the following resources:

- Lancaster City Bureau of Police / Special Investigations Unit Direct dial: 717-735-3317
- Megan's Law Website / State of Pennsylvania: www.pameganslaw.state.pa.us/
- Dru Sjodin National Sex Offender Public Website: www.NSOPR.gov

Under the aegis of the US Department of Justice, the NSOPR.gov address takes you to the Dru Sjodin National Sex Offender Public Website. Members of the public can use this site to educate themselves about the possible presence of sex offenders in local communities nationwide.

AVAILABILITY OF ACCREDITATION DOCUMENTS

Documents of accreditation for Pennsylvania College of Art & Design are available on request from the [office of the president](#).

INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

INTRODUCTION

This security report has been prepared for Pennsylvania College of Art & Design students, parents, faculty, staff, friends, and guests. It outlines current Pennsylvania College of Art & Design policies regarding security and crime.

At PCA&D, the Registrar and Director of Facilities are responsible for preparing the annual disclosure of crime statistics contained in this report. Crime statistics for the College are taken from incident reports submitted to and maintained by the Director of Facilities after any reported on-campus occurrence. Statistics are also gathered from the Lancaster City Bureau of Police concerning the 202-204 N Prince Street facility occupied by the College, 47 W. Chestnut St, as well as 30-40 W King St, Steinman Lofts and 349 North Market Street, PCA&D's on-campus housing facilities, and 10 S Prince St for apartments and public areas controlled by the College at Stevens House condominiums.

The report complies with the requirements of the Federal Student Right-to-Know and Campus Security Act [P.L. 101-542] and Pennsylvania College and University Security and Information Act 73. A list of the federal and state crime statistics of Pennsylvania College of Art & Design is included in this report.

REPORTING CRIMINAL ACTIONS

Daytime, non-emergency incidents should be reported to the Director of Facilities (ext. 1023). If the Director of Facilities is unavailable, reports should then be directed to the Dean of Student Students (ext. 1012) or the Provost (ext. 1049).

Emergencies should be responded to immediately by dialing 911.

In addition to the guard desk in the Main Gallery entrance, all PCA&D classrooms and offices have telephones that may be used for reporting emergencies. Once an emergency incident is reported via 911, follow-up calls should be made to the Director of Facilities, Director of Finance and Administration, Dean of Students, or Provost's offices as described above. Each of the office areas mentioned are Campus Security Authorities.

Monday through Thursday evenings, reports of non-emergency incidents should be directed to front-desk security personnel who are on duty from 4:30 p.m. to 10 p.m. (i.e., depending on the academic and fiscal year calendars.) Security personnel are also present whenever there is a gallery reception or a special evening/weekend function at the College.

Students living in PCA&D Sponsored Housing (Steinman Lofts, 349 N Market Street, 10 S Prince Street, and Lancaster Seminary) report incidents to the Coordinator of Student Life or the Director of Student Life, the Dean of Students and/or Director of Facilities, who are both Campus Security Authorities. The Lancaster Newspaper and Warfel Construction Maintenance teams can also be contacted at the regular and emergency numbers, which are provided to students during the move-in process.

When an incident occurs, an emergency report form is completed by the Director of Facilities and a follow-up investigation is initiated. Depending on the nature of the incident, the Lancaster City Bureau of Police (whose facilities are across the street from the College campus at 202-204 N. Prince St.) will be summoned by the College. When warranted, persons involved are directed to the police station to file a report of the crime or incident they have been involved in or witnessed.

SECURITY POLICIES

PCA&D has a security guard on duty at the main entrance to the College from 7:45 am until the buildings close (which varies from 4:30 p.m. to 10:00 p.m., depending on the academic and fiscal year calendars). At all other times, the building is locked. Building hours are available to all members of the college community on the PCA&D Web site: <https://www.pcad.edu>. Click on Faculty & Staff and then on the Building Hours tab. Hours are revised and published annually. Guests entering the building are required to register at the security desk. The College has only one main entrance.

There is also a handicap-accessible entrance adjacent to the College's main entrance. Signage near this entrance indicates that the College facility is private property and that visitors must register with the security guard when coming into the building.

The main building's side access stairway is for emergency and fire exit only and is locked at all times to prevent entry from street level. Because the rear, internal stairway of the main building provides direct access to publicly-occupied floors in the College's contiguously joined second building, these stair doors are equipped with response alarms.

The business office issues photo-identification cards to students, faculty, and staff who must all be prepared to show their ID cards to the guard on request.

Adequate lighting is provided at all times when the building is open. Building security is provided during hours stated above.

The Art Garden, 47 N Prince St is owned and operated by PCA&D and is open to the public for general use. All formal events in the Art Garden are coordinated through the College. The security guard at the main entrance to the College has a clear view of the Art Garden from their station. Furthermore, the Lancaster Police Station is located directly next to the Art Garden providing immediate support if necessary. Lighting along the street is provided for those using the Art Garden.

Furthermore, each PCA&D Sponsored Housing facility has a phone or video intercom system in which students can "buzz" visitors into their building. The College also provides students living in Steinman Lofts and N Market Street Apartments important contact information regarding community law enforcement, fire stations, medical assistance and, in an immediate emergency, students are instructed to call 911.

Students living in PCA&D Sponsored Housing are provided 24-hour security access to their respective housing communities. During move-in, the Coordinator of Student Life and the Director of Student Life along with the Facilities Director coordinate and distribute security cards or main entrance keys to enter each student's assigned building in addition to a key to enter each student's specific apartment. If these security cards and/or apartment keys are lost by a student, the College has a process in which to secure each building and apartment.

COLLEGE LAW ENFORCEMENT

PCA&D is a two-building institution (contiguously joined) with a single main entrance. College law enforcement consists of the Facilities Director and contracted security personnel on duty in the reception area of the main entrance to the College. Students, faculty, and staff are expected to report any incident to one of these persons immediately.

Security personnel are not law enforcement officers and are not granted any police powers regarding arrest or use of force. Should there be a situation requiring intervention by the law, PCA&D security personnel will contact the Lancaster City Bureau of Police (i.e., across the street from the PCA&D facilities) and request assistance.

Steinman Lofts consists of three separate apartment buildings located at 30-32, 34-36 and 38-40 W. North Market Street Apartments is one building located at 349 North Market Street. If police or emergency personnel respond to an incident at the aforementioned addresses, the Lancaster Newspaper or Warfel Construction respectively will be contacted as the owner of the property.

Lancaster Newspaper or Warfel Construction will then contact the Director of Student Life, the Dean of Students, and/or the Director of Facilities regarding the incident.

PCA&D Student Life also provides students living in Steinman Lofts, North Market Street, and 10 S. Prince St, and the Lancaster Seminary an emergency number where they can reach a Student Life team member. A Community Assistant, a student leader who lives on site, is also available at Steinman Lofts to assist students during an emergency and can quickly access students at North Market Street as well.

College Law Enforcement is not present at PCA&D Sponsored Housing, however, security is provided by the Lancaster City Alliance Bike Patrol. Squad members patrol the Downtown and Northwest seven days a week, with approximately 15 hours of coverage Monday – Saturday and 8 hours on Sunday. After hours, the Lancaster Newspaper Maintenance Team checks the property and the outside door security of the apartments at 30-40 W. King St.

TIMELY WARNINGS OF THE OCCURRENCE OF CLERY ACT CRIMES

Should a situation arise at PCA&D—either in the school’s buildings or in the immediately surrounding community—that College or local authorities consider to be an ongoing or continuing threat, a campus-wide “timely warning” will be issued by any available member of the President’s Cabinet (comprised of the President, Provost, Dean of Students, Dean of Diversity, Equity, and Inclusion, Director of Finance and Administration, Director of Strategic Communication, Director of Strategic Initiatives and Development, and Director of Admissions and Enrollment) to all students, faculty, and staff via the Rave Mobile Safety service subscribed to by the College. Rave Mobile Safety is an emergency alert system capable of delivering immediate messages to all constituents via their PCA&D and personal email addresses and by text to individual’s cell phones.

This service is available to all members of the PCA&D community. Registration is through the Rave Mobile Safety website where participants can indicate notification preferences. The service is free but some cell phone providers may charge a per-text message fee if cell phone notification is chosen. College-wide registration for Rave Mobile Safety occurred in 2014 and is effective until an individual is no longer enrolled in any educational programming or leaves employment at PCA&D. Registration information is automatically sent to all entering students and new employees. The RAVE system is tested twice a year in the fall and spring terms to make sure all cell phone information for the PCA&D community is up to date.

Anyone with information about an occurrence that would justify broadcast of a “timely warning” should report the circumstances to the Facilities Director (ext. 1023); security personnel at the front desk (in person or by dialing ext. 1060); the President (ext. 1011); the Director of Finance and Administration (ext. 1015); the Provost (ext. 1049); the Dean of Students (ext. 1012) or the Director of Strategic Communications (ext. 1017).

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT COLLEGE SECURITY PROCEDURES

College procedures are outlined in the PCA&D *Catalog & Student Handbook* in the General Policies section under the rubric *Safety and Security Policy*. The [Handbook](#) is made available to faculty and staff and students through the PCA&D website under Academics. In addition, all active PCA&D community members are required to electronically “sign-off” on having read and understood the *Handbook* annually through MyPCA&D, the College’s portal system. Students and employees are also encouraged to be responsible for their own security and the security of others.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

The College may provide programs to students and employees. These programs include guest speakers from the local police department and crisis intervention groups discussing topics related to crime prevention. A presentation of this nature is part of the annual Fall and Spring Orientation programs for entering and returning students. In addition, the College hosts safety presentations throughout the year through the [UStudio](#) program.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT SEXUAL ASSAULT PREVENTION AND AWARENESS AS WELL AS TITLE IX

At the beginning of each academic year, PCA&D provides educational programs promoting the prevention and awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, to entering and returning students. All students, faculty, and staff are provided with community resources, which highlight PCA&D community expectations, reporting requirements, sexual assault hotlines, victim’s support, as well as counseling services.

For the 2019-2020 academic year, students, faculty, and staff had access to year-long programming and education focused on: prevention of sexual assault, harassment and misconduct, suicide prevention, substance abuse, safety and overall health, and wellness through the UStudio program. Pertinent events and programs for the 2019-2020 academic year are:

DATE	PROGRAM	EVENT	DESCRIPTION
August 2019	Trailaint Online Title IX Training for Faculty and Staff	Online Training	All PCA&D faculty and staff were required to participate in Trailaint’s online training for higher education in regards to Title IX. 100% compliance.
August 2019	ALICE Active Shooter Training for Faculty and Staff	Online Training	All PCA&D faculty and staff were required to participate in ALICE’s online training for higher education in regards to Active Shooter procedures. 100% compliance.
August 19, 2019, 10:30 AM, Atrium	Title IX Presentation and Scenarios	PCA&D Colloquium	Review of PCA&D policies, definition, duty to report, resources, conduct policy, relevant scenarios. All PCA&D Staff and Faculty were required to attend.

August 22, 1029, 12 PM, Room 213	Title IX and Health/Wellness Presentation	PCA&D Orientation Leader Training	Review of Title IX procedures and crime reporting for student employees.
August 25, 2019 5 PM, Apartment 202 at 40 W. King St.	Safety Meeting	Steinman Lofts, Lancaster Seminary & 10 S. Prince St. Residents	PCA&D Staff and Representatives from Steinman Lofts met with new residents to review safety procedures and what to do in case of a fire. This meeting was mandatory for all new residents.
August 27, 2017 at 8:30 AM, Room 213	Safety and Title IX Presentation	Transfer Student Orientation	Safety information presented by the City of Lancaster Police, Lancaster City Alliance and PCA&D staff. Review of Title IX, Clery, Community Expectations, Reporting Options and Definitions, as well as ALICE Active Shooter Training.
August 28, 2019 at 1 PM, Atrium	SCREAM Theatre Troop, Rutgers University	Fall Orientation for Foundation Students	SCREAM's performances are acted out by college students and focus on consent, alcohol as it relates to sexual assault, bystander intervention and community resources. Transfer Students were included.
August 29, 2019 at 9:15 AM, Atrium	Alcohol & Other Drugs Skits by Orientation Leaders and Compass Mark	Fall Orientation for Foundation Students	3 Skits are performed by PCA&D Orientation Leaders regarding situations that are reenactments of "real-life" situations. Students learn the ICE-T decision making process and discuss with facilitators campus and community resources for substance abuse and safety.
August 29, 2018 at 10:30 AM, Atrium	Safety Presentation	Fall Orientation for Foundation Students	Safety information presented by the City of Lancaster Police, Lancaster City Alliance and PCA&D staff, as well as ALICE Active Shooter Training..
Every Tuesday starting September 17 through December 3, 2019 in room 213, and again January 14 through May 12 2020 in room 213 as and then virtually after	UStudio	Lyceum: Group Support for Mental Health	Join PCA&D Counselor, Michael Hooper, for weekly discussions on feelings, situations and challenges you are currently working through in order to find a place of mental well-being and growth. Lyceum is open to all PCA&D students.

March 14 due to COVID-19.			
January 2, 2020, 9 AM, Atrium	Diversity Training with Faculty and Staff with Dr. Jamie Washington	PCA&D Spring Colloquium	Review of implicit bias, stereotypes and privilege with a focus on race, but how our lens of the world impacts how we work with students, including gender and sex identity.
January 2, 2019, 12 PM, Room 213	Title IX and Active Shooter Presentation	Spring Orientation	Review of College safety and security information, Title processes and procedures as well as ALICE Active Shooter Training
February 2, 2020, Boardroom	UStudio	The Art of Healthy Relationships	Sam from the YWCA presented the concept of Consent and what it means to everyone. During this emotional experience, students opened up and explored what is acceptable consent and what is not. Students were provided the opportunity to have a private discussion with Sam and many accepted.

MONITORING & RECORDING OF CRIMINAL ACTIVITY BY PCA&D STUDENTS AT OFF-CAMPUS LOCATION OF STUDENT ORGANIZATIONS

Not applicable.

POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGE OR ILLEGAL DRUGS

See pages 1-6 in this document.

HATE CRIME REPORTING

For the years 2015, 2017, 2018, and 2019 no hate crimes were reported.

NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY REPORT

Faculty, staff, and students are directed to the [Annual Security Report](#) available online or in hard-copy from the Dean of Students office. PCA&D community members are required to electronically “sign-off” on having read and understood the *Handbook* annually through MyPCA&D, the College’s portal system.

Furthermore, presentations about Title IX and the contents of the Annual Security report are done during the College’s Fall and Spring Colloquium, as well as Fall Orientation for returning and new students

DRUG AND ALCOHOL ABUSE PROGRAMS

Pennsylvania College of Art & Design is in compliance with Section 1213 of the HEA [20 U.S.C. 1145g] which contains the “drug-free campuses” requirement added by section 22 of the Drug-Free Schools and Campuses Amendments of 1989 [Pub. L. 101-226]. Please refer to p. 6 of this document for details.

GRIEVANCES AGAINST THE COLLEGE

To file a formal complaint against Pennsylvania College of Art & Design, you may use the following links to the College's accrediting agencies:

Pennsylvania Department of Higher Education:

www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#.VYBPRVLs4ud

Middle States Commission on Higher Education:

www.msche.org

National Association of Schools of Art & Design:

www.nasad.arts-accredit.org/index.jsp?page=Avenues%20for%20Expressing%20Concern

ANNUAL FIRE SAFETY REPORT FOR STEINMAN LOFTS & NORTH MARKET STREET APARTMENTS

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. It is the policy of Pennsylvania College of Art & Design to provide faculty, students, staff, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the college's fire safety programs is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all campus buildings, and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety and review procedures to follow in case of a fire. The Steinman Loft apartments are covered with fire alarm systems which are monitored 24 hours per day, seven days a week. Additionally, they are equipped with a sprinkler system. The following public disclosure report details all information required by this law.

IMPROVEMENTS IN FIRE SAFETY

Lancaster Newspapers (LNP) conducts annual inspections of all fire systems in Steinman Lofts. Warfel Construction conducts annual inspections of all fire systems in North Market Street Apartments.

FIRE SAFETY POLICIES

In order to improve fire safety at Pennsylvania College of Art & Design, the following policies are in effect:

- **Electrical Appliances:** Electrical outlets must not be overloaded. Students may use electrical devices in their apartments so long as the voltage demand does not exceed 115 volts, such as: radio, TV, CD, DVD, lamps, fans, and computers. Heating and cooking appliances with exposed elements (including hot plates and space heaters) may not be used because of potential fire hazards.

- Halogen Lamps: Due to safety hazards associated with halogen lamps, their use is prohibited in Steinman Lofts and North Market Street Apartments
- Portable Heaters: Due to the safety hazards associated with space heaters, all portable heaters are prohibited.
- Potential Fire Hazards: Flammable materials are strictly prohibited in college housing. Candles are permitted in College housing for decorative purposes only, but may not be burned. Open flames of any kind, including incense, are not permitted.
 - No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture.
 - Live Christmas trees are prohibited. Any decorations used must be made of flameproof or fire-resistant materials.
 - The College reserves the right to require students to alter, change or remove any items deemed unsafe and hazardous
- Smoking: Smoking is prohibited in all campus buildings including Steinman Lofts.

FIRE DETECTION & SUPPRESSION SYSTEMS

The Steinman Loft and North Market Street apartments have Fire Detection systems, fire suppression systems, and fire extinguishers within the buildings. The Fire Detection system will alarm when products of combustion are sensed or when one of the pull stations is activated. Pull stations are generally located close to the exits. All apartments are equipped with smoke detectors. Yearly inspections are conducted by LNP and Warfel Construction. Batteries needing replacement should be reported to LNP or Warfel Maintenance. Additional components of the Fire Detection and Suppression Systems include:

- **Emergency Lighting:** Emergency lighting is installed in the Steinman Lofts. They are intended to provide lighting during times of emergency and/or when there is a loss in electrical power.
- **Exit Signs:** Exit signs are installed on the back of each apartment door to direct students to exits during times of emergency. It is important that they be illuminated at all times. If they are not illuminated, contact LNP Maintenance.
- **Fire Extinguishers:** Fire extinguishers are strategically located throughout all apartments. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Extinguishers should be used on small fires only. If there is a large fire (working fire) leave the building immediately.
- **Smoke Detectors:** Each apartment has a smoke detector. It is important that the detectors remain in working order. If a problem is noted, it should be reported to LNP Maintenance.

FIRE LOG

Pennsylvania College of Art & Design maintains a fire log that records any fire that occurred in any on-campus student housing facility and includes information such as the nature, date, time, and general location of each fire. Any entry to the log is required to be made within two (2) business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours.

HOW TO REPORT A FIRE

Students, faculty, and staff reporting a fire should contact 911 for immediate Fire Service response.

FIRE EVACUATION PROCEDURES

In the event of a fire, immediately move to the closest exit alerting others to exit the building. If the fire alarm system has not been activated, activate a pull station along the way. Proceed to the designated assembly point and remain until dismissed by the officer in charge. Under no circumstances should students reenter the building until they are told that it is safe. Students should call 911 and report the fire when they are out of harm's way to the Dean of Students, Director of Student Life & Housing, and/or the Director of Facilities.

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, use a secondary fire escape.
- Close, but do not lock, doors, and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators
- Pull stations at the Lancaster Seminary do not automatically alert the Fire Department. Call 911 when you are safely out of the building.

FIRE DRILLS

All properties under the direct management of PCA&D Housing Office, including Steinman Lofts and North Market Street communities, have scheduled fire drills once per year. Under the direction of the property owners, fire drills are unannounced and conducted periodically to ensure the proper functioning of the alarm system and to encourage proper evacuation procedures.

At the time of the drill, each student should move to the nearest exit and proceed to the assigned assembly point where a student accountability check will be conducted.

- Steinman Lofts Assembly Point: Opposite side of King St
- North Market Street Assembly Point: CVS Parking Lot/Sidewalk
- Lancaster Seminary Assembly Point: Nevin and Harner Patio
- 10 South Prince Street Assembly Point: Opposite side of Prince St (Champs sidewalk)

Students should remain at their assigned assembly point outside the building until they are given the approval to return to the building. Failure to evacuate during fire drills will result in judicial action.

PENNSYLVANIA ACT 73 STATISTICS

	2014/2015		2015/2016		2016/2017		2017/2018		2018/2019	
Crimes	Reported/Cleared		Reported/Cleared		Reported/Cleared		Reported/Cleared		Reported/Cleared	
Murder	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Larceny	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Assaults	0	0	0	0	0	0	0	0	0	0
Stolen Property	2	0	0	0	2	0	1	1	3	2
Vandalism	1	0	2	0	0	0	0	0	1	0
Weapons	0	0	0	0	1	1	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0	0
Sex Offenses:										
Forcible	0	0	1	0	0	0	0	0	0	0
Non-forcible	0	0	0	0	1	1	0	0	2	2
Drug Abuse	0	0	0	0	0	0	0	0	2	2
Liquor Laws	0	0	0	0	0	0	0	0	0	0
Disorderly Conduct	1	0	0	0	0	0	0	0	0	0
Other:										
Assaults	0	0	0	0	0	0	0	0	0	0
Total:	4	0	3	0	4	2	1	1	8	6
Change from previous year	400%		-25%		25%		-75%		700%	

FEDERAL TITLE II CRIME AWARENESS

AND CAMPUS SECURITY ACT STATISTICS

Crimes	2015		2016		2017		2018		2019	
	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	Reported/Cleared	
Murder	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	1	1	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Sex Offences:										
Forcible & Non-forcible	0	0	1	1	1	1	0	0	3	1
Drug Abuse	0	0	0	0	0	0	0	0	2	2
Liquor Laws	0	0	0	0	0	0	0	0	0	0
Assaults	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	1	1	0	0	0	0
Total:	0	0	1	1	3	3	0	0	5	4
Change from previous year	0%		100%		200%		-200%		500%	
2019 Enrollment: 252	2019 Non-student Employees		135							

STATISTICS & RELATED INFORMATION REGARDING FIRES ON-CAMPUS AND IN PCA&D ON-CAMPUS HOUSING FACILITIES: AY 2019-2020

FACILITIES	TOTAL FIRES IN EACH BUILDING	FIRE #	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	# OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
202-204 N. Prince St., Lancaster, PA (Main Campus)	0	N/A	N/A	N/A	N/A	N/A
47 Chestnut St., Lancaster, PA (Art Garden)	0	N/A	N/A	N/A	N/A	N/A
30-32 W. King St., Lancaster, PA (Steinman Lofts)	0	N/A	N/A	N/A	N/A	N/A
34-36 W. King St., Lancaster, PA (Steinman Lofts)	0	N/A	N/A	N/A	N/A	N/A
38-40 W. King St., Lancaster, PA (Steinman Lofts)	0	N/A	N/A	N/A	N/A	N/A
349 North Market St., Lancaster, PA (North Market Street Apartments)	0	N/A	N/A	N/A	N/A	N/A
555 James St., Lancaster, PA (Lancaster Seminary Apartments, Harner Hall)	0	N/A	N/A	N/A	N/A	N/A