



LANCASTER BIBLE COLLEGE

YOUR JOURNEY. OUR FOCUS.

2012-2013 Campus Security Report

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- *SEXUAL MISCONDUCT POLICY*
 - *ALCOHOL & DRUG ABUSE POLICY AND PREVENTION*
 - *ANNUAL FIRE SAFETY REPORT*
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Public Safety Department

The Public Safety Department (PSD) can be contacted 24 hours a day by calling (717)560-8247 or extension 8247 from an on-campus phone. Questions and concerns with Public Safety should be addressed to the Director of Public Safety at (717)560-8200 ext. 5338. If the director is not in his office, a message should be left. Medical emergencies are handled by the Health Services Nurse (717)560-8215 or ext. 8215 from a campus phone. Medical emergencies after the Health Center is closed should be handled by calling 911 & Public Safety at (717)560-8247.

Maintenance/Custodial emergencies should be reported to (717)560-8248.

Although the Public Safety Department is not a police department and has no sworn officers, it derives its authority from the following: Title 22, Pennsylvania law regulating private detectives and security agencies; Title 53, Municipal Police Training and Education Act, Section 2161 through 2171; Title 71, Section 646, Administrative Code of 1929; and Amendment 246.1 to Code of 1929 defining campus police powers and duties. Public Safety does not have the power of arrest, but does exercise its power to detain. The office does not have a formal Memo of Understanding (MOU) with local law enforcement agencies; however, it does maintain a working relationship with all law enforcement agencies holding jurisdiction over its campus and accomplishes this by reporting all required crimes limited to their jurisdiction.

The College employs a full-time Director, full-time Supervisor, and 12-15 part-time patrol officers. A 24-hour, seven-day-a-week schedule is maintained by Public Safety. All officers are assigned to patrol student housing facilities and all buildings on campus. Extra officers are employed for special events. Patrol officers receive classroom, on-line, and on-site job training in the following areas: First Aid/CPR and AED, fire safety, report writing, interviewing victims and witnesses, terrorism awareness, and safety as it relates to the goals of the College.

Each patrol officer is responsible for ensuring the protection and safety of both people and property. The officer accomplishes this by properly checking all doors and windows within his/her area of responsibility and by reporting any suspicious or unusual activities. Officers are responsible to report maintenance-related security problems such as malfunctioning locks, broken windows, or burned-out lights. They also issue vehicle citations for parking and traffic violations. Officers maintain a written daily report of rounds that includes any problems encountered during their shift. These are later reviewed by the director and supervisors and put on file.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety regularly patrols campus, completes safety surveys, and reports malfunctioning lights and other unsafe physical conditions to the Physical Plant Department for correction. Other members of the College community are helpful when they report equipment problems to Public Safety or to Physical Plant.

Access to Campus Facilities

During business hours, the College (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business & non-event hours, access to all College facilities is by key, if issued, access card, or by admittance via Public Safety or Residence Life staff.

Security of Residence Halls

Lancaster Bible College has approximately 400 resident students. All College housing is single sex or married couples. Access is controlled through computerized access key fobs and metal keys issued to the student. Entrance to most student's suites and individual rooms are gained through a metal key. All windows have locking devices. Entrances and parking lots are amply lighted.



- **Vacation/Holiday Periods**

Security coverage remains uninterrupted during these times.

- **Guests**

Visitors are not admitted to the residence halls without prior approval from the resident director or a resident assistant. Approved guests must be accompanied by a resident student at all times. All overnight guests must register with the resident assistant/resident director.

- **Fire Alarm Systems**

Fire alarm systems are in all residence halls, and monitored 24 hours a day by an alarm monitoring service. In the event of a fire, the alarm monitoring service automatically dispatches the fire department.

Educational Programs

The entire resident life program of the College is directed and planned by the Student Services Department. Each residence site is supervised by a full-time resident director. In addition to the resident directors, all residential areas of the College are also staffed by student resident assistants. The RA to student ratio is approximately 1:16. Education relating to security measures begins with the resident life staff. Public Safety staff train resident life staff concerning security matters at the beginning of the fall semester. Security and emergency procedures are reviewed, drills are conducted, and a list of emergency telephone numbers is distributed.

At the beginning of the semester, resident life staffs are responsible to meet with new and returning students to explain security and safety procedures. Regulations outlined in the Student Handbook are reviewed and emergency information such as propping open entry doors, locking personal dorm rooms, and the location of fire extinguishers and alarms is discussed.

Throughout the school year, security reminders and updates are published in Chapel electronic announcements, bulletin boards; on the College's website; and in special alert e-mail messages. Changes in procedures are typically announced through the student mailbox system & student email messages. Residence hall meetings, chapel sessions, and crime awareness seminars provide further instruction relating to LBC public safety. Informational pamphlets and booklets are available at the lower Miller Hall Public Safety Administrative Offices.

Any student who feels threatened in any situation is strongly encouraged to contact either a resident assistant or public safety officer immediately.

Policies and Procedures

- **Reporting of Criminal Offenses**

To report a crime, contact Public Safety by dialing 8247 from any campus telephone or (717)-560-8247 from any off-campus telephone. Local law enforcement may be reached by dialing 911. A crime may also be reported in person to a Public Safety staff member or to any resident assistant or director. Any member of the LBC community has the right to notify local law enforcement of a crime. Public Safety staff will gladly assist with contacting the local law enforcement when requested. It is important that crimes are reported in a timely, accurate fashion to Public Safety and/or local law enforcement.

- **Anonymous Reporting of Criminal Offenses**

A crime may be reported anonymously by calling Public Safety at 717-560-8247 and advising one of the Safety staff members of the information you have regarding a crime. Crimes/incidents may also be reported via the online form on the Public Safety web page located at www.lbc.edu and also at the student portal of the main website.

- **Voluntary, Confidential Reporting**

A victim or witness of a crime who does not want to pursue action within the College system or the criminal justice system may wish to consider making a confidential report to the Public Safety Department. With permission from the individual, the Director of Public Safety can file a report on the incident while keeping the individual's identity confidential. In this way the College is able to protect the safety of students and employees. Incidents reported in this way are counted and disclosed in the annual crime statistics for the College.

- **Off-Campus Crime**

If Manheim Township Police (MTPD) is contacted about criminal activity occurring off-campus involving LBC students, MTPD may notify Public Safety. However, there is no official MTPD policy requiring such notification. Students in these cases may be subject to arrest by MTPD and College judicial proceedings through the Office of Student Services.

- **Daily Complaint and Incident Logs**

The Public Safety Department maintains a daily electronic log reflecting complaints and incidents which have occurred at Lancaster Bible College's main campus in the prior 30 days. These electronic logs are updated daily and retained in the administrative Public Safety Offices located in lower Miller Hall building. They may be reviewed by contacting the Director of Public Safety at (717)560-8200, extension 5338, Monday through Friday, 8 a.m. to 4 p.m.

- **Timely Warnings**

In the event a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. This warning will be appropriate to the circumstances and may be issued to students, faculty, and staff through the College e-mail system, telephone, Alert LBC system, cell phone text messaging, alarm, personal (room by room) communication, or a combination of these.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Safety Department may also post a notice on the College website. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department by phone (717)-560-8247 or in person at the Public Safety building to the east of the Good Shepard Chapel, or to the PSD administrative offices in lower Miller Hall.

- **Missing Student Notification**

Reports regarding any student living in on-campus housing who has been missing for 24 hours or more must be referred immediately to the Public Safety Department at (717)560-8247. Students living in on-campus housing are encouraged to identify a contact person(s) whom Public Safety, in conjunction with the Office of Student Life, will attempt to notify if a student is determined to be missing. Students may confidentially list these individuals as an emergency contact by email to the Director of Public Safety at csadmin@lbc.edu. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. Even if a student has not registered a contact person, local/state law enforcement will be notified. If the missing student is less than 18 and not emancipated, LBC will attempt to notify a custodial parent or guardian.

- **Emergency Response & Evacuation Procedures**

Confirmation of a significant on campus emergency or dangerous situation involving an immediate threat to the health and/or safety of students/employees, should be immediately reported to the Public Safety Department by calling (717)560-8247 or on campus extension 8247. LBC will without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system; unless the notification will, in the judgment of College authorities, compromise the efforts to assist victims or contain, respond to or otherwise mitigate the emergency. Public Safety will take the primary lead in confirming a significant emergency exists, in conjunction with the Campus Emergency Response Team (CERT) (formerly known as the Crisis Response Committee). The CERT will convene and determine who should be notified, the content of the notification and then initiate the notification system. The CERT is led by the Director of Public Safety and consists of a number of Administrative & Cabinet level positions. Emergency information will be disseminated via one or more of the following: the College e-mail system, telephone, cell phone text messaging, alarm, outdoor siren, personal (room by room) communication, or a combination of these. LBC evaluates & tests its procedures annually, via a table-top or live exercise; announcing the results of the tests utilizing the campus notification systems.

Students should familiarize themselves with Emergency Procedures Quick Reference Guide & Evacuation Procedures located in every classroom, residence hall, and strategically placed in other locations on campus.

Crime Statistics

In accordance with federal and state requirements, the Director of Public Safety maintains statistics of crimes on or adjacent to the College’s campus. The report contains crime statistics gathered from campus sources such as Public Safety, Student Services, Human Resources, and from off-campus sources from the Manheim Township Police Department & Lancaster City Police Department. Reported incidents do not include those which have been determined to be unfounded as defined by the Clery Act. Incidents which are designated as “cleared” have been resolved through the College’s discipline process and/or referred to local law enforcement.

LANCASTER BIBLE COLLEGE				3 year Crime Statistics Report			
Lancaster Bible College Lancaster Main Campus Criminal Offenses				Lancaster Bible College Lancaster Main Campus Arrests and Referrals			
Criminal offenses- On-campus	2010	2011	2012	Arrests- On-campus	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0	a. Illegal weapons possession	0	0	0
b. Negligent manslaughter	0	0	0	b. Drug law violations	0	0	0
c. Sex offenses- Forcible	0	0	0	c. Liquor law violations	0	0	0
d. Sex offenses- Non-forcible (include only incest and statutory rape)	0	0	0	Arrests- On-campus Residence Halls	2010	2011	2012
e. Robbery	0	0	0	Residence Halls are a subset of on-campus.			
f. Aggravated assault	0	0	0	a. Illegal weapons possession	0	0	0
g. Burglary	3	3	2	b. Drug law violations	0	0	0
h. Motor vehicle theft	0	1	0	c. Liquor law violations	0	0	0
i. Arson	0	0	0	Arrests- Non-campus	2010	2011	2012
Criminal offenses- On-campus Residence Halls	2010	2011	2012	a. Illegal weapons possession	0	0	0
Residence Halls are a subset of on-campus				b. Drug law violations	0	0	0
a. Murder/Non-negligent manslaughter	0	0	0	c. Liquor law violations	0	0	0
b. Negligent manslaughter	0	0	0	Arrests- Public Property	2010	2011	2012
c. Sex offenses- Forcible	0	0	0	a. Illegal weapons possession	0	0	0
d. Sex offenses- Non-forcible (include only incest and statutory rape)	0	0	0	b. Drug law violations	0	0	0
e. Robbery	0	0	0	c. Liquor law violations	0	0	0
f. Aggravated assault	0	0	0	Disciplinary Actions/Judicial Referrals- On-campus	2010	2011	2012
g. Burglary	1	3	2	a. Illegal weapons possession	0	0	0
h. Motor vehicle theft	0	1	0	b. Drug law violations	0	0	0
i. Arson	0	0	0	c. Liquor law violations	4	0	0
Criminal offenses- Non-campus	2010	2011	2012	Disciplinary Actions/Judicial Referrals- Residence Halls	2010	2011	2012
a. Murder/Non-negligent manslaughter	0	0	0	Residence Halls are a subset of on-campus.			
b. Negligent manslaughter	0	0	0	a. Illegal weapons possession	0	0	0
c. Sex offenses- Forcible	0	0	0	b. Drug law violations	0	0	0
d. Sex offenses- Non-forcible (include only incest and statutory rape)	0	0	0	c. Liquor law violations	4	0	0
e. Robbery	0	0	0	Disciplinary Actions/Judicial Referrals- Non-campus	2010	2011	2012
f. Aggravated assault	0	0	0	a. Illegal weapons possession	0	0	0
g. Burglary	0	0	0	b. Drug law violations	0	0	0
h. Motor vehicle theft	0	0	0	c. Liquor law violations	0	0	0
i. Arson	0	0	0	Disciplinary Actions/Judicial Referrals- Public Property	2010	2011	2012
Criminal offenses- Public Property	2010	2011	2012	a. Illegal weapons possession	0	0	0
a. Murder/Non-negligent manslaughter	0	0	0	b. Drug law violations	0	0	0
b. Negligent manslaughter	0	0	0	c. Liquor law violations	0	0	0
c. Sex offenses- Forcible	0	0	0				
d. Sex offenses- Non-forcible (include only incest and statutory rape)	0	0	0				
e. Robbery	0	0	0				
f. Aggravated assault	0	0	0				
g. Burglary	0	0	0				
h. Motor vehicle theft	0	0	0				
i. Arson	0	0	0				

There were no hate crimes, as defined by applicable federal law, reported at Lancaster Bible College during the years 2010, 2011, 2012.

*While Lancaster Bible College does its very best to report any and all crimes accurately there may be crimes that are not reflected by this report due to the crime(s) having not being reported to Public Safety/Security, local Police or other officials of this Institution.

Campus Security Authorities

The Campus Right to Know Act mandates that institutions disclose statistics both for crimes reported to criminal justice agencies and crimes reported to other members of the campus community. Local contiguous police agencies providing crime data include the Manheim Township Police Department and the Pennsylvania State Police.

While everyone on campus is encouraged to report crime, under the Campus Right to Know Act some individuals are designated as campus security authorities. The name campus security authority is somewhat misleading as it is applied to a group of people who by function are not necessarily engaged in security-related work. According to the law, any person who has the authority and duty to take action or respond to particular issues on behalf of the College, or has significant responsibility for student actions is defined as a campus security authority. Because job titles and official responsibilities vary from campus to campus, the Campus Right to Know Act does not provide a list of specific titles that should be designated as a campus security authority.

At Lancaster Bible College the following titles have been recognized as campus security authorities in addition to all members of the Lancaster Bible College Public Safety Department:

- Vice President for Student Services & Enrollment Management, all subordinate Student Services administrators, and all division staff, excluding clerical staff.
- All athletic coaches and assistant coaches.
- Director of Disability Services and subordinate non-clerical staff.
- Director of People Development & Human Resources and subordinate non-clerical staff.
- Advisors to any student group.

NOTE: Students may be included in this category if they are employees of the College and have responsibility for student activities (to include residence hall assistants). Certain individuals who have responsibility for student and campus activities are exempt from disclosing information. Pastoral and professional licensed counselors are exempt from disclosing reported offenses if they are acting in their role of pastoral and professional counselors. Counselors so noted are still encouraged to provide confidential reporting information to crime victims. Such confidential reports are still valuable in enhancing the safety of the greater campus community and in assuring the accuracy of campus crime data.

Student Responsibility

The cooperation of the entire campus community is critical to the safety and protection both of individuals and property. It is essential that everyone follows established regulations and takes simple precautions to avoid problem situations.

1. ALWAYS lock room doors when you are not there.
2. DO NOT leave valuables or cash unprotected.
3. Mark valuables such as stereos, cameras, and computers with engraving instruments
4. Park cars, motorcycles, and bicycles in the designated areas and keep them locked at all times.
5. Put valuables in the trunk of a car rather than in full view.
6. At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.
8. Challenge the presence of strangers in the residence halls. Immediately report any persons looking or acting suspiciously to Public Safety or to a resident assistant.
9. **NEVER** prop open an exterior door.
10. Do not give unidentified persons access to a resident unit.
11. Carry your keys at all times and do not lend them to anyone.
12. Do not give residence or personal telephone numbers to anyone whom you do not know well.



If you have further questions about security, please contact the Director of Public Safety at 717-560-8200 extension 5338 or publicsafety@lbc.edu.

Sexual Misconduct Policy and Procedures

POLICY STATEMENT:

It is the policy of Lancaster Bible College to strictly prohibit any conduct which constitutes sexual misconduct and to discipline any employee or student found to have violated this policy. This policy is based on the biblical principles of purity, as well as being a violation of state and federal law and the Lancaster Bible College Student Code.

All members of the College community, including employees, students and visitors have the right to be free from the devastating and detrimental consequences of sexual violence. In addition to the physical and psychological effects, sexual harassment and misconduct can severely impair and interfere with a student's academic performance. Accordingly, preventing and remedying sexual misconduct in an educational environment is critical to ensure nondiscriminatory and safe learning surroundings. This policy is intended to define the College's expectations with respect to reported incidents of sexual harassment or violence and to establish procedures to ensure fair, responsible, thorough and impartial investigations of such acts and discipline for violations of this policy. Sanctions for violations of this policy are severe and enacted to curb the perpetuation of sexual misconduct in the campus community.

BACKGROUND

This policy has been developed in accordance with the principles and mandates set forth in Title IX of the Education Rights Act of 1972 (20 U.S.C. §§ 1681 et seq.). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Sexual harassment of students, which includes sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX's provisions regarding sexual harassment are enforced by the Department of Education, Office of Civil Rights (OCR).

The Title IX Coordinator ("the Coordinator") is the individual designated by the College to coordinate its compliance with Title IX. The Coordinator's responsibilities include overseeing all Title IX complaints and identifying and addressing any patterns or problems that arise during the review of such complaints.

The College's Title IX Coordinator and contact information is as follows:
Mrs. Paula Poole, Director of People Development & Human Resources (PDHR)
Office of PDHR, Esbenshade Building
901 Eden Road
Lancaster, PA 17601-5036
Email: ppoole@lbc.edu
Direct office: 717-560-8257
Confidential fax number: 717-560-8205
The Title IX Coordinator shall be available to meet with students or employees to discuss any elements of this policy.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of illegal sex discrimination. The College's policy protects both men and women from harassment, which includes same-sex harassment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of conduct or actions that may constitute sexual harassment include, but are not limited to, the following:

- Offering or implying a reward (e.g., a promotion, raise, better grade, a letter of recommendation, assistance in obtaining grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threats or implications that a person's employment, wages, grade, promotional or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- Engaging in unwelcome sexual propositions, invitations and solicitations;
- Using unwelcome sexually degrading language, sexual jokes, innuendos, or gestures or making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
- Displaying sexually suggestive objects, pictures, graffiti and/or any electronic visual images that are unrelated to an academic purpose;
- Displaying or transmitting sexually suggestive electronic content, including inappropriate e-mails, text messages, links to websites and social media postings, which includes cyber bullying;
- Repeatedly asking/pressuring someone for a date or a romantic or intimate relationship after the person has expressed disinterest;
- Making unnecessary and unwelcome physical contact, such as hugging and touching, ("non-consensual sexual contact");
- Commenting on a person's body, dress, appearance, gender, or sexual activities; or
- Engaging in sexual violence, including rape, sexual assault, sexual battery, or sexual coercion.

Sexual harassment can occur in any campus program or activity and can take place in College facilities, at College-sponsored events, or off-campus locations, such as a College-sponsored trip of any sort.

Sexual harassment is further defined and the reporting procedures set forth in the College's "Prevention of Discrimination and Harassment" policy.

DEFINITION OF SEXUAL VIOLENCE OR ASSAULT

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or "consent" or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion and sexual exploitation. "Sexual coercion" occurs when a sexual initiator engages in sexually pressuring and/or oppressive behavior that causes the victim of the behavior to engage in unwanted sexual behavior.

"Consent" means clear, knowing and voluntary. Silence alone does not equal consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness of the parties to engage in sexual activity. Sexual intercourse or other sexual conduct is considered non-consensual and, therefore, rape, when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Incapacitation means the individual is incapable of making a rational, reasonable decision about a sexual situation. Even if an incapacitated person says "yes," by word or action, valid consent for sexual conduct has not been given. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy. Further in-depth explanation of sexual assault can be found in A Guide to Surviving Sexual Assault and Rape, available from the Health Services Department, Student Services and Resident Assistants.

SEXUAL ASSAULT OF A CHILD/MINOR

In accordance with PA state law, a child is defined as any person under 18 years of age. As an institute of higher education, the majority of our employees and students interact with adults. From time to time, our employees and/or students may come in contact with children in an official capacity; including, but not limited to the following examples; the college hosts children from outside organizations on our campus, LBC students working with minors in an internship, practicum or similar setting, students and/or employees representing the college out in the community, perhaps in a voluntary capacity.

REPORTING PROCEDURES IF YOU SUSPECT A CHILD HAS BEEN SEXUALLY ASSAULTED OR ABUSED

If an LBC representative, whether a faculty member, student or employee, should witness, or learn of an assault from a victim, or someone other than the victim, the action steps outlined below must be taken. Anyone having knowledge of suspected assault or abuse is empowered to report it directly to the legal authorities without needing to go to a supervisor.

This procedure must be followed in sequential order whether the incident occurs on campus or off campus.

1. Notify the local police department by dialing 911 immediately if there is an emergency situation or an immediate threat to an individual. To report an alleged incident that may have occurred in the past and there is no immediate threat to the individual before calling 911, notify the PA Department of Public Welfare ChildLine at 1-800-932-0313. (TDD: 1-866-872-1677). If no answer, call 1-800-422-4453, for assistance.

2. Assuming the alleged incident occurs on campus, seek medical attention for the victim – notify the Director of Health Services; 717-560-8215 and the Director of Public Safety; 717-560-8200 Ext. 5338. If the alleged incident occurs off-campus, go directly to step 3.

3. Inform one of the college officials listed below. (For this policy, the term “college official” includes the Title IX Coordinator and senior administrators listed below)

- a. Title IX Coordinator
- b. Vice President of Enrollment Management
- c. Vice President of Academic Affairs
- d. President

If any of the above listed college officials are not available, you may contact one of the senior administrators listed below, in no particular order.

- Director of Finance
- Vice President of Advancement
- Vice President of Strategic Alliances & Dean of iLEAD

If the report is not made directly to the President, the Title IX Coordinator or senior administrators receiving the report will in turn notify the President.

4. In every instance, whoever is making the initial report, must also notify the PA Department of Public Welfare ChildLine at 1-800-932-0313. (TDD: 1-866-872-1677). If no answer, call 1-800-422-4453, for assistance.

Failure to report sexual assault or abuse on a child is a serious offense in the eyes of the law, and is in direct violation of this policy. It is subject to disciplinary action up to and including termination of employment for employees; and up to and including expulsion for students. If you are uncertain as to whether or not a particular incident warrants contacting authorities, always err on the side of caution. Remember, a child’s safety may be at stake. Make the call and let the experts decide if an assault or abuse of a child has taken place.

REPORTING PROCEDURES (FACULTY, EMPLOYEE AND STUDENT):

While it is our hope and prayer that sexual assault would never touch a member of the LBC family, we know that it is a possibility that an employee, faculty member, student, or their family has dealt with, or will deal with this tragic reality of our society. If a resident reports that he/she had been a victim of sexual assault, the following guidelines are to be used to address the situation:

1. Dial 911 immediately. The health and welfare of the victim is of utmost importance!
2. Call the Director of Health Services at 717-560-8215 and the Director of Public Safety cell phone - 717-682-6391.
3. Inform an RA or resident director, who will notify one of the following college officials.
 - a. Title IX Coordinator
 - b. Vice President for Enrollment Management, or;
 - c. Vice President of Academic Affairs, or;
 - d. President
4. A college official and/or the Vice President for Enrollment Management will then be responsible for providing notice of any situation affecting the safety of the community, and will report this information to the college President.
5. Never leave the victim alone.
6. Secure the crime scene, and “freeze the scene”, not touching, or removing any evidence.
7. Notify Police. This can be done either immediately, or by the Director of Campus Safety after arriving on the scene. The police will need to interview anyone who may have been involved, including friends, etc.

8. The victim will need to be transported to the hospital immediately after speaking to police, if an ambulance was not necessary. Do not allow the victim to bathe or shower prior to being seen by a physician.

9. It is important that the victim is accompanied by a friend, family member, RA, or staff member. The college requires two staff members to be present with the victim; the campus nurse, who will either accompany the victim to the hospital, or will meet him/her there, and a representative from the Student Services Department.

10. Remember to take a complete change of clothing to the hospital with the victim, because they will take and keep all the victims clothing for evidence, and these will NOT be returned.

11. Students have the option to report the misconduct either on campus only, off campus only, both places, or not at all. College officials will encourage the person reporting to actively participate in both campus hearing actions and the legal system off-campus.

EMOTIONAL ASSISTANCE

1. Believe the person and suggest that you pray with the victim for grace and comfort.

2. Let the victim know you are willing to listen, but don't press for details. Let the victim decide how much he/she feels comfortable saying.

3. Make it clear to the victim she/he is not guilty in any way for being victimized.

4. Don't make comments about what might have been done to prevent the assault.

5. Be prepared to listen for as long as the victim needs support. Sometimes friends and family members expect victims to be upset for only a week or two. Victims often need to talk about their assault for a long time.

6. Encourage the victim to talk with college officials who may recommend or require professional Christian counseling if the situation warrants this response. Remind them that you can listen and support them, but you do not have extensive training in this area and speaking with someone else who has had a counseling background, and has worked with victims of sexual assault or abuse, might be of greater benefit.

7. Don't promise 100% confidentiality. You will need to inform college officials, seek assistance, ask questions, or express your own feelings and concerns around this issue. Assure the victim that you will only inform individuals on a "need to know" basis. Respect and protect their right to privacy as much as possible.

THE IMPORTANCE OF REPORTING HARASSMENT AND SEXUAL MISCONDUCT

The College can take corrective action only when it becomes aware of problems. Therefore, the College encourages persons who believe that they have experienced sexual harassment or misconduct to come forward with their complaints and seek assistance. Students, faculty members and employees should report sexual harassment or misconduct to the College if it involves another student, faculty member, employee or a third-party visitor to the campus or at a College-sponsored event, regardless of whether the incident occurred on or off the campus. Students who believe that they have witnessed sexual misconduct are encouraged to report the alleged conduct promptly. All faculty and employees are required to report instances of sexual misconduct.

Individuals who are victims of sexual misconduct should be encouraged to report the crime to authorities for many reasons:

a. Reporting the assault can help victims overcome the feelings of powerlessness they may experience as a result of being sexually assaulted.

- b. The report may prevent others from becoming victims.
- c. Increased reporting helps college officials and local law enforcement officials form a realistic profile of campus crime.

Failure to report a criminal offense not only violates the laws of mankind, but is also in direct violation of biblical principles, as well as college policy. Therefore, any employee who fails to follow the reporting guidelines of this policy shall be subject to disciplinary action, up to and including termination of employment; or if a student, expulsion from LBC.

CONFIDENTIALITY CONCERNS

If you are a witness to, or victim of, sexual misconduct and do not want to pursue action within the College system or the criminal justice system, you should still strongly consider making a report. If you report an assault or other misconduct and want the accused individual to be punished, but don't want your name identified, you must realize that the College cannot guarantee your confidentiality. You should understand that you have a right to not only have your individual complaint addressed, but the entire campus community may benefit from the action taken by you.

The College may be able to begin its investigation without disclosing your identity, but it's likely you will have to disclose it, especially if a disciplinary proceeding is commenced, so that the accused individual can adequately respond and raise a defense to the charges against him/her.

If you are unwilling to participate in the disciplinary proceeding, you should be aware that the College's ability to present its case against the accused individual may be compromised and that the ability to discipline the accused individual may be severely limited.

DISCIPLINARY PROCEDURES

The College informs students/employees of both the College disciplinary process and criminal procedures. Moreover, the College encourages students/employees to proceed with both College disciplinary and criminal charges if the student/employee believes such action is appropriate to the situation. Reporting that someone has been sexually assaulted does not mean that the individual must prosecute. Reporting is up to the adult victim and in informing the police that an assault has taken place. If the individual hopes to prosecute, evidence must be collected within 48 hours after the assault. As in cases of sexual harassment, students/employees who believe they may have been subject to an incident of sexual assault may discuss the incident confidentially with any one of a number of appropriate College personnel such as Resident Assistants, Health Services Department, or other college personnel. The victim of assault is encouraged to file a formal complaint and incident report, which can be obtained through the Student Services Office.

In the procedures of disciplinary action in cases of an alleged sex offense, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

INVESTIGATION PROCEDURES

The College's disciplinary process listed in the Student Handbook and Employee Handbook will be followed when a formal complaint is filed with the Title IX Coordinator. The Title IX Coordinator's (or her designee) investigation will be conducted promptly and thoroughly. The complaining individual will be interviewed within three days of the report. However, circumstances may dictate that this time period be extended (e.g., complainant is not on campus due to breaks, etc.). A complaint will then be initially reviewed and the College will commence an investigation shortly thereafter. The College anticipates that a "typical" investigation will be completed within 60 days of the report, depending on the complexity of the issues involved. If the investigation cannot be completed within that timeframe, the individuals involved will be informed of the reasons for the delay and an estimated date of completion. The investigation may also involve information obtained during an investigation of Campus Safety and local police. Because the College has an obligation to take immediate steps to protect the health and welfare of the complainant and the campus community, it will not wait for the conclusion of a criminal investigation or proceeding prior to beginning its own investigation. The College may, however, briefly delay its fact-finding while the police gather evidence, but will promptly resume and complete its fact-finding once the gathering of evidence is finished. An investigation will include interviews and the review of evidence, such as electronic and written material, if any exists. The Title IX Coordinator, and/or her designee(s), will prepare a report with their findings. The College uses a "preponderance of the evidence" standard in determining whether a violation of this policy has occurred. A "preponderance of the evidence" simply means it is more likely than not that a violation occurred. Members of the College community are expected to cooperate in the College's investigations of alleged sexual harassment or misconduct. If cooperation does not occur, the investigation will generally proceed based on the information available.

Both parties to the complaint will be advised as to the outcome of the investigation and any appeal process. "Outcome" for these purposes means whether misconduct occurred. Any individual who has been found to have violated this policy will be disciplined. Potential discipline, includes, but is not limited to, probation, suspension, expulsion (student) or termination (employee).

A complainant has the right to file a criminal complaint. No action taken by the College shall be construed to infringe upon that right. Please be aware that in a situation where the person accused of sexual misconduct is not a member of the College community, the reporter is only able to pursue charges through the criminal justice system and off-campus law enforcement.

INTERIM MEASURES

If necessary, during the investigatory proceedings, interim measures, such as changing housing arrangements, class schedules or "no contact" orders may be necessary. Any student who has been affected by sexual misconduct who wishes to change his/her classroom or academic situation as a result may discuss various options with the Title IX Coordinator. If the Title IX Coordinator is not available, contact the Vice President for Enrollment Management. Options may include total College withdrawal, discreet course withdrawal, or change of section. Any student who has been affected by sexual misconduct has the option of changing her/his on campus housing assignment by contacting the Title IX Coordinator. If the Title IX Coordinator is not available, contact the Vice President for Enrollment Management.

HARASSMENT AND SEXUAL MISCONDUCT BY A THIRD PARTY

The College prohibits sexual harassment and misconduct by third parties toward members of the College community when the third party has been brought into contact with the member of the campus community through a College program or activity. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to eliminate sexual harassment and prevent its recurrence in those circumstances.

All reports of third party harassment should be made to the Title IX Coordinator, or her designee.

RETALIATION FOR FILING A COMPLAINT

Persons who complain about sexual harassment or misconduct, or who cooperate in the College's investigation and handling of such reports or complaints, shall not be subject to retaliation for complaining or cooperating, even if the College finds that no sexual harassment or misconduct occurred. If a complainant or witness believes that she or he is being subjected to retaliation, s/he should promptly contact the Title IX Coordinator, or her designee.

FILING A FALSE COMPLAINT

Any member of the College community who knowingly files a false complaint of sexual harassment or misconduct, or who knowingly provides false information to or intentionally misleads College officials who are investigating or reviewing a complaint of alleged sexual harassment or misconduct, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

AWARENESS PROGRAMS

The College promotes awareness of sexual assault issues through programs in the resident halls, in the Student Health Center, Student Services Office, and during orientation. "A Guide to Surviving Sexual Assault and Rape", issued by the Student Health Center, answers questions most frequently asked by sexual assault victims. In addition to listing the various persons and offices that can provide counsel, the "Guide" summarizes the College disciplinary process, criminal procedures, and other options for victims of rape and assault.

The College also provides further information through: (1) orientation programs for new students; (2) training for students who serve as advisors in residence halls; (3) training for student athletes and coaches; and (4) campus meetings. The College also provides training for all individuals designated to handle or receive Title IX complaints.

Lancaster Bible College is committed to complying with regulations and guidelines established under Title IX, the College and University Security Information Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Students or employees who wish to file questions or complaints related to institutional compliance with the acts should address them to the Title IX Coordinator.

OTHER CONDUCT THAT MAY VIOLATE TITLE IX

Since sexual harassment is a form of unlawful gender discrimination, a member of the College community who violates this policy also violates the College's Discrimination and Harassment Policy. In addition to the misconduct identified above, since Title IX governs gender-based misconduct, any of the following, when based on gender, would be considered a violation of Title IX:

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; and
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

INVESTIGATIONS WHEN NO COMPLAINT HAS BEEN MADE

When necessary to meet its commitment to provide an environment free of unlawful harassment, the College may investigate alleged incidents of sexual harassment or misconduct of which it becomes aware, even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation.

OPTIONS IF AN INDIVIDUAL DOES NOT WISH TO PROCEED WITH A COMPLAINT THROUGH THE COLLEGE

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education at 1-800-421-3481. The email contact address is ocr@ed.gov. Further information may also be found on their website at <http://www2.ed.gov/about/offices/list/ocr/index.html>

Faculty and employees may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education in certain circumstances; under Title VII with the Equal Employment Opportunity Commission; or, with the Pennsylvania Human Relations Commission. A charge of discrimination must be filed within one hundred eighty (180) days of the discriminatory act with the Pennsylvania Human Relations Commission or three hundred (300) days of the discriminatory act with the Equal Employment Opportunity Commission. Information concerning these agencies is located on College bulletin boards.

COUNSELING AND COMMUNITY RESOURCES

Counseling services are made available to all students of Lancaster Bible College with on-campus Christian counseling.

YWCA Sexual Assault Prevention and Counseling Center (SAPCC)

24 Hour HOTLINE.....392-7273

Victim/Witness Assistance: Information on victim's rights and services in the Criminal Justice System and community.

Agency: Victim/Witness Services.....299-8048

Domestic Violence: legal advocacy, counseling, and shelter, as well as other assistance.

Agency: Lancaster Shelter for Abused Women.....299-1249

Agency: Domestic Violence Legal Clinic.....291-5826

Sexual Assault: Counseling, advocacy, and services for adult and child sexual assault victims.

Agency: Sexual Assault Prevention and Counseling Center

Hotline.....392-7273

Business number.....393-1735

Crime Victims Compensation: compensation for out-of-pocket medical bills, lost wages/support, counseling, funeral expenses, or cash loss of benefits as a result of a crime, if eligible.

Agency: Victim/Witness services.....299-8049

Sex Offender Registration and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires that sex offenders, already registered in a state, provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 PA.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses listed in 42 PA.C.S. §§ 9795.1 and 9795.2. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police have established the following website according to the requirements of 42 PA.C.S. § 9798.1: <http://www.pameganslaw.state.pa.us/EntryPage.aspx> .

Information regarding the possibility of registered sex offenders on the campus of Lancaster Bible College may also be obtained from the following agencies.

Manheim Township Police Dept.
1825 Municipal Drive
Lancaster, PA 17601
(717) 569-6401

Pennsylvania State Police Troop J – Lancaster
2099 Lincoln Highway
East Lancaster, Pennsylvania 17602-3384
(717) 299-7650

Drug & Alcohol Policy

Drug-Free Schools and Communities Act of 1989

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, the policy on illegal drugs and alcohol is as follows:

A. Standard of Conduct and College Sanctions

LBC prohibits the unlawful possession, use or distribution of drugs and alcohol by faculty, staff and students on College property or as any part of College activities.

B. Legal Sanctions

Municipal, state and federal laws strictly outline penalties – including fines and jail terms – for the illegal use, possession or distribution of alcohol and drugs.

C. Health Risks

The use of illicit drugs and the abuse of alcohol present health risks such as addiction, acute and chronic illness and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies and sexually transmitted diseases.

D. Treatment Programs

Alcohol and drug information, referral, counseling, treatment and rehabilitation programs are available to faculty, staff and students through a variety of on and off campus resources. Some of these services and programs are without charge; others are covered by insurance or based on ability to pay. Faculty, staff and students with questions, concerns or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available.

All members of the College community, however, must clearly understand that they jeopardize their education, their jobs, their health and their future if they unlawfully possess, use or distribute drugs or alcohol at LBC. Sanctions for such misconduct will be consistently enforced.

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

- 1. Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. LBC complies with this rule by including all fire-related incidents in the Daily Log. To view the most recent incidents please visit the Public Safety Administrative offices located in the lower level of Miller Hall. Requests older than 60 days must be directed to the Director of Public Safety. Information will be made available within two (2) business days of a request for public inspection.
- 2. Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. LBC complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the *Annual Security & Fire Safety Report*. Information

contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking and open flames. The *Annual Security & Fire Safety Report* must include three (3) years of data.*

**Revisions to the Higher Education Opportunity Act (HEOA) for Fire Safety and reporting were proposed in 2008. Therefore, only one year of data is currently available.*

If a fire occurs in any building, community members should immediately notify Public Safety by dialing Ext. 8247 from an on campus phone or (717) 560-8247 from any cell phone. If a member of the LBC community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify PSD to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at a minimum distance of 100 feet from the building. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button or alarm. The emergency phones in elevators on campus ring to Public Safety.

Fire Protection Equipment/Systems

All residential buildings and most college buildings are equipped with automatic fire detection and alarm systems which are monitored by an alarm monitoring company 24 hours a day, 365 days a year.

Health and Safety Inspections

Resident Assistants & Resident Directors perform regularly scheduled residential inspections. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or well-being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of screens or other

equipment, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Conditions warranting follow up are reported to the Residence Life staff, e.g., Resident Directors, for follow up. Resident Directors are expected to communicate with those residents, apply sanctions which can range from fines to expulsion from housing; and to document such follow up.

The resident' signature on the Community Life Covenant signifies their acceptance of and responsibility for abiding by residential and College policies as provided through all printed publications, web sites, email and other vehicles. Specific Health and Safety policies and procedures are outlined in the Student Handbook. Per the agreement, Student Services may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes.

Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency services.

Fire-related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to a point a minimum of 100 feet from the building to begin an accountability and assessment process.

Fire Alarms Monitored by Contracted Alarm Monitoring Company: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by a contracted monitoring service.

Fire Safety Training Programs Delivered: Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the College to occupants of residence halls, concerning fire prevention and preparedness.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors: Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with a functional fire alarm system and smoke detectors.

Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building.

Fire Drills: The number of supervised scheduled drills or actual events at campus residence halls, that are facilitated and certified by Public Safety in cooperation with assigned College building personnel and at times with Manheim Township Fire Rescue. A minimum of two (2) drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

Fire Policies for On-Campus Student Housing Facilities

1. Portable Electrical Appliances: Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in College residences as they pose a threat of electrical overload and/or fire. Space heaters may only be used when installed by Physical Plant and approved through Public Safety & Student Services.

Microwaves, computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that shows the electrical ratings and listings by a nationally recognized testing laboratory (e.g., ETL, UL, etc.). We strongly recommend the use of surge protectors. Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords.

Lamps: A Special Safety Advisory – The use of halogen lamps is prohibited.

- Carefully read all safety instructions and warnings that accompany any lamp.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instruction.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keep lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in location where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.

- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

2. Smoking: Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential buildings, academic buildings and campus grounds. Those who violate this policy may face disciplinary actions, fines, and possible termination of their Housing Agreement.

3. Open Flames: Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residences. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/substances is prohibited in residences, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to judicial action and criminal prosecution.

Fire Statistics & Safety Amenities per Residence Hall

LANCASTER BIBLE COLLEGE		Fire Safety & Statistics							
Fire Safety Amenities for All On-Campus Residence Halls									
Location	Fire Alarms Monitored by Alarm Company	Building Equipped with Full Sprinkler System	Building has Smoke Detectors & Fire Alarm	Fire Evacuation Plans Posted & Training Conducted	# of Evacuation Drills Conducted Per Year				
Brubaker	Yes	No	Yes	Yes	2				
Clemens	Yes	No	Yes	Yes	2				
East	Yes	No	Yes	Yes	2				
Peterson	Yes	Yes	Yes	Yes	2				
South	Yes	No	Yes	Yes	2				
West	Yes	No	Yes	Yes	2				
2010 Reported Fires by Building for all LBC Residence Halls									
Location	Total Fires	Fire #	Date	Time	Cause	# of injuries requiring treatment at a medical facility	# of deaths related to the fire	Value of property damage related to fire	Case #
Brubaker	0	0	N/A	N/A		0	0	0	
Clemens	0	0	N/A	N/A		0	0	0	
East	0	0	N/A	N/A		0	0	0	
Peterson	0	0	N/A	N/A		0	0	0	
South	0	0	N/A	N/A		0	0	0	
West	0	0	N/A	N/A		0	0	0	



LANCASTER BIBLE COLLEGE

Fire Safety & Statistics

Fire Safety Amenities for All On-Campus Residence Halls

Location	Fire Alarms Monitored by Alarm Company	Building Equipped with Full Sprinkler System	Building has Smoke Detectors & Fire Alarm	Fire Evacuation Plans Posted & Training Conducted	# of Evacuation Drills Conducted Per Year
Brubaker	Yes	No	Yes	Yes	3
Clemens	Yes	No	Yes	Yes	3
Weber Apt	Yes	No	Yes	Yes	3
Peterson	Yes	Yes	Yes	Yes	3
Weber	Yes	Yes	Yes	Yes	3

2011 Reported Fires by Building for all LBC Residence Halls

Location	Total Fires	Fire #	Date	Time	Cause	# of injuries requiring treatment at a medical facility	# of deaths related to the fire	Value of property damage related to fire	Case #
Brubaker	0	0	N/A	N/A		0	0	0	
Clemens	0	0	N/A	N/A		0	0	0	
Weber Apt	0	0	N/A	N/A		0	0	0	
Peterson	0	0	N/A	N/A		0	0	0	
Weber	0	0	N/A	N/A		0	0	0	

*South & West Halls were renovated and connected to become Weber Hall in the summer of 2011. The above Weber Hall statistics also reflect the South & West fire statistics. East Apartments were renamed Weber East Apartments at the same time.



LANCASTER BIBLE COLLEGE

Fire Safety & Statistics

Fire Safety Amenities for All On-Campus Residence Halls

Location	Fire Alarms Monitored by Alarm Company	Building Equipped with Full Sprinkler System	Building has Smoke Detectors & Fire Alarm	Fire Evacuation Plans Posted & Training Conducted	# of Evacuation Drills Conducted Per Year
Brubaker	Yes	No	Yes	Yes	3
Clemens	Yes	No	Yes	Yes	3
Weber Apt	Yes	No	Yes	Yes	3
Peterson	Yes	Yes	Yes	Yes	3
Weber	Yes	Yes	Yes	Yes	3

2012 Reported Fires by Building for all LBC Residence Halls

Location	Total Fires	Fire #	Date	Time	Cause	# of injuries requiring treatment at a medical facility	# of deaths related to the fire	Value of property damage related to fire	Case #
Brubaker	0	0	N/A	N/A		0	0	0	
Clemens	0	0	N/A	N/A		0	0	0	
Weber Apt	0	0	N/A	N/A		0	0	0	
Peterson - 2 nd floor lobby	1	1	2/26/12	10:19am	HVAC Belt Failure	0	0	\$0-\$99	20120226 1019
Weber	0	0	N/A	N/A		0	0	0	

*South & West Halls were renovated and connected to become Weber Hall in the summer of 2011. The above Weber Hall statistics also reflect the South & West fire statistics. East Apartments were renamed Weber East Apartments at the same time.

For questions or concerns regarding any of the information or statistics contained within this report, please contact the Director of Public Safety, Mr. Robert Wegman at rwegman@lbc.edu or 717-560-8200 extension 5338.

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