



# Lincoln University

Reimagining the Legacy: Learn. Liberate. Lead.

## 2018-2019 Annual Security & Fire Safety Report



# Message from The Director Of Public Safety



*Dear Friends of Lincoln University,*

The Department of Public Safety supports the mission of Lincoln University, specifically:

***Theme One:*** Build a Culture that Supports Student Success, and

***Theme Four:*** Strategically Align Resources to Support Institutional Priorities.

We are pleased to present Lincoln University's 2018-2019 Annual Security & Fire Safety Report. This report contains important information about safety and security. All campus crime and fire statistics required by the Clery Act are included.

The reports also provide information about campus crime prevention and safety awareness programs. In addition, the University has made significant investments in technology and emergency notification systems to ensure the safety of our students, community members, and visitors.

Our goal is to provide a safe, orderly environment to support your research, teaching, and learning objectives. We are honored to participate in the academic process.

We invite your questions, concerns, and suggestions. You may visit our website for contact information or email us at [publicsafety@lincoln.edu](mailto:publicsafety@lincoln.edu)

*Sincerely,*

*Johnny C. Whitehead*

*Interim Director of Public Safety*

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**Department of Public Safety**

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Courtesy Photo/ Pam Thompson

Water Tower & ASL

# SECURITY & FIRE REPORT

## Overview of Public Safety at Lincoln University

### ***Lincoln University Mission statement***

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning;
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility and leadership development; and
- Cultivating the character, values and standards of excellence needed to enable students to become responsible citizens of a global community.

### ***Public Safety Mission statement***

The Department of Public Safety furthers the University's mission as it relates to the safety of students, personnel, and their guests, while encouraging individuals to be responsible for their own safety and security, as well as the safety and security of University property. The department provides the following services:

1. Prevention, detection, and investigation of criminal and non-criminal incidents
2. Enforcement of parking/traffic rules and regulations
3. Emergency and routine medical assistance
4. Security services for University events
5. General services and assistance to University personnel, students, visitors, and guests
6. Education about the services offered by the Department of Public Safety.

Although the Department of Public Safety has a number of functions, as a whole, it is a service organization, working hand-in-hand with all departments to achieve the mission of Lincoln University.

### ***Vision statement***

"Safety and Security" at Lincoln University "Is Everybody's Responsibility." The students, faculty, and staff are active participants in identifying and undertaking reasonable and necessary measures to ensure the safety of all persons on campus, as well as the security of University property.

### ***Clery Act***

Lincoln University complies with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act was signed into law Nov. 8, 1990. This federal law requires all colleges and universities in the United States

to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community once a year. Colleges and universities in Pennsylvania have been reporting this information under The State College and University Security Information Act (Pennsylvania Act. #73) to the Pennsylvania State Police and the campus community since 1988. Campus crime statistics, along with an annual security and fire report, are published annually by the Department of Public Safety. Data is collected primarily through the department's in-house reporting system, Informant 2000.

Lincoln University's full-time equivalent enrollment as of the fall of 2017 was 1,897 undergraduates at the Main Campus and 221 graduate students at the University City location. There are approximately 387 full-time and part-time employees at the main

campus and 56 at the University City location. The official university authority for reporting incidents or acquiring information concerning crime prevention and campus safety and security is the Department of Public Safety: 484-365-8139, on campus, dial 8139. The University also houses a small number of students at Studio Green Apartments in Newark, Delaware.

This manual serves as Lincoln University's Annual Security and Fire Safety Report and fulfills all federal and state requirements concerning the availability of crime statistics and security/law enforcement policies and procedures on the main campus and at the University City location. Copies of the federal and state laws, as well as university publications which meet the requirements of these laws, and campus crime statistics are available by request from the Department of Public Safety of Lincoln University. The complete Department of Education report, including crime and fire statistics, is available at <http://ope.ed.gov/security/index.aspx>. Click "get data for one institution" then use Lincoln University and Pennsylvania as your search parameters. Additionally, crime statistics for the main campus reported to the Pennsylvania State Police are available at <http://ucr.psp.state.pa.us/UCR/ComMain.asp?SID=>. Click "Reports" and search for Lincoln University in the drop-down list of colleges. The University City location reports crimes to the Philadelphia Police Department. Crimes at Studio Green Apartments are reported to the Newark (Delaware) Police Department and the New Castle County (Delaware) Police Department. They are recorded as "Occurrences at non-campus buildings."



Courtesy photo/Pam Thompson

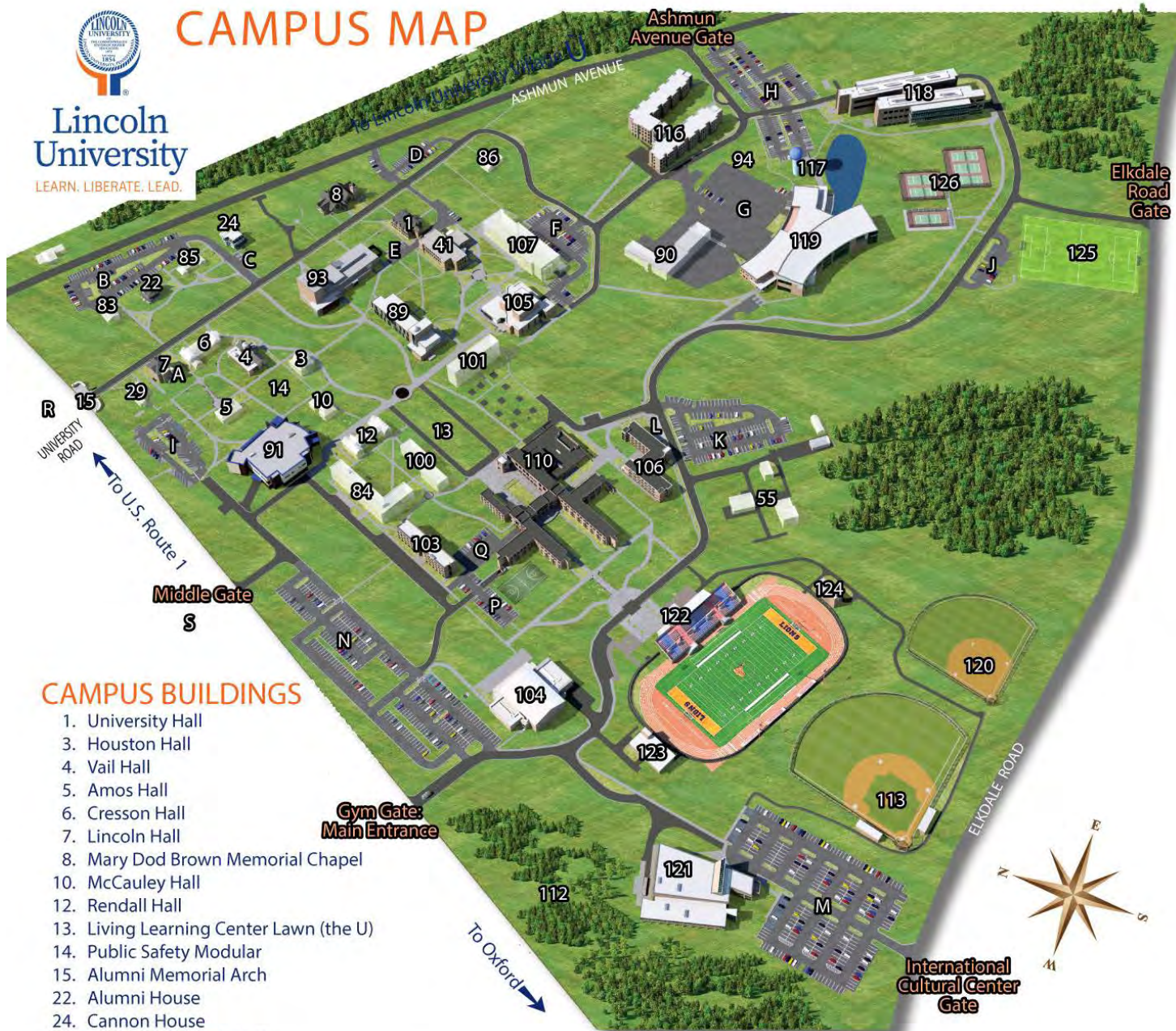
Water Tower & Physical Plant





**Lincoln University**  
LEARN. LIBERATE. LEAD.

# CAMPUS MAP



## CAMPUS BUILDINGS

- |   |   |
|---|---|
| 1. University Hall                      | 106. Lorraine Hansberry Hall                        |
| 3. Houston Hall                         | 107. John Miller Dickey Hall                        |
| 4. Vail Hall                            | 110. Thurgood Marshall Living Learning Center (LLC) |
| 5. Amos Hall                            | 112. Robert N. Gardner Fitness Trail                |
| 6. Cresson Hall                         | 113. Baseball Field                                 |
| 7. Lincoln Hall                         | 116. Apartment Style Living Residence Hall (ASL)    |
| 8. Mary Dod Brown Memorial Chapel       | 117. Water Tower                                    |
| 10. McCauley Hall                       | 118. Ivory V. Nelson Center for the Sciences        |
| 12. Rendall Hall                        | 119. Wellness Center                                |
| 13. Living Learning Center Lawn (the U) | 120. Softball Field                                 |
| 14. Public Safety Modular               | 121. International Cultural Center (ICC)            |
| 15. Alumni Memorial Arch                | 122. Stadium  |
| 22. Alumni House                        | 123. Field House                                    |
| 24. Cannon House                        | 124. Field Storage Building                         |
| 29. Azikiwe-Nkrumah Hall                | 125. Practice Field                                 |
| 41. Grim Hall                           | 126. Tennis Court                                   |
| 55. Sewage Treatment Plant              |   |
| 83. Guest House                         |   |
| 84. McRary Hall                         |   |
| 85. Residence Duplex                    |   |
| 86. Residence Duplex                    |   |
| 89. Wright Hall                         |   |
| 90. Frank N. Hilton Power House         |   |
| 91. Student Union Building (SUB)        |   |
| 93. Ware Center                         |   |
| 94. Physical Plant                      |   |
| 100. Ashmun Hall                        |   |
| 101. Lucy Laney Hall                    |   |
| 103. Frederick Douglass Hall            |   |
| 104. Manuel Rivero Hall                 |   |
| 105. Langston Hughes Memorial Library   |   |

## PARKING

- LOTS**
- |   |                 |   |                  |
|---|-----------------|---|------------------|
| A | Visitor Parking | I | Lot              |
| B | Visitor Parking | J | Lot              |
| C | Lot             | K | Lot              |
| D | Lot             | L | Lot              |
| E | Lot             | M | Lot              |
| F | Lot             | N | Lot              |
| G | Lot             | P | Lot              |
| H | Lot             | Q | Lot              |
|   |                 | R | Overflow Parking |

***Who is responsible for campus safety?***

Lincoln University’s Department of Public Safety is a customer-focused, student-centered organization. This department has the primary responsibility for campus safety on the main campus and at the University City. However, our jurisdiction in criminal cases is limited to the main campus.

The most prevalent crimes involve loss of property. Theft leads the list of crimes reported. We believe that most of these crimes are crimes of opportunity and are therefore preventable. Thus, the university supports a comprehensive crime prevention program, which includes Operation Identification (for valuables), personal safety awareness, escort services, and numerous publications designed to encourage individuals to take reasonable precautions. The bottom line is that individuals must take responsibility for themselves and their property by being aware of their surroundings, reporting suspicious persons or events, and taking the time to lock doors when leaving their rooms or when sleeping. They must also secure their valuables and avoid walking alone at night. Avoiding drugs and alcohol is another means of safeguarding yourself and your property.



Courtesy photo/Pam Thompson

Emergency management training exercise

***What is the enforcement authority of the Lincoln University Department of Public Safety at the university’s locations?***

The main campus is patrolled by armed, sworn police officers 24 hours a day. The University’s police officers are commissioned by the Pennsylvania Municipal Police Officers Education & Training Commission (MPOETC). Their authority is contained in

Pennsylvania statutes 53 P.S. § 2162 -71 P.S. § 646.1 and the Pennsylvania Rules of Criminal Procedure, Chapter 1, Part A, Rule 103. There are 18 uniformed police officers and seven campus security officers in the Department of Public Safety. Campus security officers are not sworn police officers and are unarmed.

The University City location is patrolled by trained security officers who are employed by an outside agency. They work in collaboration with building officials, the University Department of Public Safety, and the Philadelphia Police Department.

***What is Lincoln University's policy on reporting criminal incidents to state and local police?***

Public Safety handles criminal incidents on the main campus and, when necessary, coordinates investigations with outside agencies, including local, state, and federal law enforcement authorities. Major criminal investigations are sometimes performed in conjunction with state and county investigators. At the University City location, the Philadelphia Police Department has sole jurisdiction over criminal complaints. Information related to crime and criminal activity is shared, when appropriate, with other law enforcement agencies. The Department of Public Safety submits monthly reports from the main campus to the Pennsylvania State Police for use in the Uniform Crime Report.

***What is Lincoln University's policy regarding employees or students with criminal records?***

All applicants for employment must indicate on pre-employment forms if they have ever been convicted of a criminal offense. Signed waivers are required allowing the University to verify criminal record information provided. The University undertakes an individualized assessment of each applicant with a criminal background, considering information including the facts or circumstances surrounding the conduct and rehabilitation efforts. A criminal background is not an automatic bar to employment at the University. If the University discovers that an employee has been arrested or convicted of a criminal offense, the University reserves the right to review the information in relationship to the employee's current position and, if warranted, take appropriate action. A criminal record does not in all cases bar a student applicant from admission to the University. Admissions procedures include other information that may be obtained from dean certifications, recommendations, or interviews. Decisions are made on a case-by-case basis when a potential student has a criminal record. Students convicted of a criminal offense after admission are subject to the University's disciplinary process. The Disciplinary Board may assess sanctions from probation to expulsion, depending on the severity of the offense or existence of prior offenses.

***What security measures does Lincoln University use in the maintenance of campus facilities, including landscaping, grounds-keeping, and outdoor lighting?***

Residence halls and academic buildings are equipped with safety and security devices for the protection of students. Exterior lighting and landscaping have been designed for high visibility. All University facilities are maintained by the Physical Plant staff to minimize hazardous conditions. Malfunctions and other unsafe conditions are reported immediately to the Physical Plant office for correction or repair. Public Safety officers perform regular tours of all buildings that are recorded electronically through the use of strategically placed wand buttons.

The University City location is also equipped with state-of-the art security systems. Entrances to the residence halls on main campus are monitored by surveillance cameras and main entrance doors are accessible only with electronic access cards. Residents are issued electronic access cards to gain entrance to their assigned residence hall.

***How and when does Lincoln University inform the campus about security matters?***

Information relative to security matters and criminal activity is of major importance to the campus community. Safety/security presentations are delivered by the Department of Public Safety during every first-year orientation and at the beginning of each semester at each on-campus residence hall. Other special security presentations are given throughout the academic year. Security information also is distributed to the campus community periodically through the use of printed material. Public Safety will periodically publish security information in the campus newspaper and newsletter, including statistical information about crime on campus. Criminal matters of a sensitive nature are reported immediately to the appropriate administrator (e.g. president, vice president of student success) and to the campus community through special alerts.

***What is Lincoln University's policy for the operation of motor vehicles on main campus?***

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property by students, staff, and faculty must be registered with the Department of Public Safety by Labor Day and January 10 of each academic year.

In order to register a motor vehicle on campus, the following information must be provided:

- transcript showing completion of 30 credits
- current driver's license & vehicle registration
- proof of insurance
- current state inspection

**NOTE:**

Vehicles may be registered at any time. Documents must bear the name of the individual registering the vehicle, or the parents/guardians of the student.

## **FIRST-YEAR STUDENTS ARE NOT PERMITTED TO HAVE VEHICLES ON CAMPUS.**

### ***CCTV***

Lincoln University has a state-of-the art Closed Circuit Television (CCTV) system to view activity on the main campus. There are more than 300 digital cameras trained on most public areas of the campus. These cameras are observed 24-7 by members of the Department of Public Safety. The purpose of CCTV viewing of public areas by public safety personnel is to deter crime and to assist the Department of Public Safety in protecting the safety and property of the University community. Video viewing for security purposes will be conducted in a professional, ethical and legal manner. CCTV shall only be viewed by members of Public Safety. Personnel involved in active video viewing will be appropriately trained and continuously supervised in the responsible use of this technology.

### ***Emergency response and evacuation***

The University Department of Public Safety responds to major emergency situations in accordance with guidelines and procedures spelled out in the Lincoln University Emergency Response Manual (see Addendum C), which can also be found on the Public Safety Department section of the University's website at [www.lincoln.edu](http://www.lincoln.edu). The president of the University or her designee is the overall strategic commander in emergency situations and the director of Public Safety or designee serves as the University emergency coordinator. In the event of a major emergency, a siren will sound on campus and members of the University community will be notified of the nature of the emergency through the IRIS (Immediate Response Information System) Dispatch system via phone messages, text messages, and e-mails. You can log in to IRIS Dispatch at [https://www.irisdispatch.com/users/enroll/dsp\\_enroll.cfm?org\\_id=2681](https://www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=2681). Lincoln University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. An emergency drill, including a test of the sirens and the IRIS notification system, is conducted at least once each semester.

### ***Timely warnings***

In the event that a situation arises on or off campus, that in the judgment of the director of public safety constitutes an immediate or continuing threat, a campus-wide "Timely Warning" will be issued. The primary warning will be issued through the University e-mail system and the IRIS dispatch system to students, faculty, and staff.

Depending on the particular circumstances, especially in all situations that could pose an ongoing threat to the community and individuals, the Department of Public Safety may also post a notice on the University web site at

<http://www.lincoln.edu/departments/public-safety/timely-warnings>. The Department of Communications may also post news releases and social media alerts as needed.

Anyone with information warranting a timely warning should report this to Public Safety by phone at 484-365-8139, 7211, or 7212 or in person at the dispatch center.

### ***How are residence halls secured and how are visitors admitted?***

All persons are required to enter the residence halls through the main entrance at all times. Fire exits doors are patrolled regularly by Residence Life staff and public safety officers to control unauthorized or illegal use. During non-visitation hours, access to residence halls is limited to residents. ***The propping open of doors is strictly prohibited.***

### ***What employees are assigned to residence halls?***

Residence halls are supervised by full-time area coordinators (ACs) who oversee all operational aspects of the residence hall. Student community advisors (CAs) are also assigned to each residence hall. The CAs receive training prior to the return of students each semester, including security training. Other CA training regularly occurs throughout each semester. Police officers and campus safety officers conduct routine patrols in the residence halls at all hours of the day and night.

### ***Fire safety***

The Department of Public Safety is also responsible for fire safety on the University's campus and locations. The University has an excellent working relationship with local fire companies, which respond to all fire calls on campus. The dispatch center is capable of monitoring all smoke and fire alarms and officers conduct monthly fire drills in every campus building. Students are given instructions in their residence halls about proper procedures during fire drills. Students with disabilities will be specifically accommodated. Exit routes and evacuation locations are also posted in each building, advising residents where to assemble when the building is evacuated. Every residence hall room has a smoke detector, and fire extinguishers and fire alarm boxes are strategically located in every building. Tampering with fire safety equipment (e.g., covering up smoke detectors, pulling fire alarms, and discharging fire extinguishers) is not tolerated and violators could face both University sanctions and criminal charges. If a fire occurs, students are instructed to leave hazardous areas per the evacuated routes



Courtesy photo/Pam Thompson

Apartment Style Living

and get to a predetermined location before calling Public Safety for help. They are to remain in that location so that the Residence Life staff can document that each student has left the building. Residence Life staff are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

***Fire Safety Systems in On-campus Student Residential Facilities***

Residence Hall	Fire Alarm Monitoring by LUPD	Sprinkler System	Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans & Placards	Fire drills per Year	Other Fire Safety Systems.
Apartment Style Living	√	√	√	√	√	12	
Ashmun Hall	√	n/a	√	√	√	12	
Douglass Hall	√	n/a	√	√	√	12	
Hansberry Hall	√	√	√	√	√	12	
LLC Guest Quarters	√	√	√	√	√	12	
LLCN	√	√	√	√	√	12	
LLCS	√	√	√	√	√	12	
Lucey Laney Hall	√	√	√	√	√	12	
McCauley Hall	√	n/a	√	√	√	12	
McRary Hall	√	n/a	√	√	√	12	
Rendall Hall	√	√	√	√	√	12	

***Fire occurrences***

**2017** ASL – Appliance fire extinguished by sprinklers.

Lincoln Hall – smoldering wires to a lamp. Lamp unplugged.

Cafeteria – Overheated wires in speaker system. System turned off.

Grim Hall – Cell phone overheated and caught fire. Extinguished by owner.

**2016**

Douglass Hall – Unintentionally set fire in the trash chute. Extinguished by the fire companies.

Douglass Hall – Small electrical fire caused by overloaded power strip.

Extinguished by the RC.

## 2015

McCauley Hall – Accidental fire caused by fabric touching a heating element.

Extinguished by resident.

Lucey Laney Hall - Accidental trash fire caused by careless smoking.

Extinguished by police.

### ***Does Lincoln University have a policy on portable electric appliances, smoking and open flames in student residence halls?***

The Office of Residence Life performs regular health and safety inspections of residence hall rooms throughout the school year. The inspections are primarily designed to find and eliminate safety violations. They include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other fire safety systems. In addition, each room will be examined for the presence of prohibited items (sources of open flames such as candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances in non-kitchen areas). The inspectors also will check for signs of prohibited activity such as smoking, tampering with life safety equipment, or possessing pets. The inspection also will include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and discarded or donated without reimbursement. Students are expected to read their student handbook and their University housing contract, which include the rules and regulations for the residence halls, and to comply with those rules and regulations.

### ***What is Lincoln University's policy regarding access to the University's facilities and programs by students, employees, guests, and other individuals?***

All individuals are required to possess and display valid identification upon request. All visitors are required to obtain a visitor's pass. When visiting the main campus, visitors must surrender a valid identification card to Public Safety. Visitors will be issued a pass that permits them to proceed onto the campus. The visitor's pass must be returned in order for the visitor to retrieve his/her identification. Faculty and staff expecting visitors should notify Public Safety at [publicsafety@lincoln.edu](mailto:publicsafety@lincoln.edu) prior to your visitor's arrival. At the end of each day, visitation passes and ID cards are checked to insure all visitors have left the campus. There is a \$5 charge for a lost visitor's passes.

After visitors have left by the end of visitation hours, access to the campus is restricted to only those with pre-approved purposes by the public safety Officer stationed at the main entrance. Frequent patrols to check for unauthorized individuals and vehicles are conducted by public safety officers. Facilities are open to authorized individuals for programs approved by the University. All facility access is restricted to approved use only. The Department of Public Safety secures University facilities at the completion of the regular business day. Academic and administrative facilities are opened at the appropriate times on days they are scheduled for approved use, permitting free ingress and egress for faculty, students, staff, and visitors. They are secured at the completion of the scheduled or approved periods of time each day.



When a facility is secured, access is restricted to authorized individuals only through Public Safety. Unauthorized access is strictly prohibited and will result in criminal prosecution. Residence hall access is restricted to residents and their guests. Student, faculty, and staff residents on main campus are responsible for their guests while they are visiting. All vehicles entering/parked on campus must have a student parking permit, a faculty/staff hang tag, or a temporary parking permit appropriately displayed.

***What is the procedure for reporting crime or other emergencies, and how does Lincoln University respond?***

To report a criminal act, security-related incident, accident, or a fire or medical emergency, contact the Department of Public Safety. This may be done by calling our office at extension 8139, 7211 or 7212, or stopping into our office at the Public Safety modular. Blue emergency phones are also located throughout the campus. There are a number of individuals at Lincoln University who are designated as Campus Security Authorities (CSAs). CSAs are required by law to report any crimes that come to their attention to Public Safety. A complete list of CSAs can be found on the Public Safety website at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities> At the University City location, crimes and other emergencies should be reported to the Philadelphia Police Department by dialing 911. When a report is received on the main campus, a public safety officer will be dispatched to the location of the incident. In cases of medical or fire emergencies, off campus ambulance, fire and EMT units are summoned by a public safety officer. University public safety officers are trained in first aid, automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR). They will assist until emergency medical help arrives. On the main campus, we ask that you do not call an ambulance service or outside law enforcement agency directly. The outside agency will merely call Public Safety to verify or investigate all calls. Therefore, we recommend that you save time by calling Public Safety first.

***What is Lincoln University's policy on possession, use, or sale of alcohol and illegal drugs?***

Use or possession of alcoholic beverages by persons under 21 is illegal in Pennsylvania under Title 18 Pa. C. S. § 6308(a). All laws related to the possession of alcoholic beverages by persons less than 21 years of age are strictly enforced by public safety officers. Underage visitors in possession of alcoholic beverages will be cited for underage drinking under section 6308(a) and be asked to leave the campus. The University reserves the right to grant approval or disapproval of alcohol use on any University property. Written approval from the University president or designee is required prior to the distribution or sale of alcoholic beverages on University property.

Use or possession of illegal drugs, drug paraphernalia, and controlled substances as prescribed by law, is strictly prohibited on University property. Violators will be prosecuted under Title 35 Pa. C. S. § 780-113. Students will be referred to the University Discipline Board. Individuals prosecuted for illegal delivery of, or possession with intent to deliver, controlled substances can face penalties that include a maximum 15-year prison sentence.

### ***What is Lincoln University's policy on reporting crime?***

The Department of Public Safety's main task is to protect and serve the Lincoln University community, but this is something that we cannot accomplish alone. We need the cooperation of every faculty, staff, and student family member. Report all incidents or suspicious persons to Public Safety at 484-365-8139, 7211 or 7212. Something may not appear to be irregular, but when in doubt, it is best to report it. Public safety officers are trained to check out all situations in a diplomatic manner. Your confidentiality will be observed if you request it. As a property owner, you have a monetary interest to protect your valuables; as an employee you have a responsibility to protect the University; as a human being you have a moral and personal interest in maintaining a physically safe environment for all to enjoy. Your participation in improving campus safety and security will prove beneficial to you and to the entire University community. Reporting crime and suspicious activity satisfies your obligation to yourself related to personal safety, while assisting with the protection of friends, classmates, and co-workers.

### ***Complaints against police***

If you have a complaint against a police officer or if you witness what you consider to be police misconduct, notify the supervisor on duty immediately. You should also notify the director of public safety at your earliest opportunity.

### ***What is Lincoln University's policy on possession and use of weapons?***

Faculty, staff (except for police officers), students, and visitors are prohibited from possessing weapons of any type on University property. The possession or use of explosives of any type, firearms of any type, knives not consistent with ordinary kitchen utensils, or other instruments designed for use as weapons, is forbidden everywhere on campus.

A permit to carry a weapon does not excuse compliance with this policy. All violators may be subject to criminal prosecution and students are subject to suspension and/or expulsion.



Courtesy photo/Pam Thompson

Guard House at Main Gate

***What programs are available for informing students & employees about security enforcement procedures and crime prevention, and to encourage them to be responsible for their own safety?***

The Department of Public Safety will make scheduled presentations related to security, enforcement, crime prevention, and personal responsibility at all student orientation sessions each semester. The department also makes similar presentations each semester to all athletic teams upon their arrival on campus, and at community advisor training. Various crime prevention and personal security-related printed information is also available to all students in the Student Union Building (SUB). Public Safety meets each semester with the Student Senate and with officers of the various bargaining units to discuss safety issues. Information is also conveyed informally through frequent visits to campus offices by public safety officers. Public Safety is a member of the Lincoln University Safety Committee and interacts with committee members from various departments on campus safety issues.

***What is Lincoln University's policy for housing students during low-occupancy periods, such as holidays and vacations?***

All resident students must leave the campus during vacations and other holidays unless an exception is approved by the director of residence life. Students are permitted to leave their property in their rooms during the winter break only if they have paid their room deposit for the spring semester on time. The University assumes no liability for loss or damage to property left in rooms. Students are strongly encouraged to purchase personal property insurance, renter's insurance, or place a "rider" on their parents' homeowner policy. Personal property insurance information can be obtained from the Office of Residence Life in the Student Union Building. All students' property must be removed from residence halls at the conclusion of the spring semester, or earlier if the individual ceases to be a student. Availability of housing for students enrolled in summer classes is determined prior to the beginning of each summer session. Whenever students are residing in a residence hall, the security policy is identical to that practiced during normal school semesters.

***Student housing information***

For complete information about student housing, including types of housing, policies on housing assignments, and requests to change room assignments, please refer to the Office of Residence Life website at <http://www.lincoln.edu/departments/residence-life>.

***Residence hall security and crime prevention tips***

Always lock doors and windows in your room, apartment, or house. A large percentage of thefts on campus occur in unlocked residence hall rooms when the occupant has stepped out for "only a minute." Hide cash and other valuables in an out-of-the-way location known only to you. When you leave your room, close the windows and leave a light and radio on in your absence to give the impression the room is occupied. **DO NOT PROP OPEN DOORS.** Serious crimes have been committed by people who entered residence halls through doors that were propped open. Place a rider on your homeowner's insurance or purchase renter's insurance to cover all items of value you bring to the university. For a small fee, you can protect yourself against major losses. Enroll in the Department of Public Safety's "Operation Identification." You can register

your valuables with the department and also have them engraved with an identifying number. This will help return your items to you quickly when they are located. It will also help your insurance company process your claim more quickly.

When you encounter a difficulty (trespasser, theft, damage, etc.) in your campus residence, immediately call Public Safety at 484-365-8139, 7211 or 7212. Even if it turns out to be a false alarm, it is better to be safe. If you receive a harassing or obscene telephone call, hang up immediately! The caller is seeking gratification. If the calls persist, notify Public Safety immediately and advise the caller you have notified the authorities. Maintain a log of all calls by date and time. We can trace these calls.

### ***Crime prevention***

No community is 100 percent crime free. A university campus is not unlike any other community with the same problems and concerns. Although the incidence of serious crime at Lincoln is low, Public Safety encourages all members of the University community to learn good crime prevention habits. Most crimes are crimes of opportunity and can be avoided with a little planning and common sense. Good crime prevention is simply learning how to avoid becoming a victim. Public Safety recognizes the types of problems that occur on campus and designs its crime prevention programs to respond to these situations.

### ***What is Lincoln University's policy for housing guests, non-resident students, or others not associated with the University?***

Arrangements for overnight guests must be made in advance with the Office of Special Events for the Guest House or with the President's Office for the Living Learning Center Guest Quarters. Invited guests are permitted only when approved, when space is available, and when the designated fee for room and/or board is paid. No unauthorized guest is permitted to stay in a residence hall room overnight. Unauthorized guests are dealt with as trespassers and the host must answer University disciplinary charges. Overnight visits by guests of the opposite sex who are not immediate family members are strictly prohibited. Students' guests must receive permission from Residence Life to stay overnight.

### ***What is Lincoln University's policy concerning off-campus crime?***

The Department of Public Safety works very closely with the Pennsylvania State Police and the Philadelphia Police Department who have jurisdiction in the areas in which the main campus and the University City location are located. The Department of Public Safety is also associated with Chester County Communication Center, which dispatches police and emergency equipment to the surrounding area, including to Lincoln University, PA.

Public Safety is notified immediately by the above agencies in the event of any criminal activity that might impact the University community. Local police agencies also notify the department when they have contact with a student from the University. Students who engage in illegal off-campus activity may be charged with a violation of the Code of Student Conduct. There are no university-recognized student organizations with non-campus facilities.

### ***What drug and alcohol abuse educational programs are offered?***

The Health Services Center and Counseling Services, which are both located in the Wellness Center, both offer drug and alcohol abuse programs. The formats for these programs vary and include the use of on-campus professionals, guest speakers, and video presentations. Extensive literature in this area is made available in the Health Services Center and Counseling Services office, including a 24-hour hotline number and local community support agencies.

### ***Non-discrimination statement***

Lincoln University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions. Gerard Garlic, Title IX Coordinator/Director, Office of Institutional Equity, 107 Wright Hall, 484-365-7755, is designated to handle inquiries regarding the non-discrimination policies:

### ***Limited voluntary confidential reporting***

Lincoln University Department of Public Safety encourages anyone who is the victim of a crime to promptly report the incident to the police. Because police reports are public records under state law, the Department of Public Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities, including counselors at the Counseling Center and the University chaplain.

### ***Missing students***

If a member of the Lincoln University community has reason to believe that a student who resides in a residence hall is missing, they should immediately notify Public Safety at 484-365-8139. Public safety officers will generate a missing person report and initiate an investigation. Missing persons can also be reported to anyone identified as a Campus Security Authority (CSA). Follow this link <http://www.lincoln.edu/departments/public-safety/campus-security-authorities> for a list of all CSAs. In addition to registering a general emergency contact, students in residence halls may confidentially designate an individual to be contacted by the University in the event the student is missing for more than 24 hours. If a student has identified such an individual, the University will notify that person no later than 24 hours after the student is determined to be missing. A student who wishes to designate such a contact can do so through the university's residence life website. This confidential contact information will be available only to authorized campus officials and law enforcement officers. After investigating a missing person report, if the Department of Public Safety determines that the student has been missing for 24 hours, the department will notify the student's emergency contact and send all available information to surrounding police departments through Chester County Radio. The University will also notify the parent or guardian of any un-emancipated students under the age of 18. The missing person will also be entered into N.C.I.C., a nationwide database available to every police department in the United States. If the missing person report is filed with another agency, Public Safety will provide that agency with whatever assistance is needed.

## **POLICIES, PROCEDURES, AND PROGRAMS**

### ***Dating Violence, Domestic Violence, Sexual assault, and Stalking***

Lincoln University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined in section 4002(a) (20) of the Violence Against Women Act of 1994) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. To that end, Lincoln University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking, as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident reported to a University official occurs on or off campus.

### *VIOLENCE AGAINST WOMEN ACT DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING*

Domestic Violence:

- i. A Felony or misdemeanor crime of violence committed—
  - a) By a current or former spouse or intimate partner of the victim
  - b) By a person with whom the victim shares a child in common
  - c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
  - d) By a person similarly situated to a spouse of the victim under the domestic or family violence of the jurisdiction in which the crime of violence occurred; or
  - e) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- i. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
- ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition:
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- b. Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. A sex offense is defined as "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking:

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - a) Fear for the person's safety or the safety of others; or
  - b) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
  - a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### ***Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking***

#### ***RAPE AND SEXUAL ASSAULT***

The state of Pennsylvania defines rape as follows:

“Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.” There are multiple levels of other sexual assaults in the state of Pennsylvania. They are defined in detail in Chapter 31 of the Pennsylvania Crimes Code. Statutory offenses (no force used —victim under age of consent) are excluded. Sex offenses (except rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.



*Courtesy photo/Pam Thompson*

Lincoln University Main Campus



### *DOMESTIC ABUSE*

Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

### *DATING VIOLENCE*

The state of Pennsylvania does not have a definition of dating violence.

### *STALKING*

Pennsylvania law defines stalking when a person either:

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

### *INEFFECTIVE CONSENT*

Unless otherwise provided by the Pennsylvania Crimes Code or by the statute defining the offense, assent does not constitute consent if:

1. it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
2. it is given by a person who by reason of youth, mental disease, or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
3. it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
4. it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense. The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

### *RAPE OFFENSE DEFINED*

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

1. By forcible compulsion;
2. By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
3. Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;

4. Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance;
5. Who suffers from a mental disability which renders the complainant incapable of consent. Further, under Clery and UCR (Uniform Crime Reporting) definitions, the Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for the purposes of Clery and PA UCR reporting.
- 6.

*LINCOLN UNIVERSITY'S DEFINITION OF CONSENT AS IT RELATES TO SEXUAL ACTIVITY:*

Consent is an explicitly communicated voluntary agreement to engage in a particular sexual activity at a particular time.

- Consent must be in clearly understandable words or actions and freely given.
- Consent can **never** be the result of:
  - Force- violence, physical restraint, or the presence of a weapon;
  - Threats- indications of intent to harm, whether direct or indirect;
  - Intimidation or duress: extortion, menacing behavior, bullying;
  - Coercion- undue pressure; or
  - Deception or fraud- misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity.
- Consent can **never** be given by a person who is incapacitated whether as a result of drugs, alcohol, or otherwise.
  - A person is incapacitated and incapable of giving consent when he or she is not able to receive and evaluate information effectively and cannot make a rational, reasonable judgment as to the nature of the conduct charged.
  - Some indicators of incapacitation include lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.
  - Lincoln's primary concern is student safety and use of alcohol or drugs never makes the victim at fault for sexual violence.
- Consent can **never** be given by a person who is unconscious or asleep;
- Consent can **never** be given by anyone under the age of 13 and may not be given by anyone under the age of 16 to anyone four or more years older than the complainant;
- Consent can **never** be given by a person who by reason of mental disability is unable to make a reasonable judgment;
- Consent can **never** be inferred from:
  - Silence, passivity, or lack of resistance alone;
  - A previous consensual sexual encounter
  - Attire;

- Consent to one form of sexual activity is **not** consent to engage in **all forms** of sexual activity;
- If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, each individual should stop the activity and clarify the other person's willingness to continue and his or her capacity to consent.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.

***Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:***

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Lincoln University's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:
  - a. Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
  - b. Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms;
  - c. Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;
- C. Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- D. Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- E. Provides an overview of information contained in the Annual Security and Fire

Safety Report in compliance with the Clery Act.

F. Provide information regarding:

- a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs” elsewhere in this annual report);
- b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this annual report);
- c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this annual report); and
- d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this annual report);
- e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this annual report).
- f. Information regarding the availability of protection or “no-contact” orders, both through the University and the local court system.

More detailed information can be found in the Lincoln University Sexual Misconduct Policy (Addendum B).

**Primary Prevention and Awareness Programs:**

The University provides primary prevention and awareness programs to all incoming students and employees that involve the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs, and requiring incoming first-year students and returning upper-class students to take online courses related to sexual assault and high-risk drinking awareness and education.

**Ongoing Prevention and Awareness Campaigns:**

The University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures.

Ongoing prevention and awareness campaigns include self-defense programming; domestic violence month events and activities; sexual assault and awareness month, which includes presentations; Green Dot programming, related to bystander

intervention; programming specific to developing healthy relationships; Women's Center; and regular student conversations related to sexual assault and relationship violence.

The following are some specific examples of annual programs currently offered by the University. This list is not all inclusive:

### **Online Education**

Impressions, through United Educators, is one of the online courses required of all students to learn effective ways to prevent and report sexual assault on our campus. Employees also receive online education through United Educators.

### **Orientation Programing**

Incoming first-year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Lincoln University Sexual Misconduct Policy, bystander intervention, and resources.

### **Green Dot University Strategy and Bystander Intervention Workshops**

Both Green Dot and Bystander Intervention presentations help people understand what stops us from intervening in potentially harmful situations and provides tools to intervene. Green Dot covers ways to end power-based personal violence. Bystander Intervention workshops cover bystander effect and ways to decide to act when we see someone in need. Participants leave with practical tips to intervene.

Additional information about the University's efforts in this regard can be found at: <http://www.lincoln.edu/student-life/students/student-handbook>

***Lincoln University prohibits dating violence, domestic violence, sexual assault, and stalking as they are defined for purposes of the Clery Act and the Pennsylvania Criminal Code.***



Photo by Lincoln University Staff/ Devin Bonner

Lincoln University Main Campus

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs**

### *REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING*

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to Department of Public Safety (phone: 484-965-7211) or the Title IX coordinator, Gerard Garlic, (office: Wright Hall Room 107; email: [titleix@lincoln.edu](mailto:titleix@lincoln.edu); phone: 484-746-0000 or 484-365-7755) by calling, writing, or coming into the office to file a report in person. These offenses can also be reported to individuals at Lincoln University who are designated as Campus Security Authorities (CSAs). A complete list of CSAs can be found on the Public Safety website at <http://www.lincoln.edu/departments/public-safety/campus-security-authorities>.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Public Safety will be automatically referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Public Safety.

Victims of sexual assaults should not tamper with, or remove anything from the immediate area of the incident, and should not tamper with or change any article of clothing worn during the assault. They should not wash any area of their body, douche, eat, drink, smoke, or brush their teeth prior to being examined. This could result in destruction of evidence. They should not postpone reporting the incident to Public Safety.

### *PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING IS REPORTED:*

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health care, mental health care, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

The Title IX coordinator will collaborate and coordinate with the dean of students for student cases and the director of human resources for employee cases.

Although the University strongly encourages members of its community to report violations of sexual assault, rape, stalking, dating violence, and domestic violence, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. A student who would like to report one of these

crimes has the right to pursue criminal charges through Public Safety and/or pursue disciplinary action through Lincoln University. Individuals who serve on the Discipline Board receive special training on the proper conduct of these cases. Public safety officers will work in cooperation with the Chester County District Attorney’s Office to conduct a thorough investigation. They will also notify other necessary authorities, and render personal assistance to the complainant. An independent investigation will also be conducted by the Lincoln University Title IX coordinator. To maintain the confidentiality of victims, no publicly available records such as crime logs, Clery reports or UCR reports will contain any information that would serve to identify crime victims. Likewise, the University will maintain as confidential any accommodations or protective measures provided to victims.

Anyone who is concerned that there may be convicted sex offenders in the area may obtain information on sex offenders from the Pennsylvania State Police at [www.meganslaw.state.pa.us](http://www.meganslaw.state.pa.us). Those within the campus community who are found responsible for sexual assault, dating violence, domestic violence, or stalking are subject to University sanctions which can include but are not limited to suspension, expulsion, and/or separation from Lincoln University.

A complete list of possible sanctions can be found in the Lincoln University student handbook at <http://www.lincoln.edu/student-life/students/student-handbook>. The University will seek to reach a resolution within 60 days of the complaint and to resolve appeals within 21 days of filing.

*IMPORTANT NUMBERS WHEN REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING*

Public Safety Department.....	484-365-7211, 7212, or 8139
Title IX Coordinator .....	484-365-7755
Counseling Services.....	484-365-7244
Health Center .....	484-365-7338
Women’s Center .....	484-365-7839
Crime Victims’ Center of Chester County Sexual Assault Hotline .....	610- 692-7273
Domestic Violence Center of Chester County Hotline .....	610-431-1430
Anonymous Tip Line.....	484-365-7799

***Lincoln University Bill of Rights for Victims of Sexual Assault & Crimes of Domestic Violence, Dating Violence, Assault, and Stalking***

- All students have the right to emotional and physical safety.
- All students shall be notified of counseling services available on and off campus.
- Victims shall be notified of options for changing academic and living situations.
- Victims may obtain a free forensic exam from a Sexual Assault Nurse Examiner without filing a police report or involving the police in any way.
- Students have the right to have sexual assaults investigated by the appropriate law enforcement authorities.
- Both victims and accused have the right to a prompt, fair and impartial process from the initial investigation to the final result.

- Students have the right to be informed of the outcome of any criminal investigation.
- The student handbook outlines the University disciplinary process. Students have the right to know what sanctions the University can impose on the accused. Students found responsible for sexual assaults can receive sanctions up to and including suspension or expulsion. Accuser and accused have the same opportunity to have others present at proceedings.
- Both parties shall be informed simultaneously, in writing, of the outcome of any disciplinary proceeding.
- Neither party is limited to their choice of an advisor or the presence of that advisor at any proceeding; however, Lincoln University may establish restrictions on the advisor's degree of participation.
- Both parties have the right to appeal the decision of the board.
- In a University disciplinary hearing, victims have a variety of options for how they offer testimony, including video conference, phone, or with room partition.
- The Disciplinary Board will decide cases based on a "preponderance of evidence."
- At no time can a victim be required to keep the outcome confidential.
- Victims have the right to know that any disclosure of a sexual assault made to a University employee can result in a report as an annual crime statistic.
- Students have a right to privacy and confidentiality.
- All students have the right to receive sexual assault education and information annually.
- Victims shall have the right to a victim advocate of their choosing.
- Victims shall have the right to STD and pregnancy testing and emergency contraception.
- Victims shall have the right to be informed of medical, mental health, and crisis response services.



Courtesy photo/Pam

Ivory V. Nelson Center for the Sciences



## ADDENDUM A: LINCOLN UNIVERSITY CRIME STATISTICS & CRIME RATES

### Main Campus

<b>PART I OFFENSES</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/non-negligent manslaughter	0	0	0
Forcible Sex Offenses	2	2	6
Non-forcible Sex Offenses	0	0	0
Robbery	2	2	0
Aggravated Assault	10	4	15
Burglary	5	1	2
Larceny - Theft	76	81	44
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

### Total Occurrences in Residence Halls

<b>PART I OFFENSES</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/non-negligent manslaughter	0	0	0
Forcible Sex Offenses	3	1	1
Non-forcible Sex Offenses	0	0	0
Robbery	1	1	0
Aggravated Assault	2	2	9
Burglary	3	0	1
Larceny - Theft	37	45	14
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

### Occurrences at Non-Campus Buildings

PART I OFFENSES	2015	2016	2017
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Larceny – Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

### Occurrences on Public Property

PART I OFFENSES	2015	2016	2017
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny - Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

### Arrests/Referrals for Specific Offenses

	2015	2016	2017
Liquor Law Violations	34/5	32/6	59/21
Drug Abuse/Narcotics	26/12	14/61	24/157
Weapons Violations	0/0	2/0	0/1

### Sexual Assaults, VAWA Offenses & Hate Crimes

	2015	2016	2017
Hate crimes	1	0	0
Sexual Assaults	2	2	6
Domestic Violence	0	0	0
Dating Violence	9	6	6
Stalking	0	0	0

### Lincoln University Crime Statistics & Crime Rates/University City

PART I OFFENSES	2015	2016	2017
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny - Theft	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

### Arrests/Referrals for Specific Offenses (University City)

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Abuse/Narcotics	0	0	0
Weapons Violations	0	0	0

### Sexual Assaults & Hate Crimes (University City)

	2015	2016	2017
Hate crimes	0	0	0
Sexual Assaults	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

# ADDENDUM B: SEXUAL MISCONDUCT POLICY

## LINCOLN UNIVERSITY

<b>Policy:</b>	<b>Sexual Misconduct Policy</b>
<b>Policy Number:</b>	<b>HRM 122</b>
<b>Effective Date:</b>	<b>February 21, 2015</b>
<b>Next Review Date:</b>	<b>February 21, 2016 (Under revision as of September 2018)</b>
<b>Reviewing Department:</b>	<b>Human Resources and Vice President for Student Affairs</b>
<b>Affairs Status:</b>	<b>Approved by the Acting President and Board of Trustees</b>

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### INTRODUCTION

Lincoln University (“University” or “Lincoln”) is committed to providing a work and learning environment that is free from all forms of unlawful discrimination, including sexual harassment, sexual assault, stalking, dating violence, domestic violence, and other forms of sexual misconduct (collectively “sexual misconduct”). This policy provides a mechanism for eliminating sexual misconduct, preventing its recurrence and remedying its effects through education, enforcement, and other measures. In the case of allegations of sexual misconduct, this policy supersedes all other procedures and policies set forth in other University documents.

This policy is intended to create a working and learning environment that promotes respect and dignity for others. This policy is not intended to inhibit the expression of ideas or to use any methods that would infringe on an individual’s constitutional right to free speech.

Every member of Lincoln University community is expected to take an active role in upholding this policy. If you believe that you or someone you know may have been a victim of sexual assault or other sexual misconduct, you are strongly encouraged to report the incident as soon as possible. The University will promptly respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in University-related programs or activities.

Any person found responsible for violations of this policy will face disciplinary actions up to and including dismissal or expulsion from the University. Acts of sexual misconduct may also be prosecuted under the Pennsylvania Criminal Code.

### NOTICE OF NONDISCRIMINATION

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in the University’s programs or activities. It is the expressed policy of Lincoln University to comply with Title IX.

Questions regarding the application of Title IX may be referred to the University's Title IX Coordinator, Mr. Gerard Garlic, Room 107 Wright Hall, 484-746-0000 or 484-365-7755,

[titleix@lincoln.edu](mailto:titleix@lincoln.edu). Questions may also be made to the U.S. Department of Education, Office for Civil Rights ("OCR") via its website <http://www2.ed.gov/about/offices/list/ocr/index.html>) or by phone 1-800-421-3481.

#### ROLE OF THE TITLE IX COORDINATOR

The University's Title IX Coordinator, Mr. Gerard Garlic, will be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office. She is available to meet with students who have questions regarding this policy or who wish to report sexual misconduct at her office in Room 126B in the Wellness Center, by phone at 484-746-0000, or by email at [titleix@lincoln.edu](mailto:titleix@lincoln.edu).

The Title IX Coordinator's responsibilities include:

Overseeing the school's response to Title IX reports and complaints and ensuring that complaints are handled through consistent practices and standards.

Reviewing all sexual misconduct complaints to identify and address any patterns or systemic problems revealed by such complaints.

Evaluating requests for confidentiality of those who report or complain about sexual misconduct in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students. For guidance about your options for confidential reporting, please see section VII of this policy.

Overseeing the determination and provision of appropriate interim measures for a complainant upon learning of a report or complaint of sexual violence.

Overseeing or conducting the University's Title IX investigation into complaints of sexual misconduct.

Assisting the Department of Public Safety and security employees in understanding the University's Title IX compliance requirements, including appropriate initial responses to Complainants and ensuring Complainants are provided with the required notices of available resources and reporting options.

Overseeing the coordination of services with local victim advocacy organizations and service providers, including rape crisis centers.

Overseeing prevention and awareness training and programming for students, faculty and staff and periodically assessing the value, effectiveness and outcome of these efforts.

Lincoln University will ensure the Title IX Coordinator has the necessary training and authority to fulfill these responsibilities.

#### APPLICABILITY OF THE POLICY

This policy applies to any allegation of sexual misconduct made by or against a student, an employee of the University or a third party regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. This policy applies regardless of where the alleged sexual misconduct

occurred, so long as the conduct giving rise to the report is related to or has continuing effects on the University's academic, educational, athletic, or extracurricular programs or activities.

Although the scope of the policy is broad, the University's ability to issue and enforce disciplinary sanctions may not extend to third parties. Additionally, sexual misconduct that is alleged to have occurred at a significant distance from the University and/or outside the University property may be more difficult for the University to investigate.

## DEFINED TERMS & PROHIBITED CONDUCT

### General Terms

**Advisor.** An individual who is chosen by the Complainant or Respondent to provide that person with support, guidance or advice at any meeting or hearing at any stage of the process.

**Campus Security Authority or "CSA."** CSAs include members of the Department of Public Safety, individuals who have responsibility for campus security (e.g., any individual who is responsible for monitoring the entrance into institutional property), an official with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. Examples of employees who are *not* CSAs include clerical staff, staff members who are not responsible for students, and individual faculty with no student activity duties outside the classroom. The Department of Public Safety maintains a list of all designated CSAs, available upon request, and notifies all CSAs of their designation and responsibilities each year.

**Complainant.** An individual who asserts that he or she is the victim of an incident of sexual misconduct.

**Reporter.** An individual who reports an incident of sexual misconduct to the University, whether to a Campus Security Authority or responsible employee, who may or may not be a Complainant or victim.

**Respondent.** The individual who is reported to have committed an act of sexual misconduct.

**Responsible Employee.** Any employee who (a) has the authority to take action to redress sexual violence; (b) has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or (c) is a person whom a student could reasonably believe has this authority or duty. Lincoln University responsible employees include all Campus Security Authorities, Deans, Directors, non-clerical staff in the Office of the President, Student Health Center medical staff and all faculty.

### Prohibited Conduct

The following conduct is prohibited. An attempt to commit an act prohibited by this policy, or assisting or willfully encouraging any such act, is also considered a violation of this policy. The definitions provided are consistent with the Clery Act definitions found in the Appendix to 34 C.F.R. § 668(d) and the Pennsylvania Criminal Code.

**Dating Violence.** Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship is determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does *not* include acts covered under the definition of domestic violence.

**Domestic Violence.** Domestic violence is any felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. In Pennsylvania, probable cause exists to arrest for domestic violence in cases involving involuntary manslaughter, simple assault, aggravated assault, reckless endangerment, terroristic threats and stalking against a "family or household member," defined as spouses, former spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood. 18 Pa.C.S. § 2711(a); 23 Pa.C.S. § 6102(a).

**Retaliation.** Retaliation is any adverse action, including intimidation, reprisal, threats, coercion or harassment, because a person has filed, supported or provided information in connection with a complaint of sexual misconduct.

Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or designee, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

**Sexual Assault.** Sexual assault is actual or attempted sexual contact with another person without that person's consent (as defined in Section VI), including where the person is incapable of giving consent. Sexual assault includes: Rape—vaginal, anal, or oral penetration, however slight, with any body part or object (including oral penetration by a sex organ); Fondling— any non-consensual touching of the private body parts of another for the purpose of sexual gratification; Statutory Rape— sexual intercourse with a person who is under the age of consent (anyone under age 14 and anyone four or more years older than a complainant who is at least 14 and under the age of 16); and Incest- sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Sexual assault includes acts achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

**Sexual Exploitation.** Sexual exploitation occurs when an individual takes sexual advantage of another person for the benefit of anyone other than the individual without that person's consent.

Examples of sexual exploitation include, but are not limited to, the following:

Creating pictures, movies, webcams, recordings, images or audio of another person's sexual activity or state of undress without the person's knowledge and consent;

Sharing items described in the bullet above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;

Observing the sexual behavior or a state of undress of another person without the knowledge and consent of that person (e.g., "peeping tom" behavior);

Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of the disease or illness;

Prostituting another person, including attempting to engage others in escort or dating services which encourage in any way sexual behavior in exchange for money;

Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

**Sexual Harassment.** Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or

Such conduct has the purpose or effect of:

Unreasonably interfering with an individual's academic or professional performance; or

Creating an intimidating, hostile, or demeaning employment or educational environment.

To determine whether a hostile environment exists, the conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all of the circumstances. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Sexual harassment includes, but is not limited to, the following examples:

Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;

Displaying or showing pictures, cartoons, or other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance;



Exposing the private parts of one's body to another person;  
Unwelcome pressure for a dating, romantic, or intimate relationship;  
Unwelcome touching, kissing, hugging, or massaging;  
Obscene gestures;  
Sexual graffiti, pictures, or posters;  
Sexually explicit profanity.

**Sexual Misconduct.** The term sexual misconduct means any unwelcome conduct of a sexual nature and includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, sexual violence and stalking.

**Sexual Violence.** Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including sexual assault, dating violence, domestic violence and stalking.

**Stalking.** Stalking is a course of conduct, repeated acts or communication directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress. For the purpose of this definition: *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, 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 victim; *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Reporting False Information.** Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to University officials, or who intentionally misleads University officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action. Submission of a good faith complaint, concern, or report under this Policy, even if found to be unsubstantiated, will not constitute a false report and will not affect a Complainant's employment, grades, academic standing, or work assignments.

## CONSENT

Consent is an explicitly communicated voluntary agreement to engage in a particular sexual activity at a particular time.

Consent must be in clearly understandable words or actions and freely given.

Consent can **never** be the result of:

Force- violence, physical restraint, or the presence of a weapon;

Threats- indications of intent to harm, whether direct or indirect;

Intimidation or duress- extortion, menacing behavior, bullying;

Coercion-undue pressure; or

Deception or fraud- misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity.

Consent can **never** be given by a person who is incapacitated, whether as a result of drugs, alcohol or otherwise.

A person is incapacitated and incapable of giving consent when he or she is not able to receive and evaluate information effectively and cannot make a rational, reasonable judgment as to the nature of the conduct charged.

Some indicators of incapacitation include lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

Lincoln's primary concern is student safety and use of alcohol or drugs never makes the victim at fault for sexual violence.

Consent can **never** be given by a person who is unconscious or asleep;

Consent can **never** be given by anyone under the age of 13 and may not be given by anyone under the age of 16 by anyone four or more years older than the complainant;

Consent can **never** be given by a person who by reason of mental disability is unable to make a reasonable judgment;

Consent can **never** be inferred from:

Silence, passivity, or lack of resistance alone;

A previous consensual sexual encounter

Attire;

Consent to one form of sexual activity is **not** consent to engage in **all forms** of sexual activity;

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, each individual should stop the activity and clarify the other person's willingness to continue and his or her capacity to consent.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed, sexual activity must cease.

## CONFIDENTIALITY AND PRIVACY CONSIDERATIONS IN REPORTING

Lincoln University strongly encourages any community member who has experienced sexual harassment or other sexual misconduct to talk with someone about what happened so that they may obtain support and so that the University may respond appropriately. The following information on reporting procedures are in place so that an individual need not navigate the process or feel the effects of an incident alone. To facilitate an informed choice about where to turn for support and assistance, the University provides information about **confidential** reporting options and resources and those resources who are **required** to report information to Public Safety and/or the Title IX Coordinator.

### Privacy Considerations

The University is committed to protecting the privacy of all individuals involved in a report of sexual assault, sexual harassment or other sexual misconduct. Information related to a report to the University of sexual assault, sexual harassment or other sexual misconduct will be kept private by the University unless disclosure is required by law. To the extent information is shared, it will be relayed only to those University officials with a legitimate interest in order to assist in the investigation and resolution of the complaint. Any accommodations or protective measures provided to the victim will

be maintained confidentially to the extent possible in providing those accommodations and protections. Under no circumstances will the University release the name of the Complainant to the general public without the express consent of the Complainant.

#### Confidential Resources

Those who offer confidentiality regarding a report of sexual assault, sexual harassment or other sexual misconduct and who are **not required to report** the information without the Complainant's permission are:

A counselor or therapist at the Counseling Center  
University Chaplain, acting in a pastoral capacity

Confidentiality will be maintained by a counselor or therapist under all circumstances **except** when there is an immediate threat of serious harm to a person. These confidential sources can advise individuals about resources, services, and options available both on and off campus. While they will not report the incident to anyone, including the Title IX Coordinator and the Department of Public Safety, they will encourage the Complainant to report the incident. **Disclosing information to or seeking advice from a confidential resource does not constitute reporting an incident to the University** and therefore will not result in any formal response or intervention by officials of Lincoln University.

#### Anonymous Reports

Although the University encourages Complainants to report directly to a University resource, the University will respond to all anonymous complaints. Anonymous complaints may be reported to the Department of Public Safety via the Anonymous Tip Line at ext. 7799 or by submitting a Clery Incident Report Form, available via the Department of Public Safety and on the University's website at <http://www.lincoln.edu/departments/public-safety> to either the Department of Public Safety or the Title IX Coordinator.

All anonymous reports will be referred to the Title IX Coordinator. However, the University's ability to respond effectively may be limited by the level of detail in the information provided.

#### Clery Act Reporting

Campus Security Authorities are required to report any incident of dating violence, domestic violence, sexual assault or stalking to the Department of Public Safety, but may do so without providing the Complainant's identifying information. The University will complete all publicly available recordkeeping, including reports and disclosures required by the Clery Act, without including personally identifying information about the Complainant.

All such reports will be shared with the Title IX Coordinator and may result in a Title IX investigation. Students should be aware that off campus organizations may be required by law to report complaints of sexual misconduct and such reports, which can omit or conceal the identity of the Complainant, may trigger an investigation by the University.

Title IX Reporting: Required to Inform the Title IX Coordinator Responsible Employees, including all Campus Security Authorities (defined in Section V), *must report an incident of sexual misconduct to the Title IX Coordinator*. Responsible Employees are required to inform the Title IX

Coordinator of the relevant details, including the name of the Complainant, date, time and specific location of the incident. The Department of Public Safety will also be informed of the incident, without identifying information of the Complainant, for inclusion in the University's crime statistics.

A Complainant may request that his or her identity remain confidential and/or that no investigation be conducted or disciplinary action taken. A Complainant should understand that such a request may limit the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent.

The University will weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the Complainant. The Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the Respondent will commit additional acts of sexual or other violence, such as:

whether there have been other sexual violence complaints about the same Respondent;

whether the Respondent has a known history of violence;

whether the Respondent threatened further sexual violence or other violence against the Complainant or others;

whether the sexual violence was committed by multiple perpetrators;

whether the sexual violence was perpetrated with a weapon;

whether the Complainant is a minor;

whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);

whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action and/or contact local law enforcement. If the University determines that it cannot maintain a Complainant's request for confidentiality, the University will inform the Complainant prior to starting an investigation. In all cases, to the extent possible, the University will only share information with people responsible for handling the University's response to the report of sexual assault, sexual harassment or other sexual misconduct.

Whether a report is confidential or not, when a Complainant reports an incident of sexual assault, sexual harassment or other sexual misconduct, the University will remain ever mindful of the well-being of the Complainant and protect the Complainant from retaliation.



Photo by Lincoln University Staff/ Shelley Mix

Lincoln University Main Campus

**MEDICAL ATTENTION & THE IMPORTANCE OF PRESERVING EVIDENCE** Victims of sexual assault should seek immediate medical attention whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can provide emergency and/or follow-up medical services to diagnose and treat any injury and can properly collect and preserve evidence. Gathering evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal action.

There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence that may be helpful in proving a criminal offense or obtaining a protective order. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to not shower, bathe, douche, brush teeth, drink, or change clothing prior to seeking medical treatment.

Similarly, any clothing or bedding should remain untouched pending collection by law enforcement.

A forensic exam can be performed by specially trained healthcare providers at Brandywine Hospital (201 Reeceville Rd., Coatesville, PA 19320; 610-383-8000) and Chester County Hospital (701 East Marshall Street, West Chester, PA; 610-431-5000). The University will arrange for transportation to either hospital. The forensic exam is a comprehensive medical exam that involves assessing and documenting injuries associated with the assault. The victim will have the right to refuse any or all parts of the exam which generally includes collection of possible evidence such as blood, semen, saliva, fingernail scrapings, hair and clothing, as well as photographing any injuries.

The Office of Health Services, located in the Wellness Center, is open Tuesday & Friday, 9 a.m. to 4 p.m.; Monday, Wednesday and Thursday 9 a.m. to 9 p.m.; closed each day from 12 p.m. to 1 p.m. Health services provides STD and pregnancy testing.

### **RESOURCES, SERVICES AND ACCOMMODATIONS AVAILABLE TO VICTIMS**

Emotional trauma can be severe after a sexual assault. The resources identified here are specially trained to work with individuals who report sexual misconduct. They have knowledge about additional on and off campus resources and services, including possible interim accommodations and protective measures discussed below. All students and employees will receive written notice of the existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the University and in the community.

#### **Confidential Lincoln University Resources**

University Counseling Services 484-365-7244

*(Wellness Center, Suite 222, Monday – Friday, 9 a.m. -5 p.m.)*

University Chaplain – Reverend Frederick Faison 484-365-8075

*(Mary Dod Brown Memorial Chapel)*

#### **Lincoln University Resources**

Department of Public Safety 484-365-7211

*(Azikiwe-Nkrumah Hall – 24 hours a day/7 days per week)*

Title IX Coordinator 484-365-7527

*(Wellness Center, Room 126B, Monday – Friday, 2 p.m. -9 p.m.)*

University Health Services 484-365-7287

*(Wellness Center, Suite 100, Tuesday & Friday, 9 a.m. to 4 p.m.; Monday, Wednesday and Thursday 9 a.m. to 9 p.m.; closed each day from 12 p.m. to 1 p.m.)*

The Women’s Center 484-365-7244

*(Hansberry Hall, Basement Level, by appointment)*

Dean of Students 484-365-7527

*(Wright Hall, Suite 300, Monday-Friday, 9 a.m.-5 p.m.)*

Office of Human Resources 484-365-7593 *(International Cultural Center, 2<sup>nd</sup> Floor, M-F, 9 a.m.-5p.m.)*

#### **Off Campus Medical Resources Hospitals Providing Forensic Exams:**

Brandywine Hospital 201 Reeceville Rd., Coatesville, PA 19320 610-383-8000

Chester County Hospital 701 East Marshall Street, West Chester, PA 610-431-5000

#### **Other area Hospitals:**

Jennersville Regional Hospital 610-869-1000

**NOTE:** *Under Pennsylvania law, a medical provider may be required to notify law enforcement of a reported sexual assault. Although the medical provider will provide information to law enforcement, the Complainant may decline to speak with a law enforcement officer or participate in a criminal prosecution.*

### Off Campus Resources

Domestic Violence Center of Chester County 610-431-1430/888-711-6270 24 Hour Hotline; Providing counseling services, support groups and legal advocacy

Sexual Assault Crisis Hotline, Crime Victims' Center of Chester County  
24 Hour Hotline; 610-692-7273  
Provides victim services and resources

Domestic Violence Hotline, Philadelphia 866-723-3014  
24-hour resource anonymous and confidential resource for individuals with questions or concerns about domestic violence

Women Against Abuse, Philadelphia 215-386-1280  
Provides domestic violence services in Philadelphia, including emergency shelters and legal representation for protection from abuse orders

Women Organized Against Rape (WOAR), Philadelphia  
Hotline 215-985-3333  
Provides counseling services, resources and court & legal information

The Pennsylvania Coalition Against Rape (PCAR) 888-772-7227 Works to raise awareness about rape and sexual assault and advocates for the rights and needs of victims of sexual assault.

Rape, Abuse and Incest National Network (RAINN) 800-656-HOPE 24 Hour Hotline providing support to sexual assault victims and their loved ones

Gay, Lesbian, Bisexual & Transgender National Hotline 888-843-4564 M-F, 4pm-12am; Sat. 12pm-5pm Hotline provides free and confidential peer-support, as well as factual information and local resources, on relationship concerns, bullying

### Legal Assistance

The University does not recommend private attorneys, but you may wish to use the referral services of the Chester County Bar Association Lawyer Referral and Information Service, <http://www.chescobar.org/?page=LawyerReferralServ>, 610-429-1500, which also can provide referrals to attorneys for visa and immigration services.

### Accommodations and Protective Measures

Victims of dating violence, domestic violence, sexual assault and stalking will be provided written notice of their options for accommodations or protective measures in academic, living, transportation and working situations as appropriate. Accommodations and protective measures may be requested whether or not the victim chooses to report the crime to Lincoln University's Department of Public Safety or local law enforcement. These requests can be made to the Title IX Coordinator

([titleix@lincoln.edu](mailto:titleix@lincoln.edu); *Wright Hall, Room 107*; 484-746-0000 or 484-365-7755; or Human Resources (*International Cultural Center, Room 112*; 484-365-7593).

Accommodations and protective measures will be provided upon request to the extent they are reasonably available and efforts will be made to minimize the burden on the Complainant. These may include:

Reassignment of classes or housing;

Providing for extra time to complete or re-take a course or to withdraw without penalty;

Providing an escort on campus;

Assistance from the Department of Public Safety or other college officials in obtaining a protective order or restraining order;

Interim suspension of the Respondent pending the outcome of a conduct process when the Respondent presents a continuing threat to the health and safety of the community.

## PREVENTION AND AWARENESS

The University offers prevention and awareness programs and ongoing prevention and awareness campaigns through the Division of Student Affairs, the Department of Public Safety, Counseling Services, the Women's Center, the Department of Human Resources, and the Health Services Center. These programs inform the campus community that the University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as well as other sexual misconduct as defined in this policy and pursuant to the Clery Act. They also provide resources to prevent violence, promote safety, and reduce perpetration of dating violence, domestic violence, sexual assault, stalking and other sexual misconduct. To that end, the University uses a range of strategies with students, faculty and staff with efforts that are sustained over time.

The University programs provide information and resources intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. These programs promote positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, seeking to change behavior and social norms in healthy and safe directions. These programs also encourage safe bystander intervention through identifying safe, positive and effective options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, and stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, and taking action to intervene.

The University programs also include risk reduction, covering options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Self-defense training is also available through the Department of Public Safety.

The University is committed to providing effective programming. Prevention and



awareness training is presented as part of freshmen orientation in addition to trainings provided to athletic teams and at mandatory residence hall meetings offered throughout the year. The Title IX Coordinator will periodically assess the value, effectiveness, or outcome of its prevention and awareness efforts.

## HOW TO FILE A COMPLAINT OF SEXUAL MISCONDUCT

A Complainant does not have to decide whether or not to request any specific action by the University at the time the report is made, nor is there a time limit on reporting. When a student or employee reports that he or she has been a victim of sexual misconduct under this policy, the University will provide written notice to the Complainant of his or her rights and options pursuant to this policy. The University will promptly respond to all reports in an integrated, consistent manner that treats each individual with dignity and respect and seeks to end the misconduct, prevent its recurrence, and address its effects.

### A. Time to File.

A report of sexual misconduct may be made at any time, regardless of the length of time between the alleged incident and the decision to make a report. The University strongly encourages individuals to report promptly because delays in reporting may compromise the subsequent investigation.

### Option to Notify Law Enforcement: Criminal Complaint and Investigation.

Complainants have the option to:

Notify proper law enforcement authorities, including the Lincoln University Department of Public Safety and local police;

Be assisted by campus authorities in notifying law enforcement authorities if the Complainant so chooses; and

Decline to notify such authorities;

File a criminal complaint and a Title IX complaint simultaneously; and

Seek an order of protection, “no-contact” order, restraining orders, or similar lawful orders from a criminal or civil court. The University’s Department of Public Safety will assist in enforcing any such order.

A criminal complaint can be filed with the Department of Public Safety or local law enforcement. Lincoln’s Department of Public Safety is comprised of sworn police officers who are available 24 hours a day, 7 days a week in Azikiwe-Nkrumah Hall on the main campus; 484-365-7211 (7+2=9-1-1).

The Public Safety Department works in collaboration with the Coatesville City Police Department, who patrol the Coatesville Campus, and with both the trained security officers, who patrol the University City Campus, and the Philadelphia Police Department who have jurisdiction over the University City Campus. Incidents at the Coatesville Campus or University City Campus can be reported to law enforcement by contacting the Department of Public Safety or by calling 9-1-1.

### Option to Notify the University: Title IX Complaint and Investigation.

When the incident is reported to a campus resource, the University will help the individual get to a safe place and assist the Complainant in seeking immediate medical attention, including providing transportation to the hospital. The University will provide information about the University's resources, complaint process and interim measures, as needed, to help ensure the safety and well-being of the affected parties.

The University also will assist with notification of local law enforcement, if the Complainant wishes. Whether or not criminal charges are filed, a Complainant may file a complaint with the University under this Policy and all reports of domestic violence, dating violence, sexual assault, stalking and other acts of sexual misconduct made to the Department of Public Safety will be relayed to the Title IX Coordinator for investigation regardless of whether the Complainant chooses to pursue criminal charges.

Complaints may be filed with:

Title IX Coordinator: The University's Title IX Coordinator is Mr. Gerard Garlic who is available from 2 p.m. until 9 p.m., Monday through Friday. You are strongly encouraged to contact Mr. Garlic by telephone at 484-746-0000 or in person in Room 107 Wright Hall, and at any time by email at [titleix@lincoln.edu](mailto:titleix@lincoln.edu).

Human Resources: From 9 a.m. until 5 p.m., Monday through Friday, incidents involving University employees may be reported to the Office of Human Resources, by telephone at 484-365-8059 or in person in room 112 of the International Cultural Center (ICC), and at any time by email at [hr@lincoln.edu](mailto:hr@lincoln.edu).

The disciplinary process will include a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final resolution. The University



Photo by Lincoln University Staff/Shelley Mix

Lincoln University Tennis Courts

applies a preponderance of the evidence standard of review (more likely than not) at all stages of the disciplinary process.

**Investigations.** The University will investigate complaints under this policy and will consistently and transparently apply this policy to both the Complainant and the Respondent. The Title IX Coordinator oversees all investigations pursuant to this policy. Complaints against students will usually be investigated by the Title IX Coordinator or designee. Complaints against faculty, staff and third-parties will usually be investigated by the Office of Human Resources. Depending on the nature of the complaint, investigations may be conducted in conjunction with the Department of Public Safety.

**Individuals with Disabilities.** The University will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. Requests for accommodations must be made to the Title IX Coordinator.

**Timely Notice.** The Complainant and Respondent will receive timely notice of meetings at which each is entitled to be present. In addition, each will receive, along with appropriate officials, any information that will be used during informal and formal disciplinary meetings and hearings. However, communication and meetings with Complainants concerning accommodations or protective measures to be provided to the Complainant will not be shared with the Respondent.

All notifications regarding the disciplinary process to students, faculty and employees will be made through the official Lincoln email address. Notification to third parties will be provided to an email address designated by the third party. Failure to check email does not entitle a party to postponement.

If a party fails to appear for any disciplinary meeting or hearing after proper notice has been sent, the meeting or hearing will proceed in his or her absence.

**Timeframes.** The University shall seek to complete the investigation, related disciplinary proceedings and reach resolution within 60 days of receiving a complaint. The University will seek to resolve any appeals within 21 days of filing.

Upon receiving a complaint, the University will take the following steps typically within the timeframes provided:

Notice to an accused of the filing of a complaint, setting forth the charge of violations, will be provided in writing within 3 business days of receiving the complaint.

An investigator will be assigned within 5 business days.

Investigations will normally conclude within 30 business days.

Notice of a meeting or hearing will be provided at least 3 business days prior to the meeting or hearing date.

The final written disposition will be provided within 3 business days after the hearing, if applicable, concludes.

In cases involving a student-respondent, appeals of disciplinary decisions are permitted and must be filed in writing and submitted within 15 days of receiving the final resolution to the Vice President for Student Affairs.

Resolution may take longer where there is a parallel criminal investigation or if the incident occurs shortly before or during breaks in the academic schedule. Extensions may be necessary for good cause depending on the complexity of the investigation, the severity and extent of the alleged misconduct, to ensure the integrity and completeness of the investigation, to comply with a request by external law enforcement, and to accommodate the availability of the Complainant, Respondent or other witnesses. An extension may be sought by writing to the Title IX Coordinator and explaining the reason for the request. The University will notify the parties in writing of any extension of the timeframes and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the Complainant.

**Rights of the Complainant and the Respondent.**

For all complaints pursuant to this policy, the Complainant and the Respondent shall have:

The right to an investigation and hearing process conducted in a manner that is consistent with this policy.

The right to an investigation and hearing process conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

The right to an investigation and hearing process conducted by individuals who do not have a conflict of interest or bias against the Complainant or the Respondent. A request to replace any member of the disciplinary board will be considered and decided by the Vice President for Student Affairs or Director of Human Resources.

The right to be accompanied by an advisor of their choice at any meeting or hearing at any stage of the process.

An advisor may only consult and advise his or her advisee, but may not speak for the advisee at any meeting or hearing.

The right to have the University investigation and disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays (normally not more than 10 days) while law enforcement gathers evidence.

The right to options for participating without having to be present in the same room as each other at the same time, including by allowing telephone/videoconferencing or the use of a room partition.

Equal opportunity to present an opening statement, witnesses and other evidence, to review the evidence presented and to present a closing statement.

No member of the staff, faculty, or administration of Lincoln University may be called as an expert witness by either party.

Complainants and Respondents will not be permitted to directly question each other, but may ask questions of the investigator and/or hearing board and request the investigator and/or hearing board to ask questions of the Complainant or Respondent and any other witnesses present.

The right to exclude prior sexual history from the hearing process, except for history between the Complainant and Respondent. The University recognizes while this may be relevant to a determination of whether conduct was consensual, the mere fact of a current or previous intimate relationship does not itself imply consent for all conduct or preclude a finding of sexual violence.

The right not to participate in the hearing or to refuse to answer any question.

The right to choose whether to disclose or discuss the outcome of a hearing.

Hearing Process.

**Complaints against students** will be decided by a hearing before the Sexual Assault Board (“SA Board”). The SA Board shall be comprised of faculty and staff appointed by the Vice President for Student Affairs. SA Board members will receive annual training on issues related to sexual misconduct and on conducting an investigation and hearing process that protects the safety of victims and promotes accountability.

All hearings will be recorded and will be closed to the public. Persons conducting the hearing are prohibited from discussing the proceedings and outcomes of the hearing. In addition, except as otherwise authorized by law, any investigation report and other documents prepared by or for a University disciplinary hearing board may not be disclosed outside of the adjudication proceedings. Deliberations will be in a closed session. The decision makers will render a decision of responsible or not responsible based on a majority vote and using a preponderance of the evidence standard.

The Complainant and Respondent will simultaneously receive the following notices:  
The result of any institutional disciplinary proceeding pursuant to this policy, including the rationale for the result to the extent permitted by FERPA and other applicable law;  
The procedures for appealing the result;  
Any change to the result prior to it becoming final; and  
When such results become final.

In compliance with the Clery Act, both the Complainant and the Respondent will be informed simultaneously, in writing of any initial, interim, or final decision by any official or entity authorized to resolve disciplinary matters. This result will include any sanctions imposed, and notwithstanding FERPA, the rationale for the result and the sanctions.

The University will simultaneously issue a written decision by way of a Final Determination Letter to both the Complainant and the Respondent that contains: the name of the respondent; the resolution of responsible or not responsible for any violation(s) of this policy; the rationale supporting this finding; the sanction(s) imposed; and the rationale for such sanction(s). The Final Resolution Letter will also identify any remedial measures implemented with respect to the respondent and/or the University community. The Final Resolution Letter will not contain any individual accommodations

or remedies provided to the Complainant.

**Complaints against full-time faculty members** will be governed by the disciplinary procedures applicable to faculty in the faculty by-laws and collective bargaining agreement for faculty.

**Complaints against union staff members** will be governed by the disciplinary procedures contained in the applicable collective bargaining agreement.

**Complaints against non-union employees** will be referred to the officer responsible for the unit employing the Respondent, who, after reviewing the investigative report, will initiate any necessary disciplinary procedures.

**Sanctions.** Violations of this policy will result in disciplinary sanctions, which can include written warnings, educational workshop participation, mandatory training, loss of privileges, restitution, fines, probation, suspension, demotion, exclusion, expulsion, and termination of employment, including revocation of tenure. The sanction becomes effective immediately unless otherwise specified.

If the initial decision resulted in a suspension, exclusion, expulsion or termination, the Respondent will not be permitted to remain on campus until the appeal is decided.

Students dismissed by recommendation of the SA Board follow the same withdrawal procedure as other students. Any student who leaves or withdraws from the University and seeks readmission while disciplinary action is pending must secure a written clearance from the Vice President for Student Affairs or designee.

**Appeals.** In cases involving a complaint against a student, the Respondent or Complainant may appeal the decision of the hearing board and the sanction imposed by writing to the Vice President for Student Affairs within 15 days of receiving the decision. A decision regarding a student respondent may be appealed for three reasons: (1) failure to follow the rights provided in this Policy that placed the appellant at a disadvantage; (2) existence of previously unavailable relevant evidence could significantly impact the outcome of a case; or (3) the sanction imposed is unreasonable given the violation. Appeals will usually be decided within 21 days and are final.

In cases involving a complaint against a full-time faculty member or union staff member, a decision may be appealed in accordance with the procedures applicable to faculty and union staff contained in the by-laws and collective bargaining agreements.

# ADDENDUM C: CRISIS INTERVENTION EMERGENCY RESPONSE MANUAL FOR LINCOLN UNIVERSITY

## Major Emergency Guidelines

### ***Purpose***

The basic emergency procedures outlined in this manual are designed to enhance the protection of lives and property through the effective use of University and campus community resources. Whenever an emergency or crisis affecting the campus reaches proportions that cannot be handled by routine measures, these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) individual cases, and (2) large-scale disorders. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

### ***Scope***

These procedures apply to all personnel and students, and all buildings and grounds owned and operated by Lincoln University, as well as peripheral areas adjoining Lincoln University. These procedures will also detail the key elements of the CIERM (Crisis Intervention Emergency Response Manual) with an emphasis on three goals:

- To protect life
- To protect property
- To resume normal operations.

The three goals of the plan are strengthened by a framework of four fundamental phases:

1. Preparedness – planning for an emergency or disaster event
2. Response – the planned response to an emergency or disaster event
3. Recovery – the process of returning to normal operations
4. Mitigation – steps taken to prevent the effects of an emergency or disaster.

These four phases, when used together, will lessen the impact of an emergency and its latent effects that could disrupt Lincoln University's operations more than the actual emergency or disaster itself.

### ***Types of Emergencies***

Types of emergencies covered by this manual are:

- Medical and first aid
- Utility failure
- Violent or criminal behavior
- Psychological crisis and suicidal incidents
- Sexual assault
- Fire
- Media relations
- Civil disturbances or demonstrations

- Active shooter incidents
- Bomb threats
- Chemical or radiation spills
- Explosion, downed aircraft (crash) on campus
- Earthquake

In addition, there are sections on how to report all emergencies, building evacuations and first aid instructions.

### ***Definitions of an Emergency***

The University president or his/her designee serves as an overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

**Minor emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report incidents immediately to the Department of Public Safety at 484-365-7211, 7212 or 8139 on campus.

**Major emergency:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

**Disaster:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated and the appropriate support and operational plans will be executed. Report incidents immediately to the Department of Public Safety at ext. 7211, 7212 or 8139 on campus or 911 off campus.

In addition, any incident, which has the potential for adverse publicity concerning campus resources, and/or instruments of the University, should be promptly reported to the Department of Public Safety.

### ***Definitions of a Crisis***

**Crisis:** An unstable state of affairs in which a decisive change is impending; a psychological or social condition that is characterized by instability, which could be caused by excessive stress and either endangering or felt to endanger the continuity of the individual or group involved.

**Trauma:** An occurrence or event that produces an emotional shock that has the potential to create substantial and lasting damage to the psychological development of the individual.



## ***Assumptions***

The University Crisis Intervention Emergency Response Manual is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the University; therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48 to 72 hours).

A major emergency may be declared if information indicates that such condition is developing or is probable.

## ***Declaration of a Campus State of Emergency***

The authority to declare a campus state of emergency rests with the University president or designee as follows:

During the period of any campus major emergency, the Department of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the president or designee (vice president for student success) regarding the emergency and the possible need for a declaration of a Campus State of Emergency.

When the declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification cards or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable federal, state, and local ordinances.

In addition, only those faculty and staff members who have been assigned an emergency pass by the Department of Public Safety will be allowed to enter the immediate disaster site.

In the event of an earthquake, aftershocks, fires, storms, or major disaster in or about the campus, or which involves University property, public safety officers and physical plant personnel will be dispatched to determine the extent of any damages to University property.

## **Direction and Coordination**

### ***Emergency Director***

The president or the president's cabinet-level designee shall act as "commander-in-chief" and strategic coordinator for the campus emergency response.

The president's cabinet shall act as the Executive Control Group to advise the president as commander-in-chief in response to intelligence supplied to it by the various official and constituency channels, including the Department of Public Safety.

Reporting to the president or his cabinet-level designee, the director of public safety shall act as the emergency coordinator, or tactical director, of all emergency operations.

While the president, in collaboration with the president's cabinet acting as the Executive Control Group, determines the strategic direction of the emergency response, the director of public safety or the director's designee implements the emergency response via the strategic direction mapped out by the president's Executive Control Group.

### ***Emergency Coordinator***

The University Emergency Coordinator (i.e., The director of public safety).

All emergency operations shall be coordinated by the director of public safety or delegated alternate. The direct operational control of the campus emergency or disaster event shall be the sole responsibility of the University Emergency Coordinator (i.e., the director of public safety) or his/her designee. Coordinating the campus emergency resource teams shall also be the responsibility of the director of Public safety, who will coordinate all on-campus emergency functions as directed by the president or cabinet-level designee.

### ***Emergency Command Post***

When a major emergency occurs, or is imminent, it shall be the responsibility of the Department of Public Safety to set up and staff an appropriate Emergency Command Post as directed.

The regular department facilities in the Public Safety building are also to be kept fully operational at all times.

### ***Field Emergency Command Post***

If the emergency involves only one building or a small part of the campus, a Public Safety vehicle is to be placed as near to the emergency scene as is reasonably possible. At least one uniformed public safety officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chair, and a telephone may also be required near the scene.

Field Emergency Command Post equipment should include:

- Barricades, barrier tape, and signs for the scene
- Two portable hand radios
- Portable public address system
- First aid kit
- Campus telephone directory and local telephone directory.

### ***General Emergency Command Post***

If the emergency involves a large part of the campus, the Command Post is to be set up at the Department of Public Safety building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed public safety officer is to staff the command post at all times until the emergency situation ends. For operations of the combined on-site Campus Emergency Resource Team, Public Safety shall establish a marshalling area for outside and local

agency assistance. A conference room, with facilities for emergency teams or media crews and accommodations for multiple telephone and/or electrical appliances, is desirable.

## **Campus Emergency Resource Team**

In addition to establishing an emergency command post as necessary, the Department of Public Safety shall immediately begin contacting all necessary members of the campus emergency resource team, which consists of the following personnel:

- Emergency director: President of Lincoln University or cabinet-level designee (vice president for student success), as the direct supervisor of Public Safety, or if unavailable, a Vice Presidential colleague).
- Emergency Coordinator: Director of Public Safety or designee. Public Safety Officers and all Public Safety resources as necessary.
- Environmental Health Compliance Officer: Director of Human resources or designee
- Damage control: Director of physical plant or designee.
- Public information: Director of University communications or designee

Team members may coordinate as necessary with the emergency coordinator (i.e., the director of public safety) for implementation and coordination of campus operation plan and support, as it pertains to their areas.

Team members are to be kept in constant communication with the emergency command post. General responsibilities of the team members are listed below:

### ***Emergency Director***

President of Lincoln University or cabinet-level designate:

- a. Is responsible for the overall direction of the University's emergency response
- b. Works with the director of public safety and others in assessing the emergency and preparing the University's specific response
- c. Declares and ends, when appropriate, the campus state of emergency, as provided for in the introduction of this manual
- d. Notifies and conducts liaison activities with the University administration, governmental agencies, Emergency Resource Team and others, as necessary.

### ***Emergency Coordinator***

As the Emergency Coordinator, the director of public safety:

- a. I is responsible for the overall coordination of the University's emergency response
- b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post
- c. Initiates immediate contact with the president and the University administration, and begins assessment of the University's condition
- d. Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order
- e. Notifies the members of the Emergency Resource Team and advises them of the nature of the emergency.
- f. Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.
- g. Insures that appropriate notification is made to off-campus staff when necessary.

- h. Performs other related duties as may be directed by virtue of the campus emergency. In conjunction with the Environmental Health and Compliance Officer (i.e., the director of human resources), prepares and submits a report to the president appraising the final outcome of the emergency.
- i. Maintains the Public Safety control office in a state of constant readiness.
- j. Notifies University administrators of major emergencies.
- k. Monitors campus emergency warning and evacuation systems.
- l. Takes immediate and appropriate action to protect life, property, and to safeguard records, as necessary.
- m. Obtains assistance from the city, county, and federal government for radiological monitoring and first aid, as required.
- n. Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services, as needed.
- o. Provides and equips an alternate site for the Emergency Command Post.
- p. Maintains liaison with University Communications for telecommunication support, as necessary.

### ***Damage Control***

Director of physical plant or designee:

- a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris, clearance, emergency repairs, and equipment protection.
- b. Provides vehicles, equipment, and operators for movement of personnel and supplies; assigns vehicles as required to the Emergency Resource Team for emergency use.
- c. Obtains the assistance of utility companies as required for emergency operations.
- d. Furnishes emergency power and lighting systems as required.
- e. Surveys habitable space and relocates essential services and functions.
- f. Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- g. Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

### ***Public Information***

Director of marketing and communications or designee:

- a. Establishes liaison with the news media for dissemination of information as requested by the president.
- b. Establish liaison with local radio and television services for public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Advises the president of all news concerning the extent of disaster affecting the campus.
- e. Prepares news release for approval and release to media concerning the emergency.
- f. Coordinates with the Union Fire Company information officer.

## **Responsibilities**

### ***President***

The University president, or cabinet-level designee as the campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this manual.

### ***Vice Presidents, Administrators, Deans, Directors and Department/Program Heads***

Every vice president, dean and designated department unit manager shall appoint a specific individual to perform as building/facility coordinator for every activity under that administrator's control, and has the following general responsibilities prior to and during any emergency:

## **Emergency Preparedness**

- a. Building evacuation information shall be distributed to all employees with follow-up discussions, or explanation as required. Contact Public Safety for assistance.
- b. Time shall be allowed for training critical employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Public Safety for assistance.

### ***Emergency Situations***

- a. Inform all employees under their direction of the emergency condition.
- b. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- c. Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).

### ***Faculty and Supervisors***

Each faculty member, department chair and staff supervisor have the responsibility to:

- a. Educate their students and /or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in this manual.
- c. Evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the Department of Public Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the physical plant maintenance department.
- d. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken. This last point is extremely important.

## **University Notification System**

The telephone is the primary means of emergency notification at Lincoln University.

This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

## Public Safety Officers on Duty

The Department of Public Safety is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction. As necessary, the officer on duty will notify the director of physical plant of any campus emergency and will initiate the notification system by calling, as appropriate, the following University administrators:

1. President
2. Vice president for student success
3. Vice president for fiscal affairs
4. Vice president for academic affairs
5. Vice president for institutional advancement
6. Director of university communications
7. Dean of students
8. Director of residence life.

Important: During an emergency, campus phones must be restricted to University official notification only! In the absence of phone service, the Department of Public Safety may provide runners for emergency notification (contingent upon available personnel). A phone tree process will ensue after these initial calls.

## Emergency Contact Procedures

Contact Order	Medical, Physical, Emotional, Assault,	Disciplinary Criminal	Building/Facility (Fire, Flood, Electrical Outage)	Natural Disaster	Death Notification
1	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety	Director of Public Safety
2	Dean of Students Vice President of Student success	Dean of Students Vice President of Student success	Physical Plant Dean of Students Vice President of Student success	Physical Plant Dean of Students Vice President of Student Affairs President	Dean of Students Vice President of Student success President
3	Health Services	Residence Life	Residence Life SGA	Residence Life SGA	Counseling Services Chaplain
4	Counseling Services Chaplain	Counseling	Counseling	Health Services	Residence Life
5	Residence Life	Health Services	Health Services	Counseling	Health Services
6				Communications	Communications

## **On- and Off-Campus Sources of Emergencies Assistance During**

### ***On-Campus Assistance***

Public Safety Command Center:

While dialing from on-campus telephone ext. 7211, 7212 or 8139.

Uniformed public safety officers are on duty 24-7.

Additionally, police assistance is readily available from the Pennsylvania and Oxford Borough Police.

Maintenance Operations: Trouble/service after 4 p.m., contact the Department of Public Safety at 7211, 7212 or 8139. Skilled workers are available from Physical Plant at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

UTILITIES: Repairs to water, gas, electric, and sewage systems.

STRUCTURE: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, and forklifts, etc.

TRANSPORTATION: Vans, light trucks, dump trucks, and tractors.

Purchasing Department: Emergency procurement of materials and services can be arranged in direct support of any emergency.

Receiving: Emergency procurement of items needed for campus support.



Courtesy Photo/ Pam Thompson

Lincoln University Main Campus

## ***Emergency Shutdown Procedures***

NOTE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off our utilities: electricity, propane gas, fuel oil, liquid chlorine (pool area), and gas-chlorine (sewer plant) are of primary concern. Any emergency activity in the sewer plant or pool areas should be approached with utmost caution. Leaking gas or chlorine or liquid chlorine will form a hazy cloud, which may drift from one area to another or disperse into the atmosphere. This cloud should be avoided and any work done should be with the safety of an approved air-pack. Broken gas-chlorine tanks will exhaust themselves and the chemical will eventually disperse and become relatively non-toxic. The important aspect of dealing with leaking chlorine-gas is to evacuate the immediate area and/or buildings. For details of emergency shutdown procedures, contact the physical plant director at ext. 8061.

### **Off-Campus Assistance`**

Disaster Resources:

1. American Red Cross, Southeastern PA Chapter - 610-692-1200
2. Chester County Emergency Management Agency - 610-344-5000
3. Chester County Haz-Mat Team - 911
4. Department of Public Safety - 7211, 7212, 8139
5. Highway Department (Penn DOT) - 610-436-2091
6. Local Ambulance Service - 911
7. Union Fire Company #1 - 911
8. Lincoln University Emergency Coordinator - 484-365-8175
9. National Weather Service - 412-644-2881
10. PECO Energy- 800-841-4141
11. Pennsylvania Emergency Management Agency - 717-783-8150
12. Pennsylvania Governor's Office - 717-782-5703
13. Pennsylvania State Police Department - 911 or 610-268-2022
14. Poison Control Center - 800-722-7112
15. Jennersville Regional Hospital - 610-869-1000
16. State National Guard - 412-284-8181 or 8182
17. Chem-Trek - 800-424-9300
18. Crisis Intervention - 610-918-2100

## **Evacuation Procedures**

This section contains the recommended procedures to be followed during specific types of emergencies.

The procedures should always be followed in sequence, unless conditions dictate otherwise.

IN AN EMERGENCY: POLICE/FIRE/AMBULANCE - Dial 7211, 7212, 8139 or 911

### ***Building Evacuation***

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or the building coordinator.



When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Assist the handicapped in exiting the building. Do not use the elevators in cases of fire or earthquake. Do not panic.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your Emergency Evacuation Location.

Do not return to an evacuated building unless told to do so by a University official.

Important: After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

Emergency Evacuation Locations have been established to assist with the proper evacuation of facilities and residence halls in the event of an actual fire or emergency. The locations provide suitable temporary housing to ensure that the faculty, staff, and students are safe and secure. Residence hall coordinators and building emergency coordinators should utilize this time to ensure that all individuals of their perspective areas are accounted for.

<b>Facility</b>	<b>Emergency Location</b>
Alumni House	Mary Dod Brown Memorial Chapel
Bond House (vacant)	Not in use
Azikiwe-Nkrumah Hall	Not in use
Lincoln Hall	Student Union Building
Vail Hall	Student Union Building
Wright Hall	LLC Cafeteria
Ware Center	Mary Dod Brown Memorial Chapel
Grim Hall	Mary Dod Brown Memorial Chapel
Lucy Laney Hall	LLC Cafeteria
Living Learning Center North	Manuel Rivero Hall (Gym)
Living Learning Center South	Manuel Rivero Hall (Gym)
Living Learning Center Quest Quarters	Manuel Rivero Hall (Gym)
Ashmun Hall	LLC Cafeteria
Rendall Hall	Not in use
McRary Hall	Manuel Rivero Hall (Gym)
Frederick Douglass Hall	Manuel Rivero Hall (Gym)
Hansberry Hall	LLC Cafeteria
L.H. Library	Wright Hall
Manuel Rivero Hall (Gym)	LLC Cafeteria
University Hall	Mary Dod Brown Memorial Chapel
Physical Plant	Wellness Center
Cannon House	Mary Dod Brown Memorial Chapel
Guest House	Mary Dod Brown Memorial Chapel
Lincoln House	Student Union Building

Student Union Building	LLC Cafeteria
Building 116 (A.S.L.)	Wellness Center
Danjuma Art Gallery	Mary Dod Brown Memorial Chapel
Modular (Academic)	Mary Dod Brown Memorial Chapel
I.N. Science Center	Wellness Center
Wellness Center	I.N. Science Center
International Cultural Center	Manuel Rivera Hall (Gym)
Amos Hall	Not in use
Cresson Hall	Not in use
McCauley Hall	Student Union Building
Houston Hall	Not in use
Ware Center	Mary Dod Brown Memorial Chapel
Foster House	Mary Dod Brown Memorial Chapel
Dickey Hall	Not in use
Public Safety Modular	Student Union Building



Courtesy Photo/ Pam Thompson

Apartment Style Living

### ***Campus Evacuation***

Evacuation of all or part of the campus grounds will be announced by Public Safety as described.

All persons (student and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

### **Reporting Emergencies**

In case of an emergency, contact the Department of Public Safety at:

- On campus: ext. 7211, 7212 or 8139
- Off campus: 911

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

**Important: Do not hang up until told to do so. Keep calm. Keep others calm.**

Caller: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature of the Call: \_\_\_\_\_

## **Medical and First Aid**

Call the Department of Public Safety if you need assistance:

- Emergency Telephone Number: ext. 7211, 7212 and 8139
- Off-Campus Emergencies dial 911 or 484-365-7211, 7212 or 8139

### ***What if calling from a cell phone?***

If serious injury or illness occurs on campus, immediately dial the Department of Public

Safety at 484-365-7212, 7211 or 8139. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

In the case of minor injury or illness, Red Cross trained personnel\* should quickly perform the following steps:

- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- Ask the victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness (es) and give all information to the paramedics.

Every office should have a person trained in first aid and CPR. Training is available through the local training facilities or can be coordinated through the University's Department of Health Services.

\*Only medically trained personnel should provide aid treatment (i.e., first aid, CPR, etc.).

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The senior building emergency coordinator will take attendance and assist in the accounting for the occupants of all buildings. Once the head count is taken, everyone must stay at his or her designated assembly point until released by the senior building coordinator or a University official.**

### **Utility Failure**

In the event of a major utility failure occurring during regular work hours (8 a.m. through 5 p.m., Monday through Friday), immediately notify Physical Plant at ext. 8061.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety at ext. 7211, 7212 or 8139.

If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same.

**ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

If requested, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

Do not return to an evacuated building unless told to do so by a University official.

Always observe the above steps whenever the following utility emergencies arise:

### **Elevator Failure**

If you are trapped in the elevator, use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm, (located on the front panel) which will signal for help.

### **Plumbing failure and flooding**

Cease using all electrical equipment. Notify Public Safety at ext. 7211, 7212 or 8139. If necessary, vacate the area.

### **Gas Leak**

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion!

### **Steam Failure**

Immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061 and if necessary, vacate the area.

### ***Ventilation Problem***

If smoke odors come from the ventilation system, immediately notify Public Safety at ext. 7211, 7212 or 8139 or Physical Plant at ext. 8061. Cease all operations and vacate the area.

### **Violent or Criminal Behavior**

The Department of Public Safety is located in the Public Safety Modular adjacent to Amos and Vail Halls; it provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis. In case of:

- On-campus emergencies, dial ext. 7211, 7212 or 8139
- Off-campus emergencies, please dial 911.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, AVOID RISKS.

Promptly notify Public Safety at ext. 7211, 7212 or 8139 as soon as possible and report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or the discharge of explosives hazard the campus, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

### ***What to do if Taken Hostage***

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor could be emotionally unbalanced. Don't make mistakes that could hazard your well-being.
3. Do not speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish a rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor, in all probability, does not want to harm persons held by him/her. Such direct action further implicates the captor in additional offenses.

**IMPORTANT:** After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

***Rape and Sexual Assault: Recommended Steps for Assisting and Reporting***

Typical Situation Scenario: A member of the University community or visitor has been raped, sexually assaulted, or threatened sexually.

Typical Informant: Victim, friends or roommate, University Public Safety Office, Residential Life staff member.

Typical Rape Response: The staff member of the Department of Public Safety designated to respond to the case should be, based on the victim's gender, of the appropriate gender. If this is not possible, the director of public safety or the director of the Counseling Center should speak with the victim. The Residential Life staff member or designee during the day, student's friends, roommates, or family members may assist, if necessary.

**Special:** The Counseling Center is a source of emotional support for victims.

**Recommended Step #1:**

Talk to informant/victim to gather facts about the incident, such as when and where the alleged rape happened and, if known, the identity of the alleged sex offender. If the offender is known, the Department of Public Safety will be trained in best practice methods for handling the accused. However, if the offender is a fellow student, he/she is to be apprised of the campus adjudication procedure for sex offenses. The victim also will be informed of this procedure so he/she is assured of protection from the alleged offender.

Important: The victim needs medical attention first to determine medical injuries and collection of evidence.

Either before or after the victim receives such medical attention, the assigned campus personnel will quickly outline for the victim the following options:

1. Victim's right to pursue criminally (STRESS this is the option we would like to pursue, but do not force this option on the victim).
2. Right to pursue civilly.
3. Right to pursue internally if the offender is a student, staff member, or employee.
4. Or any combination of the above.
5. The victim/complainant will decide what course or courses of action will be taken.

**Recommended Step #2:**

Explain the following procedure to the victim/complainant:

Medical treatment is necessary for treatment of wounds, sexually transmitted diseases, and pregnancy. If the victim/complainant does not choose to report the incident to the local police, that

is their right. If agreed upon, transport the victim to Brandywine Hospital. Consultation with the Chester County Rape Crisis Council is available, with victim's consent.

### **Victim's Rights:**

The policy requires that students and employees be informed of the policy, and shall include provisions for:

1. Filing criminal charges with the local enforcement officials in sexual assault crimes.
2. Prompt assistance of campus authorities, at the request of the victims, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
3. An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
4. A sexual assault victim's participation in, and the presence of the victim's attorney or other support person, at any campus disciplinary proceeding concerning sexual assault complaint.
5. Notice to a sexual victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint.
6. The complete and prompt assistance of campus authorities in obtaining, securing, and maintaining evidence connected with a sexual assault incident.
7. The assistance of campus authorities in preserving for a sexual assault complainant or victim materials relevant to a campus disciplinary proceeding.
8. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant/sexual offender, including transfer of the victim to alternative classes or to alternative college-owned housing if alternative classes or housing is available and feasible.

### **Recommended Step #3:**

**Important: The two most important things to remember: sensitivity and confidentiality!**

If the victim chooses to make a formal complaint to Public Safety, the following procedure is to be followed:

1. Facilitate transportation and accompany victim/complainant to Chester County detectives office, the county district attorney's office, and to court proceedings.
2. The vice president of student success—in consultation with the person representing the victim/complainant—will determine how much information to provide to police and media.

### **Recommended Step #4:**

Continue to provide support while adhering to the requests of the victim/complainant as appropriate. Determine whether internal and/or external reporting and/or investigating shall begin based upon victim's/complainant's interests/requests. Explain that University officials must be contacted and notified of the incident, and it is the victim/complainant's decision to report/or not to report the incident to Public Safety or to pursue criminal action. The person at point of contact will be responsible for reporting the incident.

## ***Aggression/Acts of Violence***

1. **Fighting, Acts of Violence, Assault:** The Department of Public Safety will handle fights, acts of violence, and assaults, on a case-by-case basis. The severity of the incident will determine the course of action.
2. **Firearms and Other Weapons:** When weapons are found, the Department of Public Safety will confiscate the weapons and handle any incident resulting from the weapon possession. The appropriate University officials will be notified for further action to be taken with the student involved. If the use of a weapon resulted in an injury, Health Services and the dean of students should be notified. If the victim was traumatized, the Counseling Center needs to be contacted because the victim may require counseling.
3. **Civil Disturbance or Demonstrations:** See Safety Committee Policy.
4. **Natural Disasters:** See Safety Committee Policy.

**NOTE:** The director of public safety reserves the right to call for Pennsylvania State Police assistance without counsel from others, if it is deemed to be of paramount importance to the safety of the persons involved.

## **Psychological Crisis**

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior, or the person could be a hospital walk-away.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Department of Public Safety of the situation at ext. 7211, 7212 or 8139. Clearly state that you need immediate assistance by giving your name, your location, and the area involved.

If an emergency occurs off campus, call 911.

## ***Procedures for Psychological Crisis Situations***

In cases of life-threatening situations, the Department of Public Safety, Office of Health Services, the dean of students and the vice president for student success should be notified. Threatening situations include:

1. **Critical or serious injuries, attempted suicides, missing students and reports of weapons (firearms) on campus:** There may be other instances that could be considered life threatening but these would be determined by emergency personnel, such as Public Safety or state police.
2. **Potential/attempted/actual suicides:** Public Safety will contact emergency medical services, Health Services, the dean of students and the vice president of student success. If the act has occurred in the one of the residence halls, contact the appropriate Residence Life staff.

If you are first on the scene – take immediate steps to make the situation as calm as possible. Direct all unnecessary persons to leave the room or area. Call Public Safety at ext. 7211, 7212 or 8139.

If the student has not hurt himself/herself physically, immediately call one of the mental health resource members while the student is with you. During business hours, ask the student if he/she would like to talk to someone at Health Services or the Counseling Center. If after hours, call Public Safety. Don't wait until the student has departed the room or area.



Make an initial call in the presence of the student. If the student requests that you do not make the call, but you judge the case to be serious, go ahead and state that you think someone should be contacted and proceed to place the call.

If a student is threatening suicide, stay with him or her until the Crisis Response Team professional arrives. Do not be accepting of the behavior he or she is proposing.

3. Emotionally Disturbed Students: In a situation where the student's behavior is out-of-control and disrupting activities of others, there may or may not be a potential threat to others. If there is a threat and the student has a weapon or is otherwise threatening someone, the Department of Public Safety will have to intervene. Make sure Public Safety is notified and enroute before you attempt any contact with the disruptive individual. If the student's behavior is not threatening, take steps to remove unnecessary persons and attempt to calm the student. Await the arrival of professional staff to take further action (director of the Women's Center, Health Services staff, University chaplain, vice president of student success and the dean of students.) If it is after hours, notify Public Safety.

### Medical Emergencies Requiring Immediate Hospitalization or Isolation

1. Student Illness and Injury should be treated at health services whenever possible. When Health Services is closed after business hours, call Public Safety for transport to the ER at Jennersville Regional Hospital (JRH) and notify Health Services. If the student cannot be moved, Public Safety will call for an ambulance. If the student is admitted to the hospital, notify Health Services, the dean of students and the vice president for student success.

If a student requires isolation because of contagious disease, he/she must be moved to a medical facility for treatment or sent home.

2. Student Death:

Immediately notify: Public Safety, Health Services, the dean of students, the University chaplain, Counseling Services and the vice president of student success.

The vice president of student success will receive all information regarding the death of a student. If the student lived in University housing, the director for residence life, and Health Services should be notified. If the student is a member of Pan Hellenic or Social Fellowship organization and the results are related to a hazing activity, the Office of Student Life & Development will initiate appropriate administrative procedures.

3. Emotionally Disturbed/Suicidal Students

A student who is emotionally disturbed and/or potentially suicidal must be treated carefully because the behavior may be causing a significant disturbance. Thus, for the sake of others, it may become necessary to remove the student from the location. Due to the nature of State Laws regarding commitment of persons of emotional problems, removal without the student's consent is seen as quickly as possible. If the student is brought back to campus, Health Services, the Dean of Students, the Director for Residence Life and the Vice President of Student success must be notified. The student will need to be reassessed by a counseling professional on staff within twenty-four (24) hours of their return to campus to deem if the student is safe enough to remain on campus.

After hours, if the hospital discharges the student, presuming that they are safe to return to campus, the dean of students should be notified immediately.

If a student is admitted to the hospital, the hospital staff typically will decide if it is appropriate to contact the student's family. In most cases, where a student is admitted to the hospital, the family will be contacted and apprised of the situation by hospital staff.

Parents/guardians/next of kin may be called if any life-threatening attempt is made or if the counselor feels a student is in danger.

## **Fire**

In an emergency dial:

- On campus: Ext. 7211, 7212 or 8139
- Off campus: 911 or 484-365-7211, 484-365-7212 or 484-365-8139.

**IN ALL CASES OF FIRE, THE DEPARTMENT OF PUBLIC SAFETY MUST BE NOTIFIED IMMEDIATELY!**

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Public Safety at ext. 7211.

If a minor fire appears controllable, IMMEDIATELY contact the Department of Public Safety. Then promptly direct the charge of the extinguisher toward the base of the fire.

If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, you must report the fire by phone.

In the case of a large fire that does not appear controllable, IMMEDIATELY notify the Department of Public Safety. Then evacuate all rooms and close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS!**

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly — do not run — to the nearest marked exit and ask others to do the same.

**ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** If you are not handicapped, **DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

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

**IMPORTANT:** After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must

stay at their designated assembly point until released by the senior building coordinator or University official.

### **Evacuation Procedures**

IN AN EMERGENCY: POLICE/FIRE/AMBULANCE - DIAL ext. 7211, 7212, 8139 or 911

## Building Evacuation

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or the building coordinator.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

**ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** If you are not handicapped, **DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.**

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your Emergency Evacuation Location.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate **HEAD COUNT** is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

Emergency Evacuation Locations have been established to assist with the proper evacuation of facilities and residence halls in the event of an actual fire or emergency. The locations provide suitable temporary housing to ensure that the faculty, staff, and students are safe and secure. Residence hall coordinators and building emergency coordinators should utilize this time to ensure that all individuals of their perspective areas are accounted for.

## Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by Public Safety as described.

All persons, including students and staff, are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

### **Media Relations**

The University has two basic guidelines to observe in crisis situations:

Only authorized spokesperson(s) (i.e., the director of marketing and communications) will meet or talk with the media.

Only factual information is released; no speculation is to be offered.

### **Other Guidelines**

All executive and supervisory personnel must report emergencies to the president and to the spokesperson. They should also must not to speak to outsiders, especially to the media, on behalf of the University.

The resident, other top administrators, and the director of marketing and communications should be informed immediately of existing emergencies. Complete details should be made available to them, including the nature of the emergency, how it began, who is involved, what is happening now, and what help has been summoned.

The president, director of marketing and communications, and other persons involved shall confer and decide on the appropriate action.

All calls from the media are referred directly to the Office of Marketing and Communications at ext. 7427.

### **Sexual Assault**

#### **What to Do – How to Respond**

Lincoln University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a serious violent crime. When it occurs at the University, it is also a flagrant violation of the standards set forth in the Lincoln University Student Handbook.

Anyone can be a victim of sexual assault. One recent survey reported that one in every four women had been a victim of rape or attempted rape. In another survey, one in two college women reported being the victim of some kind of sexual aggression. It is estimated that 10 percent of all men will be sexually assaulted in their lifetime.

Many sexual assaults involve acquaintance rape, which often occurs on college campuses. When the assailant is an acquaintance, a survivor often has mixed feelings concerning both the incident and what to do about it.

Besides feeling frightened, angry, hurt, and ashamed, survivors can feel betrayed and even guilty for having “facilitated” the assault. In some cases, they do not even acknowledge that they have been assaulted until well after the incident has occurred.

Victims can also be unsure of how to deal with the assault — administratively, legally, and otherwise — and can wonder what course or courses of action are available and appropriate for them.

An unfortunate result is that many assault victims elect not to tell anyone about their ordeal and decline to seek the help they need—on an emotional level and otherwise—to deal with the trauma they have suffered.

The Division of Student success encourages all members of the University community to be aware of both the consequences of sexual assault and the options available to victims/survivors. It further urges survivors to seek help using any of the resources that follow.

For more information, contact the dean of students at ext. 7527, the Women's Center at ext. 7244, or the Department of Public Safety at ext. 7211.

### **Overview**

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may have come into contact with a victim. Being forced into sexual activity even if it is a date, a steady relationship or a casual acquaintance is still sexual assault. Nothing a person does, say or wears gives anyone the right to commit an assault sexually or otherwise.

Making decisions and regaining control are important to the healing process after an assault. The choice of how to proceed after the assault belongs solely to the victim. The following are a number of factors to consider:

### **Getting Assistance**

The University encourages reporting all incidents of assault to the Department of Public Safety at ext. 7211. An on-campus sexual assault should also be reported as quickly as possible to the University Counseling Center at ext. 7244. The best off-campus resource is the Crime Victims Center of Chester County at 610-692-7273 or the police in the local jurisdiction.

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty, or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The Counseling Center is the best resource for all students.

### **Medical Attention**

Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

- a. Taking a shower or washing any part of the body
- b. Douching
- c. Brushing teeth
- d. Drinking liquids
- e. Changing clothes or changing sheets before seeking medical help.

This will prevent the destruction of valuable evidence. At the hospital emergency room, the doctor will collect hair samples, semen samples, and other evidence including clothing (a victim should bring a change of clothing to wear home). The police will be contacted to take possession of the samples until the victim decides about whether or not to press charges.

### **Counseling**

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help victims decide what further steps should be taken following an assault.

## **Reporting to the Police**

If an assault occurs on University property, it should be reported to the Department of Public Safety at ext. 7211, 7212 or 8139. Assaults that occur off-campus should be reported to the local police by dialing 911.

Lincoln University's Department of Public Safety believes that a student who has been sexually assaulted deserves the right to a complete professional investigation before deciding about how to proceed with the case. When campus police are contacted, an officer will:

- a. Conduct a preliminary investigation
- b. Complete necessary procedures to protect against loss of evidence
- c. Put the victim in contact with the Women Against Rape Support Group
- d. Notify the dean of students and the Title IX coordinator.

A follow-up investigation is conducted and the results are discussed with the student along with rights and options. A victim's identity is kept confidential. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims (most rapists are repeat offenders).

### **Note to Friends, Faculty, and Staff:**

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the person will not report the assault, anyone can inform the dean of students or the University's Counseling Center that a sexual assault has occurred.

## **Support Resources**

Lincoln University students who are sexually assaulted have a number of resources available to them:

- Anonymous Tip Line: Ext. 7799
- Public Safety: Ext. 7211, 7212 or 8139
- Police Off-Campus: 911
- Crime Victims Center: 610-692-7273 (this 24-hour hotline will put the victim in touch with a volunteer victim advocate for help)
- Student Health Service: Ext. 7331
- Counseling Center: Ext. 7244.

If the victim chooses not to have the examination, medical attention at Student Health Services may be considered.

## **Civil Disturbance or Demonstrations**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operations of the University
- PREVENTION of access to offices, buildings, or other University facilities
- THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, the director of public safety should be notified and will be responsible for contacting and informing the president, vice president for fiscal affairs and the vice president for student success.

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

***Peaceful, non-obstructive demonstrations***

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

1. Arrangements will be made by the director of public safety to monitor the situation during non-business hours.
2. Determination will be made whether to treat the violation of regular closing hours as a disruptive demonstration.

***Non-violent, disruptive demonstration***

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

1. Demonstrators will be asked to terminate the disruptive activity by the vice president for student success or his/her designate.
2. The vice president for student success will consider having a photographer available.
3. Key University personnel and student leaders will be asked by the vice president for student success to go to the area and persuade the demonstrators to desist.
4. The vice president for student success or his/her designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities (See Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
7. After consultation with the president, the vice president for fiscal affairs and the vice president for student success will determine the need for an injunction and the intervention of civil authorities.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon the arrival of university police officers, the remaining demonstrators will be warned of the intention to arrest (See Attachment B).

***Violent, disruptive demonstrations***

In the event that a violent demonstration in which injury to persons or property occur or appears imminent, the president, the director of public safety, the vice president for fiscal affairs and the vice president for student success will be notified.

During business hours

1. In coordination with the vice president for student success, Public Safety will contact the department of student success.
2. If advisable, the vice president for student success will alert the president, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
3. The president, in consultation with the vice president for student success and the director of public safety, will determine the possible need for an injunction.
4. Public Safety will provide an officer with a radio for communication between the University and department of student success as needed.

#### After business hours

Public Safety should be immediately notified of the disturbance.

Public Safety Officers will investigate the disturbance and notify the director of public safety, the vice president of student success and the dean of students.

The vice president of student success will:

1. Report the circumstances to the president.
2. Notify key administrators and, if appropriate, the administrator responsible for the building area.
3. Notify the director of communications, who is the sole person responsible for issuing news releases for the University.
4. Arrange for a photograph.
5. If necessary, the president or the vice president for student success will call for police assistance.

NOTE: The director of public safety reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

#### ATTACHMENT A: DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.) (In no event will the administration of this University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order—including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

#### ATTACHMENT B: DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation



of the rules and regulations of the University, each of you is hereby suspended, subject to later review.

The police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## **Active Shooter Responses**

The information provided here is a guideline for emergency responders to follow in case there is an active shooter, a barricaded gunman, or a hostage situation.

When an active shooter situation is detected on campus, Public Safety officers will try to ascertain pertinent information regarding the incident, such as the number of shooters, identification, number and type of weapons used and the shooters' immediate location or locations.

Public Safety will lock all available buildings through the Black Board and Persona Door Access System. All gates except the designated gate used for staging purposes shall be closed immediately.

The director of public safety will be notified of the situation. The director will contact the Critical Emergency Response Team (CERT). Emergency measures will be deployed to notify the campus community of the situation.

Public Safety will notify other law enforcement agencies of the situation and ask for assistance. The local fire department and medical personnel should also be alerted, as needed.

Public Safety officers on the active shooter scene will attempt to determine if the shooter is still engaging or firing shots. If so, officers will move forward and attempt to disengage the shooter. If the shooter is not still firing shots, officers will secure the perimeter of the scene and gather as much intelligence as possible while waiting for directives from the CERT Commander.

Once the CERT team arrives, the CERT Commander will assign a command scene officer who will be in charge of overseeing all tasks that need to be accomplished, such as staging other law enforcement agencies and fire and medical personnel when they arrive on the scene.

## **Emergency Warnings**

**Emergency warnings at Lincoln University are delivered in a variety of ways:**

Siren alert system: a wailing siren indicates an emergency in progress. A passive Star Wars alarm indicates an "all clear" or normal operations.

University phone services and IRIS Text Messenger

Campus-Wide Email:

Hand held Mega-Phone: Police Vehicle Announcement

In case of an emergency:

1. You will hear a siren.
2. Close and lock your office, classroom, or residence hall door and remain inside.

3. Move away from the door to the neutral area of the room.
4. Report any danger at your location by calling ext. 7211 on campus or 484-365-7211 off campus.
5. Listen for the campus alert tone or Public Safety announcement.
6. Do not open the door until instructed to do so by Public Safety or campus officials.



## EMERGENCY PROCEDURES

Campus emergency service: ON CAMPUS dial 7211; OFF CAMPUS dial 484-365-7211. In a medical or police emergency in which Public Safety cannot be reached, dial 911. When calling, stay calm and carefully explain the problem and location to the

### HOSTILE INTRUDER/ACTIVE THREATS ON CAMPUS

- Remain calm.
- Close and lock doors and windows of your office, classroom or dorm room and remain inside. If door/window cannot be locked, barricade/block with anything available.
- Turn off lights, radios, computer monitors and close blinds.
- Move away from all doors and windows and seek protective cover for yourself and others.
- Report any danger at your location to Public Safety at 7211 or 484-365-7211.
- Keep calm, quiet and out of sight.
- Silence cell phones.

### VIOLENT OR CRIMINAL BEHAVIOR

- Be alert to suspicious situations and promptly report them.
- If you are a victim or a witness, avoid unnecessary risks.
- Promptly notify Public Safety possible.
- Report the incident, including the

### BUILDING EVACUATION PROCEDURES

- Evacuation is mandatory for the fire alarms and when directed by a University official.
- Leave by the nearest marked exit and alert others to do the same
- Assist the handicapped in exiting the building.
- **DO NOT USE THE ELEVATORS**
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Stay there.

### SUSPICIOUS PACKAGE

- DO NOT handle the package.
- Evacuate the area immediately.
- Call Public Safety at 484-365-7211

Lincoln University of Pennsylvania

## Winter Storm and Other Severe Inclement Weather

### ***Emergency closing***

Under normal circumstances, the University never stops operating. The University recognizes that there are times, due to emergencies such as severe weather conditions, when classes may be cancelled and the University offices may be closed. In departments, such as but not limited to, Public Safety, Health Services, Housing and Dining services, Housekeeping and Maintenance Operations, employees provide essential services and are critical to operational needs and, therefore, will remain open and employees assigned to these departments are required to work. In an effort to ensure the safety of students and employees, timely decisions to modify work schedules will be made and communicated to employees.

Modified work schedules may take the form of either a partial or a full closing of the University's operations. In either situation, essential personnel, as designated by administrators in aforementioned departments, or in some cases by the applicable collective bargaining agreement

(CBA), are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular schedule begins.

### ***Work schedule modification***

In the event of a public emergency, inclement weather, or other extenuating circumstances, the president or designee will have the discretion to excuse employee lateness, early departure, or absence either at-large or on an individual basis. The University will follow the policy of the U.S. Department of Labor and the guidelines outlined in any CBA regarding absences and compensation for an emergency closing.

### ***Full closing***

A full closing occurs when conditions warrant cancellation of classes and closing of administrative offices and academic departments, except those providing essential services. Non-essential employees are not required to report to work, but are compensated for the full workday. Essential employees are required to report to work and are compensated for time worked.

### ***Partial Closing***

A partial closing occurs when circumstances warrant the cancellation of classes while administrative offices and academic departments remain open. Employees in administrative offices and academic departments are required to report to work; they may utilize accrued vacation leave only upon the approval of their immediate supervisor.

### ***Delayed Opening***

Occasionally, circumstances will warrant a delay in the opening time of the University. Employees are required to report to work and will be paid for the full day. Employees who do not work for the full workday may utilize accrued vacation leave only upon the approval of their immediate supervisor.

### ***Closing before the end of the scheduled workday***

When there is a closing of the University before the end of the workday, administrators shall be contacted by Human Resources so that they may release non-essential employees in their respective areas. All non-essential employees shall be paid for the full workday.

NOTE: Essential personnel, as defined by administration or an applicable CBA, who do not report to scheduled work on a FULL or PARTIAL CLOSING or DELAYED OPENING day(s) are not eligible to utilize accrued vacation or sick leave for such day(s) and may be subject to disciplinary action, as such absence may be considered unauthorized and/or unexcused.

### ***University closing, work and class schedule modification procedure***

To the extent possible, the following procedure will be considered in the event of inclement weather, a major power outage or other conditions that may impact the University's operation:

1. Operations management personnel obtain weather reports, travel advisories, operational status of local institutions of higher education.
2. Starting at 5:30 a.m. on a scheduled workday or when classes are in session, operations management personnel advise the president (or designee) of conditions regarding the campus and surrounding areas. The president (or designee) decides on the University's operational status, work and/or class schedule modifications, if any.

3. Operations management personnel notifies the executive leadership team of work and/or class schedule modifications.
4. Operations management personnel notifies the staff of work and/or class schedule modifications to communicate to students and staff:
5. The University's modification announcements will be communicated via all campus email and the following venues so that students and employees may act accordingly:

Special Information Hotline	866-809-4556 or 484-365-7999
Websites	www.lincoln.edu www.thewgalchannel.com www.kyw1060.com www.myfoxphilly.com www.wstw.com www.wdel.com
Television	FOX-29; CBS-3; WGAL-TV8 and NBC-10
Radio	KYW 1060 AM; WDEL 1150 AM; WSTW 93.7 FM; WLIU 88.7

## Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call Public Safety at ext. 7211, 7212 or 8139.

1. Any person receiving a bomb threat by telephone should ask the caller:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following:
  - a. Time of call
  - b. Age and sex of caller
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller
  - e. Background noise.
3. Immediately notify Public Safety at ext. 7211, 7212 or 8139 on campus or call 911 to report the incident.

Public Safety officers will conduct a detailed bomb search. If students or employees see suspicious objects, they are to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

If the emergency exists, activate the building alarm. **CAUTION:** If the alarm fails to go off, report the incident by phone.

4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (**DO NOT RUN**) to the nearest marked exit and ask others to do the same. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

5. If requested, assist Emergency crews as necessary.

Important: Do not return to an evacuated building unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate HEAD COUNT is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

### **Bomb Threat Report Form** **Threatening Phone Call**

Time call received:

Exact words of person placing call: \_\_\_\_\_

Description of caller's voice: \_\_\_\_\_

Male\_\_\_ Female\_\_\_

Questions to ask:

Young\_\_\_ Middle Age\_\_\_ Old\_\_\_

1. When is bomb going to explode? \_\_\_\_\_
2. Tone of voice: \_\_\_\_\_  
Accent: \_\_\_\_\_
3. Where is the bomb right now? \_\_\_\_\_  
Background Noise: \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. Is voice familiar? \_\_\_\_\_ If so, whom did it sound like?
6. What does the bomb look like? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_

Remarks: \_\_\_\_\_

### **Chemical or Radiation Spills**

Any spillage of a hazardous chemical or radioactive material is reported immediately to Public Safety at ext. 7211, 7212 or 8139.

When reporting, be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.

The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel. Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to Public Safety. Required first aid and cleanup by specialized authorities should begin immediately. If an emergency exists, activate the building alarm. CAUTION: If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

If required, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official. IMPORTANT: After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Explosion, Aircraft Down (Crash) on Campus**

In the event a mishap occurs such as explosion or a downed aircraft (crash) on campus, take the following action:

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

After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety. Give your name and describe the location and nature of the emergency.

If necessary, or when directed to do so, activate the building alarm.

CAUTION: If the alarm fails to go off, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

If necessary, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.

## **Tornado**

- Tornado watch: Means tornadoes are expected to develop.
- Tornado warning: Means a tornado has actually been sighted or indicated on radar.

### ***Safety Rules When a Tornado Warning Is Announced***

Your best protection is an underground shelter or a substantial steel-framed or reinforced-concrete building. If none are available, take refuge in other places as indicated below.

If your building has no basement, take cover under heavy furniture or on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows. As a last resort, go outside to a nearby ditch, excavation, culvert or ravine.

Stay away from windows to avoid flying debris.

If you are outside in open country, drive away from the tornado's path at a right angle to it. If there isn't time to do this, or if you are walking, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.

### **Schools**

If the school building is a good steel-framed or reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. Designated safe buildings are: the Living Learning Center and Dickey Hall; the latter currently is not in use but, in the event of a tornado, will be utilized.

Avoid auditoriums and gymnasiums with large, poorly supported roofs.

### **Office Buildings**

Go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.

**Trailers or Modular Buildings** Do not remain in a trailer or modular building if a tornado is approaching. Take cover elsewhere.

## Earthquake

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

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. CAUTION: Always avoid power or utility lines as they may be energized. Know your assembly points.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter if offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety, if on campus at ext. 7211, 7212, 8139 or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to Public Safety and Physical Plant. NOTE: Gas leaks and power failures create special hazards.

If an emergency exists, activate the building alarm. If the alarm fails to go off in the building, report the emergency by telephone.

When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly (DO NOT RUN) to the nearest marked exit and ask others to do the same.

**ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Evacuation Location.

If requested, assist emergency crews as necessary.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated Emergency Evacuation Location. Stay there until an accurate head count is taken. The senior building coordinator will take attendance and assist in accounting for occupants of all buildings. Once the head count is taken, everyone must stay at their designated assembly point until released by the senior building coordinator or University official.



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# Lincoln University

LEARN. LIBERATE. LEAD.

## MISSION

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

It does so by:

- Providing a rigorous liberal arts education featuring active and collaborative learning;
- Integrating academic and co-curricular programs with the University's distinctive legacy of global engagement, social responsibility, and leadership development; and
- Cultivating the character, values, and standards of excellence needed to enable students to become responsible citizens of a global community.

## VISION

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

*Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in the University's programs or activities. It is the expressed policy of Lincoln University to comply with Title IX. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gerard Garlic, Title IX Coordinator, Room 126B, Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352, phone 484-746-0000 or Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, phone 215-656-8541, fax 215-656-8605, email: ocr.philadelphia@ed.gov.*

*Lincoln University is regionally accredited by the Middle States Commission on Higher Education.*

## UNIVERSITY ADMINISTRATION

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