



**LYCOMING
COLLEGE**

**Annual Security and Fire Safety Report
2024**

Prepared by the Department of Public Safety

Contains Crime Statistics for Calendar Years 2021, 2022, and 2023



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A Message from the Department of Public Safety

On behalf of the Department of Public Safety, welcome to Lycoming College!

At Lycoming College, the safety and security of the members of our campus community is paramount, and is a shared responsibility amongst all students, faculty, and staff of Lycoming College. The Department of Public Safety is committed to continually working with all Lycoming College community members to provide a safe living and learning environment. To achieve this safe environment, all members of the campus community are strongly encouraged to practice personal safety, such as walking in groups, communicating safety concerns to our personnel, requesting escorts around campus, and utilizing the features of the RAVE Guardian emergency notification application on your smart phone.

Our annual security report serves as an excellent source of information about our public safety services, prevention programming and additional resources Lycoming College offers its community members. We strongly encourage you to read this information and become an active participant in helping create a campus culture that values public safety.

You are always welcome to stop by the Department of Public Safety, located on the lower level of the south side of Rich Hall, should you require our services or have questions. You can also call Public Safety directly at 570-321-4064 or email us at security@lycoming.edu.

We look forward to continuing our efforts toward enhancing the safety of the Lycoming College community and appreciate your assistance with these endeavors.

Best Regards,

Department of Public Safety

Introduction

Maintaining a safe campus requires a commitment from each member of the campus community. The Department of Public Safety (DPS) values the partnerships we establish with members of the Lycoming College community. Successful prevention of crime occurs only with community involvement, and public safety must be a collaborative venture. The Department of Public Safety strives to foster and encourage partnerships to aid in crime prevention and to develop and maintain positive communications, and mutual understanding and trust between students, faculty, and staff. The officers and staff of DPS need your help in continuing to make Lycoming College a safer campus.

The purpose of this publication is to:

- Provide the Lycoming College community with an overview of the Department of Public Safety's (DPS) services
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
- Inform current and prospective students, staff, faculty, and visitors about Lycoming College's policies and programs designed to help keep them safe
- Share information regarding Lycoming College's emergency preparedness and planning
- Share information regarding fire safety, fire statistics, and other fire-related information

Lycoming College's Department of Public Safety (DPS) provides information contained in this document as a service to the Lycoming College community, and to remain in compliance with federal and state requirements. If you have any questions or concerns related to the information in this document, please contact Lycoming College Department of Public Safety by visiting us at One College Place, Williamsport, PA, 17701, calling (570) 3231-4064, or by email at security@lycoming.edu.

Annual Disclosure of Crime and Residential Facility Fire Statistics

DPS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act (VAWA). This report is prepared in cooperation with local law enforcement agencies who have primary authority over our campus and other college properties, the Senior Director for Student Life, Student Life staff, the Vice President for Student Life and Dean of Students, and other relevant college departments.

The crime statistics (campus crime, arrest, and referral statistics) are reported to DPS by designated campus officials (campus security authorities), including but not limited to directors, deans, residential life personnel, community standards personnel, advisors to students/student organizations, athletic coaches, other college employees, and local law enforcement agencies. The Director of Public Safety requests statistics from the local authority and for any domestic or international student trip that stays in a specific place for more than two consecutive nights.

Each year, notification is made to all current students, faculty, and staff as to how they may access this report, which is primarily done via electronic publication. Copies of the report may also be obtained at Lycoming College Department of Public Safety in the lower level of Rich Hall, One College Place, Williamsport, Pa, 17701, by calling (570) 321-4064, or by email at security@lycoming.edu. Prospective employees and students may also obtain a copy of the report through Lycoming College Department of Public Safety as listed above.

Statistical information for criminal incidents reported to DPS is also filed yearly with the Pennsylvania State Police for inclusion in the Pennsylvania Uniform Crime Report (UCR). Information on crime in Williamsport and in areas surrounding the campus is available free online at <https://www.ucr.pa.gov/PAUCRSPUBLIC/Home/Index>

Campus Law Enforcement

Lycoming College Department of Public Safety (DPS)

Lycoming College's Department of Public Safety is an unsworn, full-service campus security department serving all students, staff, faculty, and guests of the College. The department operates twenty-four hours a day, seven days a week, including all periods when the college is not in session. Our full-time security staff includes the Director for Public Safety, four full-time supervisors, four full-time officers, five to seven part-time officers, two full-time communications officers and one part-time communications officer. The DPS also employs students to serve as Student Safety Aides (SSA), responsible for dispatching officers, assisting with special college events, and properly logging requests for service.

Public Safety officers are unsworn, unarmed, and do not have the authority to apprehend or arrest anyone involved in criminal activity on the College's property or in immediately adjacent areas. The College and DPS maintain a professional relationship with the Williamsport Bureau of Police and will summon them in the event law enforcement services are needed.

Offenses involving violation of college rules and community standards are committed by a student, DPS will refer the individual to the Office of Community Standards. DPS notifies the Williamsport Bureau of Police (WBP) when major offenses such as murder, aggravated assault, robbery, and auto theft are reported.

DPS is a department within the Division of Student Life, overseen by the Director of Public Safety and reporting directly to the Vice President for Student Life and Dean of Students.

DPS officers patrol the campus in a marked security vehicle, on foot, and via motorized golf cart. Officers are primarily responsible for supporting a safe and secure living and working environment, emergency response,

facility security and property protection, regulation of on-campus parking and traffic, and enforcement of college policies and regulations.

DPS maintains a 24-hour communications and dispatch office. Call (570) 321- 4911 (emergencies) or (570) 321-4064 (non-emergency).

The central fire and security alarm system on campus is tied into a larger fire, carbon monoxide and safety alarm system maintained by an outside monitoring company that notifies the DPS immediately when an alarm is received. The Williamsport Bureau of Fire is dispatched for all fire and carbon monoxide alarm activations. DPS personnel have direct access to footage from all security cameras located throughout campus, as well as the campus card access door control system.

DPS maintains a close working relationship with the Williamsport Bureau of Police (WBP). DPS often works with other law enforcement agencies including the Pennsylvania State Police, Pennsylvania Liquor Control Enforcement Division, the Lycoming County District Attorney's Office, Lycoming County Sheriff's Office, and other local, state, and federal agencies.

Due to the unsworn status of the DPS, a reported crime must be investigated by sworn law enforcement authorities, and found to be false or baseless, in order for the crime be considered "unfounded" and excluded from Lycoming College's statistical disclosures.

Campus Facilities: Access, Security, and Maintenance

Campus Building Access

Since December of 2023, campus buildings and facilities are only accessible via electronic keycard (Lycoming College issued ID) Students and employees have access to most buildings during normal business hours, excluding holidays and other campus closures, and can be granted access after-hours access to specific campus buildings with special permission. Athletic facilities, the library, and other select college service areas have varying hours of operation. In the case of periods of extended closing, non-residential buildings will be secured according to schedules developed by the department responsible for the facility, and the College will admit only those with prior approval to all facilities.

Residential buildings are secured 24 hours a day. Most exterior doors in student residence halls are controlled by keycard access, and residents are issued a key to their respective room(s). In residential buildings, not controlled by the keycard access system, such as certain College-owned apartments, students who reside in these buildings are issued a key for their room and the exterior door(s) to the building. Over extended breaks, student college ID swipe access is turned off unless a residential student has registered and been approved for break housing. Access is added to the student's ID for only the day approved for break housing.

Security Cameras

There are 29 security cameras located throughout campus, primarily in college parking areas.

Building Intercom System

A "Call Box" telephone intercom system is located outside the main entrance of many residential buildings for students and guests to contact the DPS office if assistance is needed. Signage is posted on non-residential buildings indicating to campus visitors who to contact to request access.

Maintenance of Campus Facilities

Department of Public Safety officers, as part of their patrol procedures, generate work orders to Buildings and Grounds Department when any defective lighting or unsafe condition related to facilities on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to the DPS.

The Buildings and Grounds Department is responsible for the maintenance and upkeep of buildings and grounds on campus. This includes everything from changing light bulbs to construction of buildings and everything in between. If service is needed in a residence hall or other location on campus, campus community members are encouraged to contact Buildings and Grounds at (570) 321- 4274. All requests, concerns, or suggestions regarding facilities maintenance are welcome.

Urgent requests should be directed to Buildings and Grounds at (570) 321-4274. For after-hours emergency service, campus community members are instructed to call the Department of Public Safety at (570) 321-4911, or (570) 321-4064. Or, through the Tips function of RAVE Guardian (safety app available to all faculty, staff and students).

Safety Tips Shared with Campus Community Members:

- Lock your room and secure your room key (even if you are just leaving for a few minutes)
- Never prop open exterior doors
- Notify DPS immediately if your keys and/or identification card are lost or stolen
- Close and report any exterior doors that are found open or left unsecured
- Report any suspicious activities to a Resident Assistant or DPS immediately
- Notify Buildings and Grounds or DPS immediately if your locks are malfunctioning
- Keep fire doors and stairwell doors closed at all times.

Criminal Activity Off-Campus Involving Students

Lycoming College operates no off-campus housing or off-campus student organization facilities. While Williamsport Bureau of Police has primary authority in all areas off campus, DPS officers can and do respond to student-related incidents that occur in the immediate proximity to the campus.

When a Lycoming College student is involved in an off-campus offense, DPS may be asked to assist with the investigation in cooperation with local, state, or federal law enforcement.

WBP shares information regarding off-campus crimes involving students with DPS and may request a DPS representative be present when dealing with students in areas immediately adjacent to the campus.

Campus Crime and Arrest Statistics

The following statistics have been compiled from incidents reported to DPS, local law enforcement, and campus security authorities during the 2021, 2022, and 2023 calendar years. The statistics do not reflect any reports that might have been made to other departments or individuals at the College unless those individuals or department informed DPS of the incident. Victims and witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Professional counselors, when acting as a counselor, are not required to report any crimes or incidents; however, the College urges its counselors to provide “statistical information” should they become aware of an incident reportable under Clery including sexual assault.

Comprehensive crime statistics for Lycoming College and Williamsport are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>) and the Federal Bureau of Investigation Uniform Crime Reports (UCR) (<http://www.fbi.gov/ucr/ucr.htm>). Crime definitions under the Clery Act and UCR may be different, so crime statistics provided in Clery and UCR reports may differ. Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are: “On-Campus”, “In Residence Halls”, “Non-Campus Buildings or Property”, and “Public Property”.

“Non-Campus Buildings and Property” is defined as buildings or property not part of the main campus or a separate campus which is: owned or controlled by the College; and used in support or in relation to the College’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report properties listed as “non-campus” include: The Lycoming College Art Gallery, 25 West Fourth Street, Williamsport, PA, 17701, Shangraw Stadium, 1310 Mulberry Street, Williamsport, PA, 17701, the President’s residence, 325 Grampian Blvd., Williamsport, PA, 17701, and the Biology Field Station, 3453 Route 87, Montoursville, PA 17754, as these properties are not physically attached to the main portion of the Lycoming College campus.

The term “Public Property” relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Williamsport Bureau of Police.

The table below lists 17 categories of crime or incidents, including Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Each category is subdivided by where the reported incident took place: On-Campus, in an On-Campus Residential Facility, on a Non-Campus Property, or on adjoining Public Property. Arrest statistics for referrals for campus disciplinary proceedings for three offense categories (Drug, Liquor, and Weapons law violations) for 2021, 2022, and 2023 are also listed below. “Liquor violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving under the influence of alcohol, or public drunkenness.

2021, 2022, and 2023 Lycoming College Clery Act Crimes Statistics

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non- Negligent Manslaughter	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Rape	2023	2	0	0	2	2	0
	2022	3	0	0	3	3	0
	2021	1	0	0	1	1	0
Fondling	2023	3	0	0	3	3	0
	2022	4	0	0	4	4	0
	2021	1	0	0	1	1	0
Incest	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Aggravated Assault	2023	1	0	0	1	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0
	2022	1	0	0	1	0	0
	2021	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Liquor Law Arrests	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Drug Law Arrests	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Weapons Law Arrests	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2023	6	4	0	10	6	0
	2022	24	0	0	24	24	0
	2021	61	1	1	62	60	0
Drug Law Violations Referred for Disciplinary Action	2023	2	0	0	2	2	0
	2022	25	0	0	25	25	0
	2021	41	1	0	41	40	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Domestic Violence	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Dating Violence	2023	7	0	0	7	7	0
	2022	7	0	0	7	4	0
	2021	1	0	0	1	1	0
Stalking	2023	12	0	0	12	12	0
	2022	8	0	0	8	8	0
	2021	4	0	0	4	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

HATE CRIME REPORTING:

- 2021: There were 0 Hate Crimes reported
- 2022: There were 0 Hate Crimes reported
- 2023: There were 0 Hate Crimes reported

Due to the unsworn status of the DPS, a reported crime must be investigated by sworn law enforcement authorities, and found to be false or baseless, for the crime be considered “unfounded” and excluded from Lycoming College’s statistical disclosures.

Clery Act/VAWA Crime and Incident Definitions

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Sex Offenses, Forcible – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling, which are defined below.

Forcible Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of the victim or perpetrator. (Rape now includes NIBRS Sodomy and Sexual Assault with Object definitions)

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offense, Non-forcible – Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape which are defined below.

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

Statutory Rape – Non-forcible sexual intercourse with a person who is under the age of consent.

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

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

to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (Drunkenness and driving under the influence are not included in this definition).

Drug Abuse Violations – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

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

Domestic Violence – A felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act (VAWA); or 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.

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Hate Crimes – Crimes that manifest evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

Crime and Fire Log

The Crime and Fire Log is available at the Department of Public Safety office in the lower level of Rich Hall. The Crime and Fire Log contains information on all criminal incidents and alleged criminal incidents reported to DPS within the last 60 days. The log contains specific information about reported criminal incidents, including the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if known.

The log is designed to disclose reported crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as it is reported to DPS. This includes crimes reported directly to DPS and those first reported to another campus security authority or to a local law enforcement agency who later reports them to DPS.

Reporting Crimes and Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Department of Public Safety (DPS) promptly. To report a crime or emergency on campus, call DPS at (570) 321-4911, or dial 4911 from any on-campus telephone. The Rave Guardian app, available to all students and employees, is the recommended method of contact with DPS to report a crime or safety issue. If you observe a crime or suspicious activity, notify DPS immediately. Do not assume someone else has already done so. Provide the dispatcher with as accurate and detailed information about the problem as you are able. When reporting an emergency, do your best to remain calm. STAY ON THE LINE until the dispatcher says it is okay to hang up the phone. Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next crime from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact DPS immediately whenever you see or hear something suspicious. Your call could prevent a crime against a friend, a neighbor, a fellow student, or yourself. Your call could prevent a crime against a friend, a neighbor, a fellow student, or yourself.

Reporting a Crime

- Call DPS at (570) 321-4911 or ext. 4911 and report all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars, or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel

To report a fire or medical emergency, call 911. You will be connected to the Lycoming County Emergency Communication Center. Make sure you tell the operator which campus building you are in. They will then dispatch the appropriate resources, and the Emergency Communication Center will also notify DPS.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, DPS will take the required action, dispatching an officer or asking the victim to respond to the Department of Public Safety office. DPS officers respond to all reports of crimes and emergencies and will complete an incident report" for crimes occurring on or adjacent to college property. Crime (incident) reports can be made at any time.

DPS incident reports involving students are forwarded to Community Standards officials for review and appropriate action.

If assistance is required from the Williamsport Bureau of Police or the Williamsport Bureau of Fire, DPS will also contact the appropriate agency if the reporting party has not already done so. If a sexual assault or rape should occur, staff on the scene, including DPS, will offer the victim access to a wide variety of resources. The physical and mental well-being of the victim is the primary concern of the responding staff.

If you are off-campus or calling from a cellular phone for non-emergency assistance, call (570) 321-4064, or dial 4064 on a campus phone. Safe Walk, the campus escort service, can also be requested by calling this number.

Information regarding incidents of sexual misconduct may be shared with any employee of Lycoming College. All employees are categorized as Responsible Employees/Mandated Reporters and are required to report all incidents of sexual misconduct (e.g., Rape, Domestic Violence, Dating Violence, Stalking, etc.) to the Associate Vice President for Human Resources and Title IX Coordinator and/or the Director of Sexual Misconduct Response and Prevention and Deputy Title IX Coordinator. Other serious crime (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson, or Hate Crimes) to the Vice President for Student Life and Dean of Students and/or the DPS.

Crimes should be reported to DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the Lycoming College community, when appropriate.

Anonymous Reporting

Crimes can be reported anonymously, Lycoming College provides online submission of crime reports online via an online form. This form can be accessed via the DPS webpage at <https://www.lycoming.edu/public-safety/form-incident-report.aspx>

This form can be used to provide information anonymously regarding possible crimes, planned crimes, and/or law/policy violations. Once the form is completed, click the “send form” button at the bottom of the page. The contents of this form are emailed directly to DPS, and the sender appears as “Webmaster”. DO NOT submit reports requiring an emergency or immediate response to DPS through this link. While we follow up on all information sent anonymously through this format, messages sent through this site are not monitored 24-hours a day.

The RAVE Guardian app also has an anonymous report feature. This anonymous report is automatically and immediately sent to a specific computer in the DPS office. Officers respond to any RAVE report that comes in at the time it is sent.

Confidential Reporting

Lycoming College employs three professional counselors – a Director, an Assistant Director, Senior Counselor, and a part time counselor. Professional Counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform students being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Private Reporting

If you are the victim of a crime and do not want to pursue action within the College’s Community Standards process or the criminal justice system, you may still want to consider making a private report to DPS.

The purpose of a private report complies with your wishes to keep the matter private, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. The information contained in a private report will be shared only with those college officials who will assist in the investigation and/or resolution of the complaint.

If a report of crime or incident of sexual misconduct discloses an immediate threat to the Lycoming College campus community, where timely notice must be given to protect the health or safety of the community, the College may not be able to maintain privacy. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Lycoming College students, employees, or visitors.

Emergency Telephones

“Call boxes” located outside many entrances to campus residence halls may be used to contact DPS to report an incident or request assistance.

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency
- Be prepared to answer the communications officer’s questions and respond to any instructions that may be given.
- It is recommended that you familiarize yourself with emergency Call Box locations on the campus.

Emergency Notifications

Rave Guardian App

Maintaining the safety of the Lycoming College community is both a requirement and a challenge. We are always looking for ways to further improve the safety of the campus and feel Rave Guardian smart phone application provides a great solution by improving communication across the community. This application includes features such as:

- Safety Timer
- Tips and Multi-Media Messaging
- Emergency Call Button that connects directly to DPS
- 911 Call Button

Lycoming College offers the Rave Guardian app as an added way to ensure your safety, as well as the safety of your friends, on campus. If you are a current student, faculty, or staff member, you can download it for free at www.raveguardian.com.

Timely Warnings

In the event that a situation arises involving an incident identified as a “Clery Act” crime (Murder; Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Burglary; Arson) on campus, in non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus that, in the judgement of the Director of Public Safety or their designee, and in consultation with other College officials, constitutes a serious and ongoing threat to students, faculty, staff, or visitors, a campus wide “Timely Warning” will be issued by the Vice President for Student Life and Dean of Students or their designee. The warning will be issued either through the College’s RAVE Safety Alert system as a text and email message or through the College’s email system (MS Outlook). A report that is filed more than 10 to 14 days after the date of the alleged incident may not allow the College to post a “timely” warning to the Lycoming College community. This type of situation will be evaluated on a case-by-case basis.

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts: Date and time or timeframe of the incident; a brief description of the

incident; information that will promote safety and potentially aid in the prevention of similar crimes; suspect description(s) when deemed appropriate and if there is sufficient detail; DPS/WBP agency contact information; and other information as deemed appropriate.

Status updates regarding the resolution of a crime and issued timely warnings will be disseminated in a similar fashion and updated as soon as possible. The intent of a Timely Warning is to provide information to enable members of the Lycoming College community to protect themselves.

When Clery Act Timely Warnings are issued, a copy of the warning will be attached to the corresponding DPS Investigation Report (if applicable). A copy of the warning will also be maintained in the Clery Act annual retention file at DPS. Timely Warning information will remain on file at DPS for at least three (3) years from the date the warning was issued.

Anyone with information warranting a Timely Warning should report the circumstances to DPS, by phone at (570) 321-4064, or in person at the Department of Public Safety office, Rich Hall, 1 College Place, Box 166, Williamsport, PA, 17701.

Immediate Notification

The College will immediately notify the Lycoming College campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty, staff, or visitors occurring on campus. An Immediate Notification will be determined by the Director of Public Safety or their designee, in consultation with other College administrators. The immediate notification will be issued by the Vice President of Student Life and Dean of Students or their designee through the RAVE Safety Alert system utilizing text and email messaging and/or activating the College's emergency alert siren. Depending on the particular circumstances of the incident, DPS may also post the notice on the department's website at: <https://www.lycoming.edu/public-safety/>

EMERGENCY NOTIFICATION SYSTEM AND COMMUNICATIONS

If a major event/disaster occurs, the campus emergency alert siren may be activated to notify the campus community of the incident.

Siren Activation Event

Hostile Intruder on Campus
 Hostage Situation
 Chemical Hazard/Toxic Spill/Leak
 *Hostile Event – Williamsport
 *Tornado or other immediate weather emergency

Response

***Run, Hide, Fight*
Run, Hide, Fight
****Shelter in Place*
Shelter in Place
Shelter in Place

*In the event of an emergency of this nature it is likely that the College will learn of the event through the Lycoming County Department of Public Safety (911). If the city siren is activated, the College siren may be activated to ensure the campus community is aware of the event.

****Run, Hide, Fight** – suggests that in the event of a hostile situation follow instincts and senses as to whether you should run (leave the area immediately), hide (seek a location and to the best of ability secure doors and windows) or fight (as a last resort, imminent danger, engage the intruder. You can find more information regarding these strategies here https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

*****Shelter in Place** - suggests that people who are outside when the siren sounds should, using reasonable judgment as to which building to enter, go inside and stay put. Individuals already inside a building should stay put and if warranted to the best of ability secure doors and windows.

Authority to activate the siren

- Hostile Intruder on Campus – Public Safety officer (after verifying that shots have been fired) and Lycoming County Department of Public Safety Communications Center.
- Hostage Situation – Public Safety official, or their designee, and/or Lycoming County Department of Public Safety Communications Center.
- Chemical Hazard/Toxic Spill/Leak – Public Safety official, or their designee, and Lycoming County Department of Public Safety Communications Center.
- Hostile Event (Williamsport) – Public Safety official, or their designee, and Lycoming County Department of Public Safety Communications Center.
- Tornado or other immediate weather emergency - Public Safety official, or their designee, and Lycoming County Department of Public Safety Communications Center.

RAVE Safety Alert system

Lycoming College issues Timely Warnings and Emergency Notifications through its RAVE Safety Alert system. RAVE Safety Alerts enable College emergency response team members to communicate with students, faculty, and staff in minutes by sending a message via several contact methods – including email, text messaging, and cellular phones. The RAVE Safety Alert system is primarily used for emergencies, crises, and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Lycoming College community; however, text messaging rates may apply depending on the cellular service carrier.

Safety Alerts

If DPS learns of a serious crime or other significant activity, either on or off the campus, and there is no indication of a serious and continuing threat to the Lycoming College community, the Vice President of Student Life and Dean of Students may issue a Safety Alert for the purpose of seeking additional information from the public and/or to heighten awareness.

Emergency Management and Evacuation Policies

Lycoming College has a comprehensive all hazards emergency response plan which provides a framework for the College's response to crises and emergencies. The plan was developed under the Incident Command System (ICS) model prescribed by the National Incident Management System (NIMS). The Emergency Response Plan includes information about the composition of an incident team, incident response (either run, hide, fight, or shelter-in-place) and evacuation guidelines, and local contingency and continuity planning requirements. In the emergency response plan, specific campus administrators are identified who are responsible for key functions in the event of an emergency or crisis which impacts a large segment of the campus population. Members of this team include the Vice President for Finance, Vice President of Student Life and Dean of Students, Director of Physical Plant, Director of Public Safety, and others. This team coordinates with other campus offices (Human Resources, Counseling Services, Recreation Center, etc.) and outside emergency response agencies (Williamsport Bureau of Fire, Williamsport Bureau of Police, Lycoming County Department of Public Safety, UPMC Susquehanna Williamsport & Health Systems, etc.) as needed.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The emergency response plan is updated, and tabletop and other emergency response planning is coordinated by the Vice President for Student Life and is facilitated in

conjunction with the Director of Public Safety, who documents the exercises or drills, including date and time. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

General information about the emergency response and evacuation procedures are publicized each year as part of the College's Clery Act compliance efforts in this report.

Resident Assistants and other residential life staff receive emergency response and evacuation training each year.

Fire evacuation drills are held once each year for each residence hall and College-owned apartment. Fire drills are a mandatory supervised evacuation of a building that familiarizes individuals with the procedures for evacuating a building in the event of fire. Fire drills are scheduled in cooperation with DPS, the Office of Residential Life and the Williamsport Bureau of Fire. The supervised fire drill is scheduled within the first six weeks of each semester's start. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Fire evacuation drills are used to educate and train residents on issues specific to their building.

When a serious incident occurs, which causes an immediate threat to the campus, the first responders to the scene are usually DPS and Williamsport Bureau of Fire and Emergency Medical Services, if necessary. They typically respond and work together to manage the incident. Depending on the incident, other College departments and other local and federal agencies could also be involved in responding to it.

Run, Hide, Fight

In the event of an active shooter, it is incumbent upon you to take appropriate action and make the best decisions for you based on the circumstances of the environment and incident. As recommended by the US Department of Homeland Security and the FBI, Lycoming College's advice in the event of a hostile intruder is to Run, Hide, Fight. By planning, remaining calm and thinking before acting, a person finding themselves in an active shooter situation can greatly increase their chances of survival. <https://youtu.be/TeOdxKozra0>

If presented with the opportunity to escape, DO SO -- RUN

- Know all escape routes and locations
- Leave regardless of what others do
- Prevent others from accessing the area
- DO NOT gather belongings
- Prepare for encountering law enforcement
- Keep hands visible
- Listen to all commands

If escape is not a viable option, HIDE and BARRICADE

- Turn off lights, lock doors and barricade
- Stay out of active shooter view
- Silence phones and STAY QUIET
- Position yourself for the element of surprise
- Consider escape routes
- DO NOT let anyone in
- No exceptions -- shooter could be outside
- Police will conduct searching and clearing of locations

If escape and shelter are not possible, and your life is in danger, FIGHT

- Sudden, aggressive, and violent action
- Once engaged, remain engaged

- Throw objects at or use objects to strike or hit
- Yell, scream and be strong minded
- Group tackle or assault if possible

Shelter-In-Place

If an incident occurs, and the building you are in is not damaged, stay inside and seek an interior room until you are told it is safe to come out. If your building is damaged, or you are directed to evacuate, take your personal belongings (purse, wallet, medication, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the emergency assembly site for your area. If police or fire department personnel are on the scene, follow their direction explicitly.

No matter where you are, the basic steps of shelter-in-place will remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows and close exterior doors.
- Make a list of people with you and ask someone (RA or other staff) to call the list in to DPS so they know where you are sheltering. If only students are present, one of the students should call in the list of individuals to DPS
- Wait for further instructions through the RAVE Safety Alert system notifications or emergency responders.

Alcohol and other Drugs – Information and College Policies

Alcohol and Drugs

Lycoming College's mission statement "is to provide a distinguished baccalaureate education in the liberal arts and sciences within a coeducational, supportive, residential setting " This understanding of the purpose of a liberal education underscores the rationale for the College policy on substance abuse and misuse of alcohol and controlled substances. The abuse of controlled substances and alcohol in whatever form is inconsistent with this fundamental commitment of the College to provide said education. It is the purpose of this policy to inform students about the standards of conduct, counseling and educational services, and the health risks associated with substance abuse. This notification is pursuant to the Drug-Free Schools and Campuses Act of 1990.

Standards of Conduct

Alcohol

The College encourages and supports students who abstain from the use of alcoholic beverages. It also acknowledges that we live within a social environment which establishes by law a minimum age of 21 years for the use of alcohol. The College does, however, permit the use of alcohol on campus in a manner consistent with the law. It also attempts to encourage responsible attitudes and behavior regarding the use of alcohol. We recognize the need for order and regulation in this process and will not tolerate disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of this community.

The Code of Community Standards

The Code prohibits but is not limited to, the following: (a) unauthorized or illegal use of any alcoholic beverages, (b) use or possession of alcohol by those under legal drinking age, (c) use or possession of alcohol by anyone (regardless of age) in freshman residence hall areas, (d) sale or furnishing of any liquor to a student who is less than the legal drinking age, (e) disorderly conduct or impairment of judgment due all or in part to being under the influence of alcohol, (f) possession of alcohol in rooms assigned to students under 21 years of age or in common areas without authorization, (g) use or possession of grain alcohol, (h) use or possession of kegs, beer balls, beer bong, funnels, and similar products, (i) possession of open containers of alcohol in public areas, (j) excessive quantities of alcohol.

Sanctions

Consequences for violating College policies regarding alcohol will be imposed based on the circumstances of the current violation and any previous violations of the alcohol policies. Generally, violations of alcohol policies are considered cumulatively during the entire time the student attends Lycoming College.

Students should be aware that the following guidelines are typically followed in adjudication of policy violations involving alcohol:

Minimum Sanctions for First Offense

- Simple Resolution - possession, no additional code violations or,
- Formal Warning & Educational Discussion possession and additional code violations

Minimum Sanctions for Second Offense

- Formal Warning & Educational Discussion possession or,
- Disciplinary Notice, possession and additional code violations

Minimum Sanctions for Third Offense

- Disciplinary Notice, possession or,
- Disciplinary Probation, possession and additional code violations
- May include a referral for AOD Assessment with requirement to comply with recommendations by professional AOD Counselor

- Parent/Guardian Notification
- Advisor/Coach Notification

Laws of the Commonwealth of Pennsylvania Regarding Alcohol

Lycoming College is subject to the laws of the Commonwealth of Pennsylvania regarding the consumption, purchase, possession, and transportation of any alcoholic beverage and related regulations. Students are reminded that the laws of the Commonwealth specify that:

1. A person who misrepresents his/her age in order to purchase alcohol, who possesses an identification card misrepresenting his/her age, or who possesses or transports alcoholic beverages while under the legal age (21) will lose driving privileges for 90 days (first offense) and subjected to fines up to \$500. Subsequent violations can bring suspension of driving privileges for up to two (2) years.
2. A person commits a misdemeanor of the third degree if he intentionally and knowingly sells or intentionally or knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. The penalty is a fine of \$1000 for the first violation and \$2500 for each subsequent violation. Please note that each individual served could be construed as a separate offense and fines levied accordingly. You should also note that "furnish" is defined in the law as supplying, giving, or providing to, or allowing a minor to possess on premises or property owned or controlled by the person charged.
3. An adult (over 21) may be convicted of operating or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or intoxicating liquor when the concentration of alcohol in the adult's blood or breath is .08% (BAC) or higher. A minor (under the age of 21) may be convicted of operating or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or alcohol when the concentration of alcohol in the minor's blood or breath is .02% (BAC) or higher. The penalty imposed for a first DUI conviction depends on the individual's BAC level, but usually includes imprisonment for at least 48 or 72 consecutive hours, a minimum fine of \$300 - \$500, and suspension of one's driver's license for one year. Subsequent convictions within a ten-year period carry increased penalties.

In addition, all members of the Lycoming College community should be aware of Pennsylvania's social host liability law, which makes clear from case law that a host who renders substantial assistance to, or provides an environment hospitable to a minor's consumption of alcoholic beverages may be held liable for injuries caused to third parties (*Fassett v Delta Kappa Epsilon*, 807F 2d 1150 (3rd Cir. 1986) and *Macleary v. Hines*, 817 F 2d 1081 (3rd Cir. 1987).

Controlled Substances

In compliance with the provisions of the Drug Free Schools and Communities Act of 1989, the College will not tolerate the illegal possession and/or use of, or the sale or distribution of dangerous drugs and/or narcotics. Students known to be possessing or using illegally or selling or distributing such drugs are not only subject to serious disciplinary sanctions by college authorities but also to civil liability or criminal prosecution. The Code of Community Standards prohibits a) the use or possession of any controlled substance, illegal drug, or drug paraphernalia and b) the unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug.

Sanctions

Minimum Sanctions for first offense:

- Formal Warning & Educational Discussion

Minimum Sanctions for second offense

- Disciplinary Notice
- Educational Activity/Program

Minimum Sanctions for third offense

- Disciplinary Probation (possession and/or paraphernalia – no other code violations)
- Educational Activity/Program
- Parent/Guardian Notification
- Internship/Field Experience/ Advisor/Coach Notification or,
- Deferred Suspension (possession and/or paraphernalia; incomplete sanctions; other code violations)
- Educational Activity
- Parent/Guardian Notification
- Internship/Field Experience/ Advisor/Coach Notification

It is a violation of federal, state, and local laws to use, manufacture, sell, or distribute any controlled substance. Additionally, it is against state and local laws to have drug paraphernalia in your possession for use, intended use, or sale. Specified penalties range from fines, imprisonment, or both.

In Pennsylvania, all drug violations come under the Controlled Substance, Drug, Device, and Cosmetic Act (CSDDCA). All controlled substances are listed in Section 4 (Schedules of Controlled Substances). Section 13a (Prohibited Acts; Penalties) lists the 35 prohibited acts; 13b lists the specific penalties for any violation. Some examples of prohibited acts and penalties are:

- Possession with intent to use and/or sell drug paraphernalia. Upon conviction, an individual may be sentenced to imprisonment not exceeding one (1) year, pay a fine not exceeding \$25,000, or both.
- Possession of a controlled substance classified in Schedule I, II, or III is considered a felony offense, and upon conviction, an individual shall be sentenced to imprisonment not exceeding five (5) years, or pay a fine not exceeding \$15,000, or both.
- Conviction for possession of a controlled substance classified in Schedule IV may result in imprisonment of up to three (3) years, a fine up to \$10,000, or both.
- Conviction for possession of a controlled substance classified in Schedule V may result in imprisonment of up to one (1) year, a fine of up to \$5,000, or both.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND CONTROLLED SUBSTANCES

Alcohol

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics. Like all drugs, alcohol's effects are dose dependent. Typically, a "dose" of alcohol is measured in terms of standard drink." A "drink" is defined as a 12-ounce beer, 5-ounce glass of wine, or one shot of hard liquor. These all contain approximately one ounce of alcohol. On the average, it takes one hour for a 150-pound man to metabolize one ounce of alcohol. This metabolic rate is affected by weight, body size, sex, rate of consumption, and presence of food in stomach. The way in which the effect of alcohol is experienced is modified by the individual's expectations, mood, setting, and experience.

In general, low doses of alcohol produce slight sedation, lowering of inhibitions, and impairment of judgment and fine motor coordination. As the level of alcohol present in the blood increases, (.08-.09%) motor skills, balance, and speech become impaired. A feeling of euphoria is produced, and the individual becomes unaware of the impairment in his/her functioning. At the .10-.12% level, emotions are exaggerated, impotence may occur, and driving becomes extremely dangerous. Beyond this level, blackouts result (the person continues to be conscious but has no memory of events) and there is significant loss of control over behavior. If blood levels continue to rise, confusion, nausea, vomiting, and dysphoria occur. If the person becomes unconscious, there is

an increased risk of asphyxiation from choking on their own vomit. If blood levels reach or exceed .30, the person may die from respiratory arrest as the center which controls breathing becomes anesthetized.

Chronic use of alcohol can lead to psychological and physical dependence, elevated blood pressure, an increased risk of heart attack, cancer of the mouth and throat, cancer of the digestive system, pancreatitis, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. The risk of breast cancer in women is sharply increased by consuming as little as one drink per day. Women who drink while pregnant risk the occurrence of Fetal Alcohol Syndrome in their unborn children.

Controlled Substances

Barbiturates

The use of barbiturates can result in slowed heart rate and breathing, slowed reactions, confusion, weakened emotional control, distortion of reality, reduced awareness, and intoxication.

Tranquilizers

Tranquilizers (such as valium, Librium, Ativan, and tranxene) effects include slowed heart rate and breathing, lowered blood pressure, relaxation, drowsiness, confusion, loss of coordination, intoxication, and changes in personality.

Cannabis

The active ingredient in marijuana, hashish, and hashish oil is delta-9-tetrahydrocannabinol or THC. Use of THC results in an increase in heart and pulse rate, reddening of the eyes, dryness in the mouth, lowered body temperature, stimulated appetite, loss of coordination, brief sense of well-being, intoxication, possible confusion, distortion of reality, impaired short-term memory, restlessness, and hallucinations. Other possible effects of abuse include depression, panic, varying degrees of tolerance, and psychological and physical dependence. Overuse may cause paranoia. Long-term heavy use is associated with chronic lung disease and possibly lung cancer.

Hallucinogens

Hallucinogens, such as LSD and PCP, are substances capable of distorting perceptions, sensations, self-awareness, and emotions.

- LSD (Lysergic Acid Diethylamide) induces increased heartbeat, blood pressure, blood sugar, irregular breathing, euphoria, loss of ability to separate fact and fantasy, distortion of senses, hallucinations, paranoia, panic, and violence. Hazards include: (1) quick development of tolerance; (2) increased risk of birth defects in user's children; (3) the recurrence of effects (flashbacks) even without further use; and (4) death due to accident or suicide.
- PCP's effects (phencyclidine, angel dust) are unpredictable but include brief euphoria, distorted perceptions, depression, hallucinations, confusion, drowsiness, depersonalization, loss of coordination, and irrational behavior.

Stimulants

Stimulants increase central nervous system activity. Amphetamine use results in increased heart rate and blood pressure, loss of appetite, increased activity levels, feeling of alertness, and self-confidence followed by depression. Heavy usage can result in hallucinations, paranoia, and drug-induced psychosis. Long-term use can result in psychological and physical dependence; withdrawal can result in suicidal depression. Cocaine, another stimulant drug, may cause quickened pulse and circulation, sharpened reactions, restlessness, feelings of well-being, alertness, overconfidence, confusion, anxiety, depression, paranoia, nervous exhaustion, and

hallucinations. Hazards associated with cocaine use include physical and psychological dependence, destruction of nasal tissue from snorting the drug, lesions in lungs caused by smoking the drug, convulsions, respiratory paralysis, cardiac arrest, and death can result from overdose.

Narcotics

Narcotics are opiate drugs, which relieve pain and induce sleep. Drugs included in this category are heroin, morphine, opium, codeine, meperidine, and methadone. Effects of usage include shallow breathing, reduction in appetite and thirst, reduction in sex drive, drowsiness, brief euphoria, lethargy, heaviness of limbs, apathy, loss of ability to concentrate, loss of judgment, and self-control. Hazards of abuse include physical and psychological dependence and painful withdrawal. Overdose can cause coma, convulsion, respiratory arrest, and death. Associated risks include malnutrition infection, hepatitis, and increased risk of contracting AIDS if needles are shared.

Over-the-Counter Drug Abuse

Over-the-counter drugs, especially cough and cold medications are becoming very popular as recreational drugs. Hospitals have reported dozens of overdoses in the past two years, including five deaths where the abuse of over-the-counter medicines was a factor. Cold medicines such as Robitussin, Nyquil, Vicks Formula 44, and Coricidin HBP Cough and Cold tablets contain a chemical called Dextromethorphan (DXM), which is found in more than 120 non-prescription cough and cold medications. The Drug Enforcement Administration classifies DXM as a “drug of concern” because if misused it can be very dangerous. DXM is a synthetic drug that is chemically similar to morphine and has been added to cough syrups and some cold medications since the 1970’s. Medications containing DXM are not the only over-the-counter drug that are abused. Other medications commonly abused include diet pills, sleep aids, and motion sickness medication.

Substance Abuse Education and Support

Education

Drug and alcohol education programs are conducted regularly to heighten awareness of the necessity to have a drug-free college community. Resources are provided to community members by sources such as the Office of the Vice President for Student Life and Dean of Students, the Departments of Public Safety, Residential Life, Counseling Services, Health Services, and Human Resources. Education and Awareness programs are offered during Orientation and throughout the year. Completion of online educational programs dealing with alcohol/substance abuse and sexual assault are required of all incoming students.

Counseling, Treatment, Support, and Community Resources

- Emergency Assistance:
 - Department of Public Safety, (570) 321-4911 or (570) 321-4064
 - Off-campus call 911
 - Contact your Resident Assistant, Affinity Community Facilitator or Residential Life Coordinator
- On Campus Resources:
 - Counseling Services (570) 321-4332 or (570) 321-4258
- Medical Treatment:
 - Health Services (570) 321-4052
 - UPMC Susquehanna Williamsport (570) 321-2111
- Community Resources:
 - West Branch Alcohol and Drug (570) 323-8543
 - Alcoholics Anonymous (570) 327-2860
 - Narcotics Anonymous (570) 327-2678

**LYCOMING COLLEGE EQUAL OPPORTUNITY, HARASSMENT, & NONDISCRIMINATION
POLICY FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES (Hereinafter,
“the Policy”)**

This Policy is under legal review and subject to change

For the full policy: <https://www.lycoming.edu/student-handbook/shsm-policy.aspx>

Primary Prevention and Awareness Programs Related to Domestic Violence, Dating Violence, Sexual Assault and Stalking (VAWA requirements)

Lycoming College's crime prevention goal is to eliminate or minimize criminal opportunities whenever possible. To accomplish this, all students, faculty, and staff must take responsibility for preventing crime in their community. Educational programming is coordinated by the Offices of Residential Life, Counseling Services, Public Safety, Fraternity and Sorority Life, the Department of Athletics, Human Resources, the Associate Dean of Students, Office of the OVW Grant and our Students.

Additional information on the Sexual Harassment, Sexual Misconduct Policy and the Student Community Standards system is available online at <https://www.lycoming.edu/student-handbook/code-of-conduct.aspx>

Lycoming College does not tolerate dating violence, domestic violence, sexual assault, and stalking and; therefore, is committed to providing the campus community with various programs throughout the academic year aimed to:

- Bring awareness to and share information and resources to prevent or stop dating violence, domestic violence, sexual assault, or stalking.
- Advance the understanding of topics through ongoing campaigns relevant to sexual misconduct and skills for addressing such behavior.
- Reduce risks, including recognizing situations of potential harm and empowering individuals to promote safety, overcome barriers to intervening and, provide safe and positive options that may be carried out to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault, or stalking.

New Employees

All new employees receive information on the College's Sexual Harassment and Misconduct Policy, and Mandatory Reporting Policy. In addition, new employees are provided information related to emergency evacuation, emergency procedures, and how to enroll in the RAVE Safety Alert system utilized by the College to notify students, faculty, and staff in the event of an emergency.

Safe Walk Escort Service

The Safe Walk Escort Service is a campus accompaniment service designed as an alternative to walking alone on campus, especially at night. DPS provides this escort service for people walking on campus or to and from a college owned residence. Escorts are free of charge and available to all members of the Lycoming College community. Call (570) 321-4064 to request an officer to respond to provide the escort. A uniformed security officer will be dispatched to walk with you to your destination.

Emergency Telephones

Call boxes located outside of most residence halls, are also equipped with an emergency button directly connected to the Department of Public Safety office.

Enhanced Telephone System

All calls received by the Department of Public Safety from emergency telephones or campus extensions are immediately identified by their extension number.

Incoming Students

The Office of the OVW Grant administers an online module titled "U Got This!" by Catharsis to all incoming first-year students to address high-risk drinking and sexual misconduct prevention. For more information about U Got This! by Catharsis: <http://www.catharsisproductions.com>

Orientation and “First Weekend” Orientation Programs

Every new incoming Lycoming College student is also required to attend prevention and awareness programs throughout the orientation and extended “First Weekend” orientation period. These programs include Emergency Procedures, Sexual Harassment and Assault Prevention Awareness; and an Alcohol Education Program. These programs are coordinated through the offices in the Division of Student Life, including the Vice President of Student Life and Dean of Students, Associate Dean of Students, Counseling Services, Health Services, Department of Public Safety, Residential Life, Office of the OVW Grant and the office of Fraternity and Sorority Life and Involvement.

Red Flag Campaign

Lycoming College continued the tradition of participating in The Red Flag Campaign during the 1st six weeks of both fall and spring semesters. The Red Flag Campaign is a visual campaign that highlights the warning signs that can be seen in potentially violent relationships. Over 300 red flags were placed on Lycoming College’s campus along with accompanying posters that had various “red flag” behaviors on them along with appropriate interventions. The Alliance prevention team also hosted a Red Flag Campaign Tabling event in which students were encouraged to write their own warning sign on a red flag to be displayed on campus.

The red Flag campaign also has 4 workshops that were utilized and available to the entire campus community they are:

- The Dating Violence Continuum
- Healthy and Unhealthy Relationships
- Range of Acceptable Behaviors
- Who are you? Bystander Intervention

Bystander Intervention Programming

Lycoming College has adopted Green Dot as their bystander intervention program. According to The Green Dot organization, The Green Dot Prevention Strategy for College is a research-supported strategy shown to reduce interpersonal violence, including sexual assault, dating/domestic violence, and stalking on college campuses by equipping students and university employees with the skills needed to intervene in high-risk situations and model behaviors that create and strengthen healthy campus norms. The Green Dot Prevention Strategy for College consists of three components: workshops, social marketing, and evaluation. When implemented effectively, these three components can drive behavior change and transform the culture of an institution.

- November 29, 2023 – Faculty Green Dot Overview
- December 13, 2023 – Staff Green Dot Overview

The Alliance

The Alliance, a collaborative of College and Community members, is committed to serving as a catalyst for cultural change regarding sexual violence, dating violence, domestic violence, and stalking by inspiring and empowering the campus community to create and promote an environment free of interpersonal violence. The Alliance was created in response to the Office on Violence against Women grant that Lycoming College received in October of 2017 to reduce instances of sexual violence, dating and domestic violence and stalking on our campus. This grant was continued for an additional 3-year period, beginning in 2020, that will continue through September of 2024.

- January
 - New student Orientation presentation (resources, bystander intervention, consent, topics specifically to Sexual assault, stalking, dating and domestic violence),
 - Presentation to the Faculty, which covered sexual assault, stalking, dating and domestic violence, college policies, college resources, victim resources (including safety planning,
- February
 - Community Standards Board training,
 - Sexual assault, stalking, dating and domestic violence, consent program with Alpha Xi Delta,
- March
 - Mandatory risk event for Fraternity and Sorority Life-topic sexual assault, stalking dating and domestic violence, consent-alcohol and other drugs,
- April
 - Partnered with Athletic student group for fireside chat,
 - Discussions with faculty and open session with students on clothesline project/sexual misconduct and feedback from informal climate survey,
 - Denim Day,
 - Collaboration with Residential Life: program to discuss sexual assault, stalking, dating and domestic violence, Q&A for campus policies, review of victim rights and services.

Awareness Month Programming

The Alliance implemented various programs during October (domestic violence awareness month), January (stalking awareness month) and April (sexual assault awareness month).

In October, The Alliance partnered with the library to have a rotating display of books that related to the topic of dating/domestic violence to encourage our students to increase their knowledge of the subject. The Alliance also partnered with the YWCA Northcentral PA to host Empty Place at the Table for a week in the dining hall. This table recognizes those in our county who have lost their lives due to intimate partner violence. As well as participating in the National campaign, Purple Thursday.

In January, The Alliance facilitated tabling events that raised awareness on stalking-related issues and hosted a training for Resident Assistants on technology- facilitated stalking.

In April, Lycoming College participated in “Turning Lycoming Teal” a campaign in which the College lampposts were decorated with teal ribbons and information regarding national statistics, resource information, school policy information, and bystander tips. During April various students also participated in the creation of The Clothesline Project, a visual display of t-shirts that show messages of support and provide survivors an opportunity to express themselves anonymously, this display was up all month long. The campus also participated in Denim Day which is an international recognized day in April in which individuals are encouraged to wear jeans in visual protest the idea that what someone wears provides consent.

Student Life Programming

Throughout the year, Resident Assistants engage students during floor meetings on topics, such as Sexual Boundaries and Consent, Healthy Sexuality and Communication. Program topics also include developing skills to safely interrupt and address inappropriate comments, behaviors and promote a climate that prohibits sexual harassment and violence. Student Life staff also collaborate with Athletics and Fraternity and Sorority Life to deliver prevention and awareness programs.

Sex Offender Notification and Information (Megan's Law)

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and Family Educational Rights and Privacy Act of 1974, LCSS is providing a link to the Pennsylvania State Police Sex Offender Registry in this report.

- This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a registered student. In the Commonwealth of Pennsylvania, convicted sex offenders and sexual predators must register with the Pennsylvania State Police.
- You can find more information on Megan's Law at the Pennsylvania State Police Sexual Offender Information website: www.pameganslaw.state.pa.us. This service is free to the public.

Missing Student Policy/Investigation

Lycoming College, in order to act in a timely and appropriate manner, has administrative guidelines in place in the event a student is reported missing. Student safety and well-being is of paramount concern. Students are encouraged to learn and follow personal safety guidelines as a student at Lycoming College. Information regarding personal safety can be found on the College's Public Safety website.

Each student upon enrollment can provide an Emergency Contact person(s). Under most circumstances, this would be the person contacted in the event of emergency. Under the law, as it relates to being reported as a missing person, students can provide a confidential point of contact if they are reported as missing, separate from their emergency contact person. This information is kept confidential and only authorized personnel have access to it.

Missing Student Procedures

At the beginning of each semester, students will be sent an e-mail notifying them of the missing student policy and requesting if they would like to provide a confidential contact in the event, they were to be reported missing. In the event a student does not provide a confidential contact, the emergency contact provided by the student and listed on Colleague will be contacted as appropriate.

In the event a student is reported missing, Public Safety will notify the Vice President for Student Life and Dean of Students, or their designee, no later than 24 hours after learning that a student may be missing. Within the next 24 hours if the student is not located, the Vice President for Student Life and Dean of Students, or their designee, will contact the person identified by the student to be notified in the event of an emergency or their confidential contact. Local law enforcement will be notified, in most cases 24 hours after receiving the initial report. In the event there is evidence of foul play, law enforcement will be contacted immediately.

If the student reported to be missing is under the age of 18, and they are not an emancipated individual, the VP of Student Life and Dean of Students or designee will, upon being notified that the student may be missing, will contact the student's legal guardian.

To report a missing person contact: the Department of Public Safety at 570.321.4064 or security@lycoming.edu

Public Safety

Ensure the on-duty staff member is notified who will call the on-call administrator. The on-call administrator will notify the Vice President for Student Life and Dean of Students, or designee. Additional notifications will occur as the situation dictates.

Interview student(s) who initiated the report as well as those who were the last to see/speak with the student.

Public Safety Officer(s) will gather information, including reviewing the student's recent activity by talking with student's roommates and friends, visiting the student's residence, reviewing the student's recent use of their ID card and obtaining a recent photograph.

Information may include when and where the student was last seen, their emotional state, age, date of birth, and permanent address of student, the last person to have seen and/or spoken with the student, presence of car on campus, campus employment, class schedule. Public Safety Officer(s) will gather any social media information, such as text messages or Facebook posts, etc.

The missing student's room may also be searched to obtain any information that will support in efforts to locate the student.

On-duty Staff Member

Contact the student's Professional Residential Life Staff Member and Resident Assistant, Affinity Community Facilitator or House Manager to gather information to be shared with Public Safety Officer(s) (if not already being interviewed by Public Safety).

- Work with students who may be "in crisis" due to the situation, providing them with referral services as appropriate.
- On-call Administrator, or designee.
- Follow up with students, faculty and staff who have been actively involved in the situation to inform them of the outcome.
- After a student is found, the On-call administrator, or designee will follow up with the student when they return to campus to explain why College staff were concerned, the actions that were taken, and the effect of the student's disappearance on other students.

Vice President for Student Life and Dean of Students, or designee

No later than 24 hours after a student is reported missing, the Vice President for Student Life and Dean of Students, or designee, will notify:

- The person(s) the student identified to be notified within 24 hours of the determination that the student is missing;
- Local law enforcement, unless the local law enforcement agency was the entity that made the determination that the student is missing; and,
- If the student is under 18 years of age and not emancipated, the College must notify a custodial parent or guardian, in addition to notifying any contact person(s) designated by the student.

Fire Safety

Student Housing Facility Fire Safety Systems

At Lycoming College, student sleeping rooms are equipped with a smoke detector connected to a supervised fire alarm system. Student sleeping rooms are defined as the actual room in which the occupants live and sleep. Approximately 92% of student housing fire alarm systems, if activated, result in a signal being transmitted to a monitored location, and the Department of Public Safety (DPS) investigates and notifies the Williamsport Bureau of Fire, if necessary.

Fire alarms systems are monitored 24 hours a day, seven days a week by a contracted monitoring company, who immediately notifies DPS if an alarm is activated. Information on specific residential buildings is posted in the chart below. Detailed information, including fire and sprinkler system information for specific campus buildings is below. This information is also available at DPS in the lower level of Rich Hall or by calling (570) 321-4064.

If you have any questions or concerns about Fire Safety on campus, please contact any of the following:

Samantha Dawson, Dawsons@lycoming.edu
Director of Residential Life
(570) 321-4946

Dan Miller, Millerda@lycoming.edu
Vice President for Student Life & Dean of Students
(570) 321-4399

Public Safety, Security@lycoming.edu
(570) 321-4064

James Moyer, moyerj@lycoming.edu
Director of Public Safety
(570) 321-4064

Fire Safety Improvements and Upgrades

DPS, Buildings and Grounds and Residential Life annually review the fire systems in our residence halls and will make upgrades, repairs, or revisions when problems are identified.

Reporting a Fire

Persons reporting a fire should call 911, or DPS at (570) 321-4911. If there is a fire in your area and the alarm has not sounded, you should immediately activate the nearest fire alarm pull station.

Evacuation of Student Housing Facilities in the Event of Fire

When an alarm is activated, there are a few steps to follow:

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try to collect personal items to take with you.
- Turn off any electrical items you have on at the time, including lights and a stove/oven.
- Stay low if you are going through smoke or toxic fumes.
- Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.
- Do not use elevators. Use only the stairs to exit the building.

- Proceed to the nearest Emergency Assembly Area (EAA) for your building. This information is posted in each residential facility and is available through your Resident Assistant (RA). In non-housing facilities, this information will be posted in a strategic location within the building.
- Never attempt to go back into the building even if the alarm stops sounding. Wait until DPS, or fire department personnel, have cleared the building and given their permission to re-enter.
- In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call DPS on your cellular phone at (570) 321-4911, or ext. 4911 using a phone in the building. Be sure you can accurately give your location in the building as best as you can so a Public Safety officer or Firefighter can locate and assist you.

Fire Drills in Student Housing Facilities

Fire drills are held once a year for each residence hall and college-owned apartment. Fire drills are mandatory supervised evacuation of a building in case of a fire. Fire drills are scheduled with DPS, Residential Life and individual residence hall staff. Supervised fire drills are scheduled within the first six weeks of the semester's start. Students who fail to exit the building during a fire drill are subject to disciplinary action.

Student Housing Facility Fire Safety Policies

Tampering with firefighting or detection equipment is a serious offense. Discharging fire extinguishers or setting off fire alarms under false pretenses has life threatening implications. In addition to any criminal action, the College reserves the right to file disciplinary charges as outlined in the Student Manual and Community Standards policy. The minimal fine for a first offense is substantial and includes the cost of restoring the equipment to its original condition.

Residential Life policy on fire safety prohibits the use of electrical cooking appliances, candles, and specific electrical equipment within individual student rooms.

Residence Hall Safety Standards

Cooking appliances may only be used and stored in kitchen areas.

- Hot plates, toasters, toaster ovens, "George Foreman Grills", barbeques, Air Fryers and similar devices are not permitted
- Hazardous electrical appliances, lamps and lighting:
- No space heaters (unless distributed by Buildings and Grounds), private air conditioners, halogen floor lamps, decorative lighting, or any appliance with open heating coils. All appliances must be UL approved.
- Hazardous electrical wiring, outlet adaptors or similar:
- No un-fused multiple outlet adaptors, extension cords or other wiring run under carpeting or across doorways.
- Multiple outlet strips (power strips) may be used, if fused, grounded, and use no less than 14-gauge wire.
- Spark or flame producing items: candles, incense burners, etc.:
- No candles (decorative or otherwise), incense, incense burners, oil or liquid fuel lamps, scented oil burners, or similar items
- Flammable/combustible liquids, gases or similar
- No oil, gasoline, white gas, propane/liquid propane (LP) tanks of any size, lighter fluid, starter fluid, ether
- No combustion engines, generators, motorcycles, mopeds, motorized skateboards or similar equipment

- No fireworks or similar combustible/explosive devices Tampering with/hindering fire protection equipment:
- No removal, covering, or otherwise disabling of smoke or heat detectors
- No removal, covering or otherwise tampering with fire extinguishers, sprinkler systems or similar equipment
- No hanging of items from fire protection devices or sprinkler systems
- Improper storage of property within a residence
- No storage of motorcycles, mopeds, bicycles, large auto parts or other non- residential property within a residence
- No storing of bicycles within stairwells, hallways, or common lounges.
- No hanging of tapestries or similar products from ceiling or bunked beds.
- Electrical appliances, or wiring
- Furniture arrangement blocking egress paths
- Blocking of fire exits and routes of escape or exit
- Unauthorized furnishings/or use of/modifications
- Unless specifically designed to do so, beds may not be lofted. Mattresses may not be placed directly on the floor.
- No other “large” appliances are authorized within a residential student room
- Unauthorized modifications to structure, facility
- No fabrication of walls, partitions, false ceilings, floors, windows
- No affixing items or objects to the exterior of a residence

Fire, Health and Safety Inspections

The Office of Residential Life regularly conducts inspections of each residential area on campus. Student rooms are inspected routinely during each semester.

These inspections provide the appropriate education relative to the hazard(s) observed and assist with correcting those hazards. Policy violations discovered during these inspections may be referred to the College’s Community Standards system and prohibited items may be confiscated. Students with questions about these inspections should address their concerns to the Office of Residential Life.

Fire Safety Education

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall. Throughout the year, fire alarm systems will be tested to ensure they are in good working order. When an alarm sounds (alarms may differ from building to building). All occupants must vacate the facility for their own safety and so firefighters and other emergency responders may work undisturbed. In the event of an actual fire, the Williamsport Bureau of Fire will notify residents when it is safe to return to a building. Students should assume all alarms are actual emergencies and respond accordingly.

Residence Hall Fire Statistics

2023	Zero fires within on campus residential facilities
2022	Zero fires within on campus residential facilities
2021	Zero fires within on campus residential facilities

LYCOMING COLLEGE**2023-2024 Lycoming College Residential Student Housing Fire Systems Review**

Building Name/Location	Central Station	Sprinkler	Pull Stations	Alarm Notes
Crever Hall	y	y	y	Smoke & Heat sensors
East Hall	y	n	y	Smoke & Heat sensors
Forrest Hall	y	n	y	Smoke & Heat sensors
Rich Hall	y	y	y	Smoke & Heat sensors
Wertz Hall and Student Center	y	y	y	Smoke & Heat sensors
Williams Hall	y	n	y	Smoke & Heat sensors
Douthat Commons	y	y	y	Smoke & Heat sensors
Drum House	y	n	Y	Smoke & Heat sensors
Snowden Library	y	n	y	Smoke & Heat sensors
Fine Arts Center	y	n	y	Smoke & Heat sensors
Lamade Gymnasium	y	y	y	Smoke & Heat sensors
Keiper Recreation Center	y	y	y	Smoke & Heat sensors
Pennington Lounge	y	n	y	Smoke & Heat sensors
Wendle Hall	y	n	y	Smoke & Heat sensors
Heim Science Building	y	y	y	Smoke & Heat sensors
Mass Communications Bldg.	y	n	y	Smoke & Heat sensors
Shangraw Stadium	y	n	y	Smoke & Heat sensors
Clarke Chapel	y	n	y	Smoke & Heat sensors
Skeath Hall	y	n	y	Smoke & Heat sensors
Long Hall Administration Bldg.	y	n	y	Smoke & Heat sensors
Honors Hall	y	y	y	Smoke & Heat sensors
General Services Building	y	y	y	Smoke & Heat sensors
Warehouse	y	n	y	Smoke & Heat sensors
40 Ross Street apartment	y	n	y	Smoke & Heat sensors
60-60 1/2 Ross Street apartments	y	n	y	Smoke & Heat sensors
71, 71 1/2, 73 Ross Street apts.	Y	n	y	Smoke & Heat sensors
609 Mulberry Street apartment	y	n	y	Smoke & Heat sensors
635 Mulberry Street apartment	y	n	y	Smoke & Heat sensors
117 Washington Blvd. apartment	y	n	y	Smoke & Heat sensors
West 4th St. Art Gallery	y	n	y	Smoke & Heat sensors
President's residence	y	n	y	Smoke & Heat sensors