

Gannon University



**Annual Security Report
Annual Fire Safety Report
2023**

October 1, 2023

TABLE OF CONTENTS

Cover Page	1
Table of Contents	2
Overview.....	3-5
Access to Facilities	5-6
Policies, procedures, and programs.....	6-31
Drugs and Alcohol	7-9
Criminal Activity by Students at Off-Campus Organizations and Events.....	9
Weapons Policy.....	9
Construction, Renovation, Repair and Maintenance	9-10
Emergency Response Manuals.....	10
Emergency Messaging.....	11
Timely Warning Policy.....	11-12
Emergency Notification	12-13
Daily Crime Log	13
Specific Emergency Alert and Evacuation Information.....	13-14
Reporting Criminal Incidents	14
Confidential Crime Reporting	15
Missing Student Policy	15-16
Sexual Misconduct Policy	16-31
Reporting Crimes & Confidentiality	32
Preparation of the Annual Disclosure	32-33
Crime and Disciplinary Statistics.....	34-38
Annual Fire Safety Report	39-42
Resident Housing Facilities Fire/Evacuation Drills	39
Fire Safety Improvements, Inspection and Upgrades.....	39
Fire Safety Policy in University Housing Facilities	39-40
Fire Safety and Education Training	40
Fire Log	40
Annual Fire Safety Report Statistics	41-42
Links to Clery Reports/Logs and Student Handbook	43
Gannon University Clery Map	44

Overview

Gannon University is located in Pennsylvania's fifth largest city and one of the busiest ports on the Great Lakes. Gannon's urban campus, in the middle of downtown Erie, is within a two-hour drive of Cleveland, Buffalo, and Pittsburgh. Our unique location and facilities create a special atmosphere conducive to learning, scholarship, research, service, and personal growth.

The Erie campus has over 1,750,000 square feet in its 55 plus buildings with total property acreage of around 65 acres. Founded in 1925, Gannon is a four-year Catholic university, dedicated to providing a liberal arts education integrated with professional skills and faith-based learning.

Gannon University also has a campus in Ruskin, Florida. The campus is located at 105 Commercial Center Drive, Ruskin FL 33573. The location is situated on three plus acres of ground less than 30 minutes from Tampa Bay to the North and 25 minutes to Sarasota/Siesta Key to the south.

The campus was started as an innovative response to the increasing demand for high-quality graduate education in disciplines that serve the rapidly expanding health care sector of the Florida economy. The additional site increases the opportunity for Gannon University students, prospective students, and faculty to help meet the need for health professionals in a state where the population of both older persons and school-age persons is growing.

Gannon Police and Safety

Gannon University provides state-of-the-art police and security services to the campus. The Gannon Police Department has a budgeted force of twelve full-time police officers with full powers of law enforcement and arrest. Our police officers are armed and patrol the campus on foot, on bicycles, and in vehicles. If minor offenses involving University rules and regulations are committed by a Gannon student, the police may refer the individual to the Gannon University disciplinary officer. Gannon Police personnel work closely with local, state, and federal law enforcement agencies, including the Federal Bureau of Investigation, the Secret Service, and the Department of Justice, regarding campus events, regional law enforcement matters, training, and significant investigations. Gannon has a written Memorandum of Understanding with the City of Erie Pennsylvania governing the relationship between Gannon and the Erie Police Department. The two agencies work closely together, coordinating patrols, working together on various investigations, and sharing information. The Erie Police notify the Gannon Police if a member of the Gannon community is the victim of a crime within its jurisdiction.

In addition to the sworn police officers, the Gannon Police and Safety Department has a staff of civilian workers. This includes the Office Manager, Parking Assistant, Security Technician/Locksmith, Assistant Security Technician/Locksmith, four full-time and one part-time Switchboard Operator/Dispatchers. The office is responsible for security in buildings and campus-wide alarm monitoring. The Police Officers have jurisdiction on and off campus so that they may provide service to our students living in off-campus housing. Our network of emergency call boxes across the campus provides immediate access to police, fire, and medical

services in emergencies. The University has invested significantly in outdoor lighting improvements and continues to review and improve security infrastructure each year. This includes over 550 security cameras and access control devices.

Access to large residence housing buildings is controlled by an electronic access system and many exterior ground-level dorm windows are equipped with security screens. The smaller housing units are controlled by keyed locks.

Many services are available on campus to contribute to safety, including daytime bus services and a night-time shuttle/van service known as Knight Watch. Knight Watch runs during the academic year 7:00 p.m. until 1:00 a.m. Sunday through Thursday, and until 3:00 a.m. on Friday and Saturday, with the exception of semester and holiday breaks. In 2022 approximately 4000 safe rides were provided.

Police and Safety oversees a safety app called LiveSafe. This app is available to all students, faculty and staff. The app contains an emergency call button, the ability to allow students and staff to virtually walk each other to locations, call for the Knight Watch Van, report suspicious activity along with photos and audio recordings and has a campus map, building directory, location of call boxes and A.E.D.s right at the user's fingertips.

If a student is not capable of gaining access to their residence hall, i.e., a lost key, Police and Safety and The Office of Res. Life are available around the clock for unlocks. A replacement or temporary key card will be provided if needed.

Gannon also provides detailed information on campus crime through e-mail networks, brochures, safety presentations, and on our Police and Safety website. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Gannon Police in a timely manner.

Gannon Police and Safety maintains a Daily Crime Log that records all crimes which occur on campus, as well as all crimes in non-campus buildings, on non-campus property, or on certain public properties that are within the patrol jurisdiction of the campus police and reported to the campus Police and Safety. Each Crime Log records incidents by the date they were reported. The log records the nature, date, time, general location, and disposition of each offense. The Daily Crime Log is available at the Police and Safety office and on the Police and Safety website.

Anyone may report a crime or an emergency by calling the Gannon Police at 814.871.7690, by dialing 911 from any campus phone, through the LiveSafe app. or by pressing the red button on an emergency call box. Members of the Gannon community receive emergency notifications and/or timely warnings about any incidents that represent a serious or ongoing threat to the campus community. These warnings are described further below. Safety on our campus depends on a partnership among Gannon University's Police and Security professionals, students, faculty, and staff. We are pleased to provide this summary, consistent with guidelines and requirements from the U.S. Department of Education, of campus security and fire safety activities and statistics for the past calendar year. We welcome your comments, questions, and suggestions

concerning campus safety, which may be directed to the Office of Finance and Facilities (814.871.7423). This office is responsible for overseeing police and security operations on campus. General information about safety at Gannon is posted on the Gannon Police and Safety page at

<https://my.gannon.edu/universityresources/policeandsafety/Pages/default.aspx>

Access to University Facilities

Except for certain events which are open to the public and advertised as such, the University's facilities and programs are generally intended for the use and benefit of the students and employees of the University. Visitors and guests seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office, and their privilege to these facilities is determined by the University regulations in effect at that time. Visitors and guests to the University's residential facilities must be registered and escorted by their host while in the residence facilities.

During business hours, Gannon University is open to students, parents, employees, contractors, guests and invitees. In keeping with the liberal pursuit of higher education, the campus promotes the freedom of movement within the campus. Since Gannon University is a private institution, University Officials retain the right to limit or exclude the access of any person who causes alarm or a disruption, or violates University policies or procedures or local, state, or federal laws.

The hours that academic buildings are open is determined by the Academic Vice President and the Dean of that building. Non-academic building hours are determined by the various department heads of the building. Facilities will be secured according to schedules developed by the department responsible for the facility.

During non-business hours access to university (non-residential) facilities is either by key or the card access system both of which are controlled by the Police and Safety Office. Card access is only granted to specific individuals by the department chairs or department heads for their authorized building(s). Police and Safety personnel have access to all University buildings. Of course, special events and incidents may necessitate changes or alterations to any posted schedules.

The University makes every effort to ensure that the campus facilities, buildings, and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to this concern in the design of landscaping, grounds keeping and exterior lighting as well as the locations of the emergency call boxes to enhance security.

Gannon Police Officers patrol these buildings and try to conduct a walk-through of most buildings at least twice per shift. These building checks are called in to the dispatcher who logs this activity to ensure this is completed.

Residence halls are locked 24 hours a day unless a special event dictates the need to have the entrance door unlocked at which there would be people monitoring who comes and goes.

Access to electronically controlled residence housing for Gannon University is administered by the Gannon Police and Safety Office, in consultation with the Office of Residence Life.

Policies, Procedures, and Programs

In addition to a full array of police and security services, the University has policies, procedures, and programs that are intended to help promote safety on campus. Consistent with federal and state requirements, many of these are included here for general information. Further information regarding a specific policy application is available through the portal in the institutional Policy Manual (IPM) and the Student Handbook.

During Orientation prior to the beginning of the fall semester, students and parents are informed about the Gannon Police and Safety Department and about campus security procedures and crime prevention tips. Security awareness information is offered to all incoming undergraduates, graduate and professional students, and new employees. Undergraduate orientation programming includes information about services such as the security shuttle service and the free bus that travels on and off campus, as well as information on how to use the emergency call boxes and download and use the LiveSafe app.

During Orientation presentations either by officials from the University Police and Safety office, pre-recorded videos and/or the Student Development and Engagement (SDE) Division include details about security services, provides an overview of campus safety, allows families to meet safety officials, and gives them the opportunity to ask questions. Graduate and professional student orientation is provided to all incoming graduate and professional students and includes information about on-campus services. Presentations are also made by Health and Counseling and the Title IX coordinator which offer resources and other safety tips for students. More safety presentations and resources are offered when incoming freshmen arrive at campus through a multi-day program known as *Preview G.U.*

Police and Safety officials also provide safety orientations to international students in conjunction with the Global Student Support Office.

Crime prevention and sexual assault prevention outreach programs are offered on a continual basis by (SDEG) staff and the Title IX coordinator. SDE Staff conducting presentations are trained in all subjects dealing with mental, physical, and sexual health. They also offer orientation, training, and awareness activities related to the prevention of sexual misconduct, including sexual assault, dating violence, and stalking.

Periodically during the academic year, the Gannon Police, in cooperation with other University organizations and departments, present crime prevention awareness sessions to educate the campus community about personal safety, remind them of security services, and keep them informed about crime prevention strategies. Information is also disseminated to students, faculty and staff through crime prevention brochures and the Police and Safety website.

The Police and Safety website also contains, the daily crime logs, Gannon emergency notifications, and links to archived annual campus security and fire safety reports.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety–related incidents to the Gannon Police in a timely manner.

Drugs and Alcohol

The unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, or staff on university-owned property or as part of a university activity is generally prohibited. The exception is small amounts of alcohol may be possessed and consumed in identified/approved over twenty-one housing and certain approved University events which are defined in the IPM and Student Handbook.

The University has a drug and alcohol abuse prevention program in place.

The Department of Human Resources distributes information about the prevention program to all faculty and staff. The University has a drug-free workplace policy and provides an awareness program to inform employees of the dangers of substance abuse and the availability of counseling and other assistance.

For students, information about drug and alcohol use on campus is contained in the student handbook and various other department-level publications. The office of Student Development and Engagement offers many programs and training sessions for students regarding alcohol and drugs. The Gannon Police investigate all reports made to them of illegal activity involving drugs and alcohol; referring cases for criminal prosecution where evidence warrants per state and federal law. Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment.

All matters relating to alcohol are governed by the Pennsylvania Crimes Code and related statutes. No person under 21 years of age is permitted to purchase, consume, transport, or possess an alcoholic beverage. Students 21 years of age or older may keep or consume alcoholic beverages within their individual Residence Hall rooms, or at social functions on campus where permission to dispense and consume such beverages is granted by the University. All violations of the University Alcohol Policy will be subject to criminal prosecution as well as to university disciplinary sanctions.

The University strictly adheres to the federal and state laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing, or using such drugs or controlled substances will be subject to criminal prosecution as well as to university disciplinary sanctions.

Gannon University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Alcohol Policy “Located in the Student Handbook”

Each student is responsible for conducting themselves in ways consistent with federal, state and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

Students 21 or older, who choose to consume alcoholic beverages, are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated.

Pennsylvania law requires that individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages. The following expectations are for all students and their guests:

1. Students of legal age residing in campus housing will follow university standards (including state laws) relating to alcohol use. In order for alcohol to be allowed in the room, at least one of the residents of that room must be of legal age.
2. Anyone under the age of 21 is not permitted to be in a room where alcohol is visibly being consumed unless that person is (are) the roommate(s) of the resident over the age of 21.
3. If a minor is found consuming and/or possessing alcohol in the room ALL alcohol present will be disposed of by the resident and the of-age resident may be held responsible. This rule applies to all residence halls, rooms, and houses.
4. Possession and/or consumption of alcoholic beverages is not permitted in hallways, lounges, stairways, courtyards, community bathrooms, parking lots, patio/balconies, or any public areas on campus. All alcohol transported through public areas must be unopened and concealed in a box/sack.
5. Bars, Kegs, party balls, trash cans, or other large vessels that contain alcoholic beverages are prohibited in the residence halls.
6. Public advertisement of private gatherings in a resident’s room is prohibited.
7. All private gatherings held in student rooms/apartments must be confined to the specific room and the door must be closed.
8. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinking games, and other items similar in nature), are not permitted on University property. Any such items may be confiscated and not returned if found on University property.
9. Residents are responsible for their behavior and that of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.

10. Empty alcohol containers may not be displayed in rooms as decoration

11. Students are not permitted to furnish alcohol to minors or to provide a place for minors to drink on or off campus.

12. Consuming alcohol, on or off campus, in a manner that result in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others is not permitted.

Amnesty

In cases of intoxication and/or alcohol poisoning, the primary concern of the University is the health and safety of the individual(s) involved. Individuals who seek medical assistance for themselves or actively assist another individual to seek help while under the influence of alcohol may not be held responsible for a violation of the University's alcohol policy.

An Amnesty exception may be granted if:

- Student meets with the Student Conduct Officer or their designee following the incident.
- No other conduct violations (such as disorderly conduct, assault, vandalism etc.) were committed by the student during the same incident.
- The student completes a required educational follow-up in a timely manner.

Amnesty does not apply when:

- Students wait until Campus Police or Residence Life Staff arrive.
- Conduct violations other than those related to alcohol.

Criminal Activity by Students at Off-Campus Organizations and Events

Officially recognized student organizations located or conducting events off campus are subject to the same rules and regulations governing on-campus organizations and events. The Gannon University Police conduct routine patrols of the areas surrounding the campus where these organizations may be located. Criminal activity by students occurring in off-campus organizations is subject to all applicable state and municipal laws, as enforced by the Gannon University and Erie Police Departments. In addition, the Gannon Police report violations of law to the Office of Student Conduct for disciplinary review. Information about this policy is contained in the student handbook at <https://mya.gannon.edu/IPM/policypage.asp?set=7>

Weapons Policy

All members of the campus community are prohibited from possessing or carrying weapons of any kind while on university property, regardless of whether they are licensed to carry the weapon or not. Such prohibition extends to individuals having weapons in briefcases, purses, toolboxes, personal vehicles or other personal property or effects.

The only exceptions to this policy are:

- A. Firearms in the possession of university police officers.
- B. Firearms in the possession of on duty law enforcement officers.

C. Legal chemical dispensing devices that are sold commercially for personal protection.

University sanctions will be imposed on offenders as appropriate and, in addition, criminal charges may be filed.

For the purposes of this policy, “weapons” include (a) firearms, such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, Tasers, or electronic stun weapons; (b) explosives, such as bombs, grenades, blasting caps, or other containers containing explosive substances; (c) other equipment, material, and devices that, in the manner they are used could ordinarily be used, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but are not limited to, knives (except small personal pocketknives with folding blades that are less than three (3) inches long), brass knuckles, clubs or chains.

Construction, Renovation, Repair and Maintenance

A formal set of standards governs security installations and security-related design in facility renovation and new construction. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Police Officers and the staff of the office of Residence Life regularly report malfunctioning lights and other unsafe physical conditions to the Physical Plant Department for correction. The Physical Plant Department also monitors areas in need of physical repair and maintenance, with security repairs for residential areas available 24 hours a day.

Emergency Response Manuals

There are detailed emergency response manuals (one for the Erie campus and a separate one for the Ruskin campus) posted on the portal at <https://my.gannon.edu/universityresources/marketing/Documents/EmergencyResponseManual.pdf>
<https://my.gannon.edu/universityresources/marketing/Documents/EmergencyResponseManualRuskin.pdf>

In addition to the emergency response manuals there is a crisis communication plan outlined for the Erie campus and a plan for the Ruskin campus at http://marketingstore.gannon.edu/documents/CommunicationsPlan_Crisis-Erie.pdf
http://marketingstore.gannon.edu/documents/CommunicationsPlan_Crisis-Ruskin.pdf

Smaller emergency flip-charts are placed in holders by the doorways of most classrooms for easy access. Classroom function locks have been installed on classroom doors so they can be easily locked down if needed.

Emergency Messaging

Special notices are issued by the Police and Safety in a timely manner to publicize violent crimes or perceived patterns of crime in a particular area, to warn of criminal activity, to heighten awareness of crime prevention and help prevent recurrences.

Campus wide warnings are made by various methods, including text messages through an emergency alert system, or posting alerts on bulletin boards, kiosks, monitors, doorways, entrances, or other areas of high visibility throughout campus. Emergency Notifications and Timely Warnings are issued for the “Clery” crimes of homicide, manslaughter, robbery, aggravated assault, forcible and non-forcible sex offenses, arson, and patterns of burglary, illegal weapons crimes, and hate crimes. The issuance of these warnings or alerts is a group process by which the Director of Police and Safety or designee along with the Chief of Staff of Marketing and Communication (MARCOM) or designee develops the warning and receives the approval to issue the warning from the President of the University if there is time. If there is an imminent threat to campus the warning will be issued by the Police and Safety Office as soon as they are capable of doing so.

Timely Warning Policy

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), 20 U.S.C. 1092 (f), Gannon University issues timely warning reports to notify the campus community of Clery Act crimes or other serious incidents that the University determines represent a serious and ongoing threat to the campus. The University may distribute timely warning reports using a variety of means, including emails, text-messages, voice messages, flyers, and website announcements posted on the University network/website.

Further details, duties and descriptions are also available in the University's Crisis Communication Plan & Emergency Response Manual which is also posted on the University website.

Timely warnings are issued on a case-by-case basis for Clery Act crimes or other serious incidents reported to the Campus Police and Safety Office or local police agencies and that pose "serious and ongoing threats" to students and employees on campus or in the immediate campus community. In deciding whether to issue a timely warning, the University considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the serious incidents and the following Clery Act crimes:

- Murder
- Criminal homicide
- Negligent manslaughter
- Sex offenses
- Robbery
- Aggravated assault

- Burglary
- Motor vehicle theft
- Arson

The University will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Campus Police and Safety or the Erie Police Department has available to it at the time.

The Director of Campus Police and Safety or designee and the Chief of Staff of MARCOM are responsible for issuing the timely warning and for preparing and distributing timely warning reports. The Director or designee will contact MARCOM for assistance in these matters if time permits.

In most instances, the timely warning will be issued through the University's email system to students, faculty, and staff. Depending on the circumstances of the crime or threat, Campus Police and Safety may also post a notice through text messages, flyers posted at residence halls, academic buildings, and on the University website. The Emergency Alert System will be used for incidents that involve immediate and imminent threat to those on campus. This will include any emergency incidents including those not covered under the Clery Act. See the Emergency Notification Policy.

The intent of a timely warning is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Police and Safety, by phone 814-871-7690 or in person at the Campus Police and Safety office in the Harborview apartment building.

Emergency Notification Policy

In addition to the Timely Warning Policy, Gannon University has enacted the Emergency Notification Policy which may include Clery Act Crimes, but also includes other emergency crises which may present a danger to the life and health of those on campus. When these events occur, the emergency notification system will be initiated, text messages will immediately be sent to students and staff. This will also include emails and follow-up messages. For the safety of the community, it is critical that students, staff and faculty follow the directions or instructions provided by the system. Incidents that will involve an Emergency Notification other than Clery Act Crimes can include, but are not limited to the following:

- Severe Weather
- Natural Disasters
- Terrorist Incidents
- Bomb Threats
- Gas Leaks
- Explosions
- Power Outage
- Outbreak of Diseases

Further details, duties and descriptions are also available in the University's Crisis Communication Plan & Emergency Action Plan which is also posted on the University website.

Registration

Students, faculty, and staff will automatically be enrolled in the Emergency Alert System and the student/staff information will be updated each school year. Students and staff enrolled in the system may update their information in the system.

Daily Crime Log

The Police and Safety maintains a log of all criminal incidents reported to the department. The daily crime log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition if available. The Daily Crime Log is available for public inspection at the Police and Safety Business Office during normal business hours.

Specific Emergency Alert and Evacuation Information

In the event of an incident that requires the immediate notification of the campus community, the University has an emergency notification system which provides text, voice, and e-mail messages to all members of the Gannon community. Undergraduate, graduate, and terminal degree candidates are requested to provide personal and emergency phone numbers when they register for classes. An alert is activated if there is an imminent threat to the Gannon Community. Triggers of activation and notification procedures are outlined in the Emergency Operations Plan, which are practiced and reviewed weekly during the emergency communications test.

The alert system is tested weekly. In an emergency, alert messages will inform the community of the emergency and immediate steps to take to be safe, and follow-up alert messages and emails will be sent as more information becomes available.

It is Gannon University's practice for occupants to evacuate a building in the event of certain emergencies such as fire, natural disasters, and hazardous conditions.

Senior departmental personnel are expected to account for students, faculty, staff, visitors, and other individuals after an evacuation. Upon arrival at muster points or other-directed assembly locations, senior administrators or their designees are responsible for accounting for evacuees.

Depending upon the time of day and location, the accounting may be made by memory recollection, class or event roster, staff listing or teaching assistant notes. In turn, these individuals are responsible for communicating information about missing or suspected missing persons to the on-scene emergency officials and assisting them as requested.

University officials meet regularly to review procedures, coordinate with city and county officials, and practice drills. The University has developed emergency response and notification procedures for major events:

- In the event of a shooting incident on campus, the alert system would be used to notify the campus community. The Gannon Police and Safety officers will respond to the scene of such an event along with the City of Erie Police who has a Special Weapons and Tactics Team (SWAT) that is trained and equipped to respond to such a situation.
- In the event of a major fire, explosion, or other situation causing extensive property damage, the Gannon Police, in coordination with the City of Erie Fire Department, would respond to begin immediate evacuation. Staging areas for residential facilities have been identified and would be opened to accommodate residents as conditions permit.
- The University has an extensive plan that would be implemented if there were a major pandemic such as an outbreak of avian flu affecting the United States. The University would consider canceling classes and sending home as many students as possible. Essential operations would continue; including services to house and feed those remaining on campus, support for critical facilities operations such as heating and cooling, and medical care for members of the Gannon community generally. A modified version of the plan for avian flu was implemented to address the H1N1 pandemic and is in place for any mild or moderate flu or illness that may affect the campus.
- In the event of a major hurricane, tornado, or other severe weather, the Office of the President or his/her designee will issue an alert to the campus and will activate the Emergency Operations Center (EOC) if conditions warranted.

Reporting Criminal Incidents

Members of the University community are urged to notify the Police and Safety or any Campus Security Official immediately of any criminal activity or other emergency that occurs on campus. Police and Safety personnel will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire or medical agencies when appropriate. The university has an internal emergency number which is 911. It has been designated and advertised throughout the campus community, in addition to Erie County 911 center. This is not to discourage the University community from contacting another agency, it is only intended to provide a quicker response with a relational attitude.

Confidential Crime Reporting

To encourage the prompt reporting of all crimes, it is University policy to honor the requests of witnesses and victims who wish to keep their identity confidential. The purpose of an confidential report is to take some steps to ensure the future safety and reputation of the reporting person and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file a confidential report, they may contact those that are designated as **Campus Security Authorities**, examples include, but may not be limited to:

- The Office of Residence Life
- Affirmative Action Officer
- University Counseling Center
- Office of Greek Life
- Office of Student Conduct
- Athletic Department
- Student Health Services
- Deans of the various schools of the University
- Faculty Advisors

Missing Student Notification Policy

In keeping with federal law, 20 U.S.C. § 1092j, the Residence Life office will initiate the following missing student notification policy. This policy is designated for those students living on campus. In the event of a report of a missing student, Residence Life staff will also work directly with the Gannon University Police and Safety Office. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence.

1. Each student residing in the student housing has the opportunity to list an Emergency Contact by completing an Emergency Information Card. Students will be encouraged to notify the Emergency Contact that he or she has been designated as such. This information is maintained by and accessible to the Residence Life staff who will implement this policy.
2. If it is determined that a student is missing, the University will implement the Missing Student Protocol. An attempt to notify the listed Emergency Contact will be made if a student is missing for 24 hours and the Gannon University Police will be notified for all missing person reports.
3. At any point during the student's enrollment, he or she may choose to register or change confidential contact information with the University by notifying the Office of Resident Life. This information is confidential but may be released to the Gannon University Police and staff as necessary to carry out the purposes of this policy.

Further Missing Person Protocol

1. Residence Life staff will immediately contact the University Police and the Vice President for Student Development and Engagement when a student is reported missing.
2. When Residence Life is notified that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:
 - Attempt to make contact with student via email, cell phone, and visit to room.
 - Seek information from Residence Assistant, roommate, floor-mates, and friends
 - Verify student GU Card use within last 24 hours.
 - Verify student meal plan use within last 24 hours.
 - Contact Academic Advisor to determine class attendance.
 - Contact coaches, Greek or other student activity advisors, etc., as appropriate.
3. Exchange information with University Police regarding the respective investigations.
4. Residence Life will be responsible for notifying the appropriate emergency contacts within 24 hours as established above when a student is determined missing. The parents or guardians of students under the age of 18 and not emancipated will be notified.
5. The Gannon University Police Department will be responsible for filing all related missing person reports with other agencies as may be required.
6. The Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University. Offices to be notified include: Residence Director, Dean of SDE, University Police, Dean and/or Academic Advisor and any other offices relevant to the missing student.

SEXUAL MISCONDUCT POLICY

Title IX: Discrimination on the Basis of Sex and Sexual Misconduct

In accordance with Title IX, the University establishes that sexual misconduct incidents are types of sex discrimination. Sex discrimination violates the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the University's Mission.

Gannon University does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information or any other basis of prohibited discrimination its programs and activities. This policy extends to employment with and admission to the University.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Joe Primiano of Student Development and Engagement; oversees Student Accountability and is the Title IX Coordinator

Office Location: Student Development and Engagement, Beyer 306Q

814-871-7881

Primiano001@gannon.edu

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

Office for Civil Rights, **Philadelphia Office** U.S. Department of Education, The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323; Telephone: (215) 656-8541 Email: OCR.Philadelphia@ed.gov

PHILOSOPHY

Faithful to its mission as an educational community and Catholic University, Gannon University (hereinafter referred to as “University”) affirms and promotes the fundamental dignity and respect accorded to all people by virtue of their common humanity. Both Scripture and Christian tradition affirm this, beginning with the book of Genesis: “In the divine image...male and female God created them” (Genesis 1:27). Sexual misconduct violates this basic right of each individual to be treated as a person worthy of respect and is in direct contradiction with the University’s Mission.

The University is committed to maintaining a safe environment free from sexual misconduct/discrimination and, therefore, will not tolerate sexual misconduct of any kind. In an ongoing effort to prevent and address sexual misconduct, the University provides education and prevention programs, investigates complaints of sexual misconduct and dispenses corrective or disciplinary action where appropriate. The University will also provide remedies and information about resources, including how to obtain counseling and medical care and pursue criminal and University disciplinary actions. Remedies include interim measures, informal, or formal procedures as described below.

Behaviors that contribute to or constitute sexual misconduct have no place at Gannon University, where people are expected to learn and develop to their full potential. Through the sexual misconduct policy and protocol, the University seeks to provide an adequate, reliable and impartial response in a caring manner when these behaviors occur within the University community. Support and information will be available to assist students in making decisions throughout the reporting and investigating process. This policy applies to student behavior whether on or off campus, as it affects all University students.

All students, faculty and staff, as well as members of the public participating in University activities, have the right to an environment free from sexual misconduct. Violence, abuse, intimidation and/or retaliation directed toward another person violate the University’s Code of Conduct and Pennsylvania State laws. Members of the University community are expected to comply with University policies and guidelines in addition to federal, state and local laws whether on or off campus.

POLICY

This policy applies to members of the Gannon Community whether on or off campus.

Sexual Misconduct is defined as any activity of a sexual nature that violates another individual’s physical and/or emotional well-being or personal space without that person’s explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity.

Behaviors that violate the Sexual Misconduct Policy include, but are not limited to the following:

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. This includes but is not limited to the following:

Sexual intercourse (anal, oral or vaginal) with some penetration, however slight by another person or with any object by another person, and any sexual contact, however slight, by another person or with any object, by another person.

Rape: Sexual intercourse by forcible compulsion or threat of forcible compulsion or where one of the participants lacks the capacity to consent.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
- It also includes sexual intercourse with a person who is unconscious, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious or asleep.

Sexual Contact: Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touching another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Stalking behaviors may include, but are not limited to:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, messages on social media, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the Complainant.
- Surveillance or other types of observation including staring, and/or peeping.
- Trespassing and/or vandalism targeted at a specific person.
- Gathering information about an individual from friends, family, and/or co-workers.

Cyber-stalking: A particular form of stalking in which threatening behavior or unwanted sexual advances directed at another person using electronic media such as: web pages, social networks, blogs, cell phones, texts, or other online and computer contact.

Some examples of cyber-stalking may include, but are not limited to:

- Repetitive nonconsensual or unsolicited emails.
- Instant messages and messages posted in on-line bulletin boards.
- Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.
- Sending/posting unwelcomed and unsolicited messages with another username.

- Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

Domestic Violence: includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence - violence by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Sexual Harassment: Sexual harassment involves the behavior of a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature that has the effect of substantially interfering with a person's academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment.

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

- Sexually degrading words or gestures to describe an individual.
- Unwelcome touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the University community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved
- Non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved
- Exposing another's genitals in non-consensual circumstances
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge

- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

DEFINITIONS

Advisor -The role of the advisor is to advise and support the student during the course of the complaint process. The student may bring an advisor of his or her choosing to all meetings relating to the disciplinary proceedings. The advisor may not address the board on behalf of the student, appear in lieu of the student or otherwise represent their advisee during the process.

Amnesty- To encourage reporting, an individual who makes a good faith report or provides information regarding sexual misconduct that was directed at them or another person will not be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of themselves or others at risk.

Coercion- The use of emotional manipulation to persuade someone to do something they do not want to do or to refrain from doing something that they want to do.

Complaint- A formal allegation of wrongdoing or violation of the sexual misconduct policy that may result in a formal investigation. Filing a complaint does not automatically imply that formal disciplinary charges will occur.

Complainant: For the purposes of this policy, the recipient or target of alleged sexual misconduct will be referred to as the complainant. They are also often referred to as the Complainant or survivor in sexual misconduct investigations. It should be noted that an investigation of sexual misconduct may be initiated by the University or someone who is not necessarily the recipient or target of the sexual misconduct.

Complicity- Presence during any violation of University Policy in such a way as to condone, support, or encourage the attempted or carried out violation.

Consent- Consent is defined as clear permission between individuals. Consent must be positively established. It is never presumed. To consent to something means you confidently agree to participate based on your own free will without any influence or pressure.

- Consent is informed, knowing, and voluntary.
- Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity.
- In the absence of an outward demonstration, consent does not exist.
- Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- A previous sexual relationship, and/or current relationship, may not, in itself, be taken to imply consent.
- Consent does not exist if it results from the use of physical force, intimidation, coercion or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion or incapacitation develops, there is no longer consent.
- Consent cannot be given if a person is, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious, or asleep.
- Use of alcohol or drugs does not diminish one's responsibility to obtain consent, and does not excuse conduct that constitutes sexual misconduct under this policy.

Incapacitation- The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to knowingly give consent.

Participating in a sexual activity with someone whom the actor knows or should reasonably know is incapacitated constitutes a violation of this policy.

Investigation- A fact-finding inquiry into a complaint.

Investigation Team- The Investigative Team consists of two individuals who are trained to investigate violations of the University sexual misconduct policy.

Investigative Summary- A summary written by the Investigative Team, based on interviews with the respondent, witnesses, complainant and any other relevant source of information obtained during the investigation. This summary will be part of the documentary record and will be presented to the Sexual Misconduct Committee hearing panel.

No Contact Order - This order prohibits any attempt to contact or respond to any communication between the recipients, directly or indirectly. Violations of a no contact order including any attempts to harass, threaten, or intimidate participants by any means, including electronic media, will be grounds for disciplinary action.

Respondent- A person against whom a complaint of sexual misconduct is made.

Retaliation- Any adverse action taken against a person who is participating or participated in a protected activity (such as participating in or otherwise assisting with a University investigatory procedure); filing a complaint alleging prohibited discrimination (including harassment); or otherwise objecting to or reporting a practice that he or she reasonably and in good faith believed was in violation of this Policy, where such adverse action is taken because of the person's participation in that protected activity. Retaliation involves intentional adverse action taken by a respondent or allied third party, absent legitimate nondiscriminatory purposes, that harms the individual as reprisal for reporting a violation of the Nondiscrimination and Anti-Harassment policy or participating or otherwise assisting in an investigation of an alleged violation of the policy. Taking intentional adverse action against a respondent is also impermissible.

Sexual Misconduct Committee (SMC)

The Sexual Misconduct Committee is the University body charged with resolving complaints of student-to-student sexual misconduct. The committee is composed of trained staff and administrators. Each sexual misconduct complaint is heard and adjudicated by a hearing panel of three representatives drawn from the full membership of the SMC by the Title IX Coordinator. A chairperson of the hearing panel will be designated by the Title IX Coordinator. The chairperson will be a non-voting individual who is responsible for leading the hearing process.

Witness- Any person (as determined by the Investigative Team) who may have relevant information about the incident in question.

REPORTING

An individual who believes that he or she is the Complainant of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to make a report. The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or law enforcement. The University will help any individual to get to a safe place and will provide transportation to the hospital, coordination with law enforcement and information about on- and off-campus resources and options for resolution.

A medical provider can provide emergency and/or follow-up medical services, and meet two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. Following an incident of sexual assault, evidence is best preserved for proof of a criminal offense within 96 hours of the assault. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to seek medical attention as soon as possible, and even before any shower, bathing, douching, brushing of teeth, drinking, or change of clothing. Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal investigation.

Please note that under Pennsylvania law, a medical provider may be required to notify law enforcement of a reported sexual assault under most circumstances. The University encourages the Complainant to report the incident to law enforcement. However, the Complainant may at any time, decline to speak with a law enforcement officer and decide on the extent of his or her participation in a criminal prosecution.

False Reporting

Knowingly filing a false report is cause for disciplinary and potentially criminal and civil action. The University prohibits an individual from knowingly filing a false report or making misrepresentations of sexual misconduct (including sexual assault, sexual discrimination and sexual harassment). However, a report made in good faith is not considered false merely because the evidence of the allegation does not ultimately support the allegation of sexual misconduct.

Confidentiality

Complainants of sexual misconduct who are not ready to inform the University may contact the psychologists, counselors and nurses at Gannon University's Counseling and Health Services or priests in the office of Mission and Ministry and the resident campus ministers for confidential support. These campus professionals can legally maintain confidentiality, which means no disclosure unless there is an imminent risk to self or others.

Under a federal law known as the Clery Act, the University is required to maintain statistics of serious crimes reported on or near campus. Confidential resources that are University Employees will submit anonymous statistical information for Clery Act purposes.

Confidential Resources

- Counseling Services 814-871-7622
- Health Services: 814-871-7622
- Campus Ministry 814-871-7435

Reporting Options

Anyone who believes that he or she is the Complainant of sexual misconduct or has witnessed an incident of sexual misconduct whether it occurred on or off campus is encouraged to make a report to any of the following resources.

Campus Police and Safety 814-871-7000 Available 24 hrs., 7 days

On-Duty Resident Director 814-871-7000 Available 24 hrs., 7 days

Student Conduct Officer 814-871-7034

Commuter Life Staff 814-871-5882

Academic Program Directors Various University Numbers

Coaches Various University Numbers

Joe Primiano Title IX Coordinator 814-871-7881 or email: titleix@gannon.edu or primiano001@gannon.edu located in Beyer Hall Suite 306Q

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those University employees who will assist in aiding the Complainant while conducting the investigation and/or the resolution of the complaint. The University will respect the privacy of all parties involved in a report of sexual misconduct.

The student may request confidentiality when reporting an assault to University by requesting that his or her identity be omitted from the report. When a Complainant requests confidentiality, it may limit the University's ability to thoroughly investigate and respond. The request will be reviewed by the Title IX Coordinator in consultation with the Investigative Team.

There are times when the University may not be able to honor a Complainant's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a Complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
 - ✓ whether there have been other sexual violence complaints about the same alleged respondent;
 - ✓ whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
 - ✓ whether the alleged respondent threatened further sexual violence or other violence against the Complainant or others;
 - ✓ whether the sexual violence was committed by multiple respondents;
 - ✓ 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 may lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the Complainant's request for confidentiality.

If the University (Title IX Coordinator) determines that it cannot maintain a Complainant's confidentiality, the University (Title IX Coordinator) will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The University will remain ever mindful of the Complainant's well-being, and will take ongoing steps to protect the Complainant from retaliation or harm and work with the Complainant to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the Complainant, whether by students or University employees, will not be tolerated.

In order to facilitate reporting, the investigative team will grant amnesty to the Complainant and may choose to grant amnesty to witnesses for behavior that otherwise would be considered a violation of University policy (for example consuming alcohol underage or illegal drugs).

External Reporting Options

SafeNet 814-455-1774 (24-hr. Crisis Hotline- 814-454-8161)-Relationship Violence

Erie Crime Victim Center 814-455-9414 (Crisis or Sexual Violence Advocate 1- 800-352-7273)

Erie Police Department: 814-879-1125 or 911

UPMC Hamot: 814-877-6000

UPMC Crisis Network: 1-888-796-8226

St. Vincent Hospital: 814-452-5000 (ask for Emergency Dept.)

RESOLUTION

Rights of Complainant and Respondent of sexual assault

1. The right to have any and all alleged violations treated with seriousness, dignity, and confidentiality. This includes an investigation by University officials and/or law enforcement, adjudication, or mediation to bring closure to the incident.
2. The right to be informed of University and community resources, including, but not limited to, the Campus Police and Student Health and Counseling Services.
3. The right to a prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.
4. The right to have an advisor present during all meetings relating to the conduct proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right, upon request, to review options for academic and/or housing assignment changes.
7. The right to recommend witnesses during a University investigation.
8. Accommodations will be made for the complainant if they are not comfortable being in the same room as the other party.
9. The right to be notified of the outcome of SMC proceedings in writing.
10. The right to appeal the finding of a University SMC proceeding within the University's appeal guidelines as defined herein.

Informal Procedures

A complainant may elect to pursue an informal resolution for all allegations of sexual misconduct except for sexual assault. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include: but are not limited to,

- Mediation of the complaint conducted by the Student Development staff in appropriate cases.
- Agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances.
- Both the complainant and accused must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the process to pursue formal conduct proceedings. The Student Conduct Officer or their designee has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

Formal Procedures

Timelines

The University will investigate complaints in a timely manner and aims to complete all sexual misconduct cases within sixty days.

The University aims to complete the Investigative process within the time frame listed below. This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. If, for any reason, the investigation is not completed within the time frame, an oral or written explanation will be provided to both the complainant and the respondent.

Investigation Phase 30 days from the complainant making the initial report.

Investigative Report 5 days from the completion of the Investigation.

Review Process 5 days from completion of the Investigative report.

Hearing 14 days within completion of the Investigative report.

Appeals 5 days after the notification of the SMC's decision.

Investigation

This procedure provides a prompt, impartial, fair process for investigating allegations of sexual misconduct. The parties will receive similar, timely access to information during the investigation and will have an equal opportunity to identify witnesses and relevant evidence.

Once a report has been made, an investigation will be conducted. The University aims to complete the investigation within 30 days. At times the investigation may take longer. The University's investigative process is not a criminal investigation, and it does not take away the complainant's right to pursue a criminal investigation. The University process may be conducted separately or congruently with a criminal investigation.

It will be at the complainant's discretion to make a criminal report.

The University will investigate all complaints of sexual misconduct. The steps of the investigative phase are listed below. The investigative team will meet with the Complainant and respondent separately to provide notification of the complaint and the procedures that will follow.

1. The respondent may elect to take responsibility for a violation at the onset of the investigation. The University will still follow the investigative procedures.
2. Respondents may choose not to participate in the investigation; however the investigation will proceed and the findings will be based on all available evidence. Adverse inferences will not be drawn from a respondent's decision not to participate in the investigation.
3. The Investigative Team will investigate the complaint and determine and compile the facts.
 - a. The Investigative Team will meet separately with the complainant and the respondent to gather facts regarding the incident.
 - b. The Investigative Team will ask both the complainant and respondent to provide a list of witnesses and other relevant information. It is at the discretion of the Investigative Team to interview witnesses.
 - c. The Investigative Team may meet with other parties who have information regarding the incident as the Investigative Team so elects.
 - d. All available information relevant to the complaint will be reviewed, including but not limited to emails, videos, text messages, social media, etc.

4. The complainant and respondent will meet separately with the Investigative Team to review the Investigative Report. The complainant and respondent will review the report and may:

- Request that additional information be added to the report.
- Ask questions or request clarification.
- Recommend additional witnesses to be interviewed.

5. The Investigative Team will consider the requests of the complainant and respondent and add clarification to the report, add additional information or interview additional witnesses as the Investigative Team deems reasonable.

6. If any changes are made to the report the complainant and respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Investigative Team, the report will be presented the SMC hearing panel. The SMC hearing panel may:

- Accept the report.
- Request clarification and ask questions.
- Request that additional information be gathered.

7. If additional information is requested by the hearing panel the Investigative Team will gather the information and repeat steps 4, 5, and 6.

8. Once the Investigative Report is accepted by the SMC hearing panel, a hearing will be scheduled.

Standard for Determining Responsibility

The standard of proof used to determine accountability is the preponderance of the evidence. The preponderance of evidence considers whether it is more likely than not that there was a violation of the policy.

Sexual Misconduct Committee

The Sexual Misconduct Committee is the University body charged with resolving complaints of student-to-student sexual misconduct. The committee is composed of trained staff and administrators. Each sexual misconduct complaint is heard and adjudicated by a hearing panel of three representatives drawn from the full membership of the SMC by the Title IX Coordinator. A chairperson of the hearing committee will be designated by the Title IX Coordinator.

Sexual Misconduct Committee Chair -

The chair, appointed by the Title IX Coordinator, is a non-voting member who facilitates the process.

Purpose of the Hearing

The goals of the hearing are: a) to allow both the complainant and the respondent the opportunity to present their experiences, discuss the investigative summary, and to ask questions pertinent to the incident(s) in question; b) to have the matter considered and decided by an impartial panel;

This process is intended to determine whether there was a violation of University Policy. It is not a legal procedure.

Electronic Devices.

A respondent, complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the hearing panel. The Office of Student Conduct will make an audio recording of the hearing to be kept on file for three years. Reasonable care will be taken to create a quality audio recording and minimize technical problems; however, technical problems that result in no recording or an inaudible one will not be a valid argument for appeal

Investigative Report

The Investigative Report will be compiled by the Investigative Team, will be maintained in a confidential manner, and will be made available for review by the hearing committee and complainant and respondent prior to the hearing. The Investigative Report may include, but is not limited to the following:

Complainant's statement Respondent's statement

Witness statement(s) Investigative Summary Pertinent policies Other documents utilized by the Investigative Team that the team deems relevant.

The Investigative Report is made up of confidential information. Therefore, the complainant and respondent may review the Report, but it will not be copied, and may not be removed by any party. Those reviewing the Investigative Report will be permitted to take notes.

Hearing Process

Hearings are conducted in private and are not open to members of the University community or the public.

The University recognizes that participation in a hearing may be difficult for those involved; the hearing can be set up such that the complainant and the respondent will have minimal interaction during the hearing or will not be in the hearing room at the same time.

The order of a hearing will be determined by the Chair of the hearing committee, but will generally follow this outline:

- 1) The Chair will call the meeting to order and state the purpose of the hearing: to determine whether there has been a violation of the University's policy.
- 2) The complainant and respondent may have an advisor present during the hearings. The advisor has no speaking role and may not address the hearing panel or be disruptive to the hearing process.
- 3) Introductions—each person involved in the hearing will be introduced.
- 4) The Investigative Team presents the Investigative Summary. The hearing panel may ask clarifying questions and identify areas of agreement and dispute.
- 5) The complainant and respondent will be invited to present a brief statement of the facts to the hearing panel, if they so choose. (impact statements are not permitted at this time)

- 6) Members of the hearing panel may ask questions of the complainant and respondent.
- 7) The complainant and respondent may ask questions of each other through the chair of the hearing committee. The chair will determine if a question is relevant and appropriate.
- 8) The Chair will ask for the members of the hearing panel to determine whether any additional clarification or information is needed from the complainant, respondent, investigator or witnesses.
- 9) The hearing panel will go into closed session to determine whether a violation of policy was committed.
- 10) The decision of the hearing panel that a violation occurred or did not occur will be reached by a majority vote utilizing the preponderance of evidence standard (“more likely than not”).
- 11) If the respondent is found to have violated the sexual misconduct policy the Title IX Coordinator or his or her designee shall impose a sanction. The sanction will be based on consideration of the specific facts of the case itself and relevant factors such as prior disciplinary history.
- 12) The Title IX Coordinator will direct the investigative team to meet separately with each party to deliver the outcome of the hearing, explain any sanctions, and inform the students of the appeal process. Both parties will also receive the outcome in writing.

Impact Statements

Within two business days of a finding of responsibility by the Sexual Misconduct Hearing Panel, both the complainant and the respondent may submit an impact statement before sanctions are imposed. The impact statement may be no more than three pages and should be submitted to the Title IX Coordinator.

Sanctions

When considering sanctions the Title IX Coordinator or his or her designee will consider whether the sanction will: (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the University community.

The following represent the range of sanctions. Possible sanctions are not limited to those listed below. Sanctions may be combined.

Change of Housing Relocation to a new housing assignment.

Community Service Assignment of a number of service hours to be completed within the campus community or the general community.

Counseling Students may be required to attend counseling on or off campus. If mandated to attend counseling off campus the student will be responsible for any expenses or costs.

Probation Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the University

Formal Apology A written statement in which the student reflects and apologizes for their behavior.

Education Students may be required to participate in an educational program or experience.

No-Contact Order A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of University policy

Restitution Students may be required to pay for damages or other expenses.

Restricted Campus Access Students may be restricted from entering buildings on campus, from registering for certain courses or from participation in activities.

Suspension The student may be excluded from participation in any academic or other activities of the University for a specified period. Students who have been suspended from the University forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at University-sponsored events without the permission of the University Student Conduct Officer. Students who are suspended are permitted to reapply to the University as long as they fulfill all requirements of the suspension.

Expulsion is permanent exclusion of the University. Students who have been expelled forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the University Student Conduct Officer. Students who are expelled are not permitted to reapply at the University.

Appeal Process

Under the Sexual Misconduct Policy, either party has a right to appeal. An appeal must be filed with the Associate Vice President for Student Development and Engagement (AVPSDE) or his or her designee within five University business days of the notification of the outcome by the investigative team.

Appeals filed outside of this time period will not be considered. The opposing party will be notified if an appeal has been filed.

Appeals of the Sexual Misconduct Committee decision may only be made based on:

Procedural Error: alleging there was a deviation or change from the procedures outlined in the Sexual Misconduct disciplinary Process which adversely impacted the outcome of the matter.

New Evidence: alleging that new evidence has become available which could have impacted the outcome of the disciplinary complaint. Under this basis, the Notice of Appeal must include: (i) the new evidence; (ii) an explanation as to why it was unavailable prior to the SMC's decision; and (iii) a showing of how the new evidence could altered the outcome.

Severity of Sanction: alleging the sanctions imposed are substantially disproportionate to the severity of the violation.

The student(s) must submit the written petition for appeal to the AVPSDE or his or her designee specifying one or more of the above grounds. A request on any of these grounds must clearly explain, in detail, the basis for the appeal and should include any available documentation. The appeal is limited to an inquiry of the issue or issues raised in the complaint.

The Investigators will notify the party who did not request the appeal in writing and that party will have three University business days from the date of notification to review and submit a response to the appeal.

The AVPSDE will act on the petition for appeal in one of three ways:

1. Decide that the appeal is without merit; dismiss it; and uphold the finding; or
2. Decide that appeal has merit and either:
 - a) Modify the finding of the committee; or
 - b) Set aside the finding of the committee altogether and instruct the Committee to correct the procedural error and or consider the new evidence and submit a new finding. If necessary, refer the Committee's new finding to the AVPSDE for sanctioning.
 - c) Modify the sanction.

The decision of the AVPSDE will be final and not subject to appeal.

Support and Resources:

There are several University offices available to assist members of the Gannon community who have experienced harm on or off campus including the Gannon Police and Safety, University Health and Counseling Services and the Division of Student Development and Engagement.

Day-time Campus Resources (Mon. to Fri. 8 a.m. to 4 p.m.)

- University Police 814-871-7690 (24-Hours)
- Counseling Services 814-871-7622
- Health Services: 814-871-7622
- Campus Ministry 814-871-7435

24-Hour Resources outside of the University system:

- SafeNet 814-455-1774 (24-hr. Crisis Hotline: 814-454-8161)-Relationship Violence
- Erie Crime Victim Center 814-455-9414 (Crisis or Sexual Violence Advocate 1- 800-352-7273)
- Erie Police Department: 814-879-1125 or 911
- UPMC Hamot: 814-877-6000
- UPMC Crisis Network: 1-888-796-8226
- St. Vincent Hospital: 814-452-5000 (ask for Emergency Dept)

****End of Sexual Misconduct Policy****

Note: It is standard practice and procedure to provide the complainant/victim with written notice of the student bill of rights and a step by step checklist of all rights and resources. This checklist is signed by the student and they are provided a copy.

Report all crimes to the Gannon Police Department at 814.871.7690

The Annual Security and Fire Safety Report is completed by the Gannon University Police and Safety to be in compliance with the Pennsylvania College & University Security Information Act (May 26, 1988, P.L. 448, No. 73; and PA Leos. Serv. Act 1994-87) and with the U.S. Student Right to Know & Campus Security Act (Public Law 101-542). It is mandated that certain data be published on an annual basis by each institution of higher education in the Commonwealth of Pennsylvania, relating to the number and per-capita rate of certain types of crimes reported to have occurred at the institution, and the security measures that are in place to reduce the risk of criminal victimization for members of the community. In compliance with these requirements, Gannon University is pleased to present the information to all students, employees and applicants to the University.

All employees and students should report all Clery Act crimes and all criminal offenses to the office of Police and Safety at 814-871-7690 for the purpose of making timely warning reports and the annual statistical disclosure.

Confidentiality

As outlined in the Sexual Misconduct Policy; pastoral counselors and professional counselors are trained and encouraged, that when they deem it appropriate, to inform the persons they are counseling of any procedures to report all Clery Act crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics and that the University is required to maintain statistics of serious crimes reported on or near campus. Confidential resources that are University Employees will submit anonymous statistical information for Clery Act purposes.

Preparation of the Annual Disclosure

An annual report is completed every year by October 1 containing three years of campus crime statistics.

Crime statistics for the annual disclosure are collected from two primary sources: (1) police agencies and (2) school officials with knowledge of formal and informal complaints and disciplinary referrals, who are designated as campus security authorities (CSAs). Individuals at Gannon are designated as CSAs based on whether they perform the following functions: (1) their official job responsibilities involve significant interaction with students and/or campus activities, (2) they serve as informal or unofficial mentors to students, (3) they serve as a member in an office or of a committee to whom students are informed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or (4) they have oversight for disciplinary procedures.

Police reports are gathered from the Gannon Police, the City of Erie Police, and police in jurisdictions where Gannon owns or controls property that is used in support of the educational mission of the University and is frequented by students. This data is collected annually by staff at the Gannon Police Department.

When there is doubt whether a crime is reportable owing to its location, the University errs on the side of including the crime, in an effort to provide useful and informative data. Each year, an

e-mail notification is made to all enrolled students, faculty, and staff that provide the website address to access this report. Copies of the report are available through the Admissions Office or can be obtained at the Gannon Police and Safety Office, located at 210 West 6th Street. The report is posted online at the University website.

The statistics gathered from the aforementioned sources are then recorded on the Federal Bureau of Investigation Uniform Crime Reporting Form and a Clery Act Reporting Form by Police and Safety and disseminated to the campus community via the Gannon University website, [Reports](#).

Additionally, the University complies with the Pennsylvania Uniform Crime Reporting Act and College and University Security Regulations. The link to the [Three Year Uniform Crime Report](#) is located on University website.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the crime statistics to be shown by the following geographic categories:

- On Campus Property- any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support or related to the University's educational purposes; and property within the same reasonably contiguous geographic area of the University that is owned by the University but controlled by another person, is used by students and supports institutional purposes.
- Non Campus Property- any building or property owned or controlled by a student organization that is officially recognized by the University; and any building or property owned or controlled by the University that is used in direct support of, or in relation to the University's educational purposed, is frequently used by students, and is not within the same reasonably contiguous area of the University. (Gannon University's Main Campus and the Ruskin Campus have no non-campus buildings or properties).
- Public Property- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus; also includes all public parks within one mile of the borders of the Main Campus.
- Residential Facilities- all residence halls, fraternity and sorority houses, and other residential facilities for student's on-campus.

*****It should be noted that during the calendar year 2020; the university along with most of the world was dealing with the COVID 19 pandemic and because of that there were various protocols and procedures in place that limited many activities and in person classes. Because of this there may be significant differences in crime statistics reported for that year compared with the previous two years.**

Crime and Disciplinary Statistics

CRIMINAL OFFENSES					
OFFENSE	YEAR	GOEGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON- NEGLIGENT MANSLAUGHTER	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
RAPE	2020	3	3	0	0
	2021	0	0	0	0
	2022	1	1	0	0
FONDLING	2020	0	0	0	0
	2021	2	1	0	0
	2022	2	1	0	0
INCEST	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ROBBERY	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	1
AGGRAVATED ASSAULT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
BURGLARY	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARSON	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS

OFFENSE	YEAR	GOEGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2020	26	26	0	0
	2021	14	12	0	0
	2022	33	32	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	0	0	2
	2021	1	1	0	1
	2022	1	1	0	2
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	178	173	0	0
	2021	145	145	3	1
	2022	54	54	0	1

VAWA OFFENSES

OFFENSE	YEAR	GOEGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	0	0	0
	2021	4	3	1	1
	2022	0	0	0	0
DATING VIOLENCE.	2020	1	0	0	0
	2021	2	1	1	0
	2022	0	0	0	0
STALKING	2020	1	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

CRIMINAL OFFENSES **RUSKIN CAMPUS**

There was no student housing on campus at this time on the Ruskin Campus

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
RAPE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
FONDLING	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
INCEST	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ROBBERY	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
BURGLARY	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARSON	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS **RUSKIN CAMPUS**

There was no student housing on campus at this time on the Ruskin Campus

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

VAWA OFFENSES **RUSKIN CAMPUS**

There was no student housing on campus at this time on the Ruskin Campus

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DATING VIOLENCE.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
STALKING	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Hate Crimes

There were no reported Hate Crimes for either the Ruskin or Eris Campus for the years 2020, 2021 or 2022.

Unfounded Crimes

There were no unfounded crimes reported at the Erie Campus for 2020, 2021 and 2022.

There were no unfounded crimes reported at the Ruskin Campus for 2020, 2021 and 2022.

\

Annual Fire Safety Report

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on- campus statistics. The following public disclosure report details all information required by this law as it relates to Gannon University for the year 2019.

Resident Housing Facilities Fire/Evacuation Drills

Fire/evacuation drills are held for each large residence hall facility twice per Fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is conducted by Residence Life Office in conjunction with Police and Safety with one drill during the day and one during nighttime hours each semester..

Evacuation route maps are posted in the halls at strategic locations throughout the centers to identify the closest egress route. Students who fail to leave the center during a fire drill are disciplined in accordance with the policies described in the student and/or resident handbook.

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for emergency responders to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators
- Report to your assembly point and check in with your Residence director/Residence advisor
- Students with disabilities who cannot use stairs report to the designated rescue point to await emergency responders

Fire Safety Improvements, Inspection, and Upgrades

Gannon University Facilities Management reviews the fire systems in student housing facilities annually and implements upgrades, repairs, or revisions whenever issues are identified. Periodically, the Office of Resident Life staff or Maintenance staff will enter rooms/apartments to do inspections for damages or fire safety. Fire rounds will be unannounced in order to protect the integrity of the inspections.

Fire Safety Policy in University Housing Facilities

The University provides refrigerators/microwave appliances in residence halls. Apartments are equipped with refrigerators and electric stoves. Laundry Facilities are provided by the university to students. Devices with open flames are prohibited.

Smoking is not permitted on campus except in a few designated outside smoking areas. No open flames are permitted, including burning of incense, candles, or potpourri inside student housing.

The following electrical devices are not permitted in student housing.

- Any item that can be classified as a hot plate, electric frying pan or oven, toaster, etc.
- Grill type units (i.e. George Forman grills)
- Sun lamps
- Ham radio outfits or amplifiers
- Electric blankets
- Air conditioners
- Space heaters
- Halogen lamps
- Christmas lights/ornamental lights (except two-week window before Christmas break)
- Any lamp/light that has plastic shades
- Washing Machines
- Dishwashers
- Clothes Dryers

Fire Safety and Education Training

Residence Life staff is trained on fire safety by the City of Erie Fire Department Fire Inspection Office at the beginning of the Fall semester and as required in the Spring and Summer semesters.

Fire Log

The Police and Safety office maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

On-Campus Student Housing Facility Fire Safety Systems

Name of Residence Hall And/or Address of Facility	Fire Alarm Monitored On-Site By: GUPD	Full/Partial Or No Sprinkler System	Smoke Detection Devices	Fire Extinguisher Devices	Number of Evacuation Fire Drills Per Year
*Catholic House 306 W. 6 th St.	Yes	Full	Yes	Yes	0
Finegan Hall 120 W. 5 th St.	Yes	Full	Yes	Yes	4
Freeman Hall 410 Sassafras St.	Yes	Full	Yes	Yes	4
Harborview Apts. 210 W. 6 th St.	Yes	Full	Yes	Yes	4
Kennilworth Apts. 351 W. 6 th St.	Yes	Full	Yes	Yes	4
Lubiak Hall 415 Sassafras St.	Yes	Full	Yes	Yes	4
North Hall 143 W. 4 th St.	Yes	Full	Yes	Yes	4
South Hall 155 W. 8 th St.	Yes	Full	Yes	Yes	4
Walker Apts. 701 Peach St.	Yes	Full	Yes	Yes	4
Wehrle Hall 211 W. 6 th St.	Yes	Full	Yes	Yes	4
West Hall 409 W. 6 th St.	Yes	No	Yes	Yes	4
Wickford Apts 529 Myrtle St.	Yes	Full	Yes	Yes	4
632 Sassafras St.	Yes	No	Yes	Yes	0
724 Sassafras St.	Yes	No	Yes	Yes	0
202/204 W. 8 th St.	Yes	Full	Yes	Yes	0
210 West 8 th St.	Yes	Full	Yes	Yes	0
*221/223 W. 5 th St.	No	No	Yes	Yes	0
*253 W. 5 th St.	No	Partial	Yes	Yes	0
*301 W. 5 th St.	No	No	Yes	Yes	0
*305 W. 5 th St.	No	No	Yes	Yes	0
*502 Sassafras St.	No	No	Yes	Yes	0
*504 Sassafras St.	No	No	Yes	Yes	0
*302 Myrtle St.	No	No	Yes	Yes	0
201/203/205 W. 8 th St.	Yes	Full	Yes	Yes	0
*608 Walnut St	No	No	Yes	Yes	0
*219 W. 7 th St.	Yes	No	Yes	Yes	0
*309 Myrtle St. (Vacant, future TBD)	No	No	Yes	Yes	0

*** These units are not traditional residence halls. They are smaller single and double residencies converted from houses or flats that were purchased.**

Fires - On-campus Student Housing Facilities

Name of Residence Hall and/or Address	2020	2021	2022
Catholic House 306 W. 6th St.	0	0	0
Finegan Hall 120 W. 5th St.	0	0	0
Freeman Hall 410 Sassafras St.	0	0	0
Harborview Apts. 210 W. 6th St.	0	1	0
Kennilworth Apts. 351 W. 6th St.	0	0	0
Lubiak Hall 415 Sassafras St.	0	0	0
North Hall 143 W. 4th St.	0	0	0
South Hall 155 W. 8th St.	0	0	0
Walker Apts. 701 Peach St.	0	0	0
Wehrle Hall 211 W. 6th St.	0	0	0
West Hall 409 W. 6th St.	0	0	0
Wickford Apts 529 Myrtle St.	0	0	0
632 Sassafras St.	0	0	0
724 Sassafras St.	0	0	0
202/204 W. 8th St.	0	0	0
210 West 8th St.	0	0	0
221/223 W. 5th St.	0	0	0
253 W. 5th St.	0	0	0
301 W. 5th St.	0	0	0
305 W. 5th St.	0	0	0
502 Sassafras St.	0	0	0
504 Sassafras St.	0	0	0
302 Myrtle St.	0	0	0
201/203/205 W. 8th St.	0	0	0
608 Walnut St.	0	0	0
*219 W. 7th St.	0	0	0
*309 Myrtle St. (Vacant, future TBD)	0	0	0

LINKS TO CLERY, CRIME STATISTICS, DAILY CRIME LOG, FIRE LOG, STUDENT HANDBOOK, RESIDENCE HALL HANDBOOK

Clery, Crime Statistics, Daily Crime Log, Fire Log

<http://www.gannon.edu/About-Gannon/Services-for-Students/Safety-and-Security/Reports/>

Student Handbook & Residence Hall Handbook links are located at:

<http://www.gannon.edu/Student-Life/Living-on-Campus/>

The campus community can obtain information concerning registered sex offenders in Pennsylvania at: www.pameganslaw.state.pa.us

The Ruskin Florida campus community can find this information at:

<https://offender.fdle.state.fl.us/offender/sops/search.jsf>