

Annual Security Report

Title IX Policy

For

Employees and Students



Laurel Business Institute

Laurel Technical Institute

www.laurel.edu

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CAMPUS SAFETY AND SECURITY

This Annual Security Report (ASR) publication is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act. Laurel Business Institute (LBI)/Laurel Technical Institute (LTI) is committed to the strict adherence and implementation of the Clery Act, Violence against Women Act (VAWA), and Title IX compliance by all LBI/LTI students and employees.

CAMPUS SECURITY AND ACCESS

- LBI/LTI limits access to all campus facilities to employees, students and authorized visitors. Any person(s) not authorized by Laurel Business Institute/Laurel Technical Institute to be on campus property will be considered as trespassing and will be required to leave the premises. Any person disregarding this policy will subject to a complaint filed with the local police department.

- Students and employees will be held accountable for bringing and allowing an unauthorized visitor to remain on campus. Any violation of this policy will result in disciplinary action to that student or employee.

- All authorized vehicles that are parked on LBI/LTI campus are required to have an LBI/LTI parking decal displayed in the lower left corner of their rear window. All visitors authorized to be performing business at LBI/LTI are required to provide their vehicle information to the LBI/LTI receptionist. Unauthorized vehicles will be towed at the owner's expense.

- All employees and students are issued and required to possess LBI/LTI issued Identification cards with picture while on campus. All authorized visitors are issued a temporary visitor badge to be visually displayed while on campus. A visitor is required to obtain a visitor badge at the front desk in order to remain on campus.

- All entrance doors to the campus buildings are installed with a magnetic lock to prevent unauthorized entrance. An issued identification card to employees and students is required to be used to open these safety doors.

- Employees and students are not permitted to allow unauthorized persons to enter the entrance doors by tailgating, blocking open or ajar, friendly access, or providing your ID card to others.

- Laurel Business Institute/Laurel Technical Institute does not employ a campus security staff due to the infrequency of security related incidents.

- Any student or employee should report any suspicious activities or criminal actions or emergencies to the LBI/LTI Emergency Management Team or Campus Security Authority (CSA) who are prepared to notify the appropriate authorities that handle these situations.

- The inside, outside and parking areas of the campus have adequate lighting.

- LBI/LTI employees are on campus during regular business hours to assist a student in need of an escort or assistance.

- Laurel Business Institute/Laurel Technical Institute will refer any criminal activities to the local police department. Laurel Business Institute/Laurel Technical Institute encourages its students and employees to promptly report any suspicious criminal activity to the LBI/LTI Emergency Management Team Campus Security Authority. The local police department handles school criminal matters once notified by the school.

- Any student who wishes to be accompanied to or from the school's parking facilities should notify the LBI/LTI Emergency Management Team Campus Security Authority.

- LBI/LTI reserves the right to search employee's desks, filing cabinets, storage areas, student lockers and any other on campus locations if there is reasonable cause or suspicion of weapons, drugs, illegal

substances, alcohol or controlled substances.

ONGOING AWARENESS AND PREVENTION PROGRAMS

- We encourage students and employees to be aware of their surroundings and vigilant for their own safety and the safety of others. Any security-related incident must be reported to the LBI/LTI Emergency Management Team Campus Security Authority who will respond to the incident appropriately.

- Laurel Business Institute/Laurel Technical Institute does not provide any on or off-campus housing, nor do we have off-campus student organizations.

- All new employees and students are informed of Campus Safety and Security during their new hire orientation and student orientation.

- Campus crime statistics for the previous 3 years and city crime statistics are also provided during their orientation.

- Campus crime statistics for the previous 3 years and city crime statistics are posted on the student bulletin boards, employee share file, and on the LBI/LTI web site under Consumer Disclosures.

- Prospective students are provided with current Annual Security Report information on LBI/LTI Campus Safety and Security, campus crime statistics for the previous 3 years and city crime statistics on the LBI/LTI web site.

- Laurel Business Institute/Laurel Technical Institute strongly supports the Violence against Women Act (VAWA) and prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Sexual offense, drug/alcohol, and crime awareness and prevention in service programs for employees and students are held on an annual basis.

- The employees and students of Laurel Business Institute and Laurel Technical Institute receive annual education on Sexual Offense awareness and prevention, drug and alcohol awareness and prevention and crime awareness and prevention. Sexual Offense awareness and prevention consists of Violence against Women Act components including Sexual Assault, Domestic violence, dating violence and stalking awareness, prevention. Reporting, options and counseling. Drug and Alcohol awareness and prevention consists of alcohol and drug awareness of the street names, acute effects, health risks and treatment options. Crime awareness and prevention consists of how to be aware of your surroundings on an off campus, tips on crime prevention, how to recognize dangerous people and conditions, reporting crimes, and what to do in case of serious crime.

- Students performing an internship, clinical rotation and attending any activities off campus are expected to practice safety and security procedures of the internship or clinical site and school policy the same as if on campus.

CRIME PREVENTION

We all can share in the prevention of campus crime by being aware of your surroundings and reporting suspicious individuals and apparent violations before placing our students, employees, authorized visitors and campus property at risk.

The following are some ways to prevent crime:

Walking around campus

- Familiarize yourself with the layout of the campus.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- Share your class schedule with your relatives and trusted friends and give them your telephone numbers.

- At night, stick to well-lighted areas whenever possible and avoid alleyways or “short cuts” through isolated areas.

- Travel in groups when walking at night.

- If you are being followed, change direction and go to the nearest business or safe place and call the Police. Note the description of the person following you.

- Walk near the curb and avoid shrubbery or other places of potential concealment.

- Stay alert to your surroundings and the people around you.

- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.

- Keep your keys separate from your purse or backpack.

- Don't overload yourself with bags or packages and avoid wearing shoes that restrict your movements.

Always carry and display your campus identification card.

Stay in groups or ask campus employees to escort you to the parking lot at night.

- Walk with a confident stride; keep your head up and look around.

If a motorist stops and asks for directions, keep your distance from the car.

Stay on campus going to and from your vehicle

Be aware, stay alert and report suspicious persons and acts to Campus Security Authority.

In the campus buildings

- Don't allow others to enter the security entrance doors if you are not positive they are a current employee or student.

- Do not let unknown individuals “tailgate;” ask who they are visiting and offer to call the front desk.

- Do not prop any security or exterior doors open to allow unescorted visitors into the building.

- Report lost or stolen keys immediately to the front desk.

- Report any malfunctioning security system, locks, doors or windows to CSA or front desk.

- Do not leave your keys lying around in your room when you are not in the room.

- Report any suspicious persons or activities to CSA or front desk.

- Secure your valuables and engrave expensive items with identifying information.

- Do not leave your identification, keys, wallets, checkbooks, or other valuables in open view, unattended or not secured.

Use lockers provided for personal property

Motor vehicle safety

- Park in well lighted areas, where your vehicle is visible; avoid parking next to vans or trucks.

- Keep all valuables out of sight. Remove or place CD players/cases, etc. in the trunk.

- Keep your vehicle locked and close windows at all times when parked.

- Consider “The CLUB” or an alarm system.

- When leaving your car for service, remove your other keys.

- Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding. Unlock your vehicle only when you are in reach of your door.

TIMELY WARNING POLICY

A Timely Warnings Notice will be provided to the LBI/LTI community in the event of a reported crime or emergency on campus if determined in the judgment of a LBI/LTI Emergency Management Team member, constitutes a serious or continuing threat to the LBI/LTI community. A Timely Warning Notice will be provided to the LBI/LTI community in the event of a reported crime or emergency off campus if determined in the judgement of a LBI/LTI Emergency Management Team member constitutes a serious or continuing threat to the LBI/LTI community. Although not required, there may be some crimes that occur near the campus that may result in the issuance of a Timely Warning Notice.

Timely warnings will immediately notify the campus community upon confirmation of an emergency or dangerous situation. In the event of a confirmation that a serious emergency or dangerous situation exists, timely warnings are issued by the LBI/LTI Emergency Management Team to immediately notify the campus community, on and off campus, that there is a serious, continuing or repeated threat to safety. The One Call Now Broadcast Messaging Solution will send a **TIMELY WARNING** by voice, text and email messages to students and employees upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An immediate threat includes an imminent, ongoing, or repeated threat such as fire in a building on campus or adjacent to the campus. Other examples of significant emergencies include: outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder, bomb threat; civil unrest or riot; explosion; nearby chemical or hazardous waste spill.

LBI/LTI Emergency Management Team:

See appendix for Emergency Management Team members, by campus.

The timely warnings on campus that come from a variety of alerts including texts, phone, email, announcement over the paging system, sirens, strobes, and verbal communication. The alerts may be to announce important information to employees, students and visitors in case of an evacuation from campus buildings who will be directed to a to a safe area, or a lockdown where students and employees will be locked down in classrooms, offices or other safe locations, or a severe weather alert to shelter in place or move to a safe location. An All Clear alert will be announced and sent to all students, employees and visitors informing them that the emergency or dangerous situation is over and now safe. All Clear will announcement ending the emergency or dangerous situation. These alerts will also reach the campus community that are off campus informing them of the dangerous situation on campus and for them not to enter the campus until they receive an All Clear to enter the campus.

The One Call Now Messaging Solution is being tested once a semester to insure that all students and employees are receiving alerts. All students and employees will be notified in advance of the testing so you will need to contact Bonnie Marsh if you did not receive the test alert.

Alerts provided for weather, statewide, nationwide, amber, State Correctional and others can be found on <https://alert.pa.gov> by registering on that site.

CAMPUS SECURITY AUTHORITY (CSA)

Who is a Campus Security Authority (CSA)?

- A campus employee who have responsibility for campus security but do not constitute a campus police department or campus security department.

- But not limited to student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

- An official of an institution who has significant responsibility for student and campus activities

- Report allegations of Clery Act crimes to the Campus Director and Vice President of Human Resources who will collect the information, investigate crimes and finalize a resolution.

- Collect crime report information from those allegations of *Clery Act* crimes that he or she receives from students and employees and then to report them to the Campus Director or Vice President of Human Resources.

- A CSA report does not need to result in automatic police or disciplinary action if the victim does not want to pursue those actions

- A CSAs are not responsible for:

- Investigating a crime

- Determining whether a crime took place

- Trying to convince the victim to contact law enforcement if the victim chooses not to do so

- Reporting incidents they overhear in the hallway or shared during an in-class discussion, workshop, or otherwise learned in an indirect manner

What information is a CSA required to share?

In most cases, it is possible for a CSA to fulfill their responsibilities while maintaining victim confidentiality. In sexual offense cases, the identity of the victim is required to be kept confidential except to report directly to the Campus Director or Vice President of Human Resources.

CSA document and share:

- The nature of the crime

- The location of the crime

- The date and time the time occurred

- The date and time the person reported it to the CSA

- Have all parties involved complete an incident report and forwarded to the Campus Director and Vice President of Human Resources.

This information must be reported in real time, not the end of a week, month, month, semester or academic year.

- The Campus Security Authority consists of:

See appendix for listings of Campus Security Authority

REPORTING CRIMES

Students, employees and visitors need to promptly and accurately report criminal actions and other emergencies occurring on campus to the Campus Security Authority (CSA), LBI/LTI Emergency Management Team or local law enforcement.

If a crime occurs on campus where you are a victim, eyewitness or have first-hand knowledge of, you are

required to complete an incident report detailing the date, time, location, description of the incident and listing any eyewitness. The incident report must be sent to the Campus Director or Vice President of Human Resources

- A students and/or employee that is a victim or eyewitness to a dangerous situation is required to call 911 or local law enforcement and then contact any LBI/LTI Emergency Management Team.

- The person who witnesses or is a victim of a serious campus crime, dangerous situation or emergency must immediately call 911 and then inform the Director or a member of the LBI/LTI Management.

- A crime that is not a dangerous situation should also be reported to the local police or contact Campus Security Authority and LBI/LTI Management who will contact law enforcement.

- The incident will be kept confidential except with the business need to know to allow an in-depth investigation of the criminal complaint.

The Emergency Management Team will meet on any emergency (severe weather, imminent hazard, serious illness, fire, flood, dangerous person on the property to determine the proper steps that are needed to address the emergency.

COLLECTING STATISTICS AND CAMPUS SECURITY AUTHORITY (CSA)

A Campus Security Authority (CSA) will collect crime report information allegations from individuals associated with LBI/LTI about crimes that have been reported to them and report them to the Campus Director or Vice President of Human Resources. CSA reports are used to compile aggregate statistics, not individual descriptions, on an ongoing basis to help determine if a timely warning or emergency notification is required.

Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority, LBI/LTI Emergency Management Team member, or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with LBI/LTI. If a campus security authority or LBI/LTI Emergency Management Team member receives a report, he or she must include it as a crime report using the LBI/LTI Incident Report. All incident reports are required to send to the Vice President of Human Resources in a timely and accurate manner.

It is not necessary for the crime to have been investigated by the police or a campus security authority or LBI/LTI Emergency Management Team, nor must a finding of guilt or responsibility be made to include the reported crime in your institution’s crime statistics.

CONFIDENTIAL DISCLOSURE AND REPORTING

If you are a victim of a crime and don’t want to pursue action through law enforcement, you may still want to consider making a confidential report. Reporting the crime to a CSA or LBI/LTI Management under the condition that it is to be kept confidential will provide details of the incident without revealing your identity. The purpose of this confidential report is to comply with your desire to keep the matter confidential while taking the steps to ensure the safety of yourself and others. It allows LBI/LTI to keep an accurate record of the number of incidents occurring on campus and alert the campus community of potential danger.

Clery Act reporting and disclosures will be kept confidential without inclusion of personally identifying information about the victim.

Confidentiality will be maintained on any protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

**LAUREL BUSINESS INSTITUTE/LAUREL TECHNICAL INSTITUTE
INCIDENT REPORT**

Meadville Morgantown Sharon Uniontown

_____ Date of Incident:

_____ Print on the above line the name of person(s) involved in the incident

Time of Incident: _____

Location of Incident: _____

Statement of Incident (attach separate sheet if necessary):

Eyewitness (es):

Other Comments:

_____ Print your name (person completing report) on the above line. What is your position at LBI/LTI (specify student or employee title)

WEAPONS POLICY

The possession, carrying and/or use of firearms, ammunition, explosives, incendiary devices or other

Signature: _____ Date: _____

Only LBI/LTI employee should fill out this area.

If you are an LBI/LTI employee who is filling out this incident report, or if you are an employee receiving this incident report from someone else, please relate actions you have already taken in response to this incident or incident report, and assess the status of this report according to the criteria below.

What have you already done in response to this incident or incident report?

Employee assessment of the incident status: (Check as many as apply.)

Urgent** Non-urgent _____ Initial _____ Date

Action Needed No Action Requested _____ Initial _____ Date

Needs Further Investigation _____ Initial _____ Date

**** All incidents of an urgent nature should be brought to the direct and immediate attention of the person in charge of the school at the time you are made aware of the incident.**

Employee name and signature (if different from person filling out the front of the report)

_____ Printed name of employee

_____ Signature of employee

_____ Date

dangerous weapons of any kind are strictly prohibited in or on LBI/LTI facilities, property, school activities or functions. This prohibition applies to all persons, even those who possess a license to carry such weapons except for law enforcement personnel performing official functions. Reported violations of this policy will be investigated and violators will be subject to arrest, and/or disciplinary action up to and including immediate termination.

CLERY GEOGRAPHY

See Clery Geography appendix to see how each campus is defined:

Under Clery, the **on-campus** category encompasses the following:

- Any **building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and**

- Any **building or property that is within or reasonably contiguous to the area identified described above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).**

Clery Geography: Public Property

The Clery definition of Public Property is

- **All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.**

- **Public property refers to property owned by a public entity, such as a City or state government.**

Clery Geography: Non-campus

- **The Clery definition of non-campus buildings or property is:**

- **any building or property owned or controlled by a student organization that is officially recognized by the institution; or**

- **Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.**

Laurel Business Institute and Laurel Technical Institute do not have campus student housing facilities.

Laurel Business Institute and Laurel Technical Institute do not have organized student organizations.

CRIME DEFINITIONS

Types of Criminal Offenses

1. Criminal Homicide. These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

a) **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

Include as Murder and Non-negligent Manslaughter:

Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Do not include as Murder and Non-negligent Manslaughter:

- Suicides.
- Fetal deaths.
- Traffic fatalities.
- Accidental deaths.
- Assaults with intent to Murder and attempts to Murder. (Classify assaults and attempts to Murder as Aggravated Assaults.)
- Situations in which a victim dies of a heart attack as the result of a crime, even in instances where an individual is known to have a weak heart.
- Justifiable homicide (which is defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).

b) **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

2. Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

a) **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

b) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Fondling is recognized as an element of the other sex offenses.

c) **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

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

Essential Elements of a Robbery:

- Committed **in the presence of a victim (usually the owner or person having custody of the property).**
- Victim **is directly confronted by the perpetrator.**
- Victim **is threatened with force or put in fear that force will be used.**
- Involves a **Theft or Larceny.**

4. Aggravated Assault. Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary. Burglary is the unlawful entry of a structure to commit a felony or a theft. It is imperative that institutions carefully evaluate the operative facts of each reported incident to determine if it fits into any subpart of this definition

Classify as Burglary:

- Offenses that are classified by local law enforcement agencies as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

- Forcible Entry: All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes Burglary by concealment inside a building followed by exiting the structure.

- Unlawful Entry–No Force: The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

6. Motor Vehicle Theft. Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

Classify as Motor Vehicle Theft:

- Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.

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

Hate Crimes

A **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a

distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-Negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation

1. **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VIOLENCE AGAINST WOMEN ACT (VAWA) CRIMES

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

ARRESTS AND DISCIPLINARY REFERRALS FOR VIOLATION OF WEAPONS, DRUG ABUSE AND LIQUOR LAWS

1. Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

2. Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

UNFOUNDED CRIMES

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfind a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

ANNUAL SECURITY REPORT (ASR) AND CLERY CRIME STATISTICS

The Annual Security Report (ASR) will be to be delivered to all current students and employees electronically by October 1 of each year. All prospective students, new students and new employees will receive a current Annual Security Report (ASR) electronically prior to starting school and employment. A student, employee, new hire or prospective student may request a paper copy of this ASR from the Campus Director or Vice President of Human Resources.

The campus is required to disclose crime statistics for the previous 3-year period on specific Clery crimes,

Hate crimes that occurred on-campus property, on-campus student housing facilities which does not apply, non-campus property and on public property. These crime statistics are available on the LBI/LTI website, in the Annual Security Report (ASR), and on school bulletin boards

The ASR and crime statistics are available on the LBI/LTI website www.laurel.edu at consumer information/consumer disclosure/campus crime statistics and Annual Security Report, Admission Department and new hire processing.

CRIME STATISTICS

On campus and public property crime statistics are not available from law enforcement.
See appendix for statistics charts

CITY CRIME STATISTICS

Not available.

We made a good-faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community, students and employees, where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.

Pursuant 42 Pa.C.S. § 9799.28, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1), requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction.

The sex offender registry maintained by the Pennsylvania State Police may be obtained at <https://www.pameganslaw.state.pa.us/>

The campus community may also obtain information concerning sex offenders residing in the PA geographic area by referring to www.sexoffender.com for the national registry and RegisteredOffendersList.org .

The sex offender registry maintained by the West Virginia State Police may be obtained at www.wvsp.gov/

West Virginia State Code §15-12 entitled the Sex Offender Registration Act authorizes the electronic release of information regarding certain sex offenders required to register under West Virginia Law.

While all attempts are made to provide complete and accurate information, the West Virginia State Police does not guarantee the accuracy of the information made available to the public via the West Virginia Sex Offender Registry Website. The information released through this site is as complete as has been currently verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the West Virginia State Police. The West Virginia State Police do not assess the specific risk for re-offense with regard to any offender released via this website.

This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this website may not be used to threaten, intimidate or harass registered sex offenders and violations of law will be investigated by the West Virginia State Police.

FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHT

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs.

Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The Campus Sexual Assault Victims' Bill of Rights exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex, sexual harassment and sexual violence at federal funded education programs or activities. Title IX requires that recipients of federal funds provide educational programs free from discrimination on the basis of sex. Furthermore, educational providers are required to promptly investigate and respond to incidents and complaints of sexual harassment, sex discrimination and sexual violence and take steps where necessary to remedy the effects of the harassing conduct and prevent its recurrence. Laurel Business Institute and Laurel Technical Institute will investigate all complaints filed by students or employees regardless of where the incident occurred either on or off campus.

THE VIOLENCE AGAINST WOMEN ACT (VAWA) WITH THE CAMPUS SEXUAL VIOLENCE

Elimination Act (Campus SaVE) amends the Jeanne Clery Act to develop and administer policies and procedures for students and employees that prohibits domestic violence, dating

violence and stalking occurring on or off campus. Laurel Business Institute and Laurel Technical Institute will respond to complaints concerning Title IX and VAWA when a student or employee reports to the Laurel Business Institute or Laurel Technical Institute that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking, regardless if the incident occurred on or off campus. The victim will be provided with a written notification and explanation of the student or employee's rights and options. The school will also provide information on how to obtain counseling, medical assistance, academic accommodations, schedule arrangement, emergency housing, legal/law enforcement options, and the Laurel Business Institute/Laurel Technical Institute complaint process.

The new language explicitly provides that no "officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities" under the Act. Violation of this provision is a separate violation of the law subject to full penalties, and which may be invoked even if there are no other violations of the Act.

Laurel Business Institute and Laurel Technical Institute prohibits crimes of dating violence, domestic violence, sexual assault and stalking.

Laurel Business Institute and Laurel Technical Institute does not discriminate on the basis of sex in its educational programs.

LBI/LTI will provide students and employees with written information on their rights and options under VAWA. The Title IX Coordinator will determine the appropriate course of action after interviewing the victim. LBI/LTI will refer a student's reasonable request for living to the Crime Victim's Center since we don't have any on or off campus housing following an alleged sex offense. Also, LBI/LTI will explore all possible ways to make an academic situation change following an alleged sex offense. The victim will be referred to the Crime Victim's Center for counseling, health, mental health, victim advocacy, legal assistance and housing information. The Vice President of Financial Aid or Financial Aid Administrator will provide information on student financial aid.

SEXUAL ASSAULT POLICY

LBI/LTI is committed to maintaining an environment that is free from any form of sexual assault. LBI/LTI strictly prohibits and will not tolerate any act of sexual assault.

Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. Sexual Assault exists when an individual is unable to give consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also defined as any unwanted touching of an intimate part of another person.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using an acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- using physical force or threats of physical force to coerce the victim into sexual relations
- having sexual relations with someone who is drunk, under the influence of substances or incapacitated in any manner and therefore unable to give consent
- having sexual relations against the victim's will and without the victim's consent
- using emotional manipulation and/or threats to coerce the victim into sexual relations

Sexual assault can occur against males and females, of the same or opposite sex, regardless of

sexual orientation, race, national origin, religion, age, or disability.

Frequency of sexual assaults:

- Every two minutes another American is sexually assaulted.¹
- 1 out of every 6 American women has been the victim of an attempted or completed rape in her lifetime (14.8% completed, 2.8% attempted).⁴
- About 3% of American men—or 1 in 33—have experienced an attempted or completed rape in their lifetime.⁴
- From 2009-2013, Child Protective Services agencies substantiated, or found strong evidence to indicate that, 63,000 children a year were victims of sexual abuse.⁵
- A majority of child victims are 12-17. Of victims under the age of 18:
 - 34% of victims of sexual assault and rape are under age 12.⁶
 - 66% of victims of sexual assault and rape are age 12-17.

Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from school or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual contact when the victim is intoxicated is sexual assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

- If a sex offense occurs on campus, the victim or survivor, has the option to call 911 or the Uniontown Police Department at 724-430-2929. LBI/LTI personnel will assist the victim, if requested, to contact law enforcement to report the incident. The victim, survivor, eyewitness or person that is aware of the incident needs to report it to LBI/LTI Management. If the crime occurs on campus where you are a victim, eyewitness or aware, you are required to complete an incident report detailing the date, time, location, description of the incident and listing any eyewitness.

- It is extremely important that any evidence needs to be preserved without delay in order to provide the opportunity for collection of evidence to help prosecution prove the commission of a crime of the criminal offense which can't be obtained later. To preserve evidence, a victim of sexual assault should not shower, wash or clean in any manner or change clothing prior to a medical exam.

- Education and prevention programs conducted by local law enforcement officials, rape crisis intervention specialists or social services personnel to promote the awareness of rape, acquaintance rape, sexual assault and other sexual offenses including forcible and non-forcible rape offenses will be held once a year for students and employees. A sexual violence awareness video is shown to all first semester students in the student success class.

- The campus will provide brochures and a listing of rape crisis centers, counseling services, and mental health services that a LBI/LTI Management will assist the victim in notifying the appropriate services. The informational brochures and listing is available is available to students and employees in the lunch room at the Uniontown campus and in the library at the Uniontown campus or from the LBI/LTI Management.

The authority of the LBI/LTI Sexual Assault Policy includes all campus property and school sponsored events, trips, conferences, shows) taking place on or off campus.

For complete resources and information for students, schools, and anyone interested in finding

resources on how to respond to and prevent sexual assault on campus, go to www.notalone.gov or www.rainn.org and additional information in the Annual Security Report.

SEXUAL MISCONDUCT POLICY

LBI/LTI will not tolerate any form of Sexual Misconduct. Sexual Misconduct, includes sexual harassment, sexual violence, and sexual assault, including rape, acquaintance rape, and other forms of nonconsensual sexual activity. Sexual Misconduct may vary in severity and consists of a range of behaviors that includes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature that creates a hostile environment. Many forms of Sexual Misconduct are criminal behaviors and all create an environment contrary to the goals and mission of LBI/LTI. Either a male or a female may be a victim or perpetrator of Sexual Misconduct.

Laurel Business Institute and Laurel Technical Institute prohibits all forms of sexual misconduct and VAWA violations including Domestic Violence, Dating Violence, Stalking and Sexual Assault. Any violation of this Sexual Misconduct Policy is also considered a violation the code of conduct for employees and students. Violations of this policy will result in disciplinary action of up to and including an employee's termination of employment or a student's expulsion from education.

No Retaliation Policy

No individual shall be penalized or retaliated against in any way by a member of the LBI/LTI community for his or her participation in the Sexual Misconduct investigation or disciplinary process. This protection includes both the complainant and respondent parties and individuals who participate in an investigation or hearing related to a Sexual Misconduct complaint. Violation of the no retaliation policy will result in an employee's termination of employment or a student's expulsion from education.

Confidentiality

Normally it is the policy of LBI/LTI to protect the confidentiality of members of the LBI/LTI community who may be involved in the Sexual Misconduct process, if that is reasonably practicable. Specifically, the identity of the complainant, the identity of the accused student, and information relating to the Sexual Misconduct complaint will be disseminated only to those individuals who have a legitimate need to know, or as reasonably necessary for the purpose of investigating or resolving the complaint.

Students should understand that, upon informing a LBI/LTI employee of a Sexual Misconduct complaint, for the protection of the entire community, LBI/LTI may investigate that complaint, even if the student does not wish to proceed. Therefore, students should understand that their complaint may be disclosed, as necessary, to persons other than the one(s) to whom the complaint is made, including the accused student. Notwithstanding, where claims of Sexual Misconduct are reported to LBI/LTI employees who serve in a professional role in which communication is protected under applicable federal, state or local law or regulation such reports will not be further disclosed to the extent the communication is protected by law. Although LBI/LTI will endeavor to maintain the confidentiality of Sexual Misconduct complaints and proceedings in accordance with this policy, it cannot prevent the further dissemination of information by individuals to whom such information was disclosed. Moreover, any response by LBI/LTI may be hindered to the extent the complainant wishes to remain anonymous.

SEXUAL ABUSE AND MOLESTATION POLICY

Laurel Business Institute and Laurel Technical Institute does not permit or allow sexual abuse or molestation in the workplace, educational environment or at any activity sponsored by or related to our school.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the person who is functioning as an employee, student or visitor. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment which is another form of behavior that is prohibited by Laurel Business Institute and Laurel Technical Institute.

Reporting Procedure:

All employees and students who is a witness, a victim, or becomes aware of sexual abuse or molestation is required to report this violation immediately to the campus Title IX Coordinator or Deputy Title IX Coordinator who is designated as responsible for the intake of information and initiate a thorough investigation. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services. If the victim is a child, the abuse will be reported by this designee to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected abuse.

Investigation and Follow-up:

Sexual abuse and molestation is taken very seriously by Laurel Business Institute and Laurel Technical Institute. Once the allegation is reported to school officials, we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be performed by either an internal investigation team or law enforcement. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies. We reserve the right to suspend, place them on involuntary leave of absence or reassigned that person to a position that does not have any contact with employees or students depending on the severity of the situation. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to the appropriate authorities, we will endeavor to keep the identities of the alleged victim or victims and investigation strictly confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary action of up to and including termination of accused's employment or education.

There are a number of red flags that suggest someone is being sexually abused. They take the form of physical or behavior evidence.

Physical evidence of sexual abuse includes but not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching;
- Physical injuries involving the external genital area

Behavioral signals suggestive of sexual abuse includes but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed;
- Nightmares or fear of night and/or darkness

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, student, visitor or individual who is the victim or who in good faith reports sexual abuse or alleges that is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Any person who retaliates against the aforementioned persons or who knowingly provides false information to that effect, will be subject to disciplinary action up to and including termination of employment or education.

VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS AND TERMS

1. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

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

2. Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

4. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

1. Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

- 2. Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- 3. Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking;

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

1. Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

2. Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

3. Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase

empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- 4. Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

- 5. Advisor:** Any individual who provides the accuser or accused support, guidance, or advice.

- 6. Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

- 7. Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

- 8. Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

Pennsylvania Sexual Assault Laws

Sexual assault is a crime in Pennsylvania and is defined as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent. The defendant may have committed statutory sexual assault if the victim was under 16 years of age, and the defendant is more than four years older than the victim, and they were not married to each other at the time of the offense.

Pennsylvania also has a separate charge titled "indecent assault." Indecent assault is similar to sexual assault in some ways. It involves indecent contact with the victim, including the victim's contact with the defendant's seminal fluid, urine, or feces for the purpose of arousing sexual desire in either the victim or defendant, and it is done without the victim's consent, forcibly or under threat of force, or performed under some severe incapacity of the victim (i.e. unconsciousness, mental incapacity, intoxication of the victim, youth of the victim).

Pennsylvania Domestic Violence Laws

Domestic violence is not considered a separate charge from something like assault, aggravated assault or battery in Pennsylvania. Instead, there are merely additional considerations when the call is made

regarding a domestic violence situation. In Pennsylvania, when an alleged victim calls the police and makes an allegation that a member of his or her household has committed a violent act against them, the police that respond are required to make an arrest. Then, it is up to the prosecutor whether or not to press charges. The victim in the situation cannot decide to drop charges.

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

Pennsylvania Stalking Laws

- Stalking is a Crime in Pennsylvania.
- Stalking is a serious crime in Pennsylvania. There are two basic elements to the crime:

The stalker must complete at least two acts of unwanted stalking behavior, **no matter how close or far apart in time they are**, and the victim must experience reasonable fear of serious bodily injury or **substantial emotional distress**.

- In general, stalking is characterized as a pattern of malicious and willful behavior, rather than a one-time event. When it comes to stalking, we often call to mind images of someone lurking outside of a window in the middle of the night. However, stalking can also occur in less direct ways, such as making repeated phone calls or leaving unwanted gifts. The key component of a stalking case is that, taken as a whole, the stalker's actions cause the victim to be fearful and/or emotionally distressed.

- Pennsylvania's stalking law defines the crime as repeated harassment that creates substantial emotional distress. A conviction of stalking is a misdemeanor of the 1st degree. If the defendant has a prior conviction for stalking the same victim, it is considered to be a felony of the 3rd degree.

- Stalking is often charged against estranged partners and spouses. Victims of stalking typically seek restraining orders (also called "orders of protection") to keep offenders away. A restraining order is an official court document that generally requires the defendant to stay away from the victim, the victim's home or place of work, and oftentimes to cease all communication with the victim.

Pennsylvania Dating Violence Defined

Pennsylvania's Public School Code of 1949 requires that schools adopt prevention policies to stop 'dating violence,' which is defined as behavior where one person uses or threatens to use physical, sexual, verbal or emotional abuse to control his or her dating partner.

The Department of Education's Model Dating Violence Policy defines 'dating violence' to include any abusive behavior including:

1. Physical abuse, which is any unwanted, intentional contact with the victim's body by the accused or any object under his or her control
2. Emotional abuse, which is any intentional infliction of mental or emotional distress by verbal or nonverbal conduct such as threats, coercion, stalking, humiliation or harassment
3. Sexual abuse, which is sexual behavior or contact by the accused that is unwanted by the victim or interferes with the victim's ability to consent.

West Virginia Sexual Assault Laws

West Virginia has defined nine crimes that are used to prosecute sexual assault and related crimes within the state. **Statutory laws** can be used to prosecute offences that are related to the victim being below the [West Virginia Age of Consent](#), while non-statutory rape laws are often used to prosecute offences in which force or coercion was used by the assailant.

West Virginia Domestic Violence Laws

Domestic assault or battery in West Virginia is a simple assault or battery against a victim who is a family or household member including:

- a current or former spouse of the offender
- person with whom the offender resides or previously resided
- person who is or was a sexual or intimate partner of the offender
- person who the offender is dating or previously dated
- person with whom the offender has a child, and
- person with whom the offender is related by blood, adoption or marriage including first and second cousins and aunts and uncles. (W. Va. Code Ann. §61-2-28, §48-27-204.)

Simple assault in West Virginia consists of attempting to cause violent injury to another person or causing another person – by threats, words or actions – to feel afraid of impending violence. (W. Va. Code Ann. §61-2-9(b).)

Battery in West Virginia is unlawful, intentional physical contact that is insulting or provoking or results in physical harm. (W. Va. Code Ann. §61-2-9(c).)

Simple assault and battery are misdemeanors in West Virginia because the crimes involve only threats to injure, insulting or provoking contact or minor bodily injury like a cut, scrape or bruise. Injury such as a broken bone, disfigurement, loss of a limb, or requiring surgery or hospitalization is a “serious bodily physical injury.”

If an offender commits a violent crime against a family or household member and the crime is more serious than misdemeanor assault or battery, the crime is addressed under the general assault and battery statutes.

West Virginia Stalking Laws

Stalking isn't a romantic gesture to show someone you're interested in him or her. Stalking is a course of conduct that causes the victim to be in reasonable fear. It's not just one incident of asking a girl out on a date; [stalking](#) is a pattern of behavior where one person follows, texts, e-mails, and otherwise pesters someone who doesn't want that attention.

Often, stalking occurs by a former spouse or lover after the victim leaves them. Frequently, the stalking is a continuation of [domestic violence](#) in that relationship. Sometimes, people with mental illnesses stalk acquaintances, celebrities, or politicians because of delusions of a relationship with that person or an obsession with a particular political issue.

Stalking Laws

States have developed laws to prohibit stalking. The terminology and penalties vary by state, and sometimes there are related [harassment](#) laws. West Virginia law makes both stalking and harassment a crime. Some states have a specific type of protection order for stalking victims to recognize the differences between stalking and domestic violence.

In West Virginia, a judge can order a protection order only upon a conviction for the stalking crime. Otherwise, stalking victims who were never in a relationship with the stalker can't request a [protection order](#) because the protection order laws require the abuser to have been married, dated, lived with, had a child with, or be related to the victim. This leaves a [gap in the law](#) for stalking and sexual assault victims who've had no relationship with their stalker or attacker.

West Virginia Dating Violence Defined

The term dating violence is undefined under West Virginia law, as such. However, the concept of dating violence is incorporated into the definition of domestic violence because the definition includes a reference to dating relationships. Accordingly, dating violence is properly defined as follows: domestic violence or abuse means the occurrence of one or more of the following acts between persons who are or were dating (note that a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship):

1. Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;
2. Placing another in reasonable apprehension of physical harm;
3. Creating fear of physical harm by harassment, stalking, psychological abuse or threatening acts;
4. Committing either sexual assault or sexual abuse; and
5. Holding, confining, detaining or abducting another person against that person's will.

The term also includes such acts committed by a dating partner or former dating partner.

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

Laurel Business Institute does not provide professional or pastoral counseling. Laurel Business Institute will assist a victim of sexual misconduct in obtaining support services from local groups or agencies.

Sexual offense and mental health counseling are available from the listing below and the behavioral health counseling listing in the ASR for the victim of a domestic violence, dating violence, stalking, sexual assault or any other sexual offense or survivor in the event of the victim is deceased as a result of the sexual offense.

PCAR CENTERS (Pennsylvania Coalition Against Rape) <http://www.pcar.org/>

DOMESTIC VIOLENCE CENTERS

TITLE IX COORDINATORS

DEPUTY TITLE IX COORDINATORS

See appendix for Centers and Coordinators information

TITLE IX COORDINATOR RESPONSIBILITIES

The Title IX coordinator(s) is expected to play a critical role in helping a school ensure that every person affected by its operations—including faculty, staff, and students—are aware of their legal rights under Title IX, and that the school and all of its officials, through its policies, procedures, and practices, complies with its legal obligations under Title IX.

Responsibilities:

- Responsible for monitoring and overseeing school's compliance with Title IX and prevention of sexual misconduct.
- Knowledgeable and trained in school's policies and procedures and relevant state and federal law.
- Available to advise individuals about school and community resources and reporting options.
- Available to provide assistance to school employees regarding how to respond appropriately to

report of Title IX related prohibited conduct and related retaliation.

- Ensure effective implementation of school's sexual misconduct policies and procedures.
- Overseeing the school's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- Must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Providing training to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations and determining appropriate sanctions against the perpetrator and remedies for the complainant.
- Determining appropriate interim measures for a complainant upon learning of a report or complaint of sexual violence.
- Ensuring appropriate policies and procedures for working with local law enforcement and coordinating services with local victim advocacy organizations and service providers.

All incidents of sexual misconduct involving students and/or employees of Laurel Business Institute/Laurel Technical Institute are to be reported directly to Title IX Coordinator.

The Title IX Coordinator will not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations.

At the complainant's request, the Title IX Coordinator should be prepared to offer to assist the complainant in contacting law enforcement.

RESPONSIBLE EMPLOYEE

A "Responsible Employee", under Title IX, is an employee:

- who has the authority to take action to address sexual or gender-based harassment or violence;
- has the duty to report to appropriate school officials sexual or gender-based harassment or violence;
- an individual who could reasonably be thought to have the authority or responsibility to take action.

The School is on official notice if a responsible employee "knew, or in the exercise of reasonable care should have known" about the harassment. This includes incidents that are reported directly, are witnessed, or are reported by a third party (parent, other student), posted on fliers around campus, published in a local newspaper, etc. All of these shall be reported to the Title IX Coordinator.

The role of a responsible employee is to report allegations of sexual misconduct, including sex discrimination, sexual harassment, dating violence, domestic violence, stalking, voyeurism, and any conduct of a sexual nature that is nonconsensual, that takes place on or off campus to the Title IX Coordinator.

Voyeurism is the sexual interest in or practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature. The voyeur does not normally interact directly with the subject of his/her interest, who is often unaware of being observed.

The School requires that all Responsible Employees immediately report all known details of the allegation (date, time, and location), the names of the parties involved, and a brief description of the incident to the Title IX Coordinator or designee. This connects an individual to information and resources and enables

the University to take appropriate action to eliminate, prevent and address any hostile environment that may exist. Responsible employee should NOT attempt to determine if the sexual harassment/misconduct actually occurred, or if a hostile environment is being created.

The following officials have been designated as Responsible Employees for complaint reporting purposes:

- The Title IX Coordinator and any Deputy Coordinator
- President, Vice Presidents, Directors
- Administrative and Academic Department Heads
- Human Resources
- Faculty
- Other administrators with supervisory responsibilities
- Individuals designated as Campus Security Authorities

Responsible employees should explain to the individual that they are not a confidential resource before an individual reveal something that they may want to keep confidential. If an individual begins talking about the incident(s) with no warning, ask them to pause, and inform them that you cannot keep the conversation confidential. Let them know you care about them, assure them that you want to provide support, and if they want the incident to remain confidential, direct them to a confidential resource. If the individual's health or safety is in danger, please call 911 immediately.

GRIEVANCE PROCEDURE

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, Laurel Business Institute and Laurel Technical Institute has developed internal policies that prohibit discrimination and sexual misconduct on the basis of sex, such as sexual misconduct and sexual violence.

PROCEDURES FOR REPORTING AND RESPONDING TO REPORTS OF DISCRIMINATION

The following procedures have been adopted by Laurel Business Institute and Laurel Technical Institute to receive, investigate, and resolve complaints of discrimination on the basis of sex. These procedures are designed to provide a supportive process for individuals who report discrimination and to ensure a fair process for individuals who are accused of discriminatory conduct. Internal investigation of allegations of institutional discriminatory treatment or systemic discriminatory practices is intended to ensure that Laurel Business Institute and Laurel Technical Institute meets its commitment to an open and inclusive educational and employment environment. These procedures also describe the school's efforts to conduct timely, thorough, and fair investigation as required by law.

REPORTING VAWA OFFENSES

Victims of sexual assault, domestic violence, dating violence, and stalking should get to a place of safety immediately and should obtain necessary medical treatment at once. Victims should report the incident as soon as possible, since time is a critical factor for evidence collection and preservation. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Title IX Coordinator or law enforcement to preserve evidence for later reconsideration.

At the victim's discretion, LBI/LTI personnel will assist the victim in notifying local authorities and receiving the necessary medical treatments and tests. Reporting an incident of sexual assault does not

require prosecution of a crime, nor will it subject the victim to judgment or scrutiny. LBI/LTI does not tolerate retaliation against persons reporting sexual assaults, domestic violence, dating violence, or stalking.

Victims may also file a complaint through LBI/LTI administration. The LBI/LTI informal and formal procedures for filing a complaint are set out below and are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

If the complainant would like to remain anonymous and does not consent to the disclosure of his or her name or other identifiable information to the accused, LBI/LTI may be limited in its ability to take disciplinary action.

If the complainant still wishes to remain anonymous, LBI/LTI will make every reasonable effort to abide by complainant's wishes; however, LBI/LTI is required to balance such a request with interest in protecting the safety of other members of the community. This decision will be made by the LBI/LTI Title IX Coordinator, the Executive or Campus Director, President/CEO and Vice President of Human Resources. If LBI/LTI proceeds with an investigation or other response, then the LBI/LTI will notify the complainant before the accused is contacted.

Student victims of sexual assault can report under the strictest of confidences to:

Regardless of where an incident of sexual violence occurs, LBI/LTI will provide a victim of sexual assault, domestic or dating violence, or stalking with a copy of the LBI/LTI policy or other statement containing a written explanation of his or her rights and options.

Complaints

Persons wishing to file formal complaints of sexual assault, domestic violence, dating violence, or stalking will be directed (and, whenever possible, escorted) to the office of the Title IX Coordinator, which is primarily responsible for the initial investigations of these complaints. In cases involving sexual assault, the Uniontown a Police Department will be contacted upon the victim's request and generally will lead any criminal investigation. All formal complaints will be treated confidentially consistent with applicable legal requirements and customary law enforcement practices. Victims will be informed promptly of available support services, as well as legal and administrative options, if reasonably available, such as protection from abuse orders through an appropriate court of law and changes to housing assignments and academic or work schedules.

Victims will be informed about the outcome of any investigation undertaken by Title IX Coordinator. In addition, under appropriate circumstances, LBI/LTI will inform members of the university community of reported sexual assaults, domestic violence, dating violence, or stalking without identifying the victim. LBI/LTI recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment. A person alleging sexual assault, domestic violence, dating violence, or stalking may also file a complaint with the Vice President of Human Resources.

Informal Complaints

If a person reports to a LBI/LTI administrator, department head, faculty member or employee that she or he has been a victim of sexual assault, domestic violence, dating violence, or stalking but chooses not to file a formal complaint at that time, the complainant will be referred immediately to the Title IX Coordinator and promptly notified of available support services on and off campus and alternative remedies. Informal complaints to LBI/LTI personnel will be treated confidentially consistent with applicable legal requirements and safety considerations.

Contact for sexual assault, relationship violence, domestic violence, stalking and sexual misconduct violations

Complaints of sexual misconduct or discrimination from a student against a LBI/LTI employee shall be reported to Nancy Decker, President/CEO, Direct Dial 724-562-1045, or extension 134 or cell phone number 724-323-5971.

All incidents of sexual misconduct must be reported in writing on the school's incident report by the victim, eyewitnesses and the person that received the incident.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred.

A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law.

Confidentiality

LBI/LTI will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Making Reports of Title IX Discrimination

The Title IX Coordinator has primary responsibility for coordinating efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex. Department Directors, managers, and supervisors have a duty to identify and report discriminatory behaviors. Employees and persons with responsibility for supervising or ensuring safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory behaviors observed or reported to them. Department Directors, managers and supervisors should be directly involved in resolving allegations of discrimination or sexual misconduct. The Campus Director or Executive Director and Vice President of Human Resources will investigate allegations of discrimination in consultation with the respondent's supervisor, provided the supervisor is not an alleged perpetrator. Department Directors, managers and other supervisors have a duty to monitor the respondent's behavior and to take appropriate disciplinary action if he or she continues to violate LBI/LTI policy or procedure including further acts of discrimination and/or acts of retaliation.

A student or employee who alleges that he or she has been subjected to discrimination or sexual misconduct is required to complete an incident report in writing. An eye witnesses is a person or persons that can prove, disprove or provide first-hand information concerning any discrimination or sexual misconduct for an incident(s), and also must complete a written incident report.

A third-party complainant is a person who brings a complaint on behalf of another member(s) of the campus community who has allegedly been the subject of discrimination or sexual misconduct. Complainants may be individuals or groups of individuals who have been impacted by discrimination or sexual misconduct. Respondent(s) are person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons. Respondents may be individuals, groups, programs, academic or administrative units, or the institution.

Retaliation: An individual who is subjected to retaliation (for example threats, intimidation, reprisals, or adverse employment or educational actions) because he or she (a) made an incident report of discrimination or sexual misconduct in good faith, (b) assisted someone with an incident report of discrimination or sexual misconduct, or (c) participated in any manner in an investigation or resolution of

a report of discrimination or sexual misconduct.

Laurel Business Institute/Laurel Technical Institute may at any point in the complaint process elect to place the respondent on investigative leave, reassignment, or authorize other types of temporary measures while an investigation is pending, including but not limited to "no contact" provisions.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this policy and may be a basis for disciplinary action, up to and including termination. Evidence of false complaints or false information shall be referred to the Title IX Coordinator.

The complainant and the respondent shall be informed in writing of the completion of the investigation and the outcome of the investigation. The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals for disciplinary action and recommended disciplinary action.

HARASSMENT/DISCRIMINATION/RETALIATION SEXUAL MISCONDUCT

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance; or creating an intimidating, hostile or offensive work or education environment.
- D. Such conduct will threaten or suggest that an employee's refusal to submit to sexual harassment will adversely affect that person's employment work status, evaluation, wages, pay increase, continued employment, advancement, assigned duties, hours of work, or any other terms or conditions of employment. Also, no employee, regardless of their job title, shall promise, imply, or grant any preferential treatment in return for another employee's acceptance of such conduct which is sexually harassing.
- E. Such conduct will threaten or suggest that a student's refusal to submit to sexual harassment will adversely affect that student's educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student's education.

The two main forms of sexual harassment are:

Quid pro quo (this for that or something for something) – demands or requests for sexual favors in exchange for a condition of employment or employment decisions affecting the employee. Quid pro quo is also demands or requests for sexual favors in exchange for a condition of a student's education or education decisions affecting the student. This type of violation involving an employee or student has a zero tolerance and is a termination of employment offense.

Hostile environment – occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual’s performance; creates an intimidating, threatening, offensive, or humiliating work environment. A similar form of this type of unacceptable conduct will also create a hostile education environment for a student. This type of violation involving an employee or student is subject to disciplinary action up to and including termination of employment.

Sexual Harassment may involve the behavior of a person of either sex against a person of the same or the opposite sex, when that behavior is unwelcome, unwanted, inappropriate or offensive and may affect an individual’s employment or education conditions and/or performance.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature relating to a condition of employment or education (b) any act which has the effect of creating a harassing, intimidating or a hostile environment (c) creating an intimidating, hostile or offensive work environment whereas such conduct may include the following:

VERBAL

- Telling sexually oriented or suggestive stories or jokes.
- Sexual innuendo or sexually suggestive comments, kidding or teasing.
- Subtle pressure or requests for sexual activities.
- Referring to or calling an individual by an endearing, demeaning or sexual term such as sweetie, sweetheart, doll, honey, dear, cutie, love, babe or other sexual nicknames.
- Making sexual comments and innuendos about a person’s body or appearance.
- Sexually degrading words used to describe an individual.
- Probing into a person’s sexual experiences or preferences.
- Insisting on dates when a person isn’t interested and/or has declined previous offers.
- Making suggestive sounds, calls or whistling at a person.
- Using foul, obscene, abusive or vulgar language.
- Sexually explicit, suggestive or offensive comments.
- Verbal abuse of a sexual nature.

NONVERBAL

- Leering or ogling suggestively at a person.
- Intentionally following or stalking a person.
- Reading, displaying, sending or showing sexually suggestive or revealing words, sexually suggestive objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Making suggestive gestures or body movements.
- Sending unwanted notes, emails, faxes or other written material.
- Giving sexually oriented or unwanted personal gifts.
- Visiting sexual or porn related internet sites.

PHYSICAL

- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person’s neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual’s normal movement.
- Physical or sexual assault

Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel Business Institute or Laurel Technical Institute student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student. Sexual advances, sexual flirtations or requests for sexual favors from an employee toward, by or between students are results of unacceptable behavior that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct.

Definition of Harassment and Discrimination

It is Laurel Business Institute/Laurel Technical Institute's Policy that all relationships during the course of an employee's employment and student's education shall be conducted in an environment that is not hostile or offensive. Harassment and discrimination in the terms and conditions of employment and education against employees, students and applicants on all relevant protected classes on the basis of sex, race, color, national origin, religion, and disability is prohibited and will not be tolerated.

Examples of inappropriate behavior of harassment are but not limited to:

- Derogatory remarks, demeaning nicknames, slurs or comments about a person's membership in the above protected class
- Derogatory or demeaning kidding or teasing
- Visual messages such as posting cartoons that are demeaning or degrading words to describe an individual
- Jokes or stories that are a stereotype or to make fun of
- Using foul, obscene, abusive or vulgar language
- Reading, displaying, sending or showing demeaning or derogatory words, objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Verbal or nonverbal mimicking or imitating innuendoes that have a negative connotation
- Verbal, physical or written harassment such as derogatory treatment based on gender, degrading words to describe an individual or any negative action that refers to a certain ethnic group, race, sex, nationality, age, disability, religion or belief, are in violation of this policy and is forbidden. Violations of harassment or discrimination will result in disciplinary action up to and including termination of employment.

An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Violations of the Sexual Harassment, Sexual Misconduct, Harassment and Discrimination Policy will result in disciplinary action up to including termination of employment or education.

Laurel Business Institute and Laurel Technical Institute prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

DISCIPLINARY HEARING AND APPEAL PROCEDURES

Disciplinary Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Jurisdiction

Laurel Business has the authority to take disciplinary action for conduct occurring on or off campus when the conduct, among other things, threatens the safety of the LBI/LTI community. Laurel Business Institute/Laurel Technical Institute officials will provide a prompt, fair, and impartial investigation and

resolution.

If The Respondent Is a Student

If the alleged respondent is a LBI/LTI student, the complainant may file a complaint (called a referral) against the respondent for violation of the Student Code of Conduct. This referral may be resolved through an administrative meeting or a hearing. In addition, the respondent may face criminal charges. In the absence of a referral, LBI/LTI may proceed with an investigation and resolution of any reported acts of sexual assault, relationship violence, or stalking if LBI/LTI determines that such investigation and resolution are necessary to ensure the safety and well-being of LBI/LTI community members. The Title IX Coordinator will make the initial investigation of the complaint. The Title IX Coordinator due the result of their initial investigation,

Student Disciplinary Process:

From Initial Meeting through Hearing

Upon learning of an incident of sexual misconduct or harassment, relationship violence, or stalking, the Title IX Coordinator will meet with the complainant to discuss confidentiality concerns and the conduct process in general. If the complainant elects to file a referral against the respondent, the Title IX Coordinator will begin an initial investigation by meeting with the complainant and the respondent as necessary.

The proceedings will include a prompt, fair and impartial process from the investigation to the final result. The process will provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The institution will simultaneously notify, in writing. Both the accuser and the accused of the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, domestic violence, sexual assault or stalking. The institutions procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.

At the initial meeting with the respondent, the Title IX Coordinator will give the student adequate notice of and an opportunity to review and respond to the allegations outlined in the submitted referral. The Title IX Coordinator also will give both parties written notice of available on and off-campus medical, counseling, legal, and other relevant resources and written notice about interim measures such as no-contact orders and appropriate and available academic, housing, transportation, dining, and working accommodations. In cases in which the accused student's conduct poses a threat to the LBI/LTI community, the Title IX Coordinator may impose an interim suspension that occurs immediately and that lasts until the matter is resolved.

The Title IX Coordinator may request the complaint be sent to a formal fact finding investigation conducted by the Campus Director and Vice President of Human Resources.

Both the respondent and the complainant will have the opportunity to review evidence gathered during the investigation or submitted by the opposing party.

A hearing will be conducted with the Hearing Board. Both students also may provide testimony and evidence at the hearing before unbiased board members who are trained annually on issues related to sexual violence, the hearing process, standards of evidence, credibility, and weight of evidence. Both parties will be allowed to offer input into the sanctions imposed should the hearing board find the respondent responsible. The hearing board will make recommendations to the dean of students, who will make the final determination of any imposed sanctions.

The entire conduct process will be prompt and timely, with a general time frame of 60 days for

investigation and resolution, unless LBI/LTI demonstrates good cause for the process to take longer. The Title IX Coordinator will notify both parties of any developments, as appropriate.

In addition, both the complainant and the respondent will receive the same opportunities to have an advisor of their choosing present during any conduct proceeding, to be informed in writing simultaneously of the outcome of any proceeding, and to have a right to appeal the final decision of any such proceeding. All matters before the hearing board will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the Student Code of Conduct was violated.

Sanctions Involving Student Misconduct

Sanctions may include a disciplinary reprimand; a permanent no-contact order or permanent persona non grata status for some portion or all of campus locations; counseling assessment; disciplinary probation for a specified period of time; housing dismissal; disciplinary suspension for a specified period of time; disciplinary dismissal from LBI/LTI; and any other appropriate measures that support the LBI/LTI's commitment to address, prevent, and end the effects of sexual assault, relationship violence, and stalking. If the complainant pursues legal action in the public court system, an accused student could face criminal penalties as well.

If The Assailant Is an LBI/LTI Employee

The LBI/LTI's Title IX Coordinator will be responsible for investigating reports of sexual assault, domestic violence, dating violence, and stalking, and making factual findings, applying a multitude of the evidence standard, with respect to whether a policy violation occurred. Following the fact-finding investigation by the Campus Director and Vice President of Human Resources the fact finding investigative process they will prepare a written report with findings and remedial recommendations. The investigation will be complete within 60 days, and the report of findings will be simultaneously provided to the accused and the accuser, and, in appropriate circumstances, may be provided to the immediate supervisor of the accused. Along with the report of findings, both parties will be provided the opportunity to attend or participate in a disciplinary meeting, which will occur after the investigative report is finalized. Both the accused and the accuser have the right to have an advisor of their choice present at this disciplinary meeting. The meeting will be conducted by an official(s) who receives annual training in investigation and hearing processes, as well as on issues related to domestic violence, dating violence, sexual assault, and stalking. Following the disciplinary meeting, both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions.

Both the accused and the accuser may appeal the final disciplinary sanctions to the President/CEO. LBI/LTI Policy Employee Grievance Procedures will be followed throughout the appeal process as described in the LBI/LTI employee handbook at the conclusion of any appeal process, both the accused and the accuser will be notified simultaneously, in writing, of the outcome of the appeal and sanctions. Possible sanctions or protective measures LBI/LTI may impose on a faculty or staff member following a final determination of an institutional procedure include:

- Employee termination from LBI/LTI
- Unpaid suspension
- Restrictions from all or portions of the campus

If the alleged assailant is a LBI/LTI employee and the victim is either a LBI/LTI employee or student, in addition to possible criminal legal action,

Seeking Protective Measures

Depending on the circumstances, you may have the option, among other remedies, to obtain no-contact orders, seek room or course changes, file student judicial or administrative harassment complaints, and pursue criminal complaints. For more information and assistance, you can contact the Title IX coordinator or Vice President of Human Resources for violations of Sexual Harassment, Sex Discrimination,

Harassment, Discrimination or Retaliation.

Standard of Evidence

All matters before the hearing board will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the Student Code of Conduct was violated.

Non-retaliation

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the referring individual, a witness, an investigator, or anyone else, is prohibited by LBI/LTI policies. This statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

Reporting to Other Campus Security Authorities

While LBI/LTI prefers that community members promptly report all crimes and other emergencies directly to the Campus Security Officials (CSA), we also recognize that some may prefer to report to other individuals as employees of LBI/LTI. These other individuals are required to report all crimes to a CSA member or 911 or law enforcement in a dangerous situation of imminent danger.

CONFIDENTIALITY

The victim will make the decision to contact law enforcement, LBI/LTI will assist the victim to contact law enforcement if the victim chooses that option. Laurel Business Institute/Laurel Technical Institute will do everything possible so that that his or her name will not be disclosed to the alleged perpetrator. LBI/LTI would prefer to have the victim anonymously complete an incident report without listing the name of victim and any other identifying information relating to the victim.

PROTECTIVE MEASURES

When a student or employee reports to the institution that the student or employee has been a victim of sexual assault, stalking, dating violence or domestic violence, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options under VAWA about options for available assistance and how to request change for academic situations, living situations, transportation situations, working situations and protective measures. Some of the protective measures that Laurel Business Institute/Laurel Technical Institute will make available are:

- Assist the student in making a complaint with the local law enforcement.
- Request a description of the accused and vehicle which will be provided to the members of the Emergency Management Team and front desk personnel.
- Use of a temporary escort by LBI/LTI employees or suggest in walking within the campus from buildings to parking lot.
- Assign special parking arrangements.
- Changing classroom location, schedule or allowing the student to complete assignments independently at school or online depending on the program.
- Recommend obtaining a protection from abuse order (PFA).
- Issue a no contact order if the accused is an employee or student.
- Provide a listing of counselors.
- Change of work schedule or supervisor if the victim is an employee.
- Provide information from Crime Victim's Center to assist in emergency housing, legal assistance, medical assistance and safety.

PROTECTION FROM ABUSE (PFA) ORDER

A PFA order from a court gives protective "relief" for a victim (and sometimes children) for up to three years. A person can file for a PFA order from the court for themselves or on behalf of their children who are under age eighteen. A PFA order describes certain things the abuser must do or is forbidden to do in regard to a victim, and can include many kinds of protection. For example, a PFA order can make it illegal for the abuser to contact, harass and abuse the victim and the victim's children. The PFA order can order the abuser to give back keys, papers, toys, clothes and other items. If the abuser does not follow the order, there can be criminal charges.

[Research suggests](#) that PFAs work to deter certain abusers. For a domestic violence victim, getting a PFA is just one part of a larger plan to be safe from the abuse. An advocate at the local [domestic violence program](#) can help a victim create a [safety plan](#) for the family.

Who Can Obtain a PFA Order?

A victim of abuse may file for a PFA order against an intimate partner or a family member, such as:

- Spouses or ex-spouses;
- Persons who have lived as spouses;
- Domestic partners;
- Same sex couples;
- Parents;
- Children;
- Persons related by blood or marriage (including brothers/sisters); or
- Current or former sexual or intimate partners (including dating relationships).

The PFA Act does not cover abuse by a stranger or a roommate that the victim is not intimately involved with.

How to Get a PFA Order

Although the [PFA Act](#) is a Pennsylvania law, every county has a different process to get a PFA order. The local [domestic violence program](#) has information about the PFA process in each county and the rights of victims of abuse or other crimes. The PFA Act says that an advocate from the domestic violence program can also go with victims to PFA hearings, and may not reveal anything that is talked about with victims.

Even though each county is different, the legal process follows the same general pattern. The PFA process usually starts by filling out a form called a "petition" at the local county courthouse. The questions in the petition ask victims to explain why they want protection and to describe the abuse they suffered. In legal terms, the person who wants the PFA is called the "petitioner" or the "plaintiff". The PFA petition also asks the petitioner to tell what they want the PFA to do. Usually, there are employees at the courthouse who can help to complete PFA petitions, and give information about free or low-cost legal services in the county or region. The PFA Act says that courthouse information and assistance to PFA petitioners should be provided in both English and Spanish.

After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The abuser will not usually be present in the court for this. The judge may grant or deny a temporary PFA order and will schedule a date for a final hearing. A temporary PFA order will protect a victim and/or children until the date of the final hearing. This hearing will take place within 10 business days. Even if the judge does not grant a temporary protection order, the judge will schedule a final order hearing.

Next, the local sheriff's office will deliver a copy of the petition, any temporary PFA order and notice of the upcoming final hearing to the defendant. The defendant may become angry or try to contact the victim after getting the notice. It is important for victims to see an advocate at the local [domestic violence program](#) to make a safety plan for the period of time before the final hearing, especially if the judge does not give a temporary PFA order.

On the date of the PFA hearing, the plaintiff/victim and defendant/abuser will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the victim. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either does not agree, the judge will give the victim and abuser the chance to talk on the record about the abuse described in the petition.

After listening to the testimony, the judge may grant the plaintiff a final PFA order. Final orders can be in place for any period of time up to and including 3 years.

What Can a PFA Order Do?

A plaintiff can ask for any or all of the following forms of relief in the PFA petition. The judge will consider the requests and may grant all or some of them in the final PFA order:

- ask the judge to order the abuser to stop threatening, abusing, harassing or stalking the victim and the victim's children.
- ask the judge to make the abuser leave the home or household (even if both parties own it or are on the lease)
- request that the victim's new address or location remain confidential.
- ask the judge for [temporary custody](#) of the children.
- ask for temporary spousal or [child support](#).
- ask to be paid back for expenses that the victim had as a result of the abuse.
- ask the judge to prohibit the abuser from contacting the victim, victim's children, or family members.
- ask the judge to order the abuser to turn over any [firearms](#) or other weapons.
- ask the judge to order "any other appropriate relief" like the return of a pet, car keys, important papers, or other personal property.

How Much Does a PFA Order Cost?

The PFA Act says that PFA orders are free for the person seeking protection. In most cases, the defendant will have to pay for all or part of the PFA process. Otherwise, the county must pay.

How Can a Domestic Violence Advocate Help?

A [domestic violence advocate](#) can help victims with many services. They may be able to help victims fill out a PFA petition or go with the victim to court. Advocates can give victims information about the county PFA process and help victims to make a safety plan.

What a victim says to a domestic violence program advocate is confidential. By law, an advocate cannot repeat what victims tell them, even if called into court by a judge. The only exception is that the advocate must report it if the victim reveals that a child is in danger of being abused. Confidentiality between victims and advocates means that victims can speak freely about their circumstances and plan for their future safety.

Domestic violence programs and advocates do not charge for their services. Victims can reach a domestic violence advocate anywhere in the country by calling the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or TTY 800-787-3224. Every county in Pennsylvania is served by a [domestic violence program](#)

What If an Abuser Violates the PFA Order?

In most cases, the victim should immediately call the police if the abuser doesn't keep to ("violates") the terms of the PFA order. According to the PFA Act, the police can and should arrest the abuser for any violation of the PFA order. The only exception is that the police cannot arrest an abuser for not paying expenses and support as ordered.

A defendant who violates a PFA order can be arrested and charged with a crime called indirect criminal contempt. The victim may be asked to testify about the violation at a court hearing. If the court finds the defendant guilty of violating the PFA order, the court can give jail time, probation, and/or fines.

Even though the police may arrest and charge an abuser for indirect criminal contempt, the abuser may be released before the hearing. Victims should consider talking to a [domestic violence advocate](#) about [steps to take to stay safe](#).

Are PFA and Protection Orders Valid Across State Lines?

Yes, a PFA order from Pennsylvania is valid in every county in Pennsylvania, every state across the country, and on tribal lands. Protection orders from other states or tribal courts are also valid in Pennsylvania. This is because the Violence against Women Act (VAWA), a federal law that protects victims of domestic violence, makes all states honor other courts' protection orders. There are law enforcement databases that make it easier for police to electronically check protection orders, but they are not foolproof. It is important for victims to have their PFA orders with them whenever they are traveling or if they move to a new address, especially out of state.

A plaintiff who has a PFA order does not have to register it in a different county or state for it to be valid, but registering it with the local courthouse may be helpful. On the plus side, registering an order allows police to quickly verify the order and respond faster to if an abuser violates it. On the downside, some states will notify the defendant when the victim registers a PFA order in a new county or state. If the victim does not want an abuser to know where they are, they may not want to register the PFA. Procedures for registering a PFA order vary from state to state.

A domestic violence program (Find Help) or the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or TTY 800-787-3224 can give more information on how to register a PFA order in a new state.

It is good for a victim to have a certified copy of the order along at all times, especially if a victim decides not to register a PFA order after moving. (A certified copy is one that is stamped with a raised seal and initialed by the court.) It is also a good idea to have multiple copies of the order for work, home, and/or school.

PCADV the [Pennsylvania Coalition against Domestic Violence](#) Works to Help Victims Get Legal Protection from Abuse

- [PCADV's member programs](#) work in every county to provide domestic violence victims and families with emergency shelter, housing options and other services to help victims gain safety and

independence.

- PCADV legal department attorneys provide technical assistance to [advocates](#) and [attorneys](#) helping domestic violence victims facing PFA legal issues.
- PCADV offers [training](#) about the PFA Act and case law, enforcement and violations of PFAs, and working with domestic violence victims.
 - Pennsylvania Protective Orders Laws
 - Pennsylvania has a [protective order law](#) that is triggered in domestic violence cases. Such court orders often state, for instance, that an abusive spouse may not come within a stated distance of another person for a period of time. In Pennsylvania, protective orders (also called "restraining orders") may also be used in stalking cases.
 - The basic provisions of Pennsylvania's protective order laws are listed in the table below, while additional information follows. See [Domestic Violence: Orders of Protection and Restraining Orders](#) for more information.

| | |
|--|--|
| Code Section | Domestic Relations 23 §6102 , et seq. |
| Activity Addressed by Order | Enjoin contact; exclude from dwelling, school, employment, or defendant provide suitable alternate housing; regarding minors: temporary custody, visitations, support; relinquish weapons; pay reasonable losses suffered as a result of abuse |
| Duration of Order | emergency: expires at end of next business day; General: maximum 18 mos., may be extended indefinitely |
| Penalty for a Violation of Order | Indirect criminal contempt: jail maximum 6 months and/or fine minimum \$100 and maximum \$1,000 |
| Who May Apply for Order | Adult or emancipated minor or any parent, adult household member, or guardian ad litem on behalf of minor or incompetent |
| Can Fees Be Waived? | Yes, if petitioner prevails; if not, court decides whether petitioner able to pay |
| Order Transmission to Law Enforcement | Petitioner may register order without cost or fee in any county or a copy may be sent to the Pennsylvania State Police registry. Copy to police department with proper jurisdiction and copy to county registry of protection order |
| Civil Liability for Violation of Order | Yes, civil contempt |

Types of Protective Orders in Pennsylvania

- Protective orders are not one-size-fits all. There are many different protective orders which prohibit different kinds of activities. There are many different reasons for obtaining a protective order, and each protective order is tailored to fit each situation.
 - [Enjoin Contact](#)
 - Some protective orders prohibit contact between the petitioner (the person asking for the order) and the defendant. This is common when there has been a history of abuse from the defendant against the petitioner, so much so that it would be unsafe for the defendant to be in contact with the petitioner at all.
 - [Exclude from Private Spaces](#)

- In certain circumstances, like when some contact is necessary, the defendant can be prohibited from visiting private places, like a home, school, or place of business. The defendant and petitioner might not get along, but may have to have some contact. Exchanging children in the case of joint custody or visitation is a common example.

- Protective Orders and Minors

- A protective order may also grant temporary custody rights to one parent, and order visitation and child support until a court is able to settle these issues permanently.

- Relinquish Weapons

- In cases of severe [domestic violence](#), a defendant may be required to give up any weapons they own, in order to protect the petitioner.

- Damages

- Defendants may also be required to pay for losses suffered as a result of abuse.

- **How Long Do Protective Orders Last?**

- There are two main types of [protective orders](#), temporary orders and final orders. Temporary orders only last until the courts have a chance to issue a permanent protective order. Final protective orders can last indefinitely, but must be renewed every eighteen months. Emergency protective orders only last for one day.

- **Penalties for Violating a Protective Order**

- Violating a protective order is criminal contempt, and can get a jail sentence of up to six months, and a fine up to \$1,000.

- **Who may apply for a protective order?**

- Any adult can apply for a protective order, including emancipated minors, and the guardian of a minor or incompetent person.

BYSTANDER INTERVENTION

Steps You Can Take to Prevent Sexual Assault

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as “bystander intervention.”

How can I play a role in preventing sexual assault?

The key to keeping your friends’ safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn’t right. Stepping in can make all the difference, but it should never put your own safety at risk.

Create a distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that is draws other people in, like a game, a debate, or a dance party.

Ask directly

Talk directly to the person who might be in trouble.

- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like a security guard.

- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best

interest to ensure that their patrons are safe, and they will usually be willing to step in.

- Don't hesitate to call 911 if you are concerned for someone else's safety.

Enlist others

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

Your Role in Preventing Sexual Assault

The only person responsible for committing sexual assault is a perpetrator, but all of us have the ability to look out for each other's safety. Whether it's giving someone a safe ride home from a party or directly confronting a person who is engaging in threatening behavior, anyone can help prevent sexual violence.

What is a bystander?

A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs—or they could witness the circumstances that lead up to these crimes.

On average there are over 293,000 victims (age 12 or older) of rape and sexual assault each year in the U.S. The majority of these crimes are committed by someone the victim knows. Given these circumstances, it's important to recognize the role bystanders can play in preventing crimes like sexual assault.

What can I do to prevent sexual assault?

You may have heard the term "bystander intervention" to describe a situation where someone who isn't directly involved steps in to change the outcome. Stepping in may give the person you're concerned about a chance to get to a safe place or leave the situation. You don't have to be a hero or even stand out from the crowd to make a big difference in someone's life. [Take steps to protect someone](#) who may be at risk in a way that fits your comfort level.

Whether you're taking home a friend who has had too much to drink, explaining that a rape joke isn't funny, or getting security involved when someone is behaving aggressively, choosing to step in can affect the way those around you think about and respond to sexual violence.

Why don't people help more often?

It's not always easy to step in, even if you know it's the right thing to do. Some common reasons bystanders remain on the sidelines include:

- "I don't know what to do or what to say."
- "I don't want to cause a scene."
- "It's not my business."
- "I don't want my friend to be mad at me."
- "I'm sure someone else will step in."
- "I don't want to get involved".

It's okay to have these thoughts, but it's important to realize that your actions can have a big impact. In many situations, bystanders have the opportunity to prevent crimes like sexual assault from happening in the first place.

Your actions matter

Whether or not you were able to change the outcome of the situation, by stepping in you are helping change the way people think about their roles in preventing sexual violence. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person.

- Learn more about steps you can take to prevent a sexual assault and [show you C.A.R.E.](#)
- Identify ways to [help someone you care about](#).
- Learn more about [how to respond](#) when someone discloses sexual assault or abuse.

Four steps to protect your family, friend and others:

- Create a distraction
- Ask Directly
- Refer to an authority
- Enlist others

RISK REDUCTION

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to blame the victim and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, [rainn.org](#)):

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911)
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you have left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend have been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests

(you will need a urine test and possibly others).

- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable who is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
- Attend Ongoing Prevention & Awareness Campaigns

HARASSMENT/DISCRIMINATION/SEXUAL MISCONDUCT DEFINITIONS:

Gender based harassment: disparaging comments or conduct based on gender identity (persistent disparagement of a person based on a perceived lack of stereotypical masculinity).

Harassing conduct rises to the level of discrimination when the conduct is so severe or persistent that it creates a hostile environment that interferes with a student's ability to benefit from the educational program or activity. One incident of sexual violence can result in discrimination.

Gender Discrimination: Includes discrimination or verbal/ physical harassment which is based on the person's gender but which is not sexual in nature including which may include discrimination or sexual misconduct on the basis of sexual orientation, gender identity or gender expression, and harassment or discrimination on the basis of sex-stereotyping.

Sex Discrimination: Behavior or action that denies or limits a person's ability to benefit from, fully participate in educational programs or activities or employment opportunities because of a person's sex. Examples of the types of discrimination that are covered under Title IX include, but are not limited to, sexual misconduct, sexual harassment, sexual violence, failure to provide equal opportunity in educational programs and co-curricular programs including activities, discrimination based on pregnancy, and employment discrimination.

Sexual Misconduct: A range of behaviors including sexual harassment and sexual violence. Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that (a) is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or to create a hostile or abusive educational environment, or (b) explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome conduct of a sexual nature; sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the victim.

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or education, or 2) the conduct is severe or pervasive enough to create a work or education environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

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

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

CONSENT

Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Guidance for Consent:

- Prior to initiating a sexual encounter, one is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify verbally the other's willingness to continue before continuing such activity.
- Either party may withdraw consent at any time. Withdrawal of consent should 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.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.

- In the Commonwealth of Pennsylvania, the age of majority is 18. Under state law, consent cannot be given by minors under the age of 13 and can only be given by a minor under the age of 16, if the other party is less than four (4) years older than the minor.

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Incapacitation, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.

Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse.

Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

Sexual misconduct, including sexual misconduct and sexual violence, has been recognized as a form of discrimination in violation of Title IX. For emphasis, sexual misconduct may be referred to specifically

herein, and in addition to "discrimination" which refers generically and inclusively to all forms of discrimination on the basis of sex.

WHAT YOU SHOULD DO IF YOU ARE SEXUALLY ASSAULTED:

Victims of sexual assault feel traumatized or blame themselves and are reluctant to seek help and proper medical care. If an individual has been the victim of sexual assault, dating violence, domestic violence, and/or stalking, or think they may have been, there are several options for reporting the incident and for obtaining the information, assistance, and support needed for all aspects of recovery, both emotional and physical.

Immediately After an Incident

- **Physical Safety:** Your immediate safety is the top priority. As quickly as possible, find a safe place away from the perpetrator or any other potential danger.

Preservation of Evidence

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible.

- It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved.

- In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns.

- Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

Preserving and Collecting Forensic Evidence

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim's home, a friend's home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

Preserving DNA evidence can be key to identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger. DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim's body.¹

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

Seek medical attention as soon as possible. You are encouraged to seek immediate medical attention for your own physical health and to preserve all physical evidence. You can receive treatment at any medical facility; hospital emergency departments are in the best position to treat you and collect physical evidence.

Sexual Assault Information

You do not have to press charges if you call the police. However, if the sexual assault occurred on campus, police will initiate an investigation.

An anonymous record of any on-campus assault among Laurel Business Institute or Laurel Technical Institute crime statistics in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature. In general, newspapers and other media outlets do not reveal names of victims of sexual assault.

Although you are not required to seek medical care, it is highly encouraged. Taking care of your physical and medical state is an important role in the healing process. You may have internal or external injuries as a result of an assault that require medical care. Additionally, you may want to explore options for preventing sexually transmitted diseases (STDs) and/or pregnancy

If a student or employee is a victim of domestic violence, dating violence, sexual assault, or stalking, that occurred on or off campus, then they should report the incident promptly to the Campus Security Authority and local police (if the victim requests.)

If you or someone you know has been affected by sexual violence, it's not your fault. You are not alone. Help is available 24/7 through the National Sexual Assault Hotlines at 1-800.656.HOPE, and online at rainn.org

The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush their teeth, etc. — all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

Family Educational Rights and Privacy Act (FERPA) of 1974.

DISCLOSURE OF EDUCATION RECORDS IN HEALTH AND SAFETY EMERGENCIES

If Laurel Business Institute/Laurel Technical Institute determines that there is an immediate and significant threat to the health or safety of a student or other individuals, FERPA allows disclosure of information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Act commonly known as the Family Educational Rights and Privacy Act (FERPA) of 1974.

Coordination with Drug Free School Policy

- Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the school's alcohol or drug policies.
- Students are encouraged to report all instances of sexual misconduct, taking into consideration the importance of reporting sexual misconduct in addressing violations of the School's alcohol and drug policies.
- This means that, whenever possible, the school will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct

BEHAVIORAL HEALTH COUNSELING AGENCIES

See Appendix

IDENTITY THEFT

Identity (ID) theft is a crime where a thief steals your personal information, such as your full name or social security number, to commit fraud. The identity thief can use your information to fraudulently apply for credit, file taxes, or get medical services. These acts can damage your credit status, and cost you time and money to restore your good name. You may not know that you are the victim of ID theft until you experience a financial consequence (mystery bills, credit collections, denied loans) down the road from actions that the thief has taken with your stolen identity.

There are several common types of identity theft that can affect you:

- [Child ID theft](#) - Children's IDs are vulnerable because the theft may go undetected for many years. By the time they are adults, the damage has already been done to their identities.
- [Tax ID theft](#) - A thief uses your social security number to falsely file tax returns with the Internal Revenue Service or state government.
- [Medical ID theft](#) - This form of ID theft happens when someone steals your personal information, such as your Medicare ID or health insurance member number to get medical services, or to issue fraudulent billing to your health insurance provider.
- [Senior ID theft](#) - ID theft schemes that target seniors. Seniors are vulnerable to ID theft because they are in more frequent contact with medical professionals who get their medical insurance information, or caregivers and staff at long-term care facilities that have access to personal information or financial documents.
- [Social ID theft](#) - A thief uses your name, photos, and other personal information to create a phony account on a social media platform.

Prevent Identity Theft

Take steps to protect yourself from identity theft:

- [Secure](#) your social security number. Don't carry your social security card in your wallet or write your number on your checks. Only give out your social security number (SSN) when absolutely necessary.
- [Don't](#) respond to unsolicited requests for personal information (your name, birthdate, social security number, or bank account number) by phone, mail, or online.
- [Watch](#) out for "shoulder surfers." Shield the keypad when typing your passwords on computers and at ATMs.
- [Collect](#) mail promptly. Ask the post office to put your mail on hold when you are away from home.
- [Pay](#) attention to your billing cycles. If bills or financial statements are late, contact the sender.
- [Review](#) your receipts. Ask for carbon copies and incorrect charge slips as well. Promptly compare receipts with account statements. Watch for unauthorized transactions.
- Shred receipts, credit offers, account statements, and expired cards, to prevent "dumpster divers" from [getting](#) your personal information.
- [Store](#) personal information in a safe place at home and at work.
- [Install](#) firewalls and virus-detection software on your home computer.

- [Create complex passwords](#) that identity thieves cannot guess easily. Change your passwords if a company that you do business with has a breach of its databases
- [Order your credit report](#) once a year and review to be certain that it doesn't include accounts that you have not opened. Check it more frequently if you suspect someone has gained access to your account information.

Report Identity Theft

If you are a victim of identity (ID) theft, report it immediately. The [Federal Trade Commission](#) and your local police department are critical in filing the complaint. Once you [file the ID theft with the FTC](#), you will have an ID theft affidavit. Print and take this with you to file the crime with the local police and get a police report. These two documents together are your identity theft report. Your identity theft report will be very important as you resolve the problem with creditors, banks, and any other companies where fraudulent accounts were set up in your name. You may also report specific types of identity theft to other agencies.

- Long-term Care Identity Theft - Report a claim to the [long-term care ombudsman](#) in your state, if the theft was a result of a stay in a nursing home or long-term care facility.
- Medical Identity Theft - Contact your health insurance company's fraud department or [Medicare's fraud office](#).
- Tax Identity Theft - Report this type of ID theft to the [Internal Revenue Service](#) and your state's Department of Taxation or Revenue.

In addition to federal government agencies, you should also report the theft to other organizations, such as:

- Credit Reporting Agencies - Contact the three major credit reporting agencies to place fraud alerts or freezes on your accounts so that no one can apply for credit with your name or social security number. Also get copies of your credit reports, to be sure that no one has already tried to get unauthorized credit accounts with your personal information.
- Financial Institutions - Contact the fraud department at your bank, credit card issuers and any other places where you have accounts. You may need your ID theft reports from the police and Federal Trade Commission in order to report the fraud.
- Retailers and Other Companies - You will also need to report the fraud to companies where **the identity thief created accounts, opened credit accounts, or even applied for jobs in order to clear your name.**
- [State Consumer Protection Offices](#) or Attorney General - Your state may offer resources to help you contact creditors, dispute errors and other helpful resources.

The Federal Trade Commission offers a publication, [Taking Charge - What to do if Your Identity is Stolen](#) (PDF, [Download Adobe Reader](#)) that shares detailed tips, checklists, along with sample letters.

Synthetic ID Theft

Synthetic identity theft is a new version of identity theft. In traditional ID theft, the thief steals all of the personal information of one person to create a new identity. However, with synthetic ID theft, a thief steals pieces of information from different people to create a new identity. For example, the thief may steal one person's social security number, combine it with another person's name, and use someone else's address to create a brand new identity. The thief can then use this fraudulent identity to apply for credit, rent an apartment, or make major purchases.

Unfortunately, synthetic ID theft is difficult to detect because the fraud isn't directly tied to just one person. Fraud alerts and monitoring services would not be able to stop or prevent these scams. Also, children's social security numbers are often targeted in these frauds, because no one would be checking their credit scores until they are much older.

While you cannot prevent synthetic ID theft, you should still get copies of your [credit report](#) to check for accounts you did not open. Also, contact the credit reporting agencies to ask if there is a fragmented file (a sub-account that uses your social security number but not your name) attached to your main credit file. If this is the case, you may be the victim of synthetic identity theft. Report all cases of identity theft to the [Federal Trade Commission](#).

Tax-Related Identity Theft

Tax-related identity theft occurs when someone uses your stolen Social Security Number (SSN) to get a tax refund or a job. These tips can help you prevent and report tax identity theft:

Warning Signs

To prevent tax identity theft, be wary of any Internal Revenue Service (IRS) letter or notice that states:

- More than one tax return was filed using your SSN.
- You owe additional tax, you have had a tax refund offset, or you have had collection actions taken against you for a year you did not file a tax return.
- IRS records indicate you received wages from an employer unknown to you.

The IRS does not initiate contact with a taxpayer by sending an e-mail, text, or social message requesting personal or financial information.

- Should you get an e-mail that claims to be from the IRS, do not reply or click on any links. Instead, you should [report it to the IRS](#).
- The United States Computer Emergency Readiness Team (US-CERT) provides alerts and tips on how you can protect yourself against [U.S. tax season phishing scams and malware campaigns](#).

Dealing with Tax-Related Identity Theft

If you suspect someone used your Social Security Number (SSN) for a tax refund or a job—or the IRS sends you a letter or notice indicating a problem—take these steps:

- [File a report](#) with the Federal Trade Commission (FTC). You can also call the FTC Identity Theft Hotline at 1-877-438-4338 or TTY 1-866-653-4261.
- Contact one of the three major credit agencies to place a fraud alert on your credit records:
 - [Equifax](#): 1-888-766-0008
 - [Experian](#): 1-888-397-3742
 - [TransUnion](#): 1-800-680-7289
- Contact your financial institutions, and close any accounts opened without your permission or tampered with.
- Respond immediately to any IRS notice; call the number provided. If instructed, go to the [Identity Verification Service](#).
- Complete [IRS Form 14039, Identity Theft Affidavit](#) (PDF, [Download Adobe Reader](#)); print, then mail or fax according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In any emergency situation of imminent threat to life, safety, and health dial 911 first.

The Emergency Response Procedures are designed to keep students and employees safe on campus and off campus. It provides general guidelines for handling emergencies as well as procedures to follow for specific incidents. All employees should be aware of these policies, guidelines, and procedures and be able to apply them when necessary. Fire alarms will announce the evacuation due to fire and any other emergency requiring an evacuation. The fire alarm will send the signal to the alarm monitoring provider who will dispatch 911. The LBI/LTI Emergency Management Team will issue a Timely Warning based on notifications from law enforcement, fire department, or the Local Emergency Management.

The Emergency Management Team will send a One Call Now Broadcast Messaging Solution **TIMELY WARNING** by voice, text and email messages to students and employees upon confirmation of an emergency or dangerous situation occurring on or adjacent to the campus that involves an immediate threat to the health or safety of students or employees.

A TIMELY WARNING will be issued for the following emergencies:

- Lockdown timely warning – all doors locked. Secured lockdown for students, employees and visitors locked in classrooms and offices. No entry to or exit from campus building(s) or campus, except for police and emergency personnel, until an all clear is sent by timely warning.
- Evacuation timely warning – immediately exit campus building(s) using emergency evacuation means of egress to exits leading to safe areas. No entry in campus building(s) or campus except for law enforcement and emergency personnel until an all clear is sent by timely warning.
- Shelter in place or report to a safe area timely warning-in case of a severe weather notification or a dangerous or hazardous condition notification on or near campus. Stay in a safe location until an all clear is sent by timely warning.

All clear timely warning – safe to return to campus buildings, enter campus, exit campus and release from lockdown.

Remember that in any dangerous situation of imminent threat to life and welfare always dial 911 first.

GENERAL GUIDELINES FOR ASSESSING AND REPORTING AN EMERGENCY

1. Remain calm. Keep students calm.
2. Remove people not directly involved from the scene of the incident.
3. Evaluate the situation in terms of following criteria:
 - Is medical attention needed?
 - What community resources (911, police, fire department, HAZMAT, et cetera) will best handle the situation?
 - What actions will best ensure the safety of students and employees?
 - Has the Director or a member of the Emergency Management Team been notified?
 - Do not allow media personnel into the buildings and refer to the guidelines for handling them in the section titled “The Media”
4. Remain at the scene until a member of the Emergency Management Team arrives. Use the Incident Report form to write down all of the facts and the actions taken relating to the situation immediately after the crisis has passed. Give the report to the Vice President- Human Resources. The Incident Report form should include the following information:

- Date, location, time, duration, and type of incident.
- Description of the physical conditions (wet, bloody, oily, et cetera).
- Description of what happened.
- Names of people involved and description of condition, mood, and other relevant information.
- Names of witnesses and relevant comments, verbatim when possible

THE MEDIA

The school has developed a policy for dealing with and responding to the media both during a crisis and in the aftermath of crisis. The general public will receive its information about any incident and the school from the mass media so it is important to ensure that the media receive accurate, prompt information. Only designated employees are to have contact with the media during a crisis.

After addressing the immediate needs of students use the following procedures for handling the media:

- Notify the President/CEO or Director or Vice President of Human Resources that a news agency or reporter has contacted the school.
- Only a member of the Emergency Management Team will communicate with the media for Laurel Business Institute. That person will inform all employees in the office of the incident and how to handle phone calls and inquiries about it.
- Students and employees are not to talk to the media. Any reporters or media inquiries are to be referred to the designated spokesperson.

GUIDELINES FOR INTERVIEWS WITH ANY MEDIA

(Only the above designated individuals are to give media interviews.)

UNAUTHORIZED PERSON IN THE BUILDING

First, whoever encounters an unauthorized person in the building should try to determine if the person is dangerous or not dangerous.

A dangerous person may display obvious signs: the presence of a weapon, screaming, shouting, or obvious anger. He or she may also be unwilling to comply with requests to obtain a visitor's pass or leave the premises; these persons should be treated as dangerous. A person who is not dangerous will generally be willing to comply with requests to leave or obtain a visitor's pass.

Employees will then use the following guidelines:

If the unauthorized person is not dangerous:

- If the person is not a visitor - escort the unauthorized person out of the building or to a member of the Emergency Management Team's office.
- If the person is a visitor without a visitor's pass, escort them to the reception desk where he or she can get a visitor's pass. Then escort him or her to the person he or she is visiting.

If the unauthorized person is dangerous:

- The employee or student who sees the dangerous individual will immediately call 911. If the employee is in a classroom with students, the classroom door will be locked before calling 911.
- The employee will then contact a member of the Emergency Management Team who will send a One Call Now Broadcast Messaging Solution **TIMELY WARNING** by voice, text and email messages to inform all students and employees on and off campus of the dangerous situation.

A **TIMELY WARNING** will be sent to all students and employees informing them of a campus LOCKDOWN and advising them to stay away from the campus until advised of an all clear.

- A member of the Emergency Management Team will meet authorities and inform them of the situation.

In a crisis lockdown situation, the following steps will be taken:

1. All available members of the Emergency Management Team will meet in the Campus Security Authority's office for further instruction.
2. Instructors and students will remain in the classroom with the door locked.
 - a) Turn classroom lights off and place students under tables or desks.
 - b) Instructor need to account for students in the class.
3. All other employees will lock themselves in their offices.
4. If possible, a member of the Emergency Management Team will secure any students who are not locked in a classroom in a safe area.
5. Employees will administer first aid if needed until emergency personnel arrive.
6. Stay in confined areas until ALL CLEAR message **is sent**. Once received, it is then safe to enter the campus.

ABUSIVE SITUATION

Employees will:

- Notify a member of the Emergency Management Team when any instance of an abusive situation, Protection from Abuse or custody issue arises.

Campus Security Authority will:

- Respond and assess the situation to determine if any action as warranted.
- Check the permanent student or employee record for emergency contact information.
- Send an alert via email to all staff and the reception desk regarding the situation and required action.

FIRE, CHEMICAL SPILL, GAS LEAK

Employees will:

- If a fire, chemical spill or gas leak occurs in a confined area and no fire alarm goes off, notify the Director or a member of the Emergency Management Team.
- Call 911.
- If the fire alarm sounds, follow the Building Evacuation procedures that are posted in each classroom.

The announcement for a building evacuation will come in one of three ways: by personal verbal notification, by **TIMELY WARNING** or when the school alarm system is activated. A **TIMELY WARNING** will be sent to all students and employees informing them of a campus evacuation and advising them to stay away from the campus until advised **TIMELY WARNING** of an all clear.

When the alarm is activated, there will be a loud and constant bell ringing for those who can hear and strobe lights for those who see but cannot hear.

Evacuation Procedures include the following:

1. Evacuate the building, following the evacuation procedures, which are located in each classroom.
2. Specific areas outside of the buildings are designated for gathering students and employee after building evacuations.

3. Instructors are to always take attendance rosters, leave the lights on and close their classroom doors when leaving the building. Don't lock the classroom doors; emergency personnel may be required to enter them. Do not use cell phones in explosive situations. Medical and Respiratory Therapy classrooms are to be locked for security reasons.

The Cosmetology Program Director or designate will also take the Safety Data sheets (SDS) with them. The sheets are located at the reception desk in the Cosmetology Clinic. Staff should leave the lights on in their offices and lock their doors to secure confidential information.

4. The receptionist will take the Visitors' Logs when leaving the building. The receptionist should contact any vendors and/or maintenance workers via their cell phones and contact the maintenance supervisor to notify them of the building evacuation.

5. When it is safe to reenter the buildings, a member of the Emergency Management Team will send a **TIMELY WARNING** of an ALL CLEAR sign.

SEVERE WEATHER

While the range of severe weather-related emergencies is very broad, certain general guidelines are appropriate for any such situation. The following information may be helpful in developing plans for these emergencies.

Employees are to:

- Relocate students to designated safe areas inside the building. A **TIMELY WARNING** will be sent to all students and employees informing them of a severe weather emergency and advising them to stay away from the campus until advised by **TIMELY WARNING** of an ALL CLEAR.
- Remain in these areas until directed otherwise.
- Account for all students and employees during emergency.
- Account for all students and employees at conclusion of the emergency.
- Follow-up with Campus Security Authority or a member of the Emergency Management Team for further instructions.

Campus Security Authority or member of the Emergency Management Team will:

- Monitor local radio stations, local television stations, Weather Channel, National Weather Service at www.nws.noaa.gov (national oceanic and atmospheric administration) and weather.com for information about the weather.
- Conduct post-incident critique and provide written report and evaluation to Campus Security Authority who will forward to the Vice President - Human Resources.
- Maintain communication with Local County Emergency Management
- Follow-up with Campus Security Authority for further instructions.

The following are places for students and employee to gather are listed in the appendix for each specific campus, in the event of a weather-related emergency. In all cases, students and employee should line up against the walls of the hallways or rooms and avoid windows, doors, and other structures that may collapse or that contain glass.

SHOOTING, TERRORIST ATTACK, CIVIL UNREST, RIOT

Employees:

- The employee or student who sees or hears the shooting will immediately call 911. If the employee is in a classroom with students, the classroom door will be locked before calling the reception desk.
- The employee will then contact a member of the Emergency Management Team who will send a **TIMELY WARNING** to inform students and employees on and off campus of the situation.

A **TIMELY WARNING** will be sent to all students and employees informing them of a campus lockdown or evacuation and advising them to stay away from the campus until advised of a **TIMELY WARNING** of an all clear.

- A member of the Emergency Management Team will meet authorities and inform them of the situation.
- All available members of the Emergency Management Team will report to the Campus Security Authority's office for instructions.

In a crisis lockdown situation, the following steps will be taken:

1. Instructors and students will remain in the classroom with the doors locked and lights shut off.
2. Instructors are responsible to account for students in the class.
3. All other employees will lock themselves in their offices.
4. If possible, a member of the Emergency Management Team will secure any students who are not locked in a classroom in a safe area.
5. Employees will administer first aid if needed until emergency personnel arrive.
6. The lockdown will remain in effect until a **TIMELY WARNING** is sent to students and employees. A **TIMELY WARNING** will be sent to all students and employees of an ALL CLEAR that it is safe to enter the campus.

SUICIDAL THREATS AND GESTURES

Employee will:

- Stay with the person (within an arms' length, if the situation permits) and talk to them. Remove any uninvolved individuals from the scene.
- If you are talking to the person on the phone, find out where they are – address and phone number.
- Notify and/or escort the person to the Campus Security Authority or a member of the Emergency Management Team.
- **Contact the appropriate hotline. See appendix for listings**

Campus Security Authority or a member of the Emergency Management Team will:

- Respond to the scene and assess situation to determine appropriate action to be taken.
- Inform and/or arrange for counseling for students and/or employees if appropriate.
- Complete an Incident Report form.
- Follow up with involved student and/or employee member to see if additional assistance from LBI/LTI is needed.

HOSTAGE SITUATION

Employee will:

- Notify Campus Security Authority or a member of the Emergency Management Team via phone system.
- Instructors are responsible accounting for all students in class and keep all students locked in the classroom.
- Secure any common areas.
- Maintain composure and keep calm. Encourage students to do the same.
- Await instructions from Campus Security Authority or member of the Emergency Management Team.

Campus Security Authority or member of the Emergency Management Team will:

- Assess situation, (dial 911), and notify other members of the Emergency Management Team by cell phone.

- A **TIMELY WARNING** will be sent to all students and employees informing them of a campus lockdown and advising them to stay away from the campus until advised by **TIMELY WARNING** of an all clear.

In a crisis lockdown situation, the following steps will be taken:

1. Instructors and students will remain in the classroom with the door locked and lights shut off.
2. Place students under the tables or desks, if possible.
3. All other employees will lock themselves in their offices.
4. All available members of the Emergency Management Team will meet in the Campus Security Authority's office.
5. If possible, a member of the Emergency Management Team will secure any students who are not locked in a classroom in a safe area.
6. Qualified employees will administer first aid if needed until emergency personnel arrive.
7. The lockdown will remain in effect until ALL CLEAR a **TIMELY WARNING** will be sent to all students of an ALL CLEAR that it is safe to enter the campus.
 - Follow instructions of authorities in charge.
 - Document findings and actions taken using the Incident Report form.

BOMB THREATS

Whenever a bomb threat is received, there is always an element of surprise and initial uncertainty for the person receiving the call. It is important to remain calm, to treat the threat as real, to obtain as much information as possible from the caller. The following procedures and form are designed to provide support and direction during those critical initial moments when a bomb threat is made.

GENERAL BOMB THREAT PROCEDURES

If you receive a telephone call indicating a bomb threat, take the following steps:

- Treat all bomb threats as real.
- Remain calm.
- Immediately begin recording call by pressing preprogrammed record button on phone or by dialing (infinity) ∞385. Document time of call.
 - Do not hang up! Obtain as much information as possible.
 - Call 911 immediately.
 - Notify the Campus Security Authority or any member of the Emergency Management Team.
 - Complete Bomb Threat Form.

SPECIFIC BOMB THREAT

PROCEDURES

Campus Security Authority or member of the Emergency Management Team will:

- Make the decision on initial building evacuation.

- Send a **TIMELY WARNING** to all students and employee informing them of a campus EVACUATION and advising them to stay away from the campus until advised by **TIMELY WARNING** of an all clear.

When the alarm is activated, there will be a loud and constant bell ringing for those who can hear and strobe lights for those who see but cannot hear.

Evacuation Procedures include the following:

1. Evacuate the building following building evacuation procedures, which are located in each classroom.
2. Specific areas outside of the buildings are designated for gathering students and employee after building evacuations.
3. Instructors are to always take attendance rosters, leave the lights on and close their classroom doors when leaving the building. Don't lock the classroom doors; emergency personnel may be required to enter them. Do not use cell phones in explosive situations. Medical and Respiratory Therapy classrooms are to be locked for security reasons.
4. The Cosmetology Supervisor will also take the Safety Data sheets (SDS) with them. The sheets are located at the reception desk in the Cosmetology Clinic.
5. Staff should leave the lights on in their offices and lock their doors to secure confidential information.
6. The receptionist will take the Visitors' Logs when leaving the building. The receptionist should contact any vendors and/or maintenance workers via their cell phones and contact the maintenance supervisor to notify them of the building evacuation.

When it is safe to reenter the buildings, a member of the Emergency Management Team will:

- give the ALL CLEAR signal and a **TIMELY WARNING** will be sent to all students and employees of an ALL CLEAR that it is safe to enter the campus.
- Assist emergency personnel as needed in the building search.
- Confirm that all students are accounted for during and after the incident.
- Ensure Bomb Threat Form is completed.

BOMB THREAT FORM

Date: _____ Time: _____
 Time Caller Hung Up: _____ Phone Number Where Call Received: _____

ASK CALLER:

Where is the bomb located? _____
 (Building, Floor, Room, etc.)

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Yes No

Why? _____

What is your name? _____

EXACT WORDS OF THREAT: _____

INFORMATION ABOUT CALLER:

Where is the caller located? (Background and level of noise)

Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

OUTBREAK OF MENINGITIS OR OTHER SERIOUS ILLNESS

The Local Hospital and PA Health Department will assist to provide us with an action plan for any illness emergency.

GENERAL INFORMATION FOR EMERGENCY SITUATIONS

1. Treat all direct or indirect threats as real.
2. First aid kits (with CPR barriers) locations are listed in the appendix for each campus.

RECEPTION DESK SECURITY PROCEDURES

All persons that are not employed by Laurel Business Institute/ Laurel Technical Institute or currently enrolled as students of Laurel Business Institute/Laurel Technical Institute are considered visitors.

ALL visitors -- including LBI/LTI non- employees, graduates, former students and former employees must sign in at the reception desk and receive a visitor pass. The office or person they are visiting must approve them and **MUST** escort the visitor to the proper office or room before the visitor is permitted to leave the front reception area. **NO VISITORS ARE PERMITTED IN THE BUILDING WITHOUT AN ESCORT.**

- Customers of the Cosmetology clinic must sign in at the Cosmetology clinic reception desk and are not permitted to leave the reception area without an escort. All customers must be escorted to the reception area to check out.
- Information (addresses, phone numbers, schedules, and attendance) regarding students, alumni or

tenants, past or present is not to be given out to anyone without permission from the Campus Security Authority.

- Students are not to be paged for visitors or telephone calls except in the event of an emergency. The receptionist

should obtain all pertinent information (including the person's name, phone number and situation) and find any member of the Emergency Management Team or the Campus Security Authority who will then contact the student. With the exception of an emergency, it is the student's responsibility to arrange to meet people.

- People leaving items for students should be given an envelope and be asked to write the student's name on it, seal it, and be told it will be given to the student when they stop at the front desk to pick it up. The receptionist has the right to refuse any items.

Maps of the Campuses, see appendix.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS POLICY

Laurel Business Institute and Laurel Technical Institute strictly prohibits the unlawful possession, use, consumption, distribution, or manufacture of illicit drugs and/or alcohol by employees, students and visitors on LBI/LTI property, or as part of any LBI/LTI activity including internship sites, and clinical sites. Laurel Business Institute and Laurel Technical Institute will impose disciplinary action on students for violations of this Drug and Alcohol Abuse Prevention Programs Policy (DAAPP) and/or unacceptable standards of conduct that will include sanctions up to and including mandatory referral to a drug and alcohol rehabilitation program, written warning, suspension, expulsion from school and referral for prosecution. Laurel Business Institute and Laurel Technical Institute will impose disciplinary action on employees for violations of this Drug and Alcohol Abuse Prevention Programs Policy (DAAPP) and/or unacceptable standards of conduct that will include sanctions up to and including mandatory referral to a drug and alcohol rehabilitation program, written warning, suspension, termination of employment and referral for prosecution.. Additionally, any student, employee or visitor who violates this Drug and Alcohol Abuse Prevention Programs Policy (DAAPP) policy will be subject to criminal prosecution under applicable local, state, and federal laws.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 is illegal. Violators will be subject to criminal prosecution under applicable state laws.

The possession, sale, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to LBI/LTI disciplinary action, criminal prosecution, fine, and imprisonment.

A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol and related health risks, are available for review in the following pages.

Visitors not in compliance with this Drug and Alcohol policy will be banned from the LBI/LTI campus and its activities and may be prosecuted by law enforcement.

The Campus Security Authority must be immediately contacted when an individual is observed with reasonable suspicion or appears to be under the influence of alcohol, controlled substance or illicit drugs. If the reasonable suspicion is confirmed, the employee or student will be taken to a designated facility for alcohol and drug testing. An employee or student who refuses to the testing will be considered as a failed test and under the influence.

LBI/LTI doesn't offer counseling on campus but LBI/LTI will provide a referral listing.

The campus provides brochures and a listing of drug and alcohol counseling services, drug and alcohol treatment centers and drug and alcohol rehabilitation programs to students and employees in the lunch room at the Uniontown campus, library at the Uniontown campus and from the Campus Security

Authority. The campus will provide annual in-service consisting of drug and alcohol counseling services, drug and alcohol treatment centers and drug and alcohol rehabilitation programs.

- The US Department of Education requires that all schools complete a biennial review to:
- Evaluate the effectiveness of the existing DAAPP.
- Identify and implement any changes as needed
- Determine the number of drug and alcohol related violations and fatalities that occur on campus as defined by Clery or as part of the institutions activities and are reported to campus officials
- Assess and ensure that sanctions imposed for violations of the standard of conduct addressed by the DAAPP are consistently enforced.
- Prepare a detailed report of its findings and incorporate its findings into its comprehensive DAAPP.
- The biennial review report must describe the research methods and data analysis tools that were used in the assessment.
- The report must identify the responsible official (s) who conducted the review.
- The report must be approved by the institution's chief executive and/or its board.
- LBI/LTI's Policy and Procedures for conducting the biennial review of DAAPP.
- A biennial review of LBI/LTI's DAAPP will be conducted by December 15th of each odd year beginning with 2013.
- The review committee will consist of the President/CEO, Executive VP of Operations, VP of HR, VP of Education, VP of Financial Aid, and the Campus Directors.
- The review committee will review the Drug and Alcohol Statistics report presented by each campus location. After analyzing the findings the committee will make any recommendations for approval which will be incorporated in the DAAPP and implemented for the upcoming year. Once the report is reviewed it will be approved by the President/CEO.
- Detailed minutes of this meeting will be taken and maintained by the President/CEO.

STUDENT RIGHTS & RESPONSIBILITIES

Administration of Medication on campus

The administration of medication is discouraged by the Board of Directors as a typical function of education. However, some students with chronic illnesses and specific disabilities may require medication during the school day. Only an authorized person is able to administer medication in the school and under the following conditions:

1. The student (18+) should provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved; name of the drug, dosage, time of administration and side effects.
3. The medication should be brought to school in the original container, appropriately labeled by the pharmacy or physician.
4. No over the counter medication, including aspirin, Tylenol, etc. will be administered without a doctor's note.

Drug-Free Schools & Communities Act

Introduction

Two federal laws, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities

Act Amendments of 1989, mandate that notify all students of its policies, and of the sanctions which will be applied for violations of these policies, relating to the possession, use and/or distribution of illicit (illegal) drugs, non-prescribed medication and alcohol. This information has been developed to meet our obligations to students.

Our commitment to our students is to take responsible action to prevent possession, use and/or distribution of illicit drugs and alcohol and, when practical, to help those students who need help with alcohol or drug issues overcome those problems. Should these efforts to prevent or remediate a problem fail, punitive actions may be initiated.

LBI/LTI policies and procedures clearly prohibit the unlawful possession, use, and/or distribution of prescription and/or illicit drugs and consumption of alcoholic beverages on campus or at school sanctioned events. Violations of this policy will result in appropriate corrective and/or disciplinary action up to and including discharge.

Students selling and/or distributing drugs/prescription medication on any part of the school's premises or any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution.

LBI/LTI will make every reasonable effort to assist students in meeting these institutional standards of conduct and policies. Be advised, however, that LBI/LTI is prepared to impose disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, for violation of policy and standards of conduct.

Sanctions: The following student sanctions are listed in order of severity. More than one sanction may be imposed for any single violation.

Warning - A notice, oral or written, that the student has violated a LBI/LTI regulation.

Probation - A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any LBI/LTI regulation during the probationary period. Probation may include a loss of privileges.

Loss of Privileges - Denial of specific privileges or the ability to participate in specified LBI/LTI activities for a designated period of time.

Restitution - Repayment to LBI/LTI or other party for damage caused by one's actions. This may take the form of service and/or monetary or material replacement.

Discretionary Sanction - Service and/or research projects or other discretionary assignments.

Fines/Administrative Fees - A monetary charge which may be assessed as a punitive or to assist with costs associated with an educational workshop or program.

Suspension - Separation of the student from the campus for a defined period of time, after which the student is eligible to return. Conditions for re-admission may be specified. While a student is suspended, he or she is prohibited from being in or around any LBI/LTI complex and is excluded from all privileges and activities.

Refusing to participate or complete successfully a prescribed or required drug or alcohol counseling or rehabilitation program and/or remediation plan.

Expulsion - Permanent separation of the student from LBI/LTI. When a student is expelled, he or she is prohibited from being in or around any LBI/LTI complex and is excluded from all privileges and activities.

Academic Sanctions – In matters of classroom behavioral issues, various academic sanctions can be imposed including, but not limited to, temporary or permanent removal from classes/labs, or removal from a program and/or school. (See Academic Issues, above)

Interim Suspension - In certain circumstances, the Administrator or designee may impose a suspension prior to the hearing before a judicial body. Interim suspension may be imposed:

- To insure the safety and well-being of the LBI/LTI community or preservation of LBI/LTI property;
- To insure the student’s own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with normal LBI/LTI operations.

During the interim suspension, students shall be denied access to the LBI/LTI campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as the Administration may determine to be appropriate.

Alcohol Policy

The purpose of LBI/LTI’s Student Alcohol Policy is to help ensure the legal and responsible use of alcohol and reinforce that illegal, excessive, or otherwise dangerous alcohol consumption is prohibited.

Off-Campus Alcohol Consumption

1. When alcohol related activity occurs off the premises of LBI/LTI, the Administrator or designee may consider initiating disciplinary action under the Off-Campus Misconduct Policy. LBI/LTI reserves the right to impose sanctions for the use, possession, service, or consumption of alcoholic beverages off the premises of the campus when such behavior affects a substantial school interest. In this regard, a violation of local or state law or behavior including, but not limited to, the following may be considered violations of the Student Code of Conduct:

(a) Public Drunkenness/DUI/DWI: When a student is arrested, experiences a loss of control, unconscious and/or needs medical attention;

(b) Furnishing Alcohol to Minors: When a student purchases or serves alcohol to those under the age of 21; and

(c) Repeat Offenders: When a student is involved in repeat misconduct of a similar nature and/or other types of alcohol related offenses.

2. Alcoholic beverages shall not be served to minors (individuals under the age of twenty-one) at school-sponsored functions. A "School-sponsored function" shall be any event at any location that is sponsored by an employee, or agent of LBI/LTI in his or her capacity as a representative of the school. Functions organized by students or recognized student organizations shall not be deemed to be sponsored by LBI/LTI within the meaning of this policy statement.

The following is a listing of counseling services, treatment centers and description of the health risks associated with the use of illicit drugs and alcohol abuse:

LOCAL COUNSELING AGENCIES

Alcohol and Drug Abuse

See appendix

Principles of Drug Addiction Treatment

More than three decades of scientific research show that treatment can help drug-addicted individuals stop

drug use, avoid relapse and successfully recover their lives. Based on this research, 13 fundamental principles that characterize effective drug abuse treatment have been developed. These principles are detailed in NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide. The guide also describes different types of science-based treatments and provides answers to commonly asked questions.

- 1. Addiction is a complex but treatable disease that affects brain function and behavior.** Drugs alter the brain's structure and how it functions, resulting in changes that persist long after drug use has ceased. This may help explain why abusers are at risk for relapse even after long periods of abstinence.
- 2. No single treatment is appropriate for everyone.** Matching treatment settings, interventions, and services to an individual's particular problems and needs is critical to his or her ultimate success.
- 3. Treatment needs to be readily available.** Because drug-addicted individuals may be uncertain about entering treatment, taking advantage of available services the moment people are ready for treatment is critical. Potential patients can be lost if treatment is not immediately available or readily accessible.
- 4. Effective treatment attends to multiple needs of the individual, not just his or her drug abuse.** To be effective, treatment must address the individual's drug abuse and any associated medical, psychological, social, vocational, and legal problems.
- 5. Remaining in treatment for an adequate period of time is critical.** The appropriate duration for an individual depends on the type and degree of his or her problems and needs. Research indicates that most addicted individuals need at least 3 months in treatment to significantly reduce or stop their drug use and that the best outcomes occur with longer durations of treatment.
- 6. Counseling—individual and/or group—and other behavioral therapies are the most commonly used forms of drug abuse treatment.** Behavioral therapies vary in their focus and may involve addressing a patient's motivations to change, building skills to resist drug use, replacing drug-using activities with constructive and rewarding activities, improving problem-solving skills, and facilitating better interpersonal relationships.
- 7. Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.** For example, methadone and buprenorphine are effective in helping individuals addicted to heroin or other opioids stabilize their lives and reduce their illicit drug use. Also, for persons addicted to nicotine, a nicotine replacement product (nicotine patches or gum) or an oral medication (bupropion or varenicline), can be an effective component of treatment when part of a comprehensive behavioral treatment program.
- 8. An individual's treatment and services plan must be assessed continually and modified as necessary to ensure it meets his or her changing needs.** A patient may require varying combinations of services and treatment components during the course of treatment and recovery. In addition to counseling or psychotherapy, a patient may
- 9. Many drug-addicted individuals also have other mental disorders.** Because drug abuse and addiction—both of which are mental disorders—often co-occur with other mental illnesses, patients presenting with one condition should be assessed for the other(s). And when these problems co-occur, treatment should address both (or all), including the use of medications as appropriate.
- 10. Medically assisted detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug abuse.** Although medically assisted detoxification can safely manage the acute physical symptoms of withdrawal, detoxification alone is rarely sufficient to help addicted individuals achieve long-term abstinence. Thus, patients should be encouraged to continue drug treatment following detoxification.
- 11. Treatment does not need to be voluntary to be effective.** Sanctions or enticements from family, employment settings, and/or the criminal justice system can significantly increase treatment entry, retention rates, and the ultimate success of drug treatment interventions.
- 12. Drug use during treatment must be monitored continuously, as lapses during treatment do occur.**

Knowing their drug use is being monitored can be a powerful incentive for patients and can help them withstand urges to use drugs. Monitoring also provides an early indication of a return to drug use, signaling a possible need to adjust an individual's treatment plan to better meet his or her needs.

13. Treatment programs should assess patients for the presence of HIV/AIDS, hepatitis B and C, tuberculosis, and other infectious diseases, as well as provide targeted risk-reduction counseling to help patients modify or change behaviors that place them at risk of contracting or spreading infectious diseases. Targeted counseling specifically focused on reducing infectious disease risk can help patients further reduce or avoid substance-related and other high-risk behaviors. Treatment providers should encourage and support HIV screening and inform patients that highly active antiretroviral therapy (HAART) has proven effective in combating HIV, including among drug-abusing populations.

Commonly Abused Drugs

Most drugs of abuse can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving, and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed in the chart below for drugs where there is enough scientific evidence to connect the drug use to specific negative effects. For information about treatment options for drug addiction, see [NIDA's Treatment pages](#). For drug use trends, see our [Trends and Statistics page](#).

The following drugs are included in this resource:

- Alcohol
- Ayahuasca
- Cocaine
- DMT
- GHB
- Hallucinogens
- Heroin
- Inhalants
- Ketamine
- Khat
- Kratom
- LSD
- Marijuana (Cannabis)
- MDMA (Ecstasy/Molly)
- Mescaline (Peyote)
- Methamphetamine
- Over-the-counter Cough/Cold Medicines (Dextromethorphan or DXM)
- PCP
- Prescription Opioids
- Prescription Sedatives (Tranquilizers, Depressants)
- Prescription Stimulants
- Psilocybin
- Rohypnol® (Flunitrazepam)
- Salvia
- Steroids (Anabolic)
- Synthetic Cannabinoids
- Synthetic Cathinones ("Bath Salts")
- Tobacco

**The Drug Enforcement Agency (DEA) schedule indicates the drug's acceptable medical use and its potential for abuse or dependence. More information can be found on the [DEA website](#).

Log on to www.campusdrugprevention.gov for more information on drug and alcohol prevention.

Alcohol

People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not? The National Institute on Alcohol Abuse and Alcoholism is researching the answers to these and many

other questions about alcohol. Here's what is known: Alcohol's effects vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself not necessarily a problem—[drinking too much](#) can cause a range of consequences, and increase your risk for a variety of problems. For more information on alcohol's effects on the body, please see the [National Institute on Alcohol Abuse and Alcoholism's](#) related web page describing alcohol's [effects on the body](#).

NIDA

Commonly Abused Drugs

NATIONAL INSTITUTE

Visit NIDA at www.drugabuse.gov

ON DRUG ABUSE

| Substances: Category and Name | Examples of Commercial and Street Names | DEZ Schedule*/How Administered** |
|---|---|---------------------------------------|
| Tobacco | | |
| Nicotine | Found in cigarettes, cigars, bidis, and smokeless tobacco | Not scheduled/smoked, snorted, chewed |
| Acute Effects/Health Risks: | | |
| <i>Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, (snuff, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction</i> | | |
| Alcohol (ethyl alcohol) | | |
| Alcohol (ethyl alcohol) | Found in liquor, beer, and wine | Not scheduled/swallowed |
| Acute Effects/Health Risks: | | |
| In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/ increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose | | |
| Cannabinoids | | |
| Marijuana | Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed | I/smoked, swallowed |
| Hashish | Boom, gangster, hash, hash oil, hemp | I/smoked, swallowed |
| Acute Effects/Health Risks: | | |
| Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired | | |

| | | |
|--|---|---|
| learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction | | |
| Opioids | | |
| Heroin | Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white China white; cheese (with OTC cold medicine and antihistamine) | I/injected, smoked, snorted |
| Opium | Laudanum, paregoric: big O, black stuff, block, gum, hop | II, III, V/swallowed, smoked |
| Acute Effects/Health Risks: | | |
| Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; horse, endocarditis; hepatitis; HIV; addiction; fatal overdose | | |
| Stimulants | | |
| Cocaine | Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, fl snow, toot | rock, |
| Amphetamine | Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers | II/swallowed, snorted, smoked, injected |
| Methamphetamine | Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed | II/swallowed, snorted, smoked, injected |
| Acute Effects/Health Risks: | | |
| Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction Also, for cocaine—nasal damage from snorting Also, for methamphetamine—severe dental problems | | |
| Club Drugs | | |
| MDMA | Ecstasy, Adam, clarity, Eve, lover’s speed, peace, uppers | I/swallowed, snorted, injected |

| | | |
|---|---|---|
| (methylenedioxymethamphetamine) | | |
| Flunitrazepam*** | Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies | IV/swallowed, snorted |
| GHB*** | Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X | I/swallowed |
| Acute Effects/Health Risks: | | |
| <p>MDMA—mild hallucinogenic effects; increased tactile sensitivity, empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/ sleep disturbances; depression; impaired memory; hyperthermia; addiction</p> <p>Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction</p> <p>GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/ unconsciousness; seizures; coma</p> | | |
| Dissociative Drugs | | |
| Ketamine | Ketalar SV: cat Valium, K, Special K, vitamin K | III/injected, snorted, smoked |
| PCP and analogs | Phencyclidine: angel dust, boat, hog, love boat, peace pill | I, II/swallowed, smoked, injected |
| Salvia divinorum | Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D | Not scheduled/chewed, swallowed, smoked |
| Dextromethorphan (DXM) | Found in some cough and cold medications: Robotripping, Robo, Triple C | Not scheduled/swallowed |
| Acute Effects/Health Risks: | | |
| <p>Feelings of being separate from one's body and environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea</p> <p>Also, for ketamine— analgesia; impaired memory; delirium; respiratory depression and arrest; death Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations</p> <p>Also, for DXM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions</p> | | |

| Hallucinogens | | |
|---|--|---|
| LSD | Lysergic acid diethylamide: acid, blotter, cubes, microdot, yellow sunshine, blue heaven | I/swallowed, absorbed through mouth tissues |
| Mescaline | Buttons, cactus, mesc, peyote | I/swallowed, smoked |
| Psilocybin | Magic mushrooms, purple passion, shrooms, little smoke | I/swallowed |
| Acute Effects/Health Risks: | | |
| <p>Altered states of perception and feeling; hallucinations; nausea Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion</p> <p>Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder</p> <p>Also, for psilocybin—nervousness; paranoia; panic</p> | | |
| Other Compounds | | |
| Anabolic steroids | Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers | III/injected, swallowed, applied to skin |
| Inhalants | Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets | Not scheduled/inhaled through nose or mouth |
| Acute Effects/Health Risks: | | |
| <p>Steroids—no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics</p> <p>Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death</p> | | |
| Prescription Medications | | |

| | | |
|-----------------|---|--|
| CNS Depressants | For more information on prescription medications, please visit http://www.nida.nih.gov/DrugPages/PrescripDrugsChart.html . Opioid | |
| Stimulants | | |
| Pain Relievers | | |

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

** Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

*** Associated with sexual assaults.

Order NIDA publications from Drug Pubs: 1-877-643-2644 or 1-240-645-0228 (TTY/TDD)

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

This appendix contains a description of Federal trafficking (i.e., distribution) penalties for substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition). Persons interested in acquiring the entire publication or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402. This appendix also contains a description prepared by the Department of Justice of Federal penalties and sanctions for illegal possession of a controlled substance. Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in State statutes.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirements in Sec. 86.100(a) (2) of these regulations relating to the distribution to students and employees of a description of the applicable legal sanctions under Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The Secretary considers this description as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. In future years, IHEs should distribute the most current editions of these documents that are available.

APPENDIX A

Federal Trafficking Penalties

Federal Trafficking Penalties - Marijuana As of November 18,

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

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[WhiteHouse.gov](#) | [USA.gov](#) | [ED.gov](#)

PENNSYLVANIA SANCTIONS

| | <u>1st Offense</u> | <u>2nd offense</u> | <u>3rd Offense</u> |
|----------------------------|---------------------------------------|--|--|
| Minimum Jail | No minimum jail time required | 5 days jail to 6 months | 10 days jail to two years |
| Fines and Penalties | \$300 | \$300 to \$2500 | \$500 to \$5000 |
| License Suspension | No | 12 months | 12 months |
| IID* Required | Yes, if refusal to take chemical test | Yes, during period of restricted license | Yes, during period of restricted license |

- Note: **Pennsylvania has a series of penalty tiers, depending on the driver’s BAC. The tiers are .08, .10 to .159%, and .16 or higher.**

Lookback Period: 10 years (Period of time that prior DUIs are relevant for sentencing)

*[Interlock Ignition Device](#)

How much do you have to drink (BAC*) for a DUI in Pennsylvania?

| | |
|--------------------|------|
| Under 21 | .02% |
| 21 or older | .08% |

*BAC = blood alcohol content

How many drinks does it take? Check the [BAC chart](#).

You may want to try our [BAC Calculator](#), however I wouldn't let any results encourage you to drink and drive.

What are the penalties if you refuse to take a chemical test in Pennsylvania?

Pennsylvania has an implied consent law. That means that if you refuse to submit to a chemical test you will be subject to a fine and automatic license suspension. Learn more about [Pennsylvania's implied consent law](#).

| | 1st Offense | 2^d offense | 3rd Offense |
|-----------------------------|-------------------------------|------------------------------|-------------------------------|
| Refusal to take test | 1 year license suspension | 18 month license suspension | 18 month license suspension |

Blood Alcohol Level Chart

Find your blood alcohol level by using the chart below.

One drink is considered:

- (1) 12 fl oz beer
- (1) 5 fl oz glass of wine
- (1) 1.5 fl oz shot of hard liquor

BLUE = Impaired Driver RED = Legally Drunk Driver

| Weight | Number of Drinks | | | | | | | | |
|--------|------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 100 | 0.032 | 0.065 | 0.097 | 0.129 | 0.162 | 0.194 | 0.226 | 0.258 | 0.291 |
| 120 | 0.027 | 0.054 | 0.081 | 0.108 | 0.135 | 0.161 | 0.188 | 0.215 | 0.242 |
| 140 | 0.023 | 0.046 | 0.069 | 0.092 | 0.115 | 0.138 | 0.161 | 0.184 | 0.207 |
| 160 | 0.020 | 0.040 | 0.060 | 0.080 | 0.101 | 0.121 | 0.141 | 0.161 | 0.181 |
| 180 | 0.018 | 0.036 | 0.054 | 0.072 | 0.090 | 0.108 | 0.126 | 0.144 | 0.162 |
| 200 | 0.016 | 0.032 | 0.048 | 0.064 | 0.080 | 0.097 | 0.113 | 0.129 | 0.145 |
| 220 | 0.015 | 0.029 | 0.044 | 0.058 | 0.073 | 0.088 | 0.102 | 0.117 | 0.131 |
| 240 | 0.014 | 0.027 | 0.040 | 0.053 | 0.067 | 0.081 | 0.095 | 0.108 | 0.121 |

This table is provided as a reference and it should not be relied upon to determine whether you are capable of operating a motor vehicle. Always keep in mind that there are a number of variables that can influence whether you are legally qualified to drive.

All penalties include up to 150 hours of community service and a Court Reporting Network (CRN) drug and alcohol evaluation.

WEST VIRGINIA SANCTIONS

CHAPTER 17C. TRAFFIC REGULATIONS AND LAWS OF THE ROAD.

ARTICLE 5. SERIOUS TRAFFIC OFFENSES.

§17C-5-2. Driving under influence of alcohol, controlled substances or drugs; penalties.

(a) Definitions-

(1) "Impaired state" means a person:

(A) Is under the influence of alcohol;

(B) Is under the influence of any controlled substance;

(C) Is under the influence of any other drug or inhalant substance;

(D) Is under the combined influence of alcohol and any controlled substance or any other drug; or

(E) Has an alcohol concentration in his or her blood of eight hundredths of one percent or more, by weight.

(2) "Bodily Injury" means injury that causes substantial physical pain, illness or any impairment of physical condition.

(3) "Serious Bodily Injury" means bodily injury that creates a substantial risk of death, that causes serious or prolonged disfigurement, prolonged impairment of health or prolonged loss or impairment of the function of any bodily organ.

(b) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes the death of any person is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than three nor more than 15 years and shall be fined not less than \$1,000 nor more than \$3,000: Provided, that any death charged under this subsection must occur within one year of the offense.

(c) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes serious bodily injury to any person other than himself or herself, is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than two nor more than 10 years and shall be fined not less than \$1,000 nor more than \$3,000.

(d) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes a bodily injury to any person other than himself or herself, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than one day more than one year and shall be fined not less than \$200 nor more than \$1,000: Provided, That such jail term shall include actual confinement of not less than 24 hours: Provided, however, That a person sentenced pursuant to this subsection shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(e) Any person who drives a vehicle in this state: (i) While he or she is in an impaired state or (ii) while he or she is in an impaired state but has an alcohol concentration in his or her blood of less than fifteen hundredths of one percent by weight, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for up to six months and shall be fined not less than \$100 nor more than \$500: Provided, That a person sentenced pursuant to this subsection shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(f) Any person who drives a vehicle in this state while he or she has an alcohol concentration in his or her blood of fifteen hundredths of one percent or more, by weight, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than two days nor more than six months, which jail term is to include actual confinement of not less than 24 hours, and shall be fined not less than \$200 nor more than \$1,000. A person sentenced pursuant to this subdivision shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(g) Any person who, being a habitual user of narcotic drugs or amphetamine or any derivative thereof, drives a vehicle in this state is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than one day nor more than six months, which jail term is to include actual confinement of not less than 24 hours, and shall be fined not less than \$100 nor more than \$500. A person sentenced pursuant to this subdivision shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(h) Any person who knowingly permits his or her vehicle to be driven in this state by any other person who is in an impaired state is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months and shall be fined not less than \$100 nor more than \$500.

(i) Any person who knowingly permits his or her vehicle to be driven in this state by any other person who is a habitual user of narcotic drugs or amphetamine or any derivative thereof is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months and shall be fined not less than \$100 nor more than \$500.

(j) Any person under the age of 21 years who drives a vehicle in this state while he or she has an alcohol concentration in his or her blood of two hundredths of one percent or more, by weight, but less than eight hundredths of one percent, by weight, for a first offense under this subsection is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$25 nor more than \$100. For a second or subsequent offense under this subsection, the person is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for 24 hours and shall be fined not less than \$100 nor more than \$500. A person who is charged with a first offense under the provisions of this subsection may move for a continuance of the proceedings, from time to time, to allow the person to participate in the Motor Vehicle Alcohol Test and Lock Program as provided in §17C-5A-3a of this code. Upon successful completion of the program, the court shall dismiss the charge against the person and expunge the person's record as it relates to the alleged offense. In the event the person fails to successfully complete the program, the court shall proceed to an adjudication of the alleged offense. A motion for a continuance under this subsection may not be construed as an admission or be used as evidence.

A person arrested and charged with an offense under the provisions of this subsection or subsection (b), (c), (d), (e), (f), (g), (h) or (i) of this section may not also be charged with an offense under this subsection arising out of the same transaction or occurrence.

(k) Any person who drives a vehicle in this state while he or she is in an impaired state and has within the vehicle one or more other persons who are un-emancipated minors who have not yet reached their 16th birthday is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than two days nor more than 12 months, and shall be fined not less than \$200 nor more than \$1,000: Provided, That such jail term shall include actual confinement of not less than 48 hours: Provided, however, That a person sentenced pursuant to this subdivision shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(l) A person violating any provision of subsection (d), (e), (f), (g), (h), or (j) of this section, for the second offense under this section, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than six months nor more than one year and the court may, in its discretion, impose a fine of not less than \$1,000 nor more than \$3,000.

(m) A person violating any provision of subsection (d), (e), (f), (g), (h) or (j) of this section, for the third or any subsequent offense under this section, is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than two nor more than five years and the court may, in its discretion, impose a fine of not less than \$3,000 nor more than \$5,000.

(n) For purposes of subsections (l) and (m) of this section relating to second, third and subsequent offenses, the following events shall be regarded as offenses under this section:

(1) Any conviction under the provisions of subsection (b), (c), (d), (e), (f), (g) or (h) of this section or under a prior enactment of this section for an offense which occurred within the 10-year period immediately preceding the date of arrest in the current proceeding;

(2) Any conviction under a municipal ordinance of this state or any other state or a statute of the United States or of any other state of an offense which has the same elements as an offense described in subsection (b), (c), (d), (e), (f), (g), (h) or (i) of this section, which offense occurred within the 10-year period immediately preceding the date of arrest in the current proceeding; and,

(3) Any period of conditional probation imposed pursuant to §17C-5-2b of this code for violation of subsection (e) of this section, which violation occurred within the 10-year period immediately preceding the date of arrest in the current proceeding.

(o) A person may be charged in a warrant or indictment or information for a second or subsequent offense under this section if the person has been previously arrested for or charged with a violation of this section which is alleged to have occurred within the applicable time period for prior offenses, notwithstanding the fact that there has not been a final adjudication of the charges for the alleged previous offense. In that case, the warrant or indictment or information must set forth the date, location and particulars of the previous offense or offenses. No person may be convicted of a second or subsequent offense under this section unless the conviction for the previous offense has become final, or the person has previously had a period of conditional probation imposed pursuant to §17C-5-2b of this article.

(p) The fact that any person charged with a violation of subsection (b), (c), (d), (e), (f) or (g) of this section, or any person permitted to drive as described under subsection(h) or (i) of this section, is or has been legally entitled to use alcohol, a controlled substance or a drug does not constitute a defense against any charge of violating subsection (b), (c), (d), (e), (f), (g), (h) or (i) of this section.

(q) For purposes of this section, the term "controlled substance" has the meaning ascribed to it in §60A-1-101 et seq. of this code.

(r) The sentences provided in this section upon conviction for a violation of this article are mandatory and are not subject to suspension or probation: Provided, That the court may apply the provisions of §62-11A-1 et seq. of this code to a person sentenced or committed to a term of one year or less for a first offense under this section: Provided, however, That the court may impose a term of conditional probation pursuant to §17C-5-2b of this code to persons adjudicated thereunder. An order for home detention by the court pursuant to the provisions of §62-11B-1 et seq. of this code may be used as an alternative sentence to any period of incarceration required by this section for a first or subsequent offense: Provided further, That for any period of home incarceration ordered for a person convicted of a second offense under this section, electronic monitoring shall be required for no fewer than five days of the total period of home confinement ordered and the offender may not leave home for those five days notwithstanding the provisions of §62-11B-5 of this code: And provided further, That for any period of home incarceration ordered for a person convicted of a third or subsequent violation of this section, electronic monitoring shall be included for no fewer than 10 days of the total period of home confinement ordered and the offender may not leave home for those 10 days notwithstanding §62-11B-5 of this code.

(s) As used in subsections (e), (f), (g), (h), (i), and (j) of this section, the words "drives a vehicle in this state" do not mean or include driving or operating a vehicle solely and exclusively on one's own property.

UNIONTOWN CAMPUS APPENDIX

Uniontown

CAMPUS SAFETY AND SECURITY

Laurel Business Institute (LBI) is a privately owned learning institution located in Uniontown, Pennsylvania. Classes are normally offered Monday through Friday from 8:00 AM – 4:00 PM. The Uniontown campus consists of three buildings located at 11 East Penn Street, 18 North Beeson Avenue and 92 North Beeson Avenue.

ONGOING AWARENESS AND PREVENTION PROGRAMS

The school presents annual training to all students in *Drug and Alcohol Abuse Awareness and Prevention*, *Crime Awareness and Prevention*, and *Sexual Offense Awareness and Prevention*. Typically, one topic is presented each semester at a Lunch and Learn held in the Laurel Center of the Beeson Building. In addition to her school-wide Lunch and Learn presentation, Pat Mowen, educator for the Crime Victim Center of Fayette County, visits the campus regularly during typical lunch hours in an effort to increase awareness of the services her agency can offer. If students need individual counseling, office space is available to her to provide a private meeting space to ensure confidentiality.

LBI CAMPUS SECURITY AUTHORITY (CSA) AND EMERGENCY MANAGEMENT TEAM (EMT)

The Uniontown Emergency Management Team includes the following members:

- **Bonnie Marsh, Executive Director**, at the Uniontown campus, Suite 124, extension number 153, direct dial number 724-562-1048 and cell number 724-322-0600
- **Charles Santore, Vice President of Human Resources** at the Uniontown Campus, Suite 102, extension number 126, direct dial number 724-562-1032 and cell number 724-323-4297
- **Nancy Decker, President/CEO**, at the Uniontown campus, Suite 121, extension number 134, direct dial number 724-562-1045 and cell number 724-323-5971
- **Vicki Jolliffe, Vice President of Finance** at the Uniontown campus, Suite 101, extension number 123, direct dial number 724-562-1035 and cell number 724-570-9404
- **Stephanie Migyanko, Vice President of Financial Aid**, at the Uniontown campus, Suite 108, extension number 117, direct dial number 724-562-1037 and cell number 412-582-3953
- **April Butchki, Program Director of Respiratory Therapy and Allied Health** at the Uniontown campus, Suite 301, extension number 132, direct dial number 724-562-1038 and cell number 724-970-4266
- **Malinda Angel, Director of Career Services** at the Uniontown campus, Suite 104, extension number 121, direct dial number 724-562-1033 and cell number 724-322-0443
- **Justin Caldwell, Trades Program Supervisor** at the Uniontown campus, Suite, extension number 141, direct dial number 724-562-10 and cell number 724-289-0061
- **LaVonne Doljac, Assistant Network Administrator at the Uniontown Campus**, Suite 103B, extension number 112, direct dial number 724-562-1046

Report Crimes to:

- The LBI/LTI employee who is listed below will be required to investigate the incident and make a determination on the cause and corrective action to be taken. This investigation may also lead to contacting law enforcement, disciplinary action or referral to a disciplinary hearing.
- **Bonnie Marsh, Executive Director**, at the Uniontown campus, Suite 124, extension number 153, direct dial number 724-562-1048 and cell number 724-322-0600
- **Charles Santore, Vice President of Human Resources** at the Uniontown Campus, Suite 102, extension number 126, direct dial number 724-562-1032 and cell number 724-323-4297
- **Nancy Decker, President/CEO**, at the Uniontown campus, Suite 121, extension number 134, direct dial number 724-562-1045 and cell number 724-323-5971
- **April Butchki, Program Director of Respiratory Therapy and Allied Health** at the Uniontown campus, Suite 301, extension number 132, direct dial number 724-562-1038 and cell number 724-970-4266
- **Justin Caldwell, Trades Program Supervisor** at the Uniontown campus, Suite, extension number 141, direct dial number 724-562-10 and cell number 724-289-0061

CLERY GEOGRAPHY

The Uniontown campus is defined as On Campus as follows:

- *11 East Penn Street Building*
 - Front-- first sidewalk, street, second sidewalk on Penn Street Fire Department Side (District Court and Fire Department Building are Public Property)
 - Moose Building Side – Alley ends at opposite side (borders private property)
 - Parking lots on Gallatin Avenue – first sidewalk, street, second sidewalk on Gallatin Avenue, Fence Boundary to the rear of parking lot
- 92 North Gallatin Avenue Trades Building
 - Community Action side at Gate –(Community Action is Public Property)
 - Front side – first sidewalk, street, second sidewalk on Beeson Avenue
 - South side – borders private property
- 18 North Beeson Avenue Building
 - Penn Street Side – first sidewalk, street, second sidewalk on Penn Street
 - Parking garage side – Parking garage on the corner of Penn Street, (Gallatin Avenue and Peter Street is Public Property)
 - Beeson Avenue side – first sidewalk, street, second sidewalk on Beeson Avenue
 - Peter Street side – first sidewalk, street, second sidewalk on Peter Street

Emergency Response Contacts:

(911)

Fayette County Emergency Management at 724-437-1277 during business hours. Outside business hours 724-430-9111

Uniontown Emergency Management at 724-430-2915, or cell phone 724-323-5824

CRIME STATISTICS

Uniontown On-campus and public property crime statistics are not available from law enforcement.

City Crime Statistics- Uniontown Not available. We made a good faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request. City Crime Statistics were requested from the Uniontown City Police Department but not received.

Meadville Morgantown Sharon Uniontown

| YEAR | ON-CAMPUS PROPERTY | | | ON-CAMPUS STUDENT HOUSING FACILITIES | | | NONCAMPUS PROPERTY | | | PUBLIC PROPERTY | | |
|---|--------------------|----------|----------|--------------------------------------|----------|----------|--------------------|----------|----------|-----------------|----------|----------|
| | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 |
| Criminal Offense Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction, Damage, or Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes By Category Reporting | | | | | | | | | | | |
| Race | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses Reporting | | | | | | | | | | | |
| Domestic Violence | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests and Disciplinary Referrals Reporting | | | | | | | | | | | |
| Arrests: Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons: Carrying, Possessing, Etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Pat Mowen, Prevention Specialist with the Crime Victim’s Center, 6 Oliver Road Suite 108, Oliver Square Plaza, Uniontown PA, Office Phone 724-438-1470, Hotline 724-437-3737 will assist with your

rights and options under the VAWA. Pat Mowen will be available to meet in the Penn Street Building on the second floor should any victim have the need to meet with her privately in person.

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

PCAR CENTERS (Pennsylvania Coalition Against Rape) <http://www.pcar.org/>

Crime Victims' Center of Fayette County
Suite 108 Oliver Square Plaza
6 Oliver Road
Uniontown Pennsylvania 15401
Business Phone: (724) 438-1470
Hotline: (724) 437-3737
Fax: (724) 437-6097

Blackburn Center Against Domestic & Sexual Violence, Greensburg, PA
Hotline: 1-888-832-2272
Hotline: 724-836-1122
Phone: 724-836-1122

The C.A.R.E. Center— STAARS Program, Washington, PA
Hotline: 888-480-7283
Hotline: 724-225-3584

Victim Services Inc., 427 Westridge Road, Somerset PA 15501
Business Phone: 814-443-1555
Hotline: 800-755-1983
Hotline: 814-288-4961
Fax: 814-443-6807

DOMESTIC VIOLENCE CENTERS UNIONTOWN

Rape and Domestic Violence Information Center, Morgantown, WV
Hotline: 304-292-5100
Phone: 304-292-5100

HOPE, Inc., Fairmont, WV
Hotline: 800-799-7233
Hotline: 304-367-1100
Phone: 304-367-1100

Pittsburgh Action Against Rape, Pittsburgh, PA
Hotline: 866-363-7273
Hotline: 412-224-4673
Phone: 412-224-4673

Center for Victims, Pittsburgh, PA

Hotline: 866-644-2882

Hotline: 412-392-8582

Phone: 412-392-8582

Dove Center, Oakland, MD

Hotline: 301-334-9000

Phone: 301-334-9000

Upper Ohio Valley Sexual Assault Help Center Inc., Wheeling, WV

Hotline: 800-884-7242

Hotline: 304-234-9782

Phone: 304-234-9782

Family Crisis Center, Keyser, WV

Hotline: 800-698-1240

Hotline: 304-788-6061

Phone: 304-788-6061

Family Crisis Resource Center, Cumberland, MD

Hotline: 301-759-9244

Phone: 301-759-9244

National Domestic Violence Hotline

800-799-7233

Pennsylvania Coalition Against Domestic Violence, 3605 Vartan Way, Suite 101, Harrisburg, PA 17110

Phone: 717-545-6400

Toll Free: 1-800-932-4632

Website: www.pcadv.org [external link]

Pennsylvania Coalition Against Rape, 125 N. Enola Dr, Enola, PA 17025

Phone: 717-728-9740

Hotline: 1-888-772-7227

Website: www.pcar.org [external link]

West Virginia Coalition Against Domestic Violence, 5004 Elk River Rd, South Elkview, WV 25071

Phone: 304-965-3552

Website: <http://wvcadv.org/> [external link]

West Virginia Foundation for Rape Information and Services, 112 Braddock St, Fairmont, WV 26554

Phone: 304-366-9500

Website: www.fris.org [external link]

Domestic Violence Services of Fayette County
724-439-9500

Rape and Domestic Violence Information Center (RDVIC)
(304) 292-5100

If someone you love is crossing your line of safety, tell someone you trust or call RDVIC (304) 292-5100 for assistance.

TITLE IX COORDINATOR UNIONTOWN CAMPUS

Bonnie Marsh, Executive Director, Laurel Business Institute;
11 East Penn Street, Suite 124, PO Box 877, Uniontown, PA 15401;
724-439-4900 Extension 153, Direct Dial 724-562-1048; Cell Phone 724-322-0600, Fax 724-439-3607
bmarsh@laurel.edu

DEPUTY TITLE IX COORDINATOR UNIONTOWN CAMPUS

April Butchki, Program Director of Respiratory Therapy and Allied Health, Laurel Business Institute;
11 East Penn Street, Suite 301, PO Box 877, Uniontown, PA 15401;
724-439-4900 Extension 132, Direct Dial 724-562-1038, Cell phone 724-970-4266, Fax 724-439-3607
butchkia@laurel.edu

LOCAL COUNSELING AGENCIES Uniontown

Alcohol and Drug Abuse for Uniontown, Gateway Greensburg
212 Outlet Way, Suite 1
Greensburg, PA 15601 724-853-7300

Greenbriar Treatment Center
Kira Lopresto, Outreach Specialist
HOTLINE 1-800-637-HOPE (4673)
724-255-8571

Med Tech Rehab
1037 Compass Circle
Greensburg, PA 15601 724-834-1144

Outside in Pathway to Recovery Outpatient Services
226 Donohoe Rd, Suite 111
Greensburg, PA 15601
724-837-1518
Or
196 Hamill School Rd
Bolivar, PA 15923 724-837-1518

Outside-In School of Experiential Education, Inc.

1050 Fort Palmer Rd
Boliver, PA 15923 724-238-8441

RHJ Medical Center, Inc.

1005 Old State Route 119
Hunker, PA 15639 724-696-9600

Addiction Specialists, Inc.

1023 Pittsburgh St
Mountain View Plaza
PO Box H
Uniontown, PA 15401 724-437-2776

Another Way Inc.

530 West Main St
Uniontown, PA 15401 724-437-3024

Another Way, Inc.

708 Nelson Rd
Farmington, PA 15437 724-329-7900

Axiom Family Counseling Services, Inc.

25 Highland Park Dr, Suite 200
Uniontown, PA 15401 724-439-0308

Familylinks, Inc

Connellsville YMCA
1100 S Pittsburgh St & Newmyer Ave
Connellsville, PA 15425 724-628-7058

Fayette Drug and Alcohol Commission, Inc.

100 New Salem Rd, Suite 106
Uniontown, PA 15401 724-438-3576

BEHAVIORAL HEALTH COUNSELING AGENCIES

- Fayette County Mental/Behavioral Health 24 hour crisis hotline at 724-437-1003 or
- Valley Healthcare System in Morgantown WV at [1-800-232-0020](tel:1-800-232-0020) or
- National Suicide Prevention Lifeline at [1-800-273-8255](tel:1-800-273-8255) or
- Suicide National Hope line Network at [1-800-784-2433](tel:1-800-784-2433) or 1-800-SUICIDE

Chestnut Ridge Counseling Services

28 W Fayette Street
Uniontown, PA 15401

Phone: 724-431-1554 Or
1051 Morrell Ave
Connellsville, PA 15425
Phone: 724-626-1849

Connellsville Counseling and Psychological Services
416 South Pittsburgh Street
Connellsville, PA 15425
Phone: 724-626-8420

Stern Center for Developmental and Behavioral Health
110 South Arch Street, 2A
Connellsville, PA 15425
Phone: 724-626-9941
www.thesterncenter.org

ACS Psychological Associates
136 East Fayette Street
Uniontown, PA 15401
Phone: 724-438-2342
www.acspsych.net

Family Behavioral Resources www.familybehavioralresources.com
253 South Mt Vernon Ave
Uniontown, PA 15401
Phone: 724-628-0435

SPHS Behavioral Health Locations

| | | |
|---|--|--|
| 300 Chamber Plaza Charleroi, PA 15022 Phone: 724-489-9100 | 1100 Ligonier St Latrobe, PA 15650 Phone: 724-532-1700 | 203 South Maple Ave Greensburg, PA 15601 Phone: 724-834-0420 |
| 408 Eighth St, Suite 1 New Kensington, PA 15068 Phone: 724-339-6860 | 2 Eastgate Ave Monessen, PA 15062 | |

Momentum Couples and Family Therapy LLC.
315 Morgantown Street, 7000 Uniontown, Pennsylvania 15401 (724) 359-2037

Greenbriar Treatment Center
Kira Lopresto, Outreach Specialist
HOTLINE 1-800-637-HOPE (4673) 724-255-8571

SEVERE WEATHER

Fayette Emergency Management 724-430-1277 during normal business hours, other times call 724-430-9111, which will connect you to the 911 center.

Penn Street building:

- 1st Floor - ALL students and employees should line up in the long hallway between the Board Room (Suite 103) and the Admission Office (Suite 115)
- 2nd Floor - ALL students and employees should move to the first floor as above.
- 3rd Floor - ALL students and employees should move to the first floor as above.

Beeson Street building:

- All floors-- ALL students and employees should report to the Student Union.

Beeson Avenue Trades building

- All students and employees should move to the basement area.

GENERAL INFORMATION FOR EMERGENCY SITUATIONS

First aid kits (with CPR barriers) are located in the following areas.

Penn Street building:

- 1st Floor - behind the reception desk, in the student lunchroom on the wall by the 4 sinks
- 2nd Floor - to the left of the door to classroom 222 and in classroom 202.
- 3rd Floor - Respiratory Therapy Clinic Classroom 300, Medical Lab Tech Classroom 306 and Medical Assistant Lab Classroom 309

Beeson Street building:

- Ground Floor – in the kitchen under the sink in JADZ Coffee Shop, Student Union area between Men’s and Women’s restroom, Computer Repair room in Room 102B, and the Learning Resource Center
- Library
- 2nd Floor – in the dispensary (laundry)
- 3rd Floor-Supply Closet

Blood pathogen kits:

Penn Street building:

- 1st Floor - in the custodian’s closet found between the restrooms near the back of the building and at the front desk.
- 3rd Floor – Respiratory Therapy Clinic Classroom 300, Medical Lab Tech Classroom 306, Medical Assistant Lab Classroom 309

Beeson Building:

- Ground Floor - are located in the kitchen under the sink in JADZ Coffee Shop 2nd Floor - in the closet in the dispensary (laundry)

Trades Building:

- Program Director for the Trades office

Eye Wash Station

- Penn Street building:
- 3rd Floor – Respiratory Therapy Clinic Classroom 300, Medical Lab Tech Classroom 306, Medical Assistant Lab Classroom 309

Trades Building:

- On the right-hand wall near the entrance to Welding Shop

Uniontown Specific Evacuation Procedures:

1. Specific areas outside of both buildings are designated for gathering students and employees after building evacuations. The **Penn Street building** evacuation area is in the **student parking lot** across the covered footbridge.

The **Beeson building** evacuation area is at **Storey Square or Penn/Peter Street Parking Garage ground floor**.

2. Current copies of the Safety Data Sheets with designated room numbers written on the top of the first page of the SDS will be given to Chuck Santore to be placed in a SDS binder that will be located in Suite 102 in case of an emergency. Cosmetology, Respiratory Therapy, Medical Lab Technician, Medical Assistant, Maintenance and Welding are the known locations storing chemical products requiring an SDS.

ELEVATOR EMERGENCIES

For elevator emergencies, e.g. someone stuck on the elevator, follow these steps.

Penn Street Building Elevator

1. Call OTIS Elevator Service at 1-800-233-6847 and give the building ID number:

NJP 359478 and describe the problem.

2. Ask when services will be available.

3. Inform a member of the Emergency Management Team of the situation.

4. Dial 911 if necessary.

If you get no reasonable response from Otis Elevator or if the situation requires immediate attention, follow these steps.

1. Open the Penn Street Elevator Equipment room (to the right of the elevator) with a master key or with the Elevator Equipment room key from the key box in the closet under the steps across from Suite 100.

2. Shut off the elevator's main power source in the Elevator Equipment Room by pulling the breaker control arm from the "up" position to the "down" position. The breaker control arm is located inside the Elevator Equipment room on the left wall. Pulling the breaker down kills the power to the elevator and stops it in place.

3. With a Phillips screwdriver (there's one located in the Equipment Room), remove the cover from the elevator key box, which is located on the wall between the elevator and the Elevator Equipment room.

4. Remove the hinged elevator key and place it in the hole in the elevator door.

5. Turn the key to the left. When the key meets resistance, you can open the elevator door by pushing it to the left. The inside door on the elevator car can be opened by pushing to the left, allowing anybody inside to get out.
6. There is also a fire department key located in the elevator box. This key is for use by the fire department or department directors in the case of an emergency. A second fire department key is located in the key box in the closet under steps across from Suite 100. (See below for instructions.)
7. In case of flooding in either building, the elevators should be sent to the top floor and the main power shut off.

Note: If the alarm goes off in the Penn Street building, the elevator will move to the second floor and remain there with its doors open. In this case, only the fire department or someone with one of the elevator keys may operate or reset the elevator. To reset the elevator, go to the Penn Street elevator, there is a 4-position key slot about halfway down on the right hand side of the elevator. Use elevator key located in key box to turn key to the bypass position for 5 seconds, and then turn key back to off.

Beeson Street Building Elevator

1. Call Otis Elevator Service at 1-800-233-6847 and give the building ID number:

NBJ 392628 and describe the problem.

2. Ask when services will arrive.
3. Inform a member of the Emergency Management Team of the situation.
4. Dial 911 if necessary.

If you get no reasonable response from Otis Elevator or if the situation requires immediate attention, follow these steps.

1. Enter the machine room which is located to the right of the elevator on the loading dock in the Beeson building using the master key for that building. Use elevator key located in Beeson key box in the closet under the steps across from Suite 100.

2. Shut off the elevator's main power source by pulling the breaker control arm from the "up" position to the "down" position on the **larger** breaker box.

Note: If the alarm goes off in the Beeson building, the elevator will move to the basement level and remain there with its doors open. In this case, only the fire department or someone with one of the elevator keys may operate the elevator.

Please note: Under no circumstances should the power to either elevator be turned back on when the door is open because the elevator may move and can cause serious injury or death.

Note: If the alarm goes off in the Beeson Boulevard building, the elevator will move to the bottom floor and remain there with its doors open. In this case, only the fire department or someone with one of the elevator keys may operate or reset the elevator. To reset the elevator, go to the Beeson Boulevard elevator, there is a 4-position key slot about halfway down on the right hand side of the elevator. Use elevator key located in key box to turn key to the reset position for 5 seconds, and then turn key back to off.

INFORMATION TECHNOLOGY DEPARTMENT

The file server for Administration and Students used by the administration are located on the third floor of the Penn Street building. Hardware is attached to a UPS (Uninterruptible Power Supply), which will last approximately 30 minutes in the event of a power failure depending on the equipment attached to it. A carbon halon fire extinguisher is located directly behind the door in the server room on the third floor. The administration PC for Prometric, Pearson U and MOUS testing and the file server for Prometric and MOS testing are located in storage corridor behind the Library desk in the Beeson building. Hardware is attached to a UPS. A Halon fire extinguisher is located to the right of door in classroom 102B (Beeson building).

Backup tapes and copies of software licenses are stored at an off-site location for safekeeping.

Procedures for emergency situations:

IT Department will take responsibility for computer equipment and software during an emergency.

Employees will be assigned to help as necessary.

FLOODING

In the event that prolonged or excessively heavy rains create quickly rising waters in Redstone Creek (located between the Penn Street building and the student parking lots), please follow these instructions.

1. The **Maintenance Supervisor and a member of the Emergency Management Team** will monitor the water level every half an hour. When the water level approaches 24 inches below the steel framework of the covered footbridge, the students, employees and others will move their vehicles from the west side of the student parking lot to higher elevations in the same lot or move their vehicles to the adjacent student parking annex lot further north on Gallatin Avenue.

2. The **President/CEO or Director** will make a decision about whether or not to cancel classes and/or send students/employees home.

3. **Maintenance and the Emergency Management Team** will place sandbags, which are in storage behind the Penn Street building, in semicircles in front of the two west side doors and the north side emergency exit door of the Penn Street building. If the water continues to rise, sandbags should also be placed in a semicircle in front of the Penn Street entrance to the building.

4. **All available employees** will unplug the first floor computers and place them on the desk. Administrative computers should be dealt with first, and student computers in Room 118 should be dealt with second.

5. **Maintenance Supervisor or a member of the Emergency Management Team** will send the elevators in the Penn Street and Beeson buildings to the top floor. *See elevator emergency shut off procedures on pages 33 and 34.*

6. If flooding reaches the side door of the Penn Street building, sandbags will be stacked in front of the **Beeson building** garage door and double doors on the Penn Street side of the building.

In the event there is flooding inside a building, please follow these directions:

1. Flooding inside the building can be contained by using the same tubular sand bags originally intended for exterior flooding. These sand bags are stored along the garage wall inside the Penn Street garage door of 18 North Beeson and also in the second outside storage shed on the north end of the Penn Street building. Each weighs about 80 pounds and can be easily moved on a 4 or 2-wheel cart.

2. The Emergency Management Team members on the scene are to decide and act on evacuation of

people, shutting off electricity, stopping the cause of the leaking water and the moving of any computer or other electrical equipment, furniture, files et cetera that may come in the contact with the water.

Uniontown Map



Morgantown Appendix

Morgantown

CAMPUS SAFETY AND SECURITY

Laurel Business Institute (LBI) also known as LBI school of Cosmetology and LBI school of trades, is a privately owned learning institution located in Westover, West Virginia. Classes are normally offered Monday through Friday from 8:00 AM – 4:30 PM. The Morgantown campus consists of the second floor Suite 201 in the West Mon Plaza located at 40 Commerce Drive and an additional classroom space across the parking lot at 11 Commerce Drive.

ONGOING AWARENESS AND PREVENTION PROGRAMS

The school presents annual training to all students in Drug and Alcohol Abuse Awareness and Prevention, Crime Awareness and Prevention, and Sexual Offense Awareness and Prevention. The school has John Spraggins from West Virginia University and also Chief Rick Panico from the Westover Police Department. Miss Rimel, the Campus Director also provides a video presentation to students on sexual harassment awareness, as well as a list of local resources to the students on the first day of orientation.

LBI CAMPUS SECURITY AUTHORITY (CSA) AND EMERGENCY MANAGEMENT TEAM (EMT)

- **Sherri Rimel, Campus Director**, at the Morgantown campus, Suite 204, School direct line 304-381-2633, School Clinic line 304-381-4097 cell number 724-759-5223.
- **Amy Rhodes, Instructor**, at the Morgantown Campus, cell number 724-880-7599
- **Laura Rose, Instructor**, at the Morgantown Campus, cell number 304-698-0311.
- **Cori Cowan, Career/Student Services**, at the Morgantown Campus, cell number 304-644-0155.
- **Charles Santore, Vice President of Human Resources** at the Uniontown Campus, Suite 102, extension number 126, direct dial number 724-562-1032 and cell number 724-323-4297
- **Nancy Decker, President/CEO**, at the Uniontown campus, Suite 121, extension number 134, direct dial number 724-562-1045 and cell number 724-323-5971

REPORTING CRIMES

• The LBI/LTI employee who is listed below will be required to investigate the incident and make a determination on the cause and corrective action to be taken. This investigation may also lead to contacting law enforcement, disciplinary action or referral to a disciplinary hearing.

- **Sherri Rimel, Campus Director**, at the Morgantown campus, Suite 204, School direct line 304-381-2633, School Clinic line 304-381-4097 cell number 724-759-5223.

CLERY GEOGRAPHY

The Morgantown campus is defined as On Campus as follows:

The Westover campus is defined as On Campus buildings or property and is as follows: As you enter Wes Mon Plaza the road continues to the Parking lot and our 40 Commerce Drive Building adjoining the VA Clinic. The road also splits to the right to include the additional classroom space at the 11 Commerce Drive building which is shared with the West Virginia State Grievance board as part of our campus. From the entrance of Wes Mon Plaza at the split begins our campus area and extends from the building at 11 Commerce Drive. From this building our campus extends across the parking lot to the front sidewalk to inside the building front door to up the stairs to the school entrance and inside the school or to the elevator

up to the second floor to the school entrance and inside the school. From inside the school to down the back stairs to the parking lot. The parking lot and sidewalk is on campus.

Non-campus: We don't have any buildings that we own or control off campus that would be considered non-campus buildings or property.

Public Property:

The Veterans Administration facility on the first floor below the school at 40 Commerce Drive would be considered as Public Property. A crime occurring on Public Property would be shown under Public Property on the crime table. Also the West Virginia State Grievance Board offices that is shared in the building at our 11 Commerce Drive building across the parking lot is also considered as public property.

Emergency Response Contacts:

- 911
- Monongalia County Emergency Management at 304-291-7296
- Mecca911 at 304-599-6332
- Westover Police at 304-296-6576

CRIME STATISTICS

Morgantown

On-campus and public property crime statistics are not available from law enforcement.

City Crime Statistics- Morgantown Not available. We made a good faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request. City Crime Statistics were requested from the Morgantown City Police Department but not received.

Meadville Morgantown Sharon Uniontown

| YEAR | ON-CAMPUS PROPERTY | | | ON-CAMPUS STUDENT HOUSING FACILITIES | | | NONCAMPUS PROPERTY | | | PUBLIC PROPERTY | | |
|-----------------------------------|--------------------|------|------|--------------------------------------|------|------|--------------------|------|------|-----------------|------|------|
| | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 |
| Criminal Offense Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes Reporting

| | | | | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction, Damage, or Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes By Category Reporting

| | | | | | | | | | | | |
|--------------------|---|---|---|---|---|---|---|---|---|---|---|
| Race | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|---|
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses Reporting | | | | | | | | | | | |
| Domestic Violence | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests and Disciplinary Referrals Reporting | | | | | | | | | | | |
| Arrests: Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons:Carrying, Possessing, Etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

Huntington 1046 Sixth Avenue PO Box 2963 Huntington, WV 25728

Hotline: 1-866-399-7273 Phone: 304-523-3447 Fax: 304-523-0558
Website: contacthuntington.com

Family Refuge Center 117 East Washington Street PO Box 249 Lewisburg, WV 24901
Hotline: 1-800-645-6334 Phone: 304-645-6334 Fax: 304-645-6329 Email: frc@wvdsi.net
Website: familyrefugecenter.org

HOPE, Inc. PO Box 626 Fairmont, WV 26555
Hotline: 304-367-1100 Fax: 304-367-0362

Rape & Domestic Violence Information Center PO Box 4228 Morgantown, WV 26504
Hotline: 304-292-5100 Fax: 304-292-0204
Website: rdvic.org

REACH The Counseling Connection 1021 Quarrier Street, Ste. 414 Charleston, WV 25301
Hotline: 304-340-3676 Fax: 304-340-3688
Website: www.tccwv.org

Sexual Assault Help Center PO Box 6764 Wheeling, WV 26003
Hotline: 304-234-8519 Phone: 304-234-1783, 800-884-7242
Email: uovsahc@yahoo.com

Shenandoah Women's Center 236 West Martin Street Martinsburg, WV 25401
Hotline: 304-263-8522
Berkeley County: 304-263-8292
Jefferson County: 304-725-7080
Morgan County: 304-258-1078 Fax: 304-263-8559
Website swcinc.org

Women's Aid in Crisis PO Box 2062 Elkins, WV 26241
Hotline: 304-636-8433 800-339-1185 Fax: 304-636-5564 Email: waic@suddenlinkmail.com
Website: waicwv.com

Women's Resource Center PO Box 1476 Beckley, WV 25802
Hotline: 304-255-2559 888-825-7836 Fax: 304-255-1585 Email: help@wrcwv.org
Website: wrcwv.org

DOMESTIC VIOLENCE CENTERS

If someone you love is crossing your line of safety, tell someone you trust or call RDVIC (304) 292-5100 for assistance.

Rape and Domestic Violence Information Center Morgantown, WV
Hotline: 3042925100 Phone: 3042925100
Website: Web: <http://www.fris.org/Sections/02-VictimServices/2.05-RDVIC.html>

The C.A.R.E. Center— STAARS Program Washington, PA
Hotline: 8884807283

Hotline: 7242253584

Blackburn Center Against Domestic & Sexual Violence Greensburg, PA

Hotline: 18888322272

Hotline: 7248361122 Phone: 7248361122

HOPE, Inc. Fairmont, WV

Hotline: 800-799-7233

Hotline: 304-367-1100 Phone: 304-367-1100

Dove Center Oakland, MD

Hotline: 301-334-9000 Phone: 301-334-9000

Upper Ohio Valley Sexual Assault Help Center Inc. Wheeling, WV

Hotline: 800-884-7242

Hotline: 304-234-9782 Phone: 304-234-9782

Family Crisis Center Keyser, WV

Hotline: 800-698-1240

Hotline: 304-788-6061 Phone: 304-788-6061

Family Crisis Resource Center Cumberland, MD

Hotline: 3017599244 Phone: 3017599244

National Domestic Violence Hotline

800-799-7233

Love is Respect

866-331-9474

Text "campus" to 22522

West Virginia Coalition Against Domestic Violence 5004 Elk River Rd.South Elkview, WV 25071

Phone: 304-965-3552

Website: <http://wvcadv.org/>

The West Virginia Coalition Against Domestic Violence is a statewide network of community based domestic violence programs and statewide offices working to end personal and institutional violence in the lives of women, children and men. Through their projects, the West Virginia Coalition Against Domestic Violence provides advocacy, education, and runs a statewide legal assistance to victim's program.

West Virginia Foundation for Rape Information and Services 112 Braddock St. Fairmont, WV 26554

Phone: 304-366-9500

Website: www.fris.org

TITLE IX COORDINATOR MORGANTOWN CAMPUS

Sherri Rimel, Campus Director, Laurel Business Institute.
40 Commerce Drive, Suite 201, Morgantown, WV 26501
Direct school line 304-381-2633, School Clinic 304-381-4097 Cell Phone 724-759-5223
rimels@laurel.edu

RESPONSIBLE PERSON MORGANTOWN CAMPUS

Amy Rhodes, Cosmetology Instructor, Laurel Business Institute.
40 Commerce Drive, Suite 201, Morgantown, WV 26501
Direct school line 304-381-2633, School Clinic 304-381-4097 Cell Phone 724-880-7599
rhodesa@laurel.edu

In the absence of Sherri Rimel, Campus Director/Title IX Coordinator, any assistance with Title IX incidents may be consulted with:

Title IX Coordinator: Bonnie Marsh, Executive Director, Laurel Business Institute;
11 East Penn Street, Suite 124, PO Box 877, Uniontown, PA 15401;
724-439-4900 Extension 153, Direct Dial 724-562-1048; Cell Phone 724-322-0600, Fax 724-439-3607
bmarsh@laurel.edu

or

DEPUTY TITLE IX COORDINATOR UNIONTOWN CAMPUS

April Butchki, Program Director of Respiratory Therapy and Allied Health, Laurel Business Institute;
11 East Penn Street, Suite 301, PO Box 877, Uniontown, PA 15401;
724-439-4900 Extension 132, Direct Dial 724-562-1038, Cell phone 724-970-4266, Fax 724-439-3607
butchkia@laurel.edu

LOCAL COUNSELING AGENCIES Morgantown

West Virginia Drug Rehabilitation Resource and Referral Service
24 X 7 Drug Rehab Helpline 1-877-275-3296

We can find the treatment program to fit you or your loved one’s specific needs and preferences in any of these cities and their surrounding areas:

- | | | |
|--------------|------------------|------------------|
| Beckley | Grafton’ | Oak Hill |
| Bluefield | Huntingtown | Parkersburg |
| Bridgeport | Hurricane | Point Pleasant |
| Buchhannon | Keyser | Princeton |
| Charles Town | Lewisburg | Ranson |
| Charleston | Martinsburg | Ravenswood |
| Clarksburg | Morgantown | Ripley |
| Dunbar | Moundsville | South Charleston |
| Elkins | New Martinsville | St. Albans |
| Fairmont | Nitro | Vienna |

Weirton
Weston

Westover
Wheeling

Jacob's Ladder at Brookside Farm PO Box F
Aurora, WV 26705
888-468-0051 Clay & Associates - The Word House Inc

FMRS Health Systems Inc - Raleigh County 101 South Eisenhower Drive
Beckley WV
(304) 256-7100
<http://www.fmrs.org/>

FMRS Health Systems Inc - Fayette County 209 West Maple Avenue
Fayetteville WV
(304) 574-2100
<http://www.fmrs.org/>

Valley Healthcare System
301 Scott Avenue
Morgantown WV
(304) 296-1731
<http://www.valleyhealthcare.org/index.cfm/programs/chemical-dependency/>

HealthWays Inc - Adolescent Program 501 Colliers Way
Weirton WV
(304) 723-5440
<http://healthwaysinc.com/>

Prestera Center - Boone County
376 Kenmore Drive
Danville WV
(304) 369-1930
<http://www.prestera.org/prestera/Locations.aspx>

Clay & Associates - The Word House Inc
401 10th Street Huntington WV (304) 523-9673 <http://www.thewordhouse.com/>

Olympia Center/Preston Inc Adolescent Treatment Program Route 7
Kingwood WV
(304) 329-240

Eastridge Health Systems - Berkeley County Office 235 South Water Street
Martinsburg WV
(304) 263-8954
<http://www.eastridgehealthsystems.org/>

BEHAVIORAL HEALTH COUNSELING AGENCIES

Women in Balance, Counseling Services 3000 Coombs Farm Dr Suite 102 Morgantown, West Virginia 26508
(304) 782-6663

Chrysalis: Integrative Healing and Wellness 235 High St Suite 808 Morgantown, West Virginia 26505
(304) 844-9971

Psimed Morgantown 1111 Van Voorhis Road Suite J Morgantown, West Virginia 26505
(304) 470-4284

Natural Resilience, LLC 1277 Suncrest Towne Centre Morgantown, West Virginia 26505
(304) 381-2211

Creative Resilience Counseling LLC 235 High Street Suite 810 Morgantown, West Virginia 26505
(304) 400-6843

Apex Counseling 160 Fayette Street Suite 206 Morgantown, West Virginia 26505
(304) 713-2622

Holistic Therapy Center, LLC 3461 University Ave Suite 102 Morgantown, West Virginia 26505
(304) 760-5746

Mountaineer Counseling, LLC 235 High Street Suite 706 Morgantown, West Virginia 26505
(304) 278-3274

Integrative Counseling Solutions 1762 Blue Horizon Dr Morgantown, West Virginia 26501
(304) 931-4946

Wedgewood Family Practice and Psychiatry Associate 613 Burroughs St Morgantown,
West Virginia 26505
(304) 491-4657

MPCC Counseling 1062 Maple Drive Suite 1 Morgantown, West Virginia 26505
(304) 933-4088

Quantum Change Counseling and Mental Health 235 High St Suite 603 Morgantown,
West Virginia 26505
(304) 907-2673

Harmony/Roots 1005 White Willow Way Morgantown, West Virginia 26505
(304) 902-4411

SEVERE WEATHER

Maintain communication with the Monongalia County Office of Emergency Management,
304-598-0301
Monongalia Emergency Centralized Communications Agency
(MECCA) if necessary at 304-599-6382 or 800-541-0911 during normal business hours which will
connect you to the 911 center.

GENERAL INFORMATION FOR EMERGENCY SITUATIONS

First aid kits (with CPR barriers) are located in the following areas.

- Student Salon in the dispensary 203
- Phlebotomy classroom 216 by the eyewash sink
- Electrical Technician lab room 220 on the wall
- Cosmetology Classroom 207 across from the lunch room
- Cosmetology classroom 212 next to the Nail Technician room.

Blood pathogen kits:

- Cosmetology Class 212 by the Nail Technician room
- Cosmetology classroom 207 across from the lunch room
- Cosmetology Clinic dispensary 203 above sink in cupboard

Eye Wash Station

- Phlebotomy classroom
- Student Salon dispensary has eyewash solution available.

Morgantown Specific Evacuation Procedures:

- LBI Morgantown, 40 commerce Drive, Suite 201 Second floor - ALL students and employees should move to the hallway along the student break rooms and learning resource center.
- LBI Morgantown 11 Commerce Drive, first floor, all students and employees should move to the back wall away from the windows, which is a shared middle wall with the business located on the opposite side.

INFORMATION TECHNOLOGY DEPARTMENT

The file server for Administration and Students used by the administration is located in the server room. Hardware is attached to a UPS (Uninterruptible Power Supply), which will last approximately 30 minutes in the event of a power failure depending on the equipment attached to it. Backup tapes and copies of software licenses are stored at an off-site location for safekeeping.

Procedures for emergency situations:

IT Department will take responsibility for computer equipment and software during an emergency. Employees will be assigned to help as necessary.

Morgantown Map



Sharon Appendix

CAMPUS SAFETY AND SECURITY

Laurel Technical Institute (LTI) is a privately owned learning institution located in Sharon, Pennsylvania. Classes are normally offered Monday through Friday from 8:00 AM – 4:00 PM. The Sharon campus consists of two buildings located at 200 Sterling Avenue, Sharon PA, and 2370 Broadway Avenue, Hermitage PA.

ONGOING AWARENESS AND PREVENTION PROGRAMS

The school presents annual training to all students in *Drug and Alcohol Abuse Awareness and Prevention*, *Crime Awareness and Prevention*, and *Sexual Offense Awareness and Prevention*. Typically, one topic is presented each semester at a Lunch and Learn held in the Laurel Center of the Beeson Building. In addition to her school-wide Lunch and Learn presentation, Pat Mowen, educator for the Crime Victim Center of Fayette County, visits the campus regularly during typical lunch ours in an effort to increase awareness of the services her agency can office. If students need individual counseling, office space is available to her to provide a private meeting space to ensure confidentiality.

LBI CAMPUS SECURITY AUTHORITY (CSA) AND EMERGENCY MANAGEMENT TEAM (EMT)

| Name | Ext. | Cell Phone # | Direct Dial # |
|-------------------|-------------|---------------------|----------------------|
| Douglas Decker | 2524 | 412-913-6132 | 724-983-0700 |
| Jodylynn Rolla | 2534 | 330-540-5658 | 724-983-0700 |
| Monica Mike-Simko | 2535 | 330-983-3949 | 724-983-0700 |
| Bob Bechtel | | 724-699-7631 | 724-983-0700 |
| Steve Smith | | 724-979-3254 | 724-983-0700 |
| Jeff Barry | | 330-205-9887 | 724-983-0700 |

CLERY GEOGRAPHY

The Sharon campus is defined as On Campus as follows:

200 Sterling Avenue Building

- Front entrance - first sidewalk, street, second sidewalk on Sterling Avenue
- West Connolly Blvd – first sidewalk, street, second sidewalk
- Parking lot to adjacent public property at City Hall and Fire Department is counted as public property
- Budd Street – first sidewalk, street, second sidewalk

2370 Broadway Avenue Building

- Front entrance – from parking lot, street, to opposite side of road
- West side – from parking lot to private property
- Rear of building – to private property
- East side – from parking lot to private property

Emergency Response Contacts:

911

Mercer County Emergency Management at 724-662-2603
Sharon Police Department at 724-983-3202

CRIME STATISTICS

Sharon On-campus and public property crime statistics are not available from law enforcement.

City Crime Statistics- Sharon Not available. We made a good faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request. City Crime Statistics were requested from the Sharon City Police Department but not received.

Meadville Morgantown Sharon Uniontown

| YEAR | ON-CAMPUS PROPERTY | | | ON-CAMPUS STUDENT HOUSING FACILITIES | | | NONCAMPUS PROPERTY | | | PUBLIC PROPERTY | | |
|-----------------------------------|--------------------|----------|----------|--------------------------------------|----------|----------|--------------------|----------|----------|-----------------|----------|----------|
| | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 |
| Criminal Offense Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Destruction, Damage, or Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes By Category Reporting

| | | | | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Race | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

VAWA Offenses Reporting

| | | | | | | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Domestic Violence | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Arrests and Disciplinary Referrals Reporting

| | | | | | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Arrests: Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons: Carrying, Possessing, Etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

LTI will provide students and employees with written information on their rights and options under VAWA. The Title IX Coordinator will determine the appropriate course of action after interviewing the victim. LTI will refer a student's reasonable request for living to the Crime Victim's Center since we do not have any on or off campus housing following an alleged sex offense. In addition, LTI will explore all possible ways to make an academic situation change following an alleged sex offense. The victim will be referred to the Crime Victim's Center for counseling, health, mental health, victim advocacy, legal assistance and housing information. The Vice President of Financial Aid or Financial Aid Administrator will provide information on student financial aid.

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

DOMESTIC VIOLENCE CENTERS

Tri-County Help Center, Inc. St. Clairsville, OH
Hotline: 8006951639
Hotline: 7406955441
Phone: 7406955441

Women's Center of Beaver County Beaver, PA
Hotline: 7247750131
Phone: 7247750131

Helping All Victims in Need Kittanning, PA
Hotline: 800-841-8881
Hotline: 724-548-8888
Phone: 724-548-8888

Victim Outreach Intervention Center Butler, PA
Hotline: 18004008551
Hotline: 7247765910
Phone: 7247765910

Christina House Lisbon, OH
Hotline: 330-420-0036
Phone: 330-420-0036

Rape Crisis and Counseling Center of Mahoning County of the Compass Family and Community Services
Youngstown, OH
Hotline: 330-782-3936
Phone: 330-782-3936

Compass, Inc. New Philadelphia, OH
Hotline: 330-339-1427
Phone: 330-339-1427

Haven of Hope Cambridge, OH
Hotline: 1-800-304-4673

EVE, Inc. Marietta, OH
Hotline: 8009743111
Hotline: 7403743111
Phone: 7403743111

AWARE Inc. Sharon, PA
Hotline: 888-981-1457
Hotline: 724-981-1457
Phone: 724-981-1457

Community Services of Stark County Alliance, OH
Hotline: 330-821-7273
Phone: 330-821-7273

American Red Cross Rape Crisis Services Canton, OH
Hotline: 18006564679
Hotline: 3304521111
Phone: 3304521111

Rape Crisis Team of Trumbull County Warren, OH
Hotline: 330-393-1565
Phone: 330-393-1565

Townhall II Kent, OH
Hotline: 8664498518
Hotline: 3306784357

Phone: 3306784357
Rape Crisis Center of Medina and Summit Counties Akron, OH
Hotline: 877-906-7273
Hotline: 330-434-7273
Phone: 330-434-7273

Ohio Domestic Violence Network 4807 Evanswood Dr., Suite 201 Columbus, OH 43229
Phone: 614-781-9651
Toll Free: 1-800-934-9840
Website: <http://odvn.org/>

Ohio Alliance to End Sexual Violence 526 Superior Ave., Suite 1400 Cleveland, OH 44114
Phone: 216-658-1381
Toll Free: 1-888-886-8388
Website: www.oaesv.org

PCAR CENTERS (Pennsylvania Coalition against Rape)
AWARE, Inc. 109 S. Sharpsville Avenue, #D Sharon, PA 16146-1817
(724) 981-1457
(888) 981-1457

Crisis Shelter of Lawrence County 1218 West State Street New Castle, PA 16101
(724) 652-9036
(724) 752-7273

Passages, Inc. 1300R East Main Street Clarion, PA 16214
(800) 793-3620

Victim Outreach Intervention Center P.O. Box 293 Evans City, PA 16033
(800) 400-8551

Women's Services, Inc. 204 Spring Street Meadville, PA 16335 (814) 333-9766
(888) 881-0189

TITLE IX COORDINATOR SHARON CAMPUS

Title IX Coordinator
Jodylynn Rolla MRC, RRT
Laurel Technical Institute
Clinical Coordinator Respiratory Care 200 Sterling Avenue Sharon, Pa 16146
724-983-0700 Extension 2534
330-540-5658 cell phone number 724-983-8355 Fax
Email: rollaj@laurel.edu

DEPUTY TITLE IX COORDINATOR SHARON CAMPUS

Deputy Title IX Coordinator Deb Wojtalik
Laurel Technical Institute Cosmetology Program Director 2370 Broadway Avenue Hermitage, PA 16148
724-983-0700 Extension 2530 724-866-4893 cell phone number 724-983-8355
Email: wojtalikd@laurel.edu

LOCAL COUNSELING AGENCIES Sharon

Abraxas Foundation, Inc. 800-227-2927
Alcoholics Anonymous
724-342-0162 or 800-753-9970

Community Counseling Center of Mercer County 2201 East State St Hermitage PA 16148
724-981-7141

Or
77 North Main St Greenville, PA 16125
724-981-7141

Insights Chemical Dependency Program UPMC Horizon Hospital
Shenango Valley: 724-981-5601 Greenville: 724-588-8570

Mercer County Behavioral Health Commission <http://www.nercercountnbc.org>
724-662-2230 (24 Hours)

Sharon Regional Behavioral Health Services Hermitage: 724-983-5454
Greenville: 724-588-7814
Or 800-950-9982

BEHAVIORAL HEALTH COUNSELING AGENCIES

Sharon Regional Health System
Behavioral Health Services 2375 Garden Way Hermitage, PA
Phone: 724-983-5454
Hotline: 888-988-1787
Hotline: 1-800-950-9982
bhs@srhs-pa.org

Mercer Office
551 Greenville Road Mercer, PA 16137
Phone: 724-662-3831

Community Counseling Center of Mercer County 2201 East State Street Hermitage, PA 16148
Phone: 724-981-7141
Toll-Free: 1-866-853-7758

Primary Health Network Behavioral Health Services 89 Elm Avenue Sharon, PA 16146
Phone: 724-342-6620

Mercer County Behavioral Health Commission 8406 Sharon Mercer Rd
Mercer, PA 16137
Phone: 724-662-2227 or 724-662-2230

New Wilmington Psychotherapy & Counseling
211 West Neshannock Ave, Suite 201, 204 New Wilmington, PA 16142

SEVERE WEATHER

Maintain communication with Mercer County Emergency Management if necessary at 724.662.6100 during normal business hours, other times call 724.662.6110, which will connect you to the 911 center.

Broadway Building:

- 1st Floor – ALL students and employees should move to the interior hallway of the building on the first floor, between rooms 108B and 112B.
- 2nd Floor - ALL students and employees should move to the first floor as above.

Sterling building:

- ALL students and employees should report to the West side of building between rooms 133-137 and student lunch area.

GENERAL INFORMATION FOR EMERGENCY SITUATIONS

First aid kits (with CPR barriers) are located in the following areas.

Broadway building:

- 1st Floor – in the main hallway next to the water fountain and in the shop area on the right side of the woman's restroom, next to the AED
- 2nd Floor – in the refuge area near the student's lunch room

Sterling building:

- In the lunchroom, next to the AED

Blood pathogen kits:**Broadway building:**

- 1st Floor - in the shop area on the right side of the woman's restroom, next to the AED
- 2nd Floor – Medical Laboratory Technician Classroom

Sterling Building:

- In the lunchroom, next to the AED

Eye Wash Station**Broadway Building:**

- 1st Floor – in the shop area sick, next to the AED/first aid kit, Cosmetology storage room
- 2nd Floor – Medical Laboratory Technician Classroom 205

Sharon Specific Evacuation Procedures:

1. Specific areas outside of both buildings are designated for gathering students and employees after building evacuations. The **Broadway Building** evacuation area is in the **student parking lot**. The **Sterling Building** evacuation area is the **student parking lot**.

2. Current copies of the Safety Data Sheets with designated room numbers written on the top of the first page of the SDS will be given to Jodylynn Rolla to be placed in a SDS binder that will be located in the Respiratory Therapy Classroom 207 in case of an emergency. Cosmetology, Respiratory Therapy, Medical Lab Technician, Medical Assistant, Maintenance and Welding are the known locations storing chemical products requiring an SDS.

ELEVATOR EMERGENCIES

For elevator emergencies, e.g. someone stuck on the elevator, follow these steps.

Broadway Building Elevator

1. Call OTIS Elevator Service at 1-800-233-6847 and give the building ID number: 58891 and describe the problem.
2. Ask when services will be available.
3. Inform a member of the Emergency Management Team of the situation.
4. Dial 911 if necessary.

If you get no reasonable response from Otis Elevator or if the situation requires immediate attention, follow these steps.

1. Open the Penn Street Elevator Equipment room, located in room 104B, with a master key.
2. Shut off the elevator's main power source in the Elevator Equipment Room by pulling the breaker control arm from the "up" position to the "down" position. The breaker control arm is located inside the Elevator Equipment room on the left wall. Pulling the breaker down kills the power to the elevator and

stops it in place.

3. With a Phillips screwdriver (there is one located in the Equipment Room), remove the cover from the elevator key box, which is located on the wall between the elevator and the Elevator Equipment room.

4. Remove the hinged elevator key and place it in the hole in the elevator door.

5. Turn the key to the left. When the key meets resistance, you can open the elevator door by pushing it to the left. The inside door on the elevator car can be opened by pushing to the left, allowing anybody inside to get out.

6. There is also a fire department key located in the elevator box. This key is for use by the fire department or department directors in the case of an emergency.

7. In case of flooding in either building, the elevator should be sent to the top floor and the main power shut off.

INFORMATION TECHNOLOGY DEPARTMENT

The file server for Administration and Students used by the administration are located in room 203B on the 2nd floor of the Broadway building. Hardware is attached to a UPS (Uninterruptible Power Supply), which will last approximately 30 minutes in the event of a power failure depending on the equipment attached to it. A carbon halon fire extinguisher is located directly behind the door in the server room on the 2nd floor.

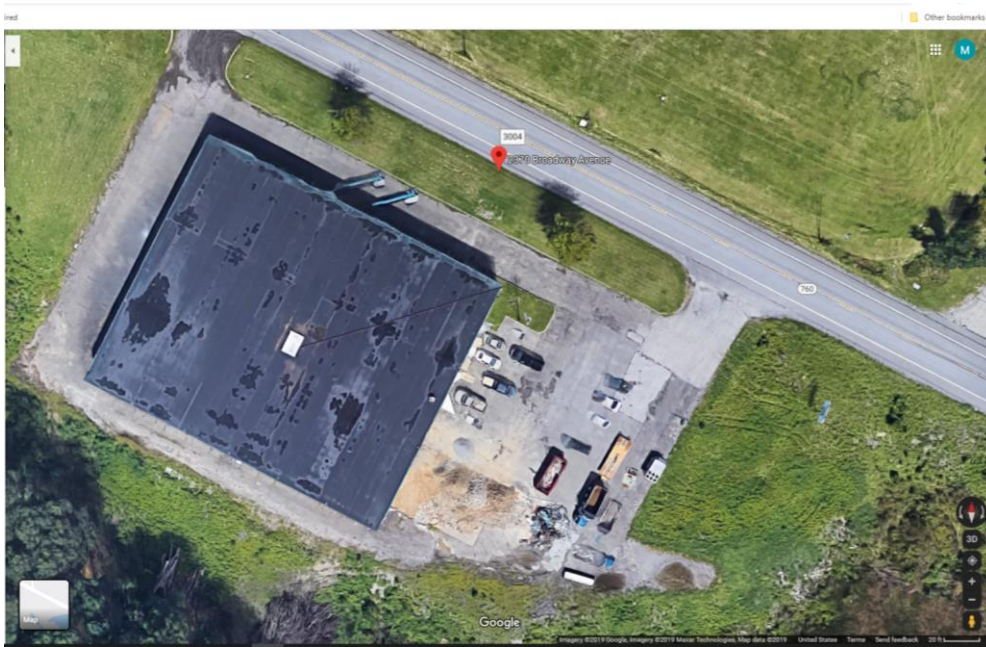
The administration PC for Pearson U and MOUS testing and the file server for MOS testing are located in storage corridor in room 205 on the 2nd floor of the Broadway Building. Hardware is attached to a UPS. Backup tapes and copies of software licenses are stored at an off-site location for safekeeping.

Procedures for emergency situations:

IT Department will take responsibility for computer equipment and software during an emergency.

Employees will be assigned to help as necessary.

Sharon Map



Broadway Ave Campus

MEADVILLE CAMPUS APPENDIX

Meadville

CAMPUS SAFETY AND SECURITY

Laurel Technical Institute (LTI) is a privately owned learning institution located in Meadville, Pennsylvania. Classes are normally offered Monday through Friday from 8:00 AM – 4:00 PM. The Meadville campus consists of buildings located at 11618 Cotton Road, Meadville, PA. The following structures are included: Main building houses offices and classrooms, two bay garage for equipment storage and a picnic pavilion.

ONGOING AWARENESS AND PREVENTION PROGRAMS

The school presents annual training to all students in Drug and Alcohol Abuse Awareness and Prevention, Crime Awareness and Prevention, and Sexual Offense Awareness and Prevention. Typically, one topic is presented each semester at a Lunch and Learn held in the Great Room.

LBI CAMPUS SECURITY AUTHORITY (CSA) AND EMERGENCY MANAGEMENT TEAM (EMT)

- **Amy Braymer, Director / Vice President of Education**, at the Meadville campus, Director Office, phone number 814-724-0700, extension number 2418, and cell number 814-323-3225
- **Ken Lapikas, Director of Information Technology**, at the Meadville campus, Director of Information Technology Office, phone number 814-724-0700, extension number 2425, and cell number 724-967-1979
- **Brian Wheaton, Maintenance Technician**, at the Meadville campus, Maintenance Department Office, phone number 814-724-0700 and cell number 814-795-6372
- **Melissa Blair, Cosmetology & Spa Services Program Director**, at the Meadville campus, COSMO Office, phone number 814-724-0700, extension number 2428, and cell number 814-282-2344
- **Irene Lewis, Learning Resource System Coordinator/Support Coordinator**, at the Meadville campus, Library, phone number 814-724-0700, extension number 2418, and cell number 724-815-7344
- **Cathy Jackson, General Education/Distance Education Instructor** at the Meadville campus, Classroom 102, phone number 814-724-0700, extension number 2416, and cell number 814-547-1039
- **Angela Anthony, Assistant Director of Distance Education** at the Meadville campus, Administrative Office, phone number 814-724-0700, extension number 2410, and cell number 814-564-0631

CLERY GEOGRAPHY

The Meadville campus is defined as On Campus as follows:

- Laurel Technical Institute – Meadville Campus
 - Located in Vernon Township, Crawford County

- Campus Property is boundary is defined by:
 - Middle Road to the north
 - Cotton Road to the west
 - Private property to the south, and east

Emergency Response Contacts:

911

Crawford County Emergency Management at 724-437-1277 during business hours.

- The LBI/LTI employee who is listed below will be required to investigate the incident and make a determination on the cause and corrective action to be taken. This investigation may also lead to contacting law enforcement, disciplinary action or referral to a disciplinary hearing.
- **Amy Braymer, Director / Vice President of Education**, at the Meadville campus, Director Office, phone number 814-724-0700, extension number 2418, and cell number 814-323-3225
- **Cathy Jackson, General Education/Distance Education Instructor** at the Meadville campus, Classroom 102, phone number 814-724-0700, extension number 2416, and cell number 814-547-1039
- **Ken Lapikas, Director of Information Technology**, at the Meadville campus, Director of Information Technology Office, phone number 814-724-0700, extension number 2425, and cell number 724-967-1979

CRIME STATISTICS

Meadville On-campus and public property crime statistics are not available from law enforcement.

City Crime Statistics- Uniontown Not available. We made a good faith effort to obtain statistics from local law enforcement agencies, but the agencies did not comply with our request. City Crime Statistics were requested from the Uniontown City Police Department but not received.

Meadville Morgantown Sharon Uniontown

| YEAR | ON-CAMPUS PROPERTY | | | ON-CAMPUS STUDENT HOUSING FACILITIES | | | NONCAMPUS PROPERTY | | | PUBLIC PROPERTY | | |
|-----------------------------------|--------------------|----------|----------|--------------------------------------|----------|----------|--------------------|----------|----------|-----------------|----------|----------|
| | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 | 2018 | 2017 | 2016 |
| Criminal Offense Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes Reporting | | | | | | | | | | | | |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter By Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction, Damage, or Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes By Category Reporting

| | | | | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Race | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

VAWA Offenses Reporting

| | | | | | | | | | | | |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Arrests and Disciplinary Referrals Reporting

| | | | | | | | | | | | |
|----------------------|---|---|---|---|---|---|---|---|---|---|---|
| Arrests: Weapons: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|----------------------|---|---|---|---|---|---|---|---|---|---|---|

| | | | | | | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Carrying, Possessing, Etc. | | | | | | | | | | | | |
| Disciplinary Referrals: Weapons:Car rying, Possessing, Etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)
DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING**

DOMESTIC VIOLENCE CENTERS

Women's Services, Inc.

P.O. Box 537 | Meadville, PA 16335

Phone: 814.724.4637

Hotline: 814.333.9766 | 1.888.881.0189

SERVICES

Sexual Assault

Domestic Violence Program

Crawford County Victim Services

903 Diamond Park | Meadville, PA 16335

Phone: 814.333.7455 | Toll Free: 800.982.9019

SERVICES

Victim/Witness Program

PPC Violence Free Network

716 E. Second Street | Oil City, PA 16301

Phone: 814.437.1996 | Toll Free: 1.800.243.4944

SERVICES

Comprehensive Victim Service Agency

Sexual Assault/
Domestic Violence Program

PPC Violence Free Network

208 W. Spring Street | Titusville, PA 16354

Phone: 814.827.3649 | 814.827.3472

Hotline: 800.243.4944 | 814.827.3472

SERVICES

Sexual Assault/Domestic Violence Program

Crawford County Juvenile Services

286 Chestnut Street | Meadville, PA 16335

Phone: 814.336.4061

SERVICES

Specialized Services for Victims of Juvenile Offenders

PCAR CENTERS (Pennsylvania Coalition against Rape) <http://www.pcar.org/>

Passages, Inc.

1300R East Main St

Clarion, PA 16214

Business Phone: 814-226-7273

Hotline: 800-793-3620

Fax: 814-226-5766

ALCOHOL AND DRUG ABUSE CENTERS FOR MEADVILLE

Clarion County Drug & Alcohol Administration 214 S Seventh Ave

Clarion, PA 16214

814-226-5888

Fax 814-226-4212 <http://www.co.clarion.pa.us/offices.html>

Crawford County Drug and Alcohol Executive Commission, Inc.

920 Water Street Downtown Mall Meadville, PA 16335

814-724-4100

Fax 814-333-2779

<http://ccdaec.org>

Erie County Office of Drug and Alcohol Abuse

155 West 8th Street Suite 401 Erie, PA 16501

814-451-6877

Fax 814-451-6899

Venango County Substance Abuse Program One Dale Avenue

Franklin, PA 16323

814-432-9744

Fax 814-432-9150

<http://www.co.venango.pa.us/sa/index.htm>

Sharon Regional Health System Behavioral Health Services Mercer Office

551 Greenville Road

Mercer, PA 16137
Phone: 724-662-3831

Stepping Stones at MMC Renee Groover
1034 Grove Street Meadville, PA 16335 Phone: 814-333-5810

Alcoholics Anonymous
1-814337-4019

Narcotics Anonymous www.NA.org
1-412-462-4246

TITLE IX COORDINATOR MEADVILLE CAMPUS

Amy Braymer, Director, Laurel Technical Institute Meadville;
11618 Cotton Road, Meadville, PA 16333:
814-724-0700 Extension 2418; Cell Phone 814-323-3225, Fax: (814) 724-2777 braymera@laurel.edu

RESPONSIBLE EMPLOYEE MEADVILLE CAMPUS

Cathy Jackson, General Education Instructor, Laurel Technical Institute Meadville;
11618 Cotton Road, Meadville, PA 16333:
814-724-0700 Extension 2416; Cell Phone 814-323-3225, Fax: (814) 724-2777 jacksonc@laurel.edu

LOCAL COUNSELING AGENCIES Meadville
BEHAVIORAL HEALTH COUNSELING AGENCIES

Sharon Regional Health System Behavioral Health Services Mercer Office
551 Greenville Road
Mercer, PA 16137
Phone: 724-662-3831

Crawford Human Services Dept
1-877-334-8793

Crawford County Mental Health Awareness Program
1-814-333-2924

Meadville Psychiatric Association
1-814-337-2204

Regional Behavioral Consultants
1-814-336-28-48

Tri State Elder Assessment Management
1-844-616-5587

SEVERE WEATHER
GENERAL INFORMATION FOR EMERGENCY SITUATIONS

**First aid kits (with CPR barriers) are located in the following areas.
Clinical Medical Assistant (CMA) Clinic Classroom 121**

Meadville Specific Evacuation Procedures:

EVACUATION:

- Promptly leave the building using emergency exit.
- Exit by nearest doorway
- Leave room lights ON with doors unlocked and closed
- Travel to the safe area located at the front of the building towards Cotton Road.
- Report the attendance of students, instructors, and staff to the designated emergency management team member.

LOCKDOWN:

- Shut and lock all classroom and office doors
- Shut off room lights
- Move away from windows
- Hide under desks, chairs, in closets, etc.
- Remain quiet

WEATHER HAZARD EMERGENCY

- **TORNADO:** Relocate to the lower level of the building. Report the attendance of sf students, instructors, and staff to the designated emergency management team member in the Student Lounge Area.
- **FLOODING:** Relocate to the upper-level of the building. Report the attendance of students, instructors, and staff to the designated emergency management team member in the Great Room Area.

In the event of an Emergency listed above, please follow the important reminders below:

- Cooperate with emergency responders
- Do not go to your vehicles
- Do not leave the facility, unless instructed by an emergency management team member
- Wait for the “ALL CLEAR” before reentry of the facility

INFORMATION TECHNOLOGY DEPARTMENT

The file server for Administration is located in the Director of IT Office. It is the door to the left, upon entering the Director of IT Office. Additionally, a Server Lab used by students and IT instructors is located in the lower level of the building. Hardware is attached to a UPS (Uninterruptible Power Supply), which will last approximately 30 minutes in the event of a power failure depending on the equipment attached to it. A carbon halon fire extinguisher is located in the Director of IT Office directly outside the Administration server room. In addition, a carbon halon fire extinguisher is located in the hallway outside the IT / Student Instructor server room.

The administration Pearson Vue testing center and the file server is located in a room off of the Director of IT Office. It is located to the left upon entering the Director of IT Office. Hardware is attached to a UPS. A Halon fire extinguisher is located to the right of the server door in the Director of IT Office.

Backup tapes and copies of software licenses are stored at an off-site location for safekeeping.

Meadville Map

