



2025 ANNUAL SECURITY REPORT

Title IX Policy for Employees and Students

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Penn Township**

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September 2025

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CAMPUS SAFETY AND SECURITY

Laurel Institutes, which includes Laurel Technical Institute (LTI), Laurel College of Technology (LCOT), and Laurel Institute of Technology (LIOT), work with local law enforcement agencies to prepare and publish the Annual Security Report (ASR) in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act. Laurel Institutes (here after referred to as Laurel or the School) are committed to the strict adherence and implementation of the Clery Act, Violence against Women Act (VAWA), and Title IX compliance for all employees and students.

CAMPUS SECURITY AND ACCESS

- Laurel limits access to all campus facilities to employees, students, and authorized visitors. Any person(s) not authorized by Laurel to be on campus property will be trespassing and will be required to leave the premises. Any person disregarding this policy will be subject to a complaint filed with the local police department.
- Students and employees are 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 parked on any of Laurel's campuses are required to have a Laurel Institutes parking decal displayed in the lower left corner of their rear window. All visitors authorized to be performing business at Laurel are required to provide their vehicle information to the Laurel receptionist. Unauthorized vehicles will be towed at the owner's expense.
- All employees and students are issued and required to possess Laurel issued identification cards with picture while on campus. All authorized visitors are provided 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 have a magnetic lock to prevent unauthorized entrance. An issued identification card to employees and students must 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 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 Laurel 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.
- Laurel employees are on campus during regular business hours to assist a student in need of an escort or assistance.
- Laurel will refer any criminal activities to the local police department. Laurel encourages its students and employees to immediately report any suspicious criminal activity to the Laurel Emergency Management Team or 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 Laurel Emergency Management Team or Campus Security Authority.
- Laurel 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 Laurel Emergency Management Team or Campus Security Authority who will respond to the incident appropriately.
- Laurel 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 shared files, and on the LAUREL web site under Consumer Disclosures.
- Prospective students are provided with current Annual Security Report information on Laurel Campus Safety and Security, campus crime statistics for the previous 3 years, and city crime statistics on the Laurel web site.
- Laurel 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 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 and prevention reporting, options, and counseling. Drug and alcohol awareness and prevention consists of alcohol and drug awareness of the street names, acute affects, 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 valuable items 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 is provided to the Laurel community in the event of a reported crime or emergency on

campus if it is determined, in the judgment of a Laurel Emergency Management Team member, to constitute a serious or continuing threat to the Laurel community. 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 Laurel 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 Messaging will send a **TIMELY WARNING** by 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.

The timely warnings on campus may come from a variety of alerts including texts, phone, and email, announcement over the paging system, sirens, strobes, and verbal communication. The alerts may be to announce important information to employees, students, and visitors such as evacuation from campus buildings, a lockdown, or in case of a severe weather alert. An All Clear alert sent to all students, employees, and visitors informing them that the emergency or dangerous situation is over and now safe. Timely warnings 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 is tested once a semester to insure that all students and employees are receiving alerts. All students and employees are notified in advance of the testing so you will need to contact your Campus President 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.

Laurel Emergency Management Team:

See appendix for Emergency Management Team members, by campus.

CAMPUS SECURITY AUTHORITY (CSA)

Who is a Campus Security Authority (CSA)?

- A campus employee who has responsibility for campus security but does not constitute a campus police department or campus security department.
- A campus official whose responsibility includes but is 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.
- An authority who may include a Campus President or Director of Human Resources who will collect information, investigate crimes, and finalize a resolution for reported allegations of Clery Act crimes.
- An authority who will 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 President, or

Director of Human Resources.

- Note: A CSA report does not need to result in automatic police or disciplinary action if the victim does not want to pursue those actions and a CSA is 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 President, or Director of Human Resources.

CSA documents and shares:

- 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
- Incident reports that he or she has all parties involved complete and forwarded to the Campus President, and Director of Human Resources. This information must be reported in real time, not the end of a week, month, month, semester or academic year.

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), Laurel Emergency Management Team, or local law enforcement.

If a crime occurs on campus where you are a victim, eyewitness, or have first-hand knowledge, 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 President, or Director of Human Resources.

- A student 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 Laurel CSA or member of its 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 any Laurel CSA or member of its Emergency Management Team.
- A crime that is not a dangerous situation should also be reported to the local police or contact Campus Security Authority or Laurel Management who may contact law enforcement.
- The incident will be kept confidential except with the business personnel who need to know in order 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 allegations information from individuals associated with Laurel about crimes that have been reported to them and report them to the Campus President, Director 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, Laurel 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 Laurel. If a campus security authority or Laurel Emergency Management Team member receives a report, he or she must include it as a crime report using the Laurel Incident Report. All incident reports are required to be sent to the Director 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 Laurel Emergency Management Team, nor must a finding of guilt or responsibility be made to include the reported crime in the 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 to a CSA or member of the Laurel Emergency Management Team under the condition that it is to be kept confidential and that they 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 Laurel 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.

Signature: _____ Date: _____

Laurel employee filing report or receiving report.

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 campus at the time you are made aware of the incident. If not urgent, this form should be given to your supervisor within 24 hours if he or she is on site. If not, give form to Campus President or person in charge at campus within 24 hours.**

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

Printed name of employee

Signature of employee

Date

Supervisor/ Administration use only within this box

☐ Resolved	☐ Unresolved***	_____ Initial	_____ Date
☐ Needs Further Investigation			

Comments/Communication notes. *** If unresolved, explain the next step in the process

Printed name of Supervisor

Signature

Date

Printed name of HR Dir. or Campus President

Signature

Date

WEAPONS POLICY

The possession, carrying, and/or use of firearms, ammunition, explosives, incendiary devices or other dangerous weapons of any kind are strictly prohibited in or on Laurel 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 in the Campus Appendices 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: 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 or government.

Clery Geography: 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 Technical Institute, Laurel College of Technology, and Laurel Institute of Technology do not have campus student housing facilities. Laurel Technical Institute, Laurel College of Technology, and Laurel Institute of Technology 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.

Included 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.

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.

5. 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.

- 6. 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.
- 7. 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

8. 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.

9. 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.

10. 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.

11. 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.

ANTI-HAZING POLICY

Hazing at the Laurel is considered a violation of the school's Anti-Hazing Policy and Student Code of Conduct and is absolutely prohibited. Hazing may also be considered a criminal act.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution. Hazing is defined as follows:

Hazing

A person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

Violate Federal or State criminal law;

Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;

Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;

Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;

Endure brutality of a sexual nature;

Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

the person acts with reckless indifference to the health and safety of the minor or student; or,
the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

A Registered Student Organization commits organizational hazing if the organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents and suspected incidents of hazing. Reports may be made to the Campus Security Authority (CSA) or by submitting an incident report. Each Campus CSA can be found in their appendix.

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.

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 unfound 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 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 President or Director 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 Laurel website, in the Annual Security Report (ASR), and on school bulletin boards.

The ASR and crime statistics are available on the Laurel 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 available from law enforcement.

See appendix for statistics charts

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.

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

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.

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

Laurel is committed to maintaining an environment that is free from any form of sexual assault. Laurel 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 Local Police Department. Laurel 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 Laurel 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 immediately in order to provide the opportunity for collection of evidence to help prosecution prove the commission of a crime of the criminal offense, which cannot 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 Laurel Management will assist the victim in notifying the appropriate services. The informational brochures and listing is available to students and employees from the Laurel Management.

The authority of the Laurel 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

Laurel 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 Laurel. Either a male or a female may be a victim or perpetrator of Sexual Misconduct.

Laurel Technical Institute, Laurel College of Technology, and Laurel Institute of Technology 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 Laurel 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 Laurel to protect the confidentiality of members of the Laurel 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 Laurel employee of a Sexual Misconduct complaint, for the protection of the entire community, Laurel 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 Laurel 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 Laurel 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 Laurel may be hindered to the extent the complainant wishes to remain anonymous.

SEXUAL ABUSE AND MOLESTATION POLICY

Laurel Technical Institute, Laurel College of Technology, and Laurel Institute of Technology 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, Laurel Technical Institute, Laurel College of

Technology, and Laurel Institute of Technology.

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, Laurel Technical Institute, Laurel College of Technology, and Laurel Institute of Technology. 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.

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

Laurel Technical, and Laurel College of Technology, does not provide professional or pastoral counseling. They 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.

See Campus Appendices for lists of Domestic Violence Centers, Title IX Coordinators, and Deputy Title IX Coordinators

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 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 is 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
- All Faculty and Staff
- 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 Technical Institute, Laurel College of Technology, and Laurel Institute of Technology 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 Technical Institute, Laurel College of Technology, and Laurel Institute of Technology 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 meets its commitment to an open and inclusive educational and employment environment. These procedures also describe the school's efforts to conduct, thorough, timely, 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, Laurel 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. Laurel does not tolerate retaliation against persons reporting sexual assaults, domestic violence, dating violence, or stalking.

Victims may also file a complaint through Laurel administration. The Laurel 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, Laurel may be limited in its ability to take disciplinary action.

If the complainant still wishes to remain anonymous, Laurel will make every reasonable effort to abide by complainant's wishes; however, Laurel is required to balance such a request with interest in protecting the safety of other members of the community. The decision will be made by the Title IX Coordinator, the Executive or Campus President, President/CEO, and Director of Human Resources. If Laurel proceeds with an investigation or other response, then the Laurel 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, Laurel will provide a victim of sexual assault, domestic or dating violence, or stalking with a copy of the Laurel 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 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, Laurel will inform members of the university community of reported sexual assaults, domestic violence, dating violence, or stalking without identifying the victim. Laurel 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 or Director of Human Resources.

Informal Complaints

If a person reports to an 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 Laurel personnel will be treated confidentially consistent with applicable legal requirements and safety considerations. Complaints of sexual misconduct or discrimination from a student against a Laurel 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

Laurel 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 President or Executive Director or Director 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 Laurel 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.

Laurel Technical Institute/Laurel College of Technology/Laurel Institute of Technology 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.

Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel student. Examples include 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.

BULLYING POLICY

Laurel Institutes are committed to providing a safe and harassment-free education and work environment for all students and employees. Laurel Institutes expects all students employees to treat others with dignity and respect. As part of that commitment, we have developed the following policy to identify intentional or unintentional actions that could be characterized as bullying and lead to disciplinary action up to and including termination of employment.

Bullying includes, but not limited to any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean.
- Verbally slandering, ridiculing, or maligning a person or his/her family or friends; persistent name calling which is hurtful, embarrassing, insulting, or humiliating; using a person as the butt of jokes; saying things

that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; using nicknames after being notified that the nickname is considered by the victim to be offensive; constant public criticism on matters that cannot be documented. Persistent singling out of one person or group of persons in a negative manner.

- Physical - pushing, shoving, kicking, poking, tripping, assaulting, threatening physical assault or damage to a person's work area or property.
- Non Verbal - threatening gestures such as, but not limited to approaching another person aggressively which could reasonably be interpreted as threatening, or making gestures that would reasonably be interpreted as amorous or sexual in nature.

Cyberbullying:

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards,
- Email or mail
- Online gaming communities
- Engaging in verbal bullying via phone, or voicemail; or other communication; and spreading malicious rumors or gossip about another person

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, Discrimination, and Bullying Policy will result in disciplinary action up to including termination of employment or education.

Laurel 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 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 LAUREL community. Laurel Technical Institute/Laurel College of Technology/Laurel Institute of Technology officials will provide a prompt, fair, and impartial investigation and resolution.

If The Respondent Is a Student

If the alleged respondent is a Laurel 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, Laurel may proceed with an investigation and resolution of any reported acts of sexual assault, relationship violence, or stalking if Laurel determines that such investigation and resolution are necessary to ensure the safety and well-being of Laurel 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 Laurel 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 President and or Director 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 Laurel 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 Laurel; and any other appropriate measures that support the LAUREL'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 a Laurel Employee

The Laurel'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 President and or Director 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. Laurel Policy Employee Grievance Procedures will be followed throughout the appeal process as described in the Laurel 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 Laurel may impose on a faculty or staff member following a final determination of an institutional procedure include:

- Employee termination from Laurel
- Unpaid suspension
- Restrictions from all or portions of the campus if the alleged assailant is a Laurel employee and the victim is either a Laurel 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 Director 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 Laurel 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 Laurel 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 Laurel. 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.

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 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 Laurel 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.

EMERGENCIES

If Laurel 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

See Appendix for lists of behavioral health counseling agencies by campus.

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 Laurel 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 STARS 911 Messaging **TIMELY WARNING** by 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, Vice President of Human Resources, or Director 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, Laurel Technical Institute, Laurel College of Technology. 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 STARS 911 Messaging **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.

Employees will:

ABUSIVE SITUATION

- 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

- 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 LAUREL is needed.

Employee will:

HOSTAGE SITUATION

- 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. 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.
3. 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.
4. Staff should leave the lights on in their offices and lock their doors to secure confidential information.
5. 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.

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 are considered visitors.

ALL visitors -- including Laurel 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 strictly prohibits the unlawful possession, use, consumption, distribution, or manufacture of illicit drugs and/or alcohol by employees, students and visitors on Laurel property, or as part of any Laurel activity including internship sites, and clinical sites. Laurel 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 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 Laurel 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 Laurel 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 Campus Security Authority will follow Laurel's Drug and Alcohol Detection procedures and either administer an on-site drug and alcohol swab test or 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.

Laurel doesn't offer counseling on campus but Laurel 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.
- Laurel's Policy and Procedures for conducting the biennial review of DAAPP.
- A biennial review of Laurel'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, Director of HR, VP of Education, VP of Financial Aid, and the Campus President.
- 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.

Laurel 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.

Laurel will make every reasonable effort to assist students in meeting these institutional standards of conduct and policies. Be advised, however, that Laurel 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 Laurel regulation.

Probation - A written reprimand for a violation of a specified regulation. Probation is for a designated period and includes the probability of more severe sanctions if the student is found to be violating any Laurel 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 Laurel activities for a designated period.

Restitution - Repayment to Laurel 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 Laurel 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 Laurel. When a student is expelled, he or she is prohibited from being in or around any Laurel 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 Laurel community or preservation of Laurel 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 Laurel operations.

During the interim suspension, students shall be denied access to the Laurel 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 Laurel'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 Laurel, the Administrator or designee may consider initiating disciplinary action under the Off-Campus Misconduct Policy. Laurel 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 Laurel 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 Laurel 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

UNIONTOWN CAMPUS APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel Technical Institute (LTI) is a privately-owned learning institution located in Uniontown, Pennsylvania. Classes are normally offered Monday through Friday from 8:00 AM – 4:30 PM. The Uniontown campus consists of three buildings located at 11 East Penn Street, 18 North Beeson Avenue and 92 North Beeson Avenue. There is also a satellite campus located at 1100 Randall Court, Export PA 15632.

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. Additionally, Bunny Fani, educator for the Crime Victim Center of Fayette County, is available to visit the campus upon request. If students need individual counseling, office space is available to provide a private meeting space to ensure confidentiality.

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

The Uniontown Emergency Management Team includes the following members:

- **Leslea Eckhardt, Director of Human Resources**, at the Uniontown campus, Suite 102 extension number 126, direct dial number 724-562-1032 and cell number 703-599-9945
- **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
- **Lisa Dolan, Associate Director of Admission for all campuses**, located at the Uniontown campus, Suite 115, extension number 158, direct dial number 724-562-1042 and cell number 724-880-2851
- **McKenna Gower, Campus Director**, at the Uniontown campus, Suite 123, extension number 130, direct dial number 724-562-1031
- **Kristin Gigliotti, Director of Education**, at the Penn Township satellite campus, extension number 170, direct dial number 724-562-1038
- **Justin Caldwell, Regional Director of Trades Programs**, at the Uniontown campus, cell number 724-289-0061

Report Crimes to:

The employees who are 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.

- **Leslea Eckhardt, Director of Human Resources**, at the Uniontown campus, Suite 102, extension number 126, direct dial number 724-562-1032 and cell number 703-599-9945
- **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
- **McKenna Gower, Campus Director**, at the Uniontown campus, Suite 123, extension number 130, direct dial number 724-562-1031
- **Kristin Gigliotti, Director of Education**, at the Penn Township satellite campus, extension number 170, direct dial number 724-562-1038
- **Justin Caldwell, Program Director of Trades**, at the Uniontown campus, 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 are public property)
 - Beeson Avenue side – first sidewalk, street, second sidewalk on Beeson Avenue
 - Peter Street side – first sidewalk, street, second sidewalk on Peter Street

The Penn Township satellite campus is defined as On Campus as follows:

- *1100 Randall Court, Suite 100*
 - Parking- in the rear of the building, in unmarked spaces
 - Entrances- through the sides and back of the building

Emergency Response Contacts:

(911)

Fayette County Emergency Management

During business hours: 724-437-1277

Outside business hours: 724-430-9111

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

Westmoreland County Emergency Management

During business hours: 724-830-3000

Murrysville/Export Emergency Management at 724-327-2100

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. Penn Township on-campus and public property crime statistics are not applicable at this time.

☒ Uniontown ☐ Penn Twp ☐ Morgantown ☐ Hermitage ☐ Sharon ☐ Fort Mill												
	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
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	1	1	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	1	1	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	0
Hate Crimes By Category Reporting												
Race	0	0	0	0	0	0	0	0	0	0	0	0

Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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
VAWA Offenses Reporting												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	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
Arrests and Disciplinary Referrals Reporting												
Arrests:												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals:												
Weapons: Carrying, Possessing,	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	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	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)

A list of current Title IX coordinators is always available on our website at

<https://www.laurel.edu/about-us/consumer-information/notice-of-nondiscrimination-and-title-ix-coordinators>

In addition to the Title IX coordinators listed on our website, Bunny Fani, 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.

DOMESTIC VIOLENCE AND SEXUAL OFFENSE COUNSELING

PCAR CENTERS (Pennsylvania Coalition Against Rape)

<http://www.pcar.org/>

Crime Victims' Center of Fayette County Oliver Square

Plaza

6 Oliver Road, Suite 108,

Uniontown, Pennsylvania, 15401

Business phone: (724) 438-1470

Hotline: (724) 437-3737

Blackburn Center Standing To End Violence

1011 Old Salem Road,

Greensburg, Pennsylvania, 15601

Hotline: 1-888-832-2272

Business phone: 724-837-9540

The C.A.R.E. Center— STTARS Program

Main office phone: 724-229-5007

Washington office phone: 724-229-5007

Hotline: 888-480-7283

Victim Services Inc.

427 West Ridge Road,

Somerset, Pennsylvania, 15501

Hotline (toll-free): 800-755-1983

Hotline (Somerset County): 814-443-1555

Hotline (Cambria County): 814-288-4961

DOMESTIC VIOLENCE CENTERS UNIONTOWN

Rape and Domestic Violence Information Center

Morgantown, West Virginia

Hotline: 304-292-5100

HOPE, Inc.

Fairmont, West Virginia

Hotline: 800-799-7233

National Sexual Assault Hotline: 1-800-656-HOPE

National Domestic Violence Hotline: 1-800-799-SAFE

TTY: 1-800-787-3224

Pittsburgh Action Against Rape (PAAR)

Pittsburgh, Pennsylvania

Phone: 412-431-5665

Hotline: 866-363-7273

Center for Victims

Pittsburgh, Pennsylvania

Hotline: 1-866-644-2882

Dove Center

Oakland, Maryland

Hotline: 1-800-884-7242

Phone: 301-334-6255

Laurel Institutes

Upper Ohio Valley Sexual Assault Help Center Inc. Wheeling, West Virginia

Hotline: 800-884-7242

Phone: 304-234-1783

Family Crisis Center Keyser, West

Virginia

Hotline (toll-free): 800-698-1240

Phone: 304-788-6061

Family Crisis Resource Center, Cumberland, Maryland

Hotline: 301-759-9244

Phone: 301-759-9246

SMS Support Line: 301-970-4242

National Domestic Violence

Hotline: 800-799-7233

Pennsylvania Coalition Against Domestic Violence (PCADV)

Harrisburg, Pennsylvania

Phone: 717-545-6400

Website: www.pcadv.org [external link]

Pennsylvania Coalition Against Rape (PCAR)

Enola, Pennsylvania

Hotline (toll-free): 1-888-772-7227

Website: www.pcar.org [external link]

West Virginia Coalition Against Domestic Violence (WVCADV)

South Elkview, West Virginia

Phone: 304-965-3552

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

DOMESTIC VIOLENCE CENTERS PENN TOWNSHIP

Pittsburgh Action Against Rape (PAAR)

Pittsburgh, Pennsylvania

Phone: 412-431-5665

Hotline: 866-363-7273

Blackburn Center Standing To End Violence

1011 Old Salem Road,

Greensburg, Pennsylvania, 15601

Hotline: 1-888-832-2272

Business phone: 724-837-9540

Center for Victims

Pittsburgh, Pennsylvania

Hotline: 1-866-644-2882

National Domestic Violence

Hotline: 800-799-7233

Pennsylvania Coalition Against Domestic Violence (PCADV)

Harrisburg, Pennsylvania

Phone: 717-545-6400

Website: www.pcadv.org [external link]

Pennsylvania Coalition Against Rape (PCAR)

Enola, Pennsylvania

Hotline (toll-free): 1-888-772-7227

Website: www.pcar.org [external link]

TITLE IX COORDINATOR UNIONTOWN AND PENN TOWNSHIP CAMPUS

Leslea Eckhardt, Director of Human Resources, Laurel Technical Institute

11 East Penn Street, Suite 102, PO Box 877, Uniontown, PA, 15401

724-439-4900 extension number 126

direct dial number 724-562-1032 and cell phone number 703-599-9945

leslea.eckhardt@laurel.edu

DEPUTY TITLE IX COORDINATOR UNIONTOWN AND PENN TOWNSHIP CAMPUS

McKenna Gower, Assistant Campus Director, Laurel Technical Institute

11 East Penn Street, Suite 123, PO Box 877, Uniontown, PA, 15401

724-439-4900 extension number 130

direct dial 724-562-1031

gowerm@laurel.edu

Kristin Gigliotti, Director of Education, Laurel Technical Institute

1100 Randall Court, Suite 100, Export, PA, 15632

724-439-4900 extension number 172

direct dial 724-562-1038

kristin.gigliotti@laurel.edu

LOCAL COUNSELING AGENCIES UNIONTOWN

Gateway Rehab

212 Outlet Way, Suite 1,
Greensburg, Pennsylvania, 15601
Phone: 724-853-7300

Greenbriar Treatment Center--Washington

800 Manor Drive,
Washington, Pennsylvania, 15301
Phone: 724-255-9700

Med Tech Rehab

1037 Compass Circle,
Greensburg, Pennsylvania, 15601
Phone: 724-834-1144

Outside in Pathway to Recovery Outpatient Services

580 Feightner Road,
Greensburg, Pennsylvania, 15601
Phone: 724-837-1518

Outside In School of Experiential Education, Inc.

1050 Fort Palmer Road,
Bolivar, Pennsylvania, 15923
Phone: 724-238-8441

RHJ Medical Center, Inc.

1005 Old Route 119,
Hunker, Pennsylvania, 15639
Phone: 724-696-9600 (option 1)

2994 River Road,
Vandergrift, Pennsylvania, 15690
Phone: 724-240-1534 (option 2)

Addiction Specialists, Inc.

1023 Pittsburgh Street, Uniontown, Pennsylvania, 15401
Phone: 724-550-4544

Another Way, Inc.

708 Nelson Road, Farmington, Pennsylvania, 15437

Phone: 724-329-7900

Axiom Family Counseling Services, Inc.

630 Cherry Tree Lane,

Uniontown, Pennsylvania, 15401

Phone: 724-439-0308

225 Margaret Avenue, Suite 3,

Jeannette, Pennsylvania, 15644

Phone: 724-522-5456

3 Kensington Square,

New Kensington, Pennsylvania, 15068

Phone: 878-847-7179

Familylinks, Inc.

401 N. Highland Avenue,

Pittsburgh, Pennsylvania, 15206

Phone: 866-583-6003

Fayette Drug and Alcohol Commission, Inc.

100 New Salem Rd, Suite 106,

Uniontown, Pennsylvania, 15401

Phone: 724-438-3576

LOCAL COUNSELING AGENCIES PENN TOWNSHIP

Gateway Rehab

212 Outlet Way, Suite 1,

Greensburg, Pennsylvania, 15601

Phone: 724-853-7300

Med Tech Rehab

1037 Compass Circle,

Greensburg, Pennsylvania, 15601

Phone: 724-834-1144

Outside in Pathway to Recovery Outpatient Services

580 Feightner Road,

Greensburg, Pennsylvania, 15601
Phone: 724-837-1518

Outside In School of Experiential Education, Inc.
1050 Fort Palmer Road,
Bolivar, Pennsylvania, 15923
Phone: 724-238-8441

RHJ Medical Center, Inc.
1005 Old Route 119,
Hunker, Pennsylvania, 15639
Phone: 724-696-9600 (option 1)

2994 River Road,
Vandergrift, Pennsylvania, 15690
Phone: 724-240-1534 (option 2)

Axiom Family Counseling Services, Inc.
630 Cherry Tree Lane,
Uniontown, Pennsylvania, 15401
Phone: 724-439-0308

225 Margaret Avenue, Suite 3,
Jeannette, Pennsylvania, 15644
Phone: 724-522-5456

3 Kensington Square,
New Kensington, Pennsylvania, 15068
Phone: 878-847-7179

Familylinks, Inc.
401 N. Highland Avenue,
Pittsburgh, Pennsylvania, 15206
Phone: 866-583-6003

BEHAVIORAL HEALTH COUNSELING AGENCIES

- **Fayette County Mental/Behavioral Health**
24-Hour Crisis Hotline: 724-437-1003
- **Valley Healthcare System** in Morgantown, West Virginia
24-Hour Crisis Hotline: 1-800-232-0020

- **Westmoreland County Crisis Hotline**
1-800-836-6010
- **National Suicide Prevention Lifeline**
Hotline: 988

Chestnut Ridge Counseling Services
100 New Salem Road,
Uniontown, Pennsylvania, 15401
Phone: 724-437-0729

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

Stern Center for Developmental and Behavioral Health
150 West Crawford Avenue, Connellsville,
Pennsylvania, 15425
Phone: 724-626-9941
www.thesterncenter.org

Westmoreland Behavioral Health and Developmental Services
40 N. Pennsylvania Ave.
Greensburg, PA 15601
(724) 830-3617
www.westmorelandcountypa.gov

New Directions Mental Health
420 Pellis Rd
Greensburg, PA 15601

<i>SPHS Behavioral Health Locations</i>		
300 Chamber Plaza, Charleroi, Pennsylvania, 15022 Phone: 724-489-9100	1100 Ligonier Street, Latrobe, Pennsylvania, 15650 Phone: 724-532-1700	203 South Maple Avenue, Greensburg, Pennsylvania, 15601 Phone: 724-834-0420
408 Eighth St, Suite 1, New Kensington, Pennsylvania, 15068 Phone: 724-339-6860	2 Eastgate Avenue, Monessen, Pennsylvania, 15062 Phone: 724-684-6489	88 N Gallatin Avenue, Uniontown, Pennsylvania, 15401 Phone: 724-430-9710

Momentum Couples and Family Therapy LLC.
315 Morgantown Street,

Uniontown, Pennsylvania, 15401
Phone: 724-557-6598

Greenbriar Treatment Center--Washington
800 Manor Drive,
Washington, Pennsylvania, 15301
Phone: 724-255-9700

Fayette Emergency Management
24 E Main Street,
Uniontown, Pennsylvania, 15401
Phone: 724-430-1277

SEVERE WEATHER PROCEDURES

In the case of severe weather, all students should gather in places designated below:

Penn Street building

- All floors-- ALL students and employees should gather in the administrative hallway between the Board Room (Suite 103) and the Admission Office (Suite 115)

Beeson Street building

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

Trades building

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

Penn Township Satellite building

- All students and employees should gather in the PN Classroom in the center of the building.

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 and in the student lunchroom on the wall to the left of the 2 sinks
- 2nd Floor - to the left of the door to Classroom 222 and in Classroom 200
- 3rd Floor - Classroom 300, Classroom 306 and Classroom 309

Beeson Street building

- Ground Floor – in the kitchen under the sink in Student Union between men's and women's restrooms, Classroom 102B, and the Library
- 2nd Floor – in the dispensary (laundry)
- 3rd Floor – supply closet

Penn Township Satellite building

- 1st Floor – in Student Break Room

Blood pathogen kits are located in the following areas:

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 – Classroom 300, Classroom 306, Classroom 309

Beeson building

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

Trades building

- Program Director for the Trades office

Penn Township Satellite building

- 1st Floor – in Student Break Room

Eye wash stations are located in the following areas:

Penn Street building

- 3rd Floor – Classroom 300, Classroom 306, Classroom 309

Trades building

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

Penn Township Satellite building

- 1st Floor – Classroom hallway, next to CNST classroom

Uniontown Specific Evacuation Procedures:

Specific areas outside of our buildings are designated for gathering students and employees after building evacuations.

The **Penn Street building** evacuation area is the **student parking lot** across the covered footbridge or the **Penn/Peter Street Parking Garage (ground floor)**.

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

The **Trades Building** evacuation area is the **student parking lot** at a safe distance from the building.

Penn Township Specific Evacuation Procedures:

Specific areas outside of our building is designated for gathering students and employees after building evacuations.

The evacuation area is the **covered pavilion at the corner of the rear parking lot**.

Current copies of the Safety Data Sheets (SDS) are held within the departments that are known locations that store chemical products requiring SDS. These departments include Cosmetology, Practical Nursing,

Respiratory Therapy, and Welding and Fabrication with Pipeline Technology. Specific personnel are designated to take the SDS binders with them upon emergency evacuation.

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.

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.

INFORMATION TECHNOLOGY DEPARTMENT

The file server for Administration and Students used by the administration is 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 Pearson Vue testing are located in Confirm in the Penn Street building. Hardware is attached to a UPS. A Halon fire extinguisher is located to the right of door in Classroom 102B (Beeson building). Data Backup is 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 lot), 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 Campus President** 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.
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.

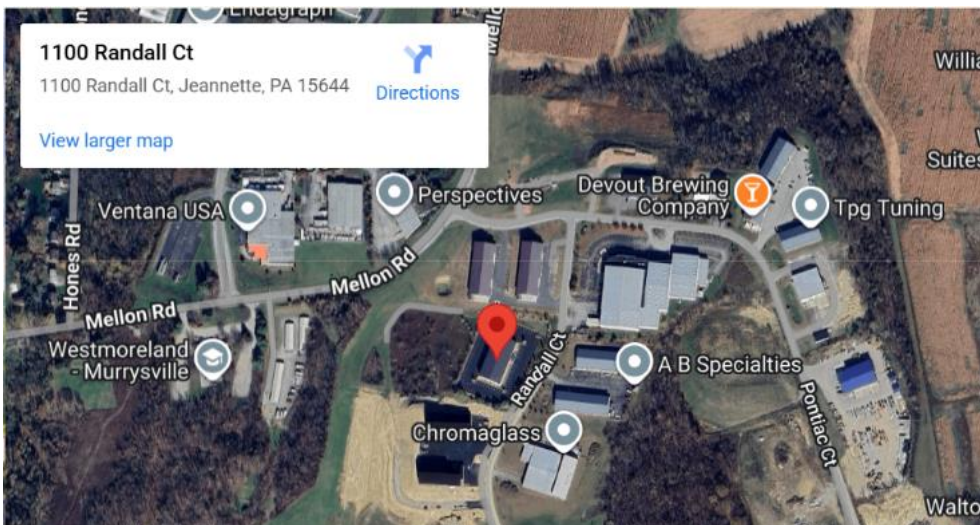
In the event there is flooding inside a building, please follow these directions:

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



Penn Township Map



SHARON CAMPUS 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.

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

The Sharon Emergency Management Team includes the following members:

- **Douglas Decker, Chief Operating Officer**, at the Hermitage campus, Suite 224 extension number 2524, direct dial number 724-983-0700 and cell number 412-913-6132
- **Jeff Barry, Electrical Instructor**, at the Hermitage campus, Classroom 121B, direct dial number 724-983-0700 and cell number 330-205-9887
- **Lauren Chaney, Campus Director**, at the Hermitage campus, Suite 201B, extension number 2535, direct dial number 724-983-0700 and cell number 724-877-9962
- **Kevin Clark, Associate Director of Education**, located at the Hermitage campus, Suite 202B, direct dial number 724-983-0700 and cell number 330-314-2213
- **Patrick Reigh, CNST Instructor**, at the Sharon satellite, direct dial number 724-983-0700 and cell number 724-967-6462
- **Marc Sabino, Director of Academic Affairs**, at the Sharon satellite, direct dial number 724-983-0700 and cell number 724-866-8581
- **Joseph Smith, Trades Faculty Coordinator**, located at the Hermitage campus, direct dial number 724-983-0700 and cell number 724-651-4019

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

City of Hermitage Police Department at 724-983-6780

CRIME STATISTICS

☐ Uniontown ☐ Penn Twp ☐ Morgantown ☒ Hermitage ☒ Sharon ☐ Fort Mill												
	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
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	0
Hate Crimes By Category Reporting												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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
VAWA Offenses Reporting												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	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
Arrests and Disciplinary Referrals Reporting												
Arrests:												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals:												
Weapons: Carrying, Possessing,	0	0	0	0	0	0	0	0	0	0	0	0
Arrests:												
Drug Abuse Violations	1	2	0	0	0	0	0	0	0	0	1	0
Disciplinary												
Referrals: Drug	0	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	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	2	0	0	0	0	0	0	0	0	1	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 Director of Financial Aid or Financial Aid Administrator will provide information on student financial aid.

A list of current Title IX coordinators is always available on our website at

<https://www.laurel.edu/about-us/consumer-information/notice-of-nondiscrimination-and-title-ix-coordinators>

DOMESTIC VIOLENCE CENTERS AND SEXUAL OFFENSE COUNSELING

Tri-County Help Center, Inc.

St. Clairsville, OH

Hotline: 800-695-1639

Hotline: 740-695-5441

Phone: 740-695-5441

Women's Center of Beaver County

Beaver PA

Hotline: 724-775-0131

Phone: 724-775-0131

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: 800-974-3111

Hotline: 740-374-3111

Phone: 740-374-3111

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: 1-800-656-4679

Hotline: 330-452-1111

Phone: 330-452-1111

Rape Crisis Team of Trumbull County

Warren, OH

Hotline: 330-393-1565

Phone: 330-393-1565

Townhall II

Kent, OH

Hotline: 866-449-8518

Hotline: 330-678-4357

Phone: 330-678-4357

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

Lauren Chaney, Campus Director, Laurel Technical Institute
2370 Broadway Ave Hermitage, Suite 201B, Hermitage, PA, 16148
724-983-0700 extension number 2535
Direct dial number 724-877-9962 and cell phone number 724-983-8355
chaneyl@laurel.edu

DEPUTY TITLE IX COORDINATOR SHARON CAMPUS

Kevin Clark, Director of Education, Laurel Technical Institute
2370 Broadway Ave Hermitage, Suite 202B, Hermitage, PA, 16148
Direct dial number 724-562-5993 and cell phone number 330-314-2213
kevin.clark@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.mercercountnbc.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 PROCEDURES

In the case of severe weather, all students should gather in places designated below:

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 Gigi's Table.

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 main kitchen Area, next to the AED

Blood pathogen kits are located in the following areas:

Broadway building:

- 1st Floor - in the shop area on the right side of the woman's restroom, next to the AED
- 2nd Floor – Practical Nursing Classroom

Sterling Building:

- In the lunchroom, next to the AED

Eye wash stations are located in the following areas:

Broadway Building:

- 1st Floor – in the shop area sick, next to the AED/first aid kit, Cosmetology storage room
- 2nd Floor – Practical Nursing Classroom 205

Sharon Specific Evacuation Procedures:

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**.

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 Sarah Wright 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, Practical Nursing, 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.

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.

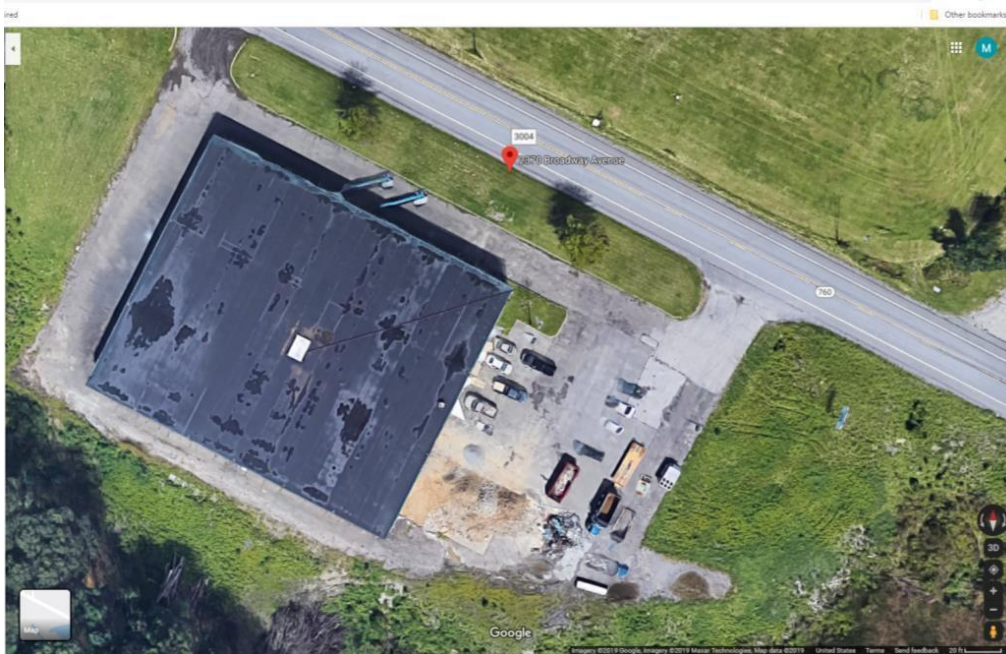
FLOODING

- *FLOODING: Relocate to higher ground. Report the attendance of students, instructors, and staff to the designated emergency management team member.*

Sharon Map



Broadway Ave Campus



MORGANTOWN CAMPUS APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel College of Technology (LCOT), is a privately owned learning institution located in Morgantown, West Virginia. Classes are normally offered Monday through Thursday from 8:00 AM – 9:30 PM. Friday 8:00 AM- 4:30 PM. The Morgantown campus location is 200 Wedgewood Drive, Van Voorhis Road, Morgantown, WV 26505.

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 Administrative Officer Mark Ralston from the Monongalia County Sheriff's Office. Miss Rimel, the Campus President 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.

LAUREL COLLEGE CAMPUS SECURITY AUTHORITY (CSA) AND EMERGENCY MANAGEMENT TEAM (EMT)

The Morgantown Emergency Management Team includes the following members:

- **Sherri Rimel, Campus President**, at the Morgantown campus, Suite 204, School direct line 724-562-1053, cell number 724-759-5223.
- **Alfred Vallano, Director of Education**, at the Morgantown campus, cell number 304-594-6745.
- **Melissa Gutermuth, Cosmetology Instructor**, at the Morgantown Campus, cell number 724-493-1343
- **Denise Messenger, Administrative Asst.**, at the Morgantown Campus, cell number 304-376-8924.
- **John Craig, Maintenance Tech/Instructor**, at the Morgantown Campus cell number 304-216-6953
- **Sean Meador, Instructor**, at the Morgantown Campus, cell number 304-276-1894.
- **Michelle Borland, Vice President of Nursing**, at the Morgantown Campus, cell number 724-984- 5490.
- **Leslea Eckhardt, Director of Human Resources**, at the Uniontown Campus, Suite 102 extension number 126, direct dial number 724-562-1032 and cell number 703-599-9945
- **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.

Report Crimes to:

The employees who are 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 President**, at the Morgantown campus, School direct line 724-562-1053, cell number 724-759-5223.
- **Leslea Eckhardt, Director of Human Resources**, at the Uniontown campus, Suite 102, extension number 126, direct dial number 724-562-1032 and cell number 703-599-9945
- **Mellissa Gutermuth, Cosmetology Instructor**, at the Morgantown Campus, cell number 724-493-1343

CLERY GEOGRAPHY

The Morgantown campus is defined as On Campus as follows:

- Morgantown Campus located at 200 Wedgewood Drive from Wedgewood Drive.
- Non- campus:
 - We don't have any building or property that we own or control off campus that would be considered non- campus building or property.
- Public Property:
 - Residential housing also borders the Clery geography. The upper parking lot borders a medical facility and the lower parking lot borders a pre-school.

Emergency Response Contacts:

(911)

Monongalia County Emergency Management at 304 291-7296

Mecca 911 at 304-599-6332

CRIME STATISTICS

☐ Uniontown
 ☐ Penn Twp
 ☒ Morgantown
 ☐ Hermitage
 ☐ Sharon
 ☐ Fort Mill

	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
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	1	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	1	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	0
Hate Crimes By Category Reporting												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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
VAWA Offenses Reporting												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	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
Arrests and Disciplinary Referrals Reporting												
Arrests:												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals:												
Weapons: Carrying, Possessing,	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	0	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	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

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

A list of current Title IX coordinators is always available on our website at

<https://www.laurel.edu/about-us/consumer-information/notice-of-nondiscrimination-and-title-ix-coordinators>

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: 301-759-9244

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 President, LCOT
200 Wedgewood Drive, Morgantown, WV 26505
Office phone number 724-562-1053 cell phone number 724-759-5223
rimels@laurel.edu

DEPUTY TITLE IX COORDINATOR MORGANTOWN CAMPUS

Mellissa Gutermuth, Cosmetology Instructor, LCOT
200 Wedgewood Drive, Morgantown, WV 26505
cell phone number 724-493-1343
mellissa.gutermuth@laurel.edu

LOCAL COUNSELING AGENCIES MORGANTOWN

Beckley	Grafton	Oak Hill
Bluefield	Huntington	Parkersburg
Bridgeport	Hurricane	Point Pleasant
Buchannon	Keyser	Princeton
Charles Town	Lewisburg	Ranson
Charleston	Martinsburg	Ravenswood
Clarksburg	Morgantown	Ripley
Dunbar Elkins	Moundsville	South Charleston
Fairmont	New Martinsville\Nitro	St. AlbansVienna
Weirton	Westover	
Weston	Wheeling	

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

Jacob's Ladder at Brookside Farm

PO Box F Aurora, WV 26705

888-468-0051Clay & Associates - The Word House Inc

FMRS Health Systems Inc - Raleigh County

101 South Eisenhower Drive

Beckley WV (304) 256-7100

<http://www.fmars.org/>

FMRS Health Systems Inc - Fayette County

209 West Maple Avenue Fayetteville WV

(304) 574-2100

<http://www.fmars.org/>

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](tel:3045239673)
<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](http://www.eastridgehealthsystems.org/BEHAVIORAL%20HEALTH%20COUNSELING%20AGENCIES)

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 PROCEDURES

- *In the case of severe weather, all students should gather in places designated below:*

All floors-- ALL students and employees should gather in the administrative hallway

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 upper level
- Esthetics classroom/lab upper level
- First semester Cosmetology Class upper level
- Second Semester Cosmetology class upper level
- Nursing Simulation Lab upper level.
- Electrical Technician Classroom/lab lower level
- Electrical Technician Lab lower level
- Cardiovascular Tech classroom/lab lower level

Blood pathogen kits:

- First Semester Cosmetology classroom upper level
- Second Semester Cosmetology classroom upper level
- Electrical Technician Classroom/lab lower level
- Cardiovascular Tech classroom/lab lower level

Eye Wash Station

- Nursing Simulation Lab on the first level
- Cosmetology clinic dispensary upper level
- LCOT Employee Conference room lower level

Morgantown Specific Evacuation Procedures:

- LCOT Morgantown, 200 Wedgewood Drive – Upper level ALL students and employees in the classrooms and offices should exit to the upper level parking lot at the far end near the entrance gate.
- LCOT Morgantown 200 Wedgewood Drive – Lower level All students and employees in the classrooms and offices should exit to the far end of the lower level parking lot.

ELEVATOR EMERGENCIES

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

5. **Building Elevator** Call OTIS Elevator Service at 1-800-233-6847 and describe the problem.
6. Ask when services will be available.
7. Inform a member of the Emergency Management Team of the situation.
8. Dial 911 if necessary.

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



FORT MILL CAMPUS APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel Institute of Technology (LIOT) is a privately owned learning institution located in Fort Mill, South Carolina. Classes are normally offered Monday through Friday from 8:00 AM – 5:00 PM, and Monday through Thursday from 6:00–10:00 PM. The Fort Mill campus consists of buildings located at 345 Patricia Lane, Suite 105, Fort Mill, SC 29708. The following structures are included: The main building houses offices, classrooms, and a student break area, including outside picnic tables.

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 on campus.

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

The Fort Mill Emergency Management Team includes the following members:

- **Cindy Carey, Director of Education/ Assistant Campus Director**, at Fort Mill Campus, office phone number 803-802-0700, extension 2405, and cell number (215) 970-3242
- **Danielle Friend, Director of Student Services**, office phone number 803-802-0700, extension 2409, and cell number 808-366-1427.
- **Deb Anderson, Admission Representative**, office phone number 803-802-0700, extension 2402, and cell number 724-301-1324.
- **Michelle Mayasich, Lead CVT Instructor**, cell number 102-378-0176.

CLERY GEOGRAPHY

The Fort Mill campus is defined as On Campus as follows:

Laurel Institute of Technology – Fort Mill Campus

- Patricia Lane to the north
- Wooded area to the south
- Dave Gibson Boulevard to the east
- Kuester commercial property to the west

Emergency Response Contacts: (911)

York County Sheriff's Office at 803-396-8426

CRIME STATISTICS

☐ Uniontown ☐ Penn Twp ☐ Morgantown ☐ Hermitage ☐ Sharon ☒ Fort Mill												
	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Offense Reporting												
Murder/Non-Negligent Manslaughter	-	0	0		0	0		0	0		0	0
Manslaughter By Negligence	-	0	0	-	0	0	-	0	0	-	0	0
Rape	-	0	0	-	0	0	-	0	0	-	0	0
Fondling	-	0	0	-	0	0	-	0	0	-	0	0
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	-	0	0	-	0	0	-	0	0	-	0	0
Aggravated Assault	-	0	0	-	0	0	-	0	0	-	0	0
Burglary	-	0	0	-	0	0	-	0	0	-	0	0
Motor Vehicle Theft	-	0	0	-	0	0	-	0	0	-	0	0
Arson	-	0	0	-	0	0	-	0	0	-	0	0
TOTAL	-	0	0	-	0	0	-	0	0	-	0	0
Hate Crimes Reporting												
Murder/Non-Negligent Manslaughter		0	0		0	0		0	0		0	0
Manslaughter By Negligence	-	0	0	-	0	0	-	0	0	-	0	0
Rape	-	0	0	-	0	0	-	0	0	-	0	0
Fondling	-	0	0	-	0	0	-	0	0	-	0	0
Incest	-	0	0	-	0	0	-	0	0	-	0	0
Statutory Rape	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	-	0	0	-	0	0	-	0	0	-	0	0
Aggravated Assault	-	0	0	-	0	0	-	0	0	-	0	0
Burglary	-	0	0	-	0	0	-	0	0	-	0	0
Motor Vehicle Theft	-	0	0	-	0	0	-	0	0	-	0	0
Arson	-	0	0	-	0	0	-	0	0	-	0	0
Larceny-theft	-	0	0	-	0	0	-	0	0	-	0	0
Simple Assault	-	0	0	-	0	0	-	0	0	-	0	0
Intimidation		0	0		0	0		0	0		0	0
Destruction, Damage, or Vandalism of Property	-	0	0	-	0	0	-	0	0	-	0	0
TOTAL	-	0	0	-	0	0	-	0	0	-	0	0
Hate Crimes By Category Reporting												
Race		0	0		0	0	-	0	0	-	0	0
Gender	-	0	0	-	0	0	-	0	0	-	0	0
Gender Identity	-	0	0	-	0	0	-	0	0	-	0	0
Religion	-	0	0	-	0	0	-	0	0	-	0	0
Sexual Orientation	-	0	0	-	0	0	-	0	0	-	0	0
Ethnicity	-	0	0	-	0	0	-	0	0	-	0	0
National Origin	-	0	0	-	0	0	-	0	0	-	0	0
Disability	-	0	0	-	0	0	-	0	0	-	0	0
TOTAL	-	0	0	-	0	0	-	0	0	-	0	0
VAWA Offenses Reporting												
Domestic Violence	-	0	0		0	0	-	0	0	-	0	0
Dating Violence	-	0	0	-	0	0	-	0	0	-	0	0
Stalking	-	0	0	-	0	0	-	0	0	-	0	0
TOTAL	-	0	0	-	0	0	-	0	0	-	0	0
Arrests and Disciplinary Referrals Reporting												
Arrests:	-	0	0		0	0	-	0	0	-	0	0
Weapons: Carrying, Possessing, Etc.												
Disciplinary Referrals:	-	0	0	-	0	0	-	0	0	-	0	0
Weapons: Carrying, Possessing,												
Arrests:	-	0	0	-	0	0	-	0	0	-	0	0
Drug Abuse Violations												

Disciplinary Referrals: Drug	-	0	0	-	0	0	-	0	0	-	0	0
Arrests: Liquor Law Violations	-	0	0	-	0	0	-	0	0	-	0	0
Disciplinary Referrals: Liquor		0	0	-	0	0	-	0	0	-	0	0
TOTAL	-	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 Director of Financial Aid or Financial Aid Administrator will provide information on student financial aid.

A list of current Title IX coordinators is always available on our website at

<https://www.laurel.edu/about-us/consumer-information/notice-of-nondiscrimination-and-title-ix-coordinators>

DOMESTIC VIOLENCE CENTERS AND SEXUAL OFFENSE COUNSELING

Pilgrim's Inn

236 W. Main Street
Rock Hill, SC 29730
(803) 327 - 4227

Safe Passage

104 Oakland Ave.
Rock Hill, SC 29730
(800) 659 – 0977

Tender Hearts

145 Blackburn St.
York SC, 29745
(803) 684 - 3131

ALCOHOL AND DRUG ABUSE CENTERS FOR FORT MILL

York County Treatment Center

377 Rubin Center Drive Suite 101
Fort Mill, SC 29715

Rock Hill Treatment Specialists

1274 E. Main Street
Rock Hill, SC 29730

Keystone Substance Abuse Services
199 South Herlong Ave
Rock Hill, SC 29732

Alcoholics Anonymous
(803) 328 - 3409

Narcotics Anonymous
(803) 455 - 4912

TITLE IX COORDINATOR FORT MILL CAMPUS

Cindy Carey, Director of Education, LIOT
345 Patricia Lane, Suite 105, Fort Mill SC 29708
Office phone number 803-802-0700 extension 2405 cell phone number 215-970-3242
cindy.carey@laurel.edu

DEPUTY TITLE IX COORDINATOR FORT MILL CAMPUS

Danielle Friend, Director of Student Services , LIOT
345 Patricia Lane, Suite 105, Fort Mill, SC 29708
Office phone 803-802-0700 extension 2409 cell phone number 808-366-1427
danielle.friend@laurel.edu

LOCAL COUNSELING AND BEHAVIORAL HEALTH COUNSELING AGENCIES FORT MILL

- **National Suicide & Crisis Lifeline:**
Call: 988

Mental Health America of Central Carolinas
3701 Latrobe Dr. Suite 140
Charlotte, NC 28211
Phone: (704) 365-3454

Palmetto Counseling and Consulting
100 Stone Village Dr. Suite #206
Fort Mill, SC 29708
(803) 547 -7120

Catawba Community Mental Health
448 Lakeshore Parkway, Suite 205
Rock Hill, SC 29730
(803) 328-9600

NAMI Piedmont Tri-County (Chester)
121 Main Street,
Chester, SC 29706

NAMI Piedmont Tri-County (Lancaster)
114 Williams Street, Suite 113
Lancaster, SC 29720

NAMI Piedmont Tri-County (Rock Hill)
415 Oakland Avenue
Rock Hill, SC 29730

SEVERE WEATHER PROCEDURES

In the case of severe weather, all students should gather in places designated below:

Building:

- 1st Floor – ALL students and employees should move to the interior hallway of the building on the first floor

GENERAL INFORMATION FOR EMERGENCY SITUATIONS

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

- Medical Lab Classroom 1
- Electrical Lab Classroom

Blood pathogen kits are located in the following areas:

- Electrical Lab Classroom
- PN Classroom

Eye wash stations are located in the following areas:

- Electrical Lab Classroom
- PN Classroom

Fort Mill Specific Evacuation Procedures:

Promptly leave building using an emergency exit through nearest doorway

Leave the room lights ON with doors unlocked and closed.

Travel to safe areas located behind the school in the cull-de sac and side parking lot. Report the attendance of students, instructor, and staff to the designated emergency management team member.

LOCKDOWN:

- Shut and lock all classroom and office doors.
- Shut off room lights.
- Close any blinds and move away from windows.
- Flip classroom tables over and hide behind them, or hide under desks, chairs, in closets, etc.
- Remain quiet.

WEATHER HAZARD EMERGENCY

- **TORNADO:** Relocate to the main hallway and/or interior offices away from any windows. Report the attendance of students, instructors, and staff to the designated emergency management team member.
- **FLOODING:** Relocate to higher ground. Report the attendance of students, instructors, and staff to the designated emergency management team member.

In the event of an Emergency listed above, please follow these important reminders:

- 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

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 outside the server room. Backup tapes are stored on the cloud.

Fort Mill Map

