2026 ANNUAL SECURITY REPORT

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Uniontown, PA 15401

Laurel Technical Institute
Penn Township
(Satellite)
1100 Randall Court, Suite 100, Export, PA 15632

Laurel Technical Institute
Hermitage
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Hermitage, PA 16148

Laurel Technical Institute
Sharon
(Satellite)
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Hermitage, PA 16148

Laurel College of Technology
Morgantown
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CAMPUS SAFETY AND SECURITY

Laurel Institutes, which includes Laurel Technical Institute (LTI) and Laurel College of Technology (LCOT) 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) is committed to compliance with the Clery Act, the Violence against Women Act (VAWA), and applicable Title IX requirements for 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 is trespassing and will be required to leave the premises. Any person disregarding this policy will subject to a complaint filed with the local police department.
- Students and employees 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.

CAMPUS LAW ENFORCEMENT AND RELATIONSHIP WITH LOCAL POLICE

Laurel does not maintain a campus police department or employ sworn campus law-enforcement officers. Laurel employees do not have arrest authority by virtue of their Laurel positions. Criminal matters are referred to the appropriate local law enforcement agency, which has authority to investigate crimes and make arrests within its jurisdiction. Laurel does not have any written memorandum of understanding or other agreement with a local or state law enforcement agency regarding the investigation of criminal offenses. Laurel personnel cooperate with local law enforcement as appropriate and encourage accurate and prompt reporting of criminal activity and emergencies to both Laurel and the appropriate law enforcement agency.

PASTORAL AND PROFESSIONAL COUNSELORS

Laurel does not currently identify pastoral or professional counselors as Campus Security Authorities when they are acting within the scope of their counseling role. If Laurel employs or contracts with a pastoral counselor or professional counselor, Laurel encourages the counselor, when the counselor deems it appropriate, to inform persons being counseled of available procedures to report crimes voluntarily and confidentially for inclusion in the annual.

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.
- 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.

OFF-CAMPUS STUDENT ORGANIZATIONS

Laurel currently has no officially recognized student organizations with off-campus locations or housing facilities; therefore, there is no current off-campus student-organization criminal activity for Laurel to monitor or record through local police agencies. If Laurel recognizes such an organization in the future, Laurel will work with the appropriate local police agency to monitor and record criminal activity at the organization's off-campus location, as applicable.

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

Laurel will issue a timely warning to the affected campus community when a Clery Act crime is reported to a Campus Security Authority or local law enforcement, the crime occurred within Laurel's Clery geography, and Laurel determines that the circumstances represent a serious or continuing threat to students or employees. The purpose of a timely warning is to provide information that will assist members of the campus community in protecting themselves and preventing similar crimes. The determination whether to issue a timely warning will be made on a case-by-case basis after consideration of the nature of the crime, whether the threat is continuing, and the potential risk to the campus community. Timely warnings will contain sufficient information about the nature of the threat and appropriate safety precautions while withholding the names and other personally identifying information of victims. Timely warnings may be distributed through Laurel's emergency communication system, email, text message, campus announcements, postings, or other appropriate means reasonably calculated to reach the affected campus community. Significant emergencies or dangerous situations involving an immediate threat to health or safety are addressed under Laurel's separate Emergency Notification procedures. 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 Campus Security Authority receives reports of possible Clery Act crimes and promptly forwards the information to the appropriate Laurel official for Clery statistical reporting and timely warning evaluation. Serving as a CSA does not, by itself, make the individual responsible for investigating a crime or determining whether a crime occurred. 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.

- Students, employees, and vistors 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

Individuals who do not wish to pursue law enforcement action may still report information to a Campus Security Authority or other designated Laurel official for Clery Act purposes. Laurel will protect personally identifying information to the extent permitted by law and will not include personally identifying information about a victim in publicly disclosed Clery crime statistics. A request for confidentiality will be considered in light of Laurel's obligations to provide a safe educational and working environment. Laurel will also maintain as confidential any accommodations or protective measures provided to a victim, to the extent that doing so would not impair Laurel's ability to provide those accommodations or protective measures.

MISSING STUDENT NOTIFICATION

Laurel does not provide on campus student housing. Accordingly, the Clery Act missing student notification policy requirements applicable to institutions that provide on-campus student housing do not apply to Laurel.

LAUREL INCIDENT/GRIEVANCE REPORT

☐ **Uniontown** ☐ **Morgantown** ☐ **Export** ☐ **Hermitage** ☐ **Fort Mill**

_____

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

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Statement of Incident (attach separate sheet if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Eyewitness (es):

_____

_____

Other Comments:

_____

_____

Name_____ (person completing report)

Check box that describes you ☐Laurel employee ☐Student ☐other

_____

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 devises 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 l 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 and Laurel College of Technology do not provide on campus student housing.

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.
        i. **Included as Murder and Non-Negligent Manslaughter**:
            1. Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
        ii. **Do not include as Murder and Non-Negligent Manslaughter**:
            1. Suicides.
            2. Fetal deaths.
            3. Traffic fatalities.
            4. Accidental deaths.

5. Assaults with intent to Murder and attempts to Murder. (Classify assaults and attempts to Murder as Aggravated Assaults.)
6. 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.
7. 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**. 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.
   a. Essential Elements of a Robbery:
      i. Committed in the presence of a victim (usually the owner or person having custody of the property).
      ii. Victim is directly confronted by the perpetrator.
      iii. Victim is threatened with force or put in fear that force will be used.
      iv. Involves a Theft or Larceny.
4. **Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. **Burglary**. 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.
   a. Classify as Burglary:
      i. 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.
      ii. 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.

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

6. **Motor Vehicle Theft**. The theft or attempted theft of a motor vehicle.
   a. **Classify as Motor Vehicle Theft**: Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self- propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
7. **Arson**. 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.
8. **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.
   a. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:
      i. **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.
      ii. **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.
      iii. **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.
      iv. **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.

v. **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.

vi. **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.

vii. **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.

viii. 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.

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

i. Murder and Non Negligent manslaughter
ii. Sexual Assault
iii. Robbery
iv. Aggravated Assault
v. Burglary
vi. Motor Vehicle Theft
vii. Arson
viii. Larceny-Theft
ix. Simple Assault
x. Intimidation

9. **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.
10. **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.
11. **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.
12. **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.

13. **Hazing** is any intentional, knowing, or reckless act committed against a person, regardless of their willingness to participate, that occurs during initiation, affiliation, or maintenance of membership in a student organization and causes or creates a risk of physical or psychological injury above the reasonable risk encountered at the institution of higher education or the organization.

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. Laurel does not currently sponsor or recognize any student organizations.

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 Campuses CSA can be

found in their appendix.

Hazing Prevention and Awareness Program

Laurel maintains a campus-wide hazing prevention and awareness program designed to educate students, faculty, and staff about the risks and consequences of hazing and to promote a campus culture that does not rely on hazing as a means of initiation, affiliation, leadership development, or group cohesion.

Laurel's prevention and awareness efforts include:

Education and awareness: Providing students, faculty, and staff with information regarding the definition of hazing, examples of prohibited conduct, potential physical and psychological consequences, institutional policies, reporting procedures, and applicable federal, state, and local laws.
Bystander intervention: Educating members of the campus community about safe and appropriate ways to recognize potentially harmful conduct, intervene when appropriate, support individuals who may be experiencing hazing, and report concerns to appropriate institutional officials.
Ethical leadership: Promoting leadership practices that emphasize respect, accountability, inclusion, personal responsibility, and the safety and well-being of others.
Healthy group cohesion: Encouraging positive methods of developing relationships, teamwork, belonging, and group cohesion that do not involve humiliation, intimidation, coercion, abuse, harassment, or physical or psychological harm.
Reporting awareness: Informing students and employees about how and where hazing concerns may be reported and encouraging prompt reporting of suspected or known hazing.
Ongoing education: Incorporating hazing prevention and awareness information into appropriate student and employee orientations, training opportunities, communications, or other educational activities.
Laurel recognizes that hazing can occur even when an individual appears to participate willingly. Accordingly, consent or willingness to participate does not excuse conduct that violates the institution's hazing policy or applicable law.

Campus Hazing Transparency Report

Laurel will maintain a Campus Hazing Transparency Report in accordance with Federal requirements. If Laurel makes a finding that a student organization violated Laurel's standards of conduct related to hazing, the report will be published and updated as required and will include the organization's name, a general description of the violation, sanctions imposed, and the date of the incident, without personally identifying information about individual students.

VIOLENCE AGAINST WOMEN ACT (VAWA) / CLERY DEFINITIONS

Dating Violence Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship is determined based on the reporting party's statement and consideration of the length and type of the relationship and the frequency of interaction. Dating violence includes sexual or physical abuse or the threat of such abuse and does not include acts covered by the definition of domestic violence.
Domestic Violence Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child; a person who is or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse under the domestic or family violence laws of the jurisdiction; or another

person against an adult or youth victim who is protected from that person's acts under the applicable domestic or family violence laws.

Sexual Assault Sexual assault means an offense that meets the Clery Act/FBI definition of rape, fondling, incest, or statutory rape.

Stalking Stalking means 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 to suffer substantial emotional distress. A course of conduct means two or more acts, including acts in which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person's property.

Applicable Jurisdiction Definitions and Consent Laurel's primary prevention and awareness programs for incoming students and new employees include the applicable jurisdiction's definitions of dating violence, domestic violence, sexual assault, stalking, and consent in reference to sexual activity. State specific information for Pennsylvania, West Virginia, and South Carolina is provided in the applicable campus appendix and prevention materials. 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.

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

- **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 unfounded a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

ANNUAL SECURITY REPORT (ASR) AND CLERY CRIME STATISTICS

The Annual Security Report (ASR) will be to be delivered to all current students and employees electronically by October 1 of each year. All prospective students, new students and new employees will receive a current Annual Security Report (ASR) electronically prior to starting school and employment. A student, employee, new hire or prospective student may request a paper copy of this ASR from the Campus 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 may be available from law enforcement.
See appendix for statistics charts.

LAUREL POLICY DEFINITION OF CONSENT

For Laurel policy purposes, consent means a knowing, voluntary, and mutual agreement to engage in specific sexual activity. Consent may be communicated by words or clear conduct, may be withdrawn at any time, and is not established by silence, lack of resistance, a prior relationship, or prior sexual activity. Consent cannot be given when a person is incapacitated, unconscious, asleep, or otherwise legally incapable of consent, or when agreement is obtained by force, threat, or coercion. This institutional definition supplements, and does not replace, the law of the applicable jurisdiction described in the campus appendices.

Bystander Intervention

Bystander intervention means safe and positive options that individuals may use to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Depending on the circumstances, options may include directly checking on a person's safety, creating a distraction, seeking assistance from others, contacting a Laurel official or law enforcement, or calling 911 when there is an immediate threat. Individuals should not take actions that place themselves or others in danger.

Risk Reduction

Risk-reduction education is intended to decrease perpetration and bystander inaction, increase empowerment, and promote safety without placing responsibility for an offense on the victim. Laurel encourages community members to recognize concerning behavior, communicate boundaries clearly, respect the absence or withdrawal of consent, look out for one another, seek help when a situation appears unsafe, and use available campus and

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. Information concerning registered sex offenders may also be obtained from the official registry for the state in which the applicable Laurel campus is located: Pennsylvania State Police Megan's Law Public Website (https://www.meganslaw.psp.pa.gov); West Virginia State Police Sex Offender Registry, accessible through https://www.wvsp.gov; and South Carolina Law Enforcement Division (SLED) State Sex Offender Registry (https://sled.sc.gov/state-sex-

Registry information is provided for public safety purposes. It may not be used to threaten, intimidate, harass, or otherwise unlawfully discriminate against a registrant or the registrant's family. Users should follow the terms and restrictions stated by the applicable official registry.

FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHT

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

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to $35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education. The Campus Sexual Assault Victims' Bill of Rights exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

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

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING (VAWA/CLERY POLICY)

Laurel prohibits dating violence, domestic violence, sexual assault, and stalking. When a student or employee reports to Laurel that they have experienced one of these offenses, whether the offense occurred on or off campus, Laurel will provide a written explanation of the individual's rights and options and will respond in accordance with this Clery/VAWA policy and other applicable institutional procedures. Title IX obligations, when applicable, are addressed under Laurel's separate Title IX policy and grievance procedures.

Procedures to Follow After an Incident

If there is an immediate threat to health or safety, call 911. A victim may also seek medical attention, contact a local victim-services provider, report to local law enforcement, or report to a Laurel Campus Security Authority, Title IX Coordinator, Campus President/Director, or Director of Human Resources. Campus-specific reporting contacts and community resources are listed in the appendices.

Preserving evidence can be important both for a criminal investigation and for obtaining a protection order. Depending on the circumstances, a victim may wish to avoid bathing, washing, changing clothes, cleaning the location, deleting electronic communications, or otherwise altering potential evidence until medical or law-enforcement guidance is obtained. Evidence may also include photographs, messages, emails, social-media content, call logs, location information, and other records.

A victim has the right to notify proper law enforcement authorities, including local police; to be assisted by Laurel in notifying law enforcement if the victim chooses; and to decline to notify law enforcement. A victim is not required to file a criminal complaint in order to receive available institutional assistance or protective measures.

Written Notification of Services, Rights, and Options

Laurel will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both through Laurel and in the community. Campus-specific community resources are listed in the appendices.

Laurel will also provide written notification to victims concerning options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or other protective measures. Because Laurel does not provide on-campus housing, housing-related requests may include referrals to community resources. Reasonably available accommodations or protective measures will be provided upon request regardless of whether the victim chooses to report the offense to campus or local law enforcement.

Examples of Accommodations and Protective Measures

Academic schedule, classroom, clinical, internship, or instructional arrangements.

Work schedule, work location, reporting relationship, or other employment-related arrangements.

Parking, campus access, escort, or transportation-related arrangements when reasonably available.

Institution-issued no-contact directives and assistance understanding or implementing court-issued

protective orders.
Referral to counseling, victim advocacy, medical, legal, emergency housing, immigration, financial aid, or other community resources.

Institutional Disciplinary Proceedings
Laurel's institutional disciplinary proceedings for allegations of dating violence, domestic violence, sexual assault, and stalking are intended to provide a prompt, fair, and impartial process from the initial investigation through final resolution. Title IX obligations, when applicable, will be addressed under Laurel's separate Title IX policy and grievance procedures. Other allegations are addressed under the applicable student or employee disciplinary process described below.
A disciplinary complaint may be submitted to the Title IX Coordinator, Campus President/Director, Director of Human Resources, or another designated Laurel official. Laurel will determine the appropriate process based on the status of the respondent, the nature of the allegation, the location and circumstances of the conduct, and the applicability of Title IX or other Laurel policies.
Laurel seeks to complete investigations and disciplinary proceedings within approximately 60 calendar days. The timeframe may be extended for good cause, including the complexity of the matter, availability of parties or witnesses, concurrent law-enforcement activity, or other circumstances. When an extension is necessary, Laurel will provide written notice to both parties of the delay and the reason for it.
Student Respondent Process
For a student respondent, Laurel may conduct a fact-finding investigation followed, when appropriate, by a disciplinary hearing before a Hearing Board or other designated decision-maker. The complainant and respondent will receive notice of meetings at which they may be present and timely, equal access to information that will be used during formal or informal disciplinary meetings and hearings, consistent with applicable law and policy.
The standard of evidence is preponderance of the evidence, meaning whether it is more likely than not that the applicable Laurel policy was violated. Possible sanctions include a disciplinary reprimand, probation, no-contact directive, restrictions from campus locations or activities, required educational or counseling measures, suspension, dismissal, and other appropriate sanctions.
Employee Respondent Process
For an employee respondent, Laurel may conduct a fact-finding investigation through the Director of Human Resources, Campus President/Director, Title IX Coordinator, or other designated investigator. If a policy violation is found, disciplinary action may include a written warning or reprimand, no-contact or workplace restrictions, required training or counseling, suspension, reassignment, termination of employment, or other appropriate action. Any available appeal will be handled under the applicable employee or Title IX procedure.
Fair and Impartial Process; Advisors
Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent and who receive annual training on dating violence, domestic violence, sexual assault, stalking, and on conducting an investigation and hearing process that protects the safety of victims and promotes accountability.
The complainant and respondent will have the same opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Laurel will not limit the choice or presence of an advisor, although Laurel may establish reasonable and equal restrictions on the extent to which advisors may participate.
Written Notice of Result and Appeals
Laurel will simultaneously notify the complainant and respondent in writing of the result of any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence,

sexual assault, or stalking. The written result will include the decision, any sanctions imposed, and the rationale for the result and sanctions, as required by law.
No separate appeal right is created by this ASR. If the applicable student, employee, or Title IX procedure provides an appeal, the written notice will describe the appeal procedures and applicable deadline. Laurel will simultaneously notify both parties in writing of any change to the result and when the result becomes final.

Non-Retaliation

Laurel prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for exercising rights or responsibilities under the Clery Act, VAWA, Title IX, or related Laurel policies, or for participating in a report, investigation, disciplinary proceeding, or appeal.

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 and Laurel College 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 and Laurel College 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 Institute 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.

1. 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.
2. Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator is reporting obligations.
3. 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:

1. Who has the authority to take action to address sexual or gender-based harassment or violence;
2. Has the duty to report to appropriate school officials sexual or gender-based harassment or violence;
3. 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 and Laurel College 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. 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 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, and threating 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.

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 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.

Laurel maintains emergency response and evacuation procedures designed to protect students, employees, and visitors. Fire alarms and other emergency communication methods may be used to direct an evacuation, lockdown, shelter-in-place response, or other protective action. Campus-specific evacuation procedures and Emergency Management Team members are identified in the applicable campus appendices.

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:
    a. Is medical attention needed?
    b. What community resources (911, police, fire department, HAZMAT, et cetera) will best handle the situation?
    c. What actions will best ensure the safety of students and employees?
    d. Has the Director or a member of the Emergency Management Team been notified?
    e. 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:
    a. Date, location, time, duration, and type of incident.
    b. Description of the physical conditions (wet, bloody, oily, et cetera).
    c. Description of what happened.
    d. Names of people involved and description of condition, mood, and other relevant information.
    e. 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 Technical Institute and 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 initiate an Emergency Notification by available communication methods, including voice, text, and email, to inform affected students and employees on and off campus of the dangerous situation.

An Emergency Notification will be sent to affected students and employees informing them of a campus Lockdown and advising them to stay away from the campus until an ALL CLEAR or other follow-up instruction is issued.
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 may be made by personal verbal notification, EMERGENCY NOTIFICATION, or activation of the school alarm system. An Emergency Notification will be sent to affected students and employees informing them of the evacuation and advising them to stay away from the campus until an ALL CLEAR or other follow-up instruction is issued.
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.
    a. 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. Do not reenter until an ALL CLEAR or other follow-up notification is issued.

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.

<u>Employees are to:</u>

- Relocate students to designated safe areas inside the building. An Emergency Notification will be sent to affected students and employees informing them of the severe-weather emergency and advising them to stay away from the campus until an ALL CLEAR or other follow-up instruction is issued.
- 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
- Issue an Emergency Notification to inform affected 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 an ALL CLEAR or other follow-up notification is issued to affected students and employees.

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.

HOSTAGE SITUATION

Employee will:

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

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

- Assess situation, (dial 911), and notify other members of the Emergency Management Team by cell phone.
- An Emergency Notification will be sent to affected students and employees informing them of a campus lockdown and advising them to stay away from the campus until an ALL CLEAR or other follow-up instruction is issued.

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 an ALL CLEAR or other follow-up notification is issued to affected students and employees.
    a. Follow instructions of authorities in charge.
    b. 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 an Emergency Notification to affected students and employees informing them of the campus evacuation and advising them to stay away from the campus until an ALL CLEAR or other follow-up instruction is issued.

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 appropriate, issue the ALL CLEAR and send a follow-up notification to affected students and employees that it is safe to enter the campus:

- 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, WV, SC 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 is 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 reported 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 See appendix.

UNIONTOWN CAMPUS & PENN TWP. SATELITE APPENDIX

CAMPUS SAFETY AND SECURITY
Laurel Technical Institute (LTI) operates its Pennsylvania main campus in Uniontown. The Uniontown campus includes instructional facilities in Uniontown, Pennsylvania, and Laurel identifies the location at 1100 Randall Court, Suite 100, Export, PA 15632 as the Penn Township satellite. Classes are normally offered Monday through Friday from 8:00 AM - 4:30 PM.

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, April Michels, 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/Penn Twp 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, 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 Export 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 Export 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
- *80 North Beeson 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 Twp. 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 at 724-437-1277; **Uniontown Emergency Management** at 724-323-5824; **Westmoreland County Emergency Management** at 724-600-7300; **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 are not available. . Penn Twp. on- campus and public property crime statistics are not available at this time. 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.

■ Uniontown ■ Penn Twp. □ Morgantown □ Hermitage □ Sharon □ Fort Mill

CRIMES	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offense Reporting:												
Murder/Non-negligent Manslaughter	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
Hazing	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 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, processing, etc. Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0

Weapons: Carrying, processing Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	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

In addition to the Title IX coordinators listed on our website, April Michels, 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.

PENNSYLVANIA JURISDICTIONAL DEFINITIONS

Dating violence: Pennsylvania defines "dating violence" as behavior in which one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person's dating partner. A "dating partner" is a person, regardless of gender, involved in an intimate relationship primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long term. See Public School Code of 1949 § 1553(f) (24 P.S. § 15-1553(f)).

Domestic violence: For Pennsylvania higher-education and private-licensed-school prevention requirements, "domestic violence" is defined by reference to section 2333(e) of The Administrative Code of 1929. It means one or more of the following acts between family or household members: intentionally, knowingly, or recklessly causing or attempting to cause bodily injury; or placing, by physical menace, another in fear of imminent serious bodily injury.

Sexual assault: Pennsylvania criminal law addresses sexual assault through Chapter 31 of Title 18. Section 3124.1 defines sexual assault as sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent, except where the conduct constitutes rape under § 3121 or involuntary deviate sexual intercourse under § 3123. Other Chapter 31 offenses include statutory sexual assault, aggravated indecent assault, and indecent assault. See 18 Pa.C.S. Ch. 31.

Stalking: Under 18 Pa.C.S. § 2709.1, stalking includes engaging in a course of conduct or repeatedly committing acts toward another person, including following without proper authority, or repeatedly communicating to another person, under circumstances demonstrating or communicating an intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress.

Consent: Pennsylvania does not provide one generally applicable statutory definition of consent for all Chapter 31 sexual offenses. Under 18 Pa.C.S. § 3107, an alleged victim is not required to resist, and the statute does not prohibit a defendant from introducing evidence that the alleged victim consented. Pennsylvania law also requires institutions of higher education and private licensed schools to adopt an institutional definition of consent. See Public School Code of 1949 § 2003.1-G. Laurel's institutional definition of consent appears in the institution-wide VAWA/Clery section of this ASR.

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
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.
307 Vine Street,
Johnstown, Pennsylvania, 15901
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. Domestic Violence Center
Fairmont, West Virginia Hotline: 1-304-367-1100
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: 1-866-363-7273

*Center for Victim*s Pittsburgh, Pennsylvania Hotline: 1-866-644-2882

Dove Center
Oakland, Maryland Hotline: 301-334-9000
Phone: 301-334-6255

Upper Ohio Valley Sexual Assault Help Center Inc.
Wheeling, West Virginia
Hotline: 1-800-884-7242
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
Phone: 717-728-9740
Hotline (toll-free): 1-800-692-7445
24/7 Hotline for Victims: 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 TWP.

Pittsburgh Action against Rape (PAAR)
Pittsburgh, Pennsylvania Phone: 412-431-5665
Hotline: 866-363-7273

Blackburn Center
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
Phone: 717-728-9740
Hotline (toll-free): 1-800-692-7445
24/7 Hotline for Victims: 1-888-772-7227
Website: www.pcar.org [external link]

TITLE IX COORDINATORS UNIONTOWN CAMPUS & PENN TWP. SATELLITE

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

McKenna Gower, 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 number 724-562-1031
gowerm@laurel.edu

DEPUTY TITLE IX COORDINATOR UNIONTOWN CAMPUS & PENN TWP. SATELLITE

Kristin Gigliotti, Director of Education, Laurel Technical Institute
1100 Randall Court, Suite 100, Export, PA, 15632
724-439-4900 extension number 172
Direct dial number 724-562-1038
kristin.gigliotti@laurel.edu

LOCAL COUNSELING AGENCIES UNIONTOWN

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

The Greenbriar Treatment Center--Washington
800 Manor Drive,
Washington, Pennsylvania, 15301
Phone: 800-637-4673

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

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

Outside in School of Experiential Education, Inc.
196 Hamill School 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)

Angels Light Addiction Specialists.
1023 Pittsburgh Street, Suite 203,
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
Or
225 Margaret Avenue, Suite 3,
Jeannette, Pennsylvania, 15644
Phone: 724-522-5456
Or
310 Central City Plaza,
New Kensington, Pennsylvania, 15068 Phone: 878-847-7179

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

Fayette County Drug & Alcohol Commission, Inc.
142 West Main Street, 2nd Floor,
Uniontown, Pennsylvania, 15401
Phone: 724-438-3576

LOCAL COUNSELING AGENCIES EXPORT

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

Outside in School of Experiential Education, Inc.
196 Hamill School 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)
Or
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
Or
225 Margaret Avenue, Suite 3,
Jeannette, Pennsylvania, 15644
Phone: 724-522-5456
Or
310 Central City Plaza,
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

Mental Health Association in Fayette County
24-Hour Crisis Hotline: 724-437-1003
Crisis Text Line- Text “HOME” to 741-741

Valley Healthcare System in Morgantown, West Virginia
24-Hour Crisis Hotline: 1-800-232-0020
Phone: 304-296-1731

Westmoreland County Crisis Hotline
24-Hour Crisis Hotline: 1-800-836-6010

National Suicide Prevention Lifeline
Hotline: 988 (call or text)

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 Road,
Greensburg, PA 15601
New client: (724) 300-3068

SPHS Behavioral Health Locations
300 Chamber Plaza,
Charleroi, Pennsylvania, 15022
Phone: 724-489-9100
Or
408 Eighth St, Suite 1,
New Kensington, Pennsylvania, 15068 Phone: 724-339-6860
1100 Ligonier Street,
Latrobe, Pennsylvania, 15650
Phone: 724-532-1700
Or
2 Eastgate Avenue,
Monessen, Pennsylvania, 15062

Phone: 724-684-6489 203 South Maple Avenue, Greensburg, Pennsylvania, 15601
Phone: 724-834-0420
Or
88 N Gallatin Avenue, Uniontown, Pennsylvania, 15401
Phone: 724-430-9710

Momentum Couples and Family Therapy LLC.
315 Morgantown Street, Suite 7000,
Uniontown, Pennsylvania, 15401
Phone: 724-557-6598

The Greenbriar Treatment Center--Washington
800 Manor Drive,
Washington, Pennsylvania, 15301
Phone: 800-637-4673

Fayette County 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.

Export 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 two 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

Export 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

- Trades Instructors' office

Export 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

Export Satellite building

- 1st Floor – Classroom hallway, next to HVAC 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.

Export- Specific Evacuation Procedures:

Specific areas outside of our building are 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 is located 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:

The 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 Director will make a decision about whether or not to cancel

classes and/or send students/employees home.

3. Maintenance and the Emergency Management Team will place sandbags, which are in storage behind the Penn Street building, in semicircles in front of the two west side doors and the north side emergency exit door of the Penn Street building. If the water continues to rise, sandbags should also be placed in a semicircle in front of the Penn Street entrance to the building.
4. All available employees will unplug the first floor computers and place them on the desks. 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:

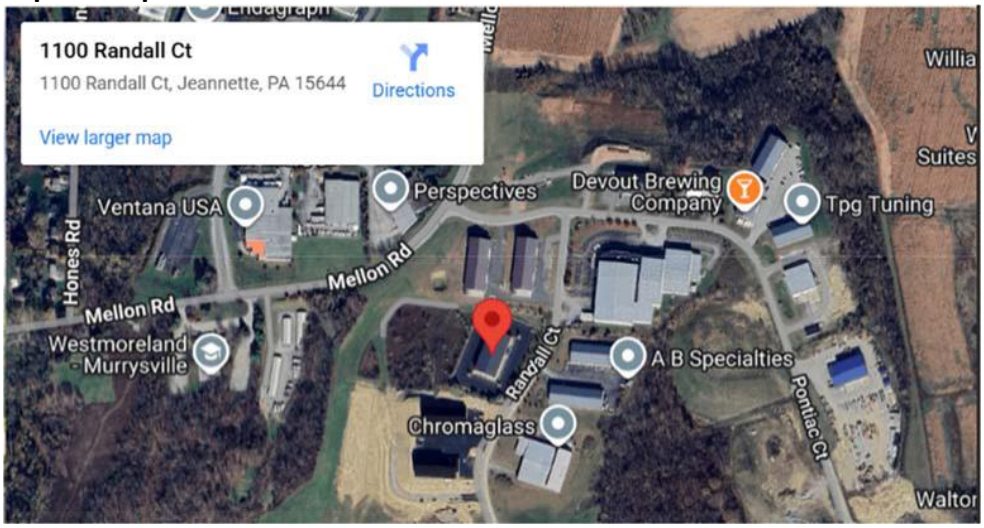
1. Flooding inside the building can be contained by using the same tubular sand bags originally intended for exterior flooding. These sand bags are stored along the garage wall inside the Penn Street garage door of 18 North Beeson and also in the second outside storage shed on the north end of the Penn 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

Maple St
N Beeson Blvd
Crow Ave
N Gallatin Ave
Lincoln
Crime Victim's Center of Fayette
E Penn St
E Peter St

Export Map


1100 Randall Ct
1100 Randall Ct, Jeannette, PA 15644
Directions
View larger map
Ventana USA
Perspectives
Devout Brewing Company
Tpg Tuning
Hones Rd
Mellon Rd
Westmoreland - Murrysville
Randall Ct
A B Specialties
Chromaglass
Pontiac Ct
Suites

MORGANTOWN CAMPUS APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel College of Technology (LCOT) is Laurel's West Virginia branch campus, located at 200 Wedgewood Drive, Morgantown, WV 26505. Classes are normally offered Monday through Thursday from 8:00 AM - 9:30 PM and Friday from 8:00 AM - 4:30 PM.

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. Ms. 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.
- **Mellissa 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.
- **Hillary Santee, Director of Nursing**, at the Morgantown Campus, cell number 681-209-0264.
- **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:

- ***200 Wedgewood Drive from Wedgewood Drive Building***
- ***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 and Attorney office as a shared building.

Emergency Response Contacts: (911)

Monongalia County Emergency Management at 304 291-7296 or **Mecca 911** at 304-599-6332

Crime Statistics

The crime statistics presented were compiled from reports received by the institution's Campus Security Authorities and, where applicable, from local and/or state law enforcement agencies with jurisdiction over the institution's Clery geography. The institution makes a reasonable, good-faith effort to obtain accurate and complete crime statistics from the appropriate law enforcement agencies and incorporates information provided by those agencies into its annual disclosure in accordance with the requirements of the Jeanne Clery Campus Safety Act and 34 CFR § 668.46.

☐ Uniontown ☐ Penn Twp. ■ Morgantown ☐ Hermitage ☐ Sharon ☐ Fort Mill

CRIMES	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offense Reporting:												
Murder/Non-negligent Manslaughter	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
Hazing	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 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, processing, etc. Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons: Carrying, processing Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Arrests	0	0	0	0	0	0	0	0	0	1	0	0
Liquor Law Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	1	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

WEST VIRGINIA JURISDICTIONAL DEFINITIONS

Dating violence: West Virginia does not set out a separate criminal offense definition labeled “dating

violence." For purposes of the State's domestic-violence law, however, "family or household members" expressly includes persons who are or were dating, excluding a casual acquaintance or ordinary fraternization in a business or social context. See W. Va. Code § 48-27-204. Conduct in a dating relationship may also constitute assault, battery, stalking, sexual assault, or another offense depending on the facts.

Domestic violence: West Virginia defines "domestic violence" or "abuse" as one or more specified acts between family or household members, including attempting to cause or causing physical harm; placing another in reasonable apprehension of physical harm; creating fear of physical harm by harassment, stalking, psychological abuse, or threatening acts; committing sexual assault or sexual abuse; or holding, confining, detaining, or abducting another person against that person's will. See W. Va. Code § 48-27-202.

Sexual assault: West Virginia defines sexual assault through degree-specific offenses in W. Va. Code §§ 61-8B-3 through 61-8B-5. Those provisions criminalize sexual intercourse or sexual intrusion without consent under specified circumstances, including circumstances involving forcible compulsion, incapacity to consent, age, serious bodily injury, weapons, and other statutory conditions.

Stalking: Under W. Va. Code § 61-2-9a, stalking includes engaging in a course of conduct directed at another person with intent to cause that person to fear for personal safety, fear for the safety of others, or suffer substantial emotional distress, or causing a third person to engage in such conduct.

Consent: Under W. Va. Code § 61-8B-2, lack of consent is an element of every sexual offense in Article 8B. Lack of consent results from forcible compulsion, incapacity to consent, or, for sexual abuse, circumstances in which the victim does not expressly or impliedly acquiesce. A person is deemed incapable of consent when the person is under sixteen, mentally defective, mentally incapacitated, physically helpless, or in specified custodial circumstances. Laurel's institutional definition of consent also applies as policy.

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@wvdsl.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
Buchhannon	Keyser	Princeton
Charles Town	Lewisburg	Ranson
Charleston	Martinsburg	Ravenswood
Clarksburg	Morgantown	Ripley

Dunbar Elkins Fairmont Weirton Weston	Moundsville New Martinsville\Nitro Westover Wheeling	South Charleston St. AlbansVienna

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.fmrs.org/

FMRS Health Systems Inc. - Fayette County
209 West Maple Avenue Fayetteville WV (304) 574-2100
http://www.fmrs.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
http://www.thewordhouse.com/

Olympia Center/Preston Inc Adolescent Treatment Program
Route 7 Kingwood WV
(304) 329-240

Eastridge Health Systems - Berkeley County Office
235 South Water Street Martinsburg WV (304) 263-8954
http://www.eastridgehealthsystems.org/BEHAVIORAL HEALTH COUNSELING AGENCIES

Women in Balance, Counseling Services
3000 Coombs Farm Drive 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 Drive 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 on the first floor and in the main hallway of the lower level.

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
- HVAC 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 lever 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:

1. Building Elevator Call OTIS Elevator Service at 1-800-233-6847 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 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

HERMITAGE CAMPUS & SHARON SATELITE APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel Technical Institute (LTI) operates its Hermitage campus at 2370 Broadway Avenue, Hermitage, PA 16148, with a Sharon satellite at 200 Sterling Avenue, Sharon, PA 16146. Classes are normally offered Monday through Friday from 8:00 AM - 4:00 PM.

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 Hermitage/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, Director of Education**, located at the Hermitage campus, Suite 202B, direct dial number 724-983-0700 and cell number 330-314-2213
- **John Burk, Facilities Manager**, located at the Hermitage campus, direct dial number 724-983-0700 and cell number 724-372-5278
- **Leo Niklas, Welding Instructor**, located at the Hermitage Campus, direct dial number 724-983-0700, direct dial number 724-718-8100
- **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 Sharon campus, direct dial number 724-983-0700 and cell number 724-651-4019

CLERY GEOGRAPHY

The Hermitage campus and Sharon satellite Clery geography are described 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

The crime statistics presented were compiled from reports received by the institution's Campus Security Authorities and, where applicable, from local and/or state law enforcement agencies with jurisdiction over the institution's Clery geography for Hermitage and Sharon. The institution makes a reasonable, good-faith effort to obtain accurate and complete crime statistics from the appropriate law enforcement agencies and incorporates information provided by those agencies into its annual disclosure in accordance with the requirements of the Jeanne Clery Campus Safety Act and 34 CFR § 668.46.

☐ Uniontown ☐ Penn Twp. ☐ Morgantown ■ Hermitage ■ Sharon ☐ Fort Mill

CRIMES	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offense Reporting:												
Murder/Non-negligent Manslaughter	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
Hazing	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 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, processing, etc. Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons: Carrying, processing Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Arrests	1	2	2	0	0	0	0	0	0	0	1	0
Liquor Law Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Arrests	0	0	1	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	2	3	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

PENNSYLVANIA JURISDICTIONAL DEFINITIONS

Dating violence: Pennsylvania defines "dating violence" as behavior in which one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person's dating partner. A "dating partner" is a person, regardless of gender, involved in an intimate relationship primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long term. See Public School Code of 1949 § 1553(f) (24 P.S. § 15-1553(f)).

Domestic violence: For Pennsylvania higher-education and private-licensed-school prevention requirements, "domestic violence" is defined by reference to section 2333(e) of The Administrative Code of 1929. It means one or more of the following acts between family or household members: intentionally, knowingly, or recklessly causing or attempting to cause bodily injury; or placing, by physical menace, another in fear of imminent serious bodily injury.
Sexual assault: Pennsylvania criminal law addresses sexual assault through Chapter 31 of Title 18. Section 3124.1 defines sexual assault as sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent, except where the conduct constitutes rape under § 3121 or involuntary deviate sexual intercourse under § 3123. Other Chapter 31 offenses include statutory sexual assault, aggravated indecent assault, and indecent assault. See 18 Pa.C.S. Ch. 31.
Stalking: Under 18 Pa.C.S. § 2709.1, stalking includes engaging in a course of conduct or repeatedly committing acts toward another person, including following without proper authority, or repeatedly communicating to another person, under circumstances demonstrating or communicating an intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress.
Consent: Pennsylvania does not provide one generally applicable statutory definition of consent for all Chapter 31 sexual offenses. Under 18 Pa.C.S. § 3107, an alleged victim is not required to resist, and the statute does not prohibit a defendant from introducing evidence that the alleged victim consented. Pennsylvania law also requires institutions of higher education and private licensed schools to adopt an institutional definition of consent. See Public School Code of 1949 § 2003.1-G. Laurel's institutional definition of consent appears in the institution-wide VAWA/Clery section of this ASR.

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 293Evans 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 HERMITAGE/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 724-983-0704 and cell phone number 724-877-9962
chaneyl@laurel.edu

DEPUTY TITLE IX COORDINATOR HERMITAGE/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 HERMITAGE/SHARON

Abraxas Foundation, Inc.
800-227-2927

Alcoholics Anonymous
724-342-0162 or 800-753-9970

Community Counseling Center of Mercer County
2201 East State St Hermitage PA 16148 724-981-7141
Or
77 North Main St Greenville, PA 16125 724-981-7141

Insights Chemical Dependency Program UPMC Horizon Hospital
Shenango Valley: 724-981-5601
Greenville: 724-588-8570

Mercer County Behavioral Health Commission
http://www.nercercountnbc.org 724-662-2230 (24 Hours)

Sharon Regional Behavioral Health Services
Hermitage: 724-983-5454
Greenville: 724-588-7814 **or** 800-950-9982

BEHAVIORAL HEALTH COUNSELING AGENCIES

Sharon Regional Health System Behavioral Health Services
2375 Garden Way Hermitage, PA Phone: 724-983-5454 Hotline: 888-988-1787
Hotline: 1-800-950-9982
bhs@srhs-pa.org

Mercer Office
551 Greenville Road Mercer, PA 16137
Phone: 724-662-3831

Community Counseling Center of Mercer County
2201 East State Street Hermitage, PA 16148
Phone: 724-981-7141
Toll-Free: 1-866-853-7758

Primary Health Network Behavioral Health Services
89 Elm Avenue Sharon, PA 16146
Phone: 724-342-6620

Mercer County Behavioral Health Commission

8406 Sharon Mercer Rd Mercer, PA 16137
Phone: 724-662-2227 or 724-662-2230

New Wilmington Psychotherapy & Counseling
211 West Neshannock Ave, Suite 201, 204 New Wilmington, PA 16142

SEVERE WEATHER 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

Hermitage/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.

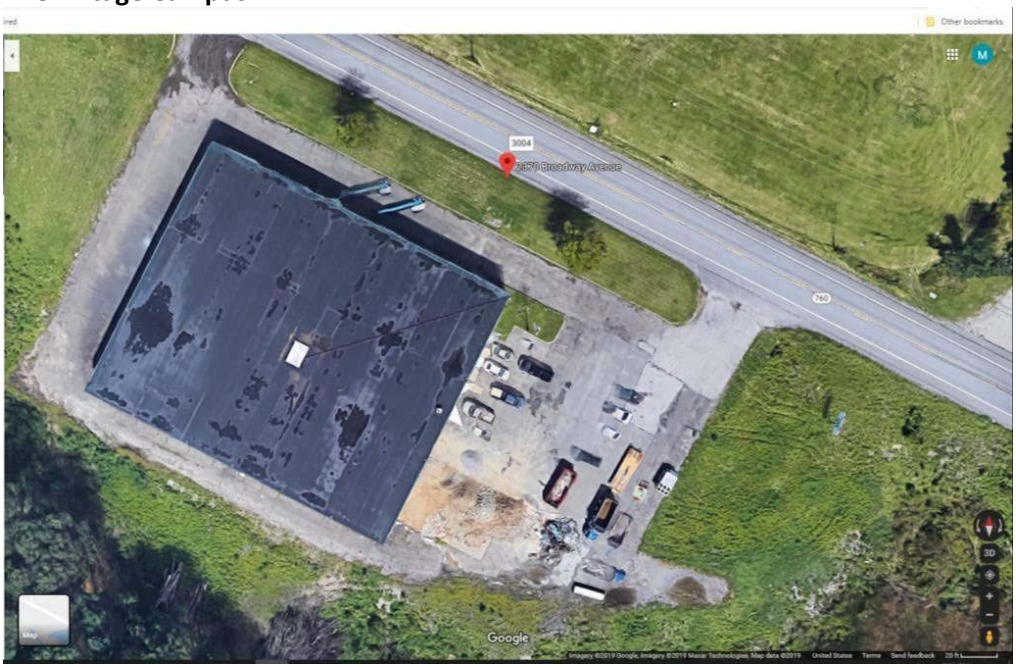
FLOODING

In the event that prolonged or excessively heavy rains create quickly rising waters), please follow these instructions:

1. Relocate to higher ground. Report the attendance of students, instructors, and staff to the designated emergency management team member.

Sharon Map

Hermitage Campus



FORT MILL CAMPUS APPENDIX

CAMPUS SAFETY AND SECURITY

Laurel College of Technology (LCOT) is Laurel's South Carolina branch campus, located at 345 Patricia Lane, Suite 105, Fort Mill, SC 29708. Classes are normally offered Monday through Friday from 8:00 AM - 5:00 PM and Monday through Thursday from 6:00 PM - 10:00 PM. The main facility 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.

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

The Fort Mill Emergency Management Team includes the following members:

- **Cindy Carey**, Campus Director, at Fort Mill Campus, office phone number 803-802-0700, extension 2405, and cell number (215) 970-3242
- **Deb Anderson**, Admission Representative, office phone number 803-802-0700, extension 2402, and cell number 724-301-1324.
- **Celena Allen**, Cardiovascular Technology Program Director cell number 803-845-0404.

CLERY GEOGRAPHY

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

- *1145 Patricia Lane Building*
  - 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

Fort Mill on-campus and public property crime statistics are not available from law enforcement. City Crime Statistics- Fort Mill are 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 Fort Mill City Police Department but not received.

☐ Uniontown ☐ Penn Twp. ☐ Morgantown ☐ Hermitage ☐ Sharon ■ Fort Mill

CRIMES	ON-CAMPUS PROPERTY			ON-CAMPUS STUDENT HOUSING FACILITIES			NONCAMPUS PROPERTY			PUBLIC PROPERTY		
YEAR	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Criminal Offense Reporting:												
Murder/Non-negligent Manslaughter	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
Hazing	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 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, processing, etc. Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons: Carrying, processing Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Arrests	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)

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.

SOUTH CAROLINA JURISDICTIONAL DEFINITIONS

Dating violence: South Carolina does not presently provide a generally applicable codified criminal definition labeled "dating violence." Conduct in a dating relationship may constitute domestic violence, assault and battery, stalking, criminal sexual conduct, or another offense depending on the relationship

and facts. For Clery reporting and prevention purposes, Laurel also applies the federal Clery Act definition of dating violence.
Domestic violence: Under S.C. Code §§ 16-25-10 and 16-25-20, it is unlawful to cause physical harm or injury to one's household member, or to offer or attempt to cause physical harm or injury with apparent present ability under circumstances reasonably creating fear of imminent peril. The statute defines "household member" to include a spouse, former spouse, persons who have a child in common, and the cohabiting/formerly cohabiting relationships described in § 16-25-10.
Sexual assault: South Carolina criminal law uses the term "criminal sexual conduct." S.C. Code §§ 16-3-651 through 16-3-654 define sexual battery and degree-specific criminal sexual conduct offenses, including circumstances involving aggravated force, aggravated coercion, mental incapacity, physical helplessness, and sexual battery without consent.
Stalking: S.C. Code § 16-3-1700 defines stalking as a pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause, does cause, and would cause a reasonable person in the targeted person's position to fear specified harms, including death, assault, bodily injury, criminal sexual contact, kidnapping, or property damage.
Consent: South Carolina's current criminal-sexual-conduct statutes do not provide one generally applicable standalone definition of consent. They address lack of consent and circumstances involving aggravated force, aggravated coercion, mental incapacitation, and physical helplessness; "physically helpless" includes a person who is unconscious, asleep, or otherwise physically unable to communicate unwillingness to an act. See S.C. Code §§ 16-3-651 through 16-3-654. Laurel's institutional definition of consent also applies as policy.

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, Campus Director, LCOT Fort Mill
345 Patricia Lane, Suite 105, Fort Mill SC 29708
Office phone number 803-802-0700, extension 2405, and cell number (215) 970-3242
cindy.carey@laurel.edu

DEPUTY TITLE IX COORDINATOR FORT MILL CAMPUS

Chiquita Foster, Practical Nursing Program Director, LCOT Fort Mill
345 Patricia Lane, Suite 105, Fort Mill, SC 29708
Office phone 803-802-0700 extension 2408 cell phone number 828-228-7632
chiquita.foster@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:

Patricia Drive 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:

2. Shut and lock all classroom and office doors.
3. Shut off room lights.
4. Close any blinds and move away from windows.
5. Flip classroom tables over and hide behind them, or hide under desks, chairs, in closets, etc.
6. 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