



**Campus Crime & Fire Safety
Report & Safety/Security Policies**

2024-2025 Academic Year

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Introduction

CAMPUS CRIME

In order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the School of Nursing Senior Associate Dean's office prepares this annual report with campus crime/fire safety policies, procedures and three years of crime statistics provided by the St. Luke's Security Department located on the Bethlehem campus. The full text of this report can also be located on the SON website at www.sonstlukes.org for use by prospective students.

Hard copies are available in the SON Student Services office located in the Trexler Building on the Bethlehem Campus at 915 Ostrum Street. Each academic year, the Campus Crime & Fire Safety Report is distributed to students, faculty and staff, who all must acknowledge that the School has provided them with campus crime and fire safety information in compliance with the Clery Act and that they have read that information.

The SON will report crimes in the Annual Report of domestic violence, dating violence, and stalking, as well as the total number of crimes that were "unfounded" (determined by a sworn or commissioned law enforcement officer to be false or baseless) and gender identity and national origin as two new categories of bias for a determination of a hate crime. See Appendix A.

The St. Luke's University Hospital-Bethlehem campus ("St. Luke's" or "Hospital") is located in the borough of Fountain Hill, Pennsylvania, with the mailing address of Bethlehem, Pennsylvania. The Security Department is committed to providing a safe and secure environment for all members of the campus community, including the SON. Unfortunately, because there are no risk-free environments, crimes do occur. To assist in the prevention of crimes and/or serious incidents, resident life staff, faculty, hospital staff, trained security officers and students share the responsibility for their own safety and security. St. Luke's understands the role of security and is committed to supporting this endeavor by developing programs that support an environment of well-being for the activities of its students, employees, visitors and patients. The term "campus" refers to all Hospital and St. Luke's School of Nursing (SON) properties, as well as the public property within and adjacent to the campus. There are no non-campus properties in use for student housing or remote classrooms.¹

THE SECURITY DEPARTMENT

The Hospital employs a full-time, in-house Security Department which provides around-the clock protection and services. Foot and vehicular patrols are also conducted 24 hours a day throughout the year. The department has security officers led by the Network Director of Safety and Security, an Operations Manager and Shift Coordinators. All security officers have received formal training and certification by the International Association for Healthcare Security and

Safety within one year of employment. Security officers are on duty on the Hospital's property, and the School campus, which includes the Trexler Residence, the classroom areas, and the outside perimeters adjacent to the campus. The Hospital's security officers do not carry firearms; however, all supervisors and qualified staff have been trained and certified to carry pepper OC (pepper) spray.

¹ <http://www.cleryact.info/campus-save-act.html>

St. Luke's security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the SON. St. Luke's security officers have the authority to issue parking tickets, apply adhesive warning notices to vehicles, or have vehicles towed for noncompliance with parking requirements. Security officers do not possess arrest power. Criminal incidents are referred to the Borough of Fountain Hill police who have jurisdiction on the campus.

The Security Department maintains an effective and cooperative working relationship with the Fountain Hill police, Bethlehem City police, and Salisbury Township police who are the primary responders to campus. The Fountain Hill Police Department patrols throughout the campus, but does not enter the buildings, except on request. The Security Department reports all criminal incidents occurring on the campus to the appropriate federal, state and/or local police agency. This cooperative team approach addresses situations as they arise as well as future concerns.

St. Luke's Security Department officers do not provide law enforcement service to off-campus residents nor are activities off-campus recognized by the SON authority.

In addition to security and emergency procedure responsibilities, the Security Department provides a number of support services for the needs of the campus community. Some of those services include:

- Preventative patrol and post assignments
- Maintenance of order in providing a quality patient care environment
- Investigating and documenting criminal, safety and other unusual incidents
- Monitoring security camera systems
- Maintaining an access control system
- Responding to control combative persons
- Protecting patient valuables placed in the care of the organization
- Responding to the Helipad to assist with trauma patients
- Protecting infants and children from unauthorized removal
- Administering a key and access control program
- Providing personal safety escorts
- Producing photo identification credentials for non-employees
- Providing safety and security education programs
- Responding to open secured areas after hours
- Administering an after-hours visitor control program
- Ensuring emergency forces access at all times
- Enforcing organizational safety and security policies and procedures
- Supporting mortuary services by providing access afterhours and documenting release of deceased patients
- Obtaining secured patient medical records after hours
- Responding to hazardous material emergencies including patient decontamination
- Oversight of outsourced valet parking services
- Leading the Safety and Emergency Management Committees
- Assisting stranded motorists
- Law enforcement liaison, including providing education to forensic staff when guarding inpatients
- Respond to all alarms, including fire alarms
- Providing security for VIP visits and other high profile media events
- Coordinating, documenting and critiquing emergency drills and exercises
- Producing the Hazard Vulnerability Analysis for approval by the Emergency Management Committee
- Maintaining safety and security policies, as well as Environment of Care Management Plans and the

- organization's emergency operations plan
- Maintaining Safety Data Sheets (SDS) for Hazardous Materials

While on patrols, officers make inspections of all campus lighting, doors, window, locks or any other problem areas around the campus. All reports of malfunctioning hardware such as locks, push pads, or card readers are responded to quickly and repairs are made to maintain a high level of safety and security for the campus. All Hospital staff, physicians, school faculty and students are encouraged to notify the Security Department if they notice suspicious people and/or activity or if they find areas on campus that are of a particular security and safety concern.

ACCESS TO CAMPUS FACILITIES

Personal Identification Card Access System - To assist in controlling and monitoring access to the School's facilities, including the Priscilla Payne Hurd Education Center, Estes Library, and Trexler Residence, a personal identification card access system is installed in each facility.

- Personal identification access cards are issued to students. With respect to the Trexler Residence, these personal identification access cards provide entry for all doors. The only door unlocked is the front door of the Trexler building, between the hours of 7:30 am to 6:00 pm Monday through Thursday and Friday from 7:30 am to 4:30 pm. If a door is forced or propped open, an alarm sounds in the Security Department to notify them of the offense. Those resident students involved are required to move out of the residence. At 5 PM, the front doors of Trexler are magnetically locked until 8:00 AM or at any time the fire alarm sounds in the building. Students who lose or misplace their personal identification access cards must notify the Student Services' Office (484-526-3401) or the Security Office (484-526-4661 or 3897) immediately. There is a charge for replacement.
- Fire exit doors cannot be used to enter the residence. The fire exit doors are not to be propped open for easy entrance. An alarm sounds when one of the fire exit doors is open. Students who commit this offense are required to move out of the residence.
- It is everyone's responsibility to promote campus security, including safety in the Trexler Residence. For further information regarding the Trexler Residence, including residential living regulations and security considerations, see the Campus Housing section in the Catalog/Student Handbook. A representative of the Hospital's Security Department meets annually with members of the School community to discuss campus security practices and procedures, including an explanation of the personal identification card access system.
- In addition to providing building access security, the School maintains its facilities, including landscaping, grounds keeping, and outdoor lighting with due regard for security considerations.

The Trexler Building Residence Security

During business hours, the front door of the Trexler Building will be open to students, employees, guests, delivery personnel and visitors. Resident students access the Trexler Building at all times through a personal identification card access system. As no security personnel reside in the student residence, a Resident Advisor lives in the Trexler Building.

TREXLER ROOM SEARCH POLICY

Pursuant to room search, the School investigates and determines the existence of any student infraction(s) of the School's policies with respect to alcohol, illicit drugs, weapons, and fire and electrical hazards. This policy is implemented to protect students, further the School's educational mission, and comply with applicable law.

- School/Hospital personnel who are involved in the implementation of this policy include the Hospital's Security and Engineering departments and the School's Coordinator, Student Services, and/or Resident Advisors (RA).
- An appropriate Hospital department representative, the RA and the Coordinator, Student Services search for electrical or fire hazards in students' rooms twice a year (fall and spring). Room searches can occur more than twice a year, but such additional searches are not done randomly or without reasonable suspicion.
- A search may be conducted at any time when there is reason to believe School property is being used for any illegal activity or activity that is believed to threaten student health or safety, or violate School property.
- When suspected fires or electrical hazards or violation of the School's alcohol, fire, or weapon policies are reported, the appropriate Hospital department representative, RA and Coordinator, Student Services search the rooms in question for suspected infractions.
- Room searches for fire or electrical hazards, weapons, alcohol, or illicit drugs do not require the presence of the student.
- If students are in violation of any of the School's fire or electrical hazard prohibitions, they are required to vacate the residence immediately and are not be allowed any subsequent occupancy of the residence.
- Students found in violation of the School's alcohol, illicit drug, or weapons prohibitions are subject to any or all of the following disciplinary actions (consistent with local, state, and federal law), including without limitation, participation in a substance abuse program, dismissal from School, and referral for prosecution.

THE TREXLER ROOM SEARCH POLICY IS PROVIDED TO STUDENTS FOR INFORMATIONAL PURPOSES AS PART OF THE STUDENT HANDBOOK. TO THE EXTENT THERE IS ANY VARIANCE BETWEEN THE PROVISIONS OF THIS POLICY AND THE TREXLER RESIDENCE AGREEMENT, THE PROVISIONS OF THE TREXLER RESIDENCE AGREEMENT SHALL CONTROL OVER THE CONTENTS OF THIS POLICY.

PACKAGE INSPECTION/SEARCH

Property belonging to St. Luke's School of Nursing, any Network-affiliated entity or affiliating clinical agency (e.g. supplies, equipment or educational materials, etc.) must remain on the premises of the entity in question at all times, unless students have specific, prior authorization from instructors or members of administration to remove it.

- To maintain a safe environment and ensure compliance with all applicable policies, the School's security procedures include searches of any locker, package, purse, or other such containers, as the School deems necessary. Should students be requested to submit to such searches, the School asks for the students' full cooperation. It must be emphasized, however, that no stigma is attached to routine spot inspections or searches. Students may be subject to requested inspections or searches, and being selected does not necessarily suggest suspicion or a violation of any School policy.
- Failure or refusal to cooperate fully with any such search may result in disciplinary action, up to and including dismissal from the School of Nursing.

VOLO Emergency Notification & Safety Tips

A representative of the Hospital's Security Department meets with the incoming class during orientation to discuss and answer questions about the School's security policies and procedures, to encourage students to be responsible for their own security and the security of others, and also to inform students about methods to prevent crime. The VOLO Emergency Notification System is explained, and students are registered for notifications, usually by text messaging on cell phones. The Security Department is available to conduct additional, specific crime prevention programs, in such areas as prevention of crimes of theft, assault and sex offenses such as date rape.

While at the School, or out on the town, students should practice some of these personal safety tips for the protection of themselves and others:

- Never prop exit doors open at the School or Residence buildings. This only serves as an invitation to unwanted visitors, and may result in harm to yourself or your friends.
- Keep room locked when unattended. Theft from the rooms left open is the major security problem at the School.
- Avoid walking alone at night. Walk with a friend to and from cars, to and from the Hospital, or around town. Security Escort Service is available anytime students wish to have an escort to and/or from a campus destination. To access the service, students dial Ext. 4666 from the in-house phone system or 484-526-4666. Alternatively, they can dial the telephone operator at Ext. 4000 or "0" from the in-house phone to inform the operator of their current location and that they require the services of a security officer to escort them to another campus location. Students should be reasonable about the time frame as an officer may not be available at the moment their requests are made.
- Have your keys or personal identification access card ready upon approach to car or residence.
- Avoid poorly lit and isolated areas.
- Avoid wearing expensive and ostentatious jewelry.
- Avoid wearing headphones or earbuds while walking or jogging; tune in to surroundings.
- Secure purse under arm.
- Report any suspicious individuals on School property or loitering outside the School or in the parking areas.
- Always carry some form of personal identification.
- Be aware of controlling behavior when dating
 - Intimidating stares
 - Degrading jokes
 - Extreme jealousy, possessiveness
- Protection if assaulted
 - Carry a whistle to use if threatened
 - Scream if in danger

Remember that crime can happen to any of us, so be careful, not regretful.

Sex Offense Education And Crime Prevention Measures

The Hospital's Security Department representative meets with the incoming class during orientation to discuss and answer questions about the School's security policies and procedures, to encourage students to be responsible for their own security and the security of others, and also to inform students about methods to prevent crime. The VOLO Emergency Notification System is explained, and students are registered for notifications, usually by text messaging on cell phones. The Security Department is available to conduct additional, specific crime prevention programs, in such areas as prevention of crimes of theft, assault and sex offenses such as date rape.

Sexual assault is a violation of both mind and body, often resulting in physical and emotional trauma. It is a problem that affects both men and women. No one knows when, where or by whom a sexual assault may occur, but there are preventive measures that can be carried out. The School of Nursing conducts primary sex offense prevention and awareness education at orientation for each incoming class cohort, including:

- A statement by the school that it prohibits acts of sexual violence
- The definition of various acts of sexual violence
- Education on bystander intervention
- Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks
- Information on the school's reporting system and disciplinary proceedings

Reporting Crimes/Criminal Activity/Suspicious Persons And Activity

If you witness a crime, call the Security Department and officers will be dispatched immediately to your location or to the location of the incident. You should remain at the scene to assist officers when they arrive by supplying them with any and all information. If medical or other law enforcement assistance is required, tell the security officer at the time of your call so this assistance can be dispatched without unnecessary delay. In order for the Security Department to be effective and to offer prompt assistance, the ability to contact them is very important. The department can be contacted by the following methods.

Emergency call boxes are installed inside structures with blue lights in which the individual seeking assistance pushes the call button and talks into speakers. Once the button is pressed, the phone inside the unit will automatically dial into the Hospital operator. After the connection is made, it will not be broken until the operator hangs up. These devices are available for emergencies and non-emergencies.

- There are call boxes located at:
 - Trexler Building entrances
 - Jeter Parking Lot
 - Every level of the Parking Garage
 - Ostrum Street Parking Lot

Campus phone system: The Security Department can be contacted for either emergency or non-emergency calls via the campus phone system. In-house phones are available throughout the main campus in hallways and lobbies. Telephones are located at each lobby on the main campus. Trained

security officers are available to respond to emergency calls.

- Emergencies – 5555
- Non-emergencies – Dial “0” for the operator.

Regular phone system:

- Emergencies – Dial 911 (if using Hospital phones, dial 9 first for an outside line - 9911)
- Non-emergencies – Dial the Hospital operator at 484-526-4000 and ask for security

When notifying the Security Department, you should be prepared to supply the following information to the officer:

- Nature of incident
- Location of incident
- Description of person(s) involved:
 - perpetrator, suspicious person, assailant
 - victim
- Description of property involved (if criminal in nature).
- Suspected injury or condition (if applicable).
- Your name and where the responding officer can locate you.

All Security Department numbers as well as local law enforcement phone numbers (911) are posted throughout the School of Nursing, the Hospital areas, the campus phone directory, campus telephones and the School and Hospital’s websites.

REPORT CRIMES TO WHOM?

Should any Hospital staff members, students, faculty members, visitors or patients become victims of crimes or witness crimes, they must report this information to any security officer or by dialing **5555** (484-526-5555).

Any campus official who is a Campus Security Authority (CSA) is required to report crimes as directed by 20 United States Code Section 1 092(f) of the “Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” This includes, but is not limited to: the Director, the Coordinator, Student Services, resident advisors and faculty advisors (not acting as professional counselors). A staff member who is a pastoral or professional counselor **is not** considered a campus security official and **is not** required to report crime statistics; however, counselors or campus ministry providers are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis to the campus security authority for inclusion in the annual security report of campus crime statistics. Students may be requested to fill out a Crime Reporting Form found in **Appendix C**.

The School of Nursing does not have an anonymous reporting system available at this time.

WHO ARE THE CAMPUS SECURITY AUTHORITIES?

According to the regulations of the Jean Clery Act, they are individuals who have significant responsibility for student activities and are responsible for forwarding reports of crimes to the Security Department for inclusion in this report and for purposes of placing the campus community on alert should the crime be considered a threat to other students and employees. When a threat exists, the

appropriate, timely notice of the occurrence of these crimes shall be made to students and employees by means described in the “Crime Reporting and Prevention Efforts” section of this report. The following may serve as Campus Security Authorities.

- St. Luke’s Security Department
- Senior Associate Dean School of Nursing
- Coordinator, Student Services, School of Nursing
- Faculty and Staff advisors of Recognized Student Groups and Associations
- Resident Hall Advisor(s)

The following have been notified and recognized as official CSAs.

Name	Titles	Phone	Email
John Talijan	Manager, Security Operations and Campus Safety Survey Administrator (CSSA)	484-526-4934	John.Talijan@sluhn.org
Dr. Lisa Storck	Senior Associate Dean, School of Nursing, Title IX Coordinator	484-526-3458	Lisa.Storck@sluhn.org
Susan Shoenberger	Coordinator, Student Services and Clery Act Compliance Officer (CACO)	484-526-3408	Susan.Shoenberger@sluhn.org
Sandra Cohen	Associate Dean of Academic Affairs	484-526-3449	Sandra.Cohen@sluhn.org
Lee Daignault	Faculty Advisor to Student Nurses’ Association	484-526-3276	Lee.Daignault@sluhn.org
Jolie Gaudio	Faculty Advisor to Student Government Association	484-526-3414	Jolie.Gaudio@sluhn.org
Trexler Resident Advisor (RA)	Current RA (Trexler Room #226)	As posted	As posted

All CSAs annually review material on sexual offenses and reporting systems and receive the annual Campus Crime and Fire Safety Reports.

Communicating Security Information to The Campus Community

It is the desire of the Security Department to keep everyone informed on campus about potential crime risks, ways to avoid becoming a victim and what to do if victimized. The Security Department makes every effort to communicate crime statistics and information on criminal activity accurately and in a timely fashion. These efforts include:

- Compilation of a Daily Crime Log that can be viewed by anyone
- Quarterly reports to the Physical Environment Safety Committee, which is attended by at least one SON staff member
- Circulation of the Annual Campus Crime and Fire Safety Report to all current and prospective students (via student handbook or electronic method)
- Use of School and Hospital webpages
- Use of an open door policy with members of the campus community.

The Security Department is able to provide statistics or related information. In the event of a major incident/crisis, whether it is crime related or a manmade or natural disaster, notification via the VOLO Emergency Notification System will be done as quickly as appropriate information can be compiled. Documentation of the VOLO system testing is recorded in the St. Luke's Security Department.

How Crimes are Defined

In order to classify crimes accurately and correctly, the Clery Act requires institutions to use the definitions taken from the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting Handbook (UCR). The Clery Act also requires institutions to disclose three general categories of crime statistics:

Criminal Offenses: Criminal Homicide, which includes Murder, Negligent and Non-negligent manslaughter; Sex offenses including forcible and non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes: Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury, were hate crimes.

Arrests and Referrals for Disciplinary Action: for illegal weapons possession and violation of drug and liquor laws.

CRIMINAL OFFENSES

Criminal Homicide: *Murder and Non-Negligent Manslaughter* -the willful (non-negligent) killing of one human being by another; (e.g., death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime). ***Negligent Manslaughter*** -the killing of another person through gross negligence.

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

Aggravated Assault: 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. The UCR considers a weapon to be a commonly known weapon (firearm, knife, club, etc.) or any other item which although not usually thought of as a weapon, becomes one in the commission of a crime.

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.

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

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

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

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

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

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

As an addendum to the Clery Act as required by the Violence Against Women Reauthorization Act 2013 under its Campus Sexual Violence Act (SaVE Act) provision, the following will be reported on an annual basis along with the other Clery requirements. See [Appendix A](#).

Domestic Violence: Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or 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.

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

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

Stalking: Engaging in a course of conduct² directed at a specific person that would cause a reasonable person³ to

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional⁴ distress.

HATE CRIMES

Bias-motivated violence or threats targeting students, staff or faculty not only impair the educational mission of an institution of higher learning but also deprive young men and women of the chance to live and learn in an atmosphere free of fear and intimidation. No college campus is immune to the risk of hate violence. (U.S. Dept. of Justice, Office of Justice Programs)

As with sexual offenses, St. Luke’s University Hospital and the School of Nursing will not tolerate prejudice or bias of any kind from students, staff, faculty or employees. St. Luke’s recognizes hate crimes as an important issue which can be alleviated through educational programming, mandatory training and hate crime awareness.

Categories of Bias are:

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, whites).

² *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

³ *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

⁴ *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Gender Identity: A preformed negative opinion or attitude toward a group of persons because those persons are male, female, or transgender.

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

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)

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

Harassment

Harassment is against the law and explicitly prohibited by Title VII of the 1964 Civil Rights Act, and Pennsylvania Law. The School of Nursing is dedicated to providing an environment free of all forms of harassment or intimidation based on race, sex, age, religion, national origin, disability, marital status, sexual orientation and other areas protected by applicable law. Harassment (also see Hate Crimes) will not be tolerated by the SON.

Definition of Harassment: Unwelcome conduct, comments, touching, teasing, joking or intimidation constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Examples of Harassment: The kinds of behaviors which may constitute harassment include, but are not limited to:

- Insults and comments directed toward an individual based on any category protected by law.
- Repeated unwanted touching, patting, pinching, or repeated inappropriate social invitations.
- Jokes or stories directed towards a member of a protected class that is considered derogatory.
- Repeated requests or demands for favors (either sexual or not) accompanied by implicit or explicit promised rewards or threatened punishment.

Sexual Harassment: Any unwelcome sexual attention, sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual conduct is unwelcome when:

- acceptance or rejection of the conduct is used, or threatened to be used, to make decisions regarding students' grades, education or careers;
- the conduct has the purpose or effect of unreasonably interfering with victims' educational experiences; or
- the conduct creates intimidating, hostile or offensive educational environments.

Men as well as women may be victims of harassment, and women as well as men may be harassers. Harassers may be fellow students, faculty members or some other third party. Sexual harassment may take such forms as:

- Verbal: telling sexual jokes; making sexual comments; referring to an adult as a good girl (boy), babe, honey, etc.; asking personal questions about social or sexual life; demands for sexual favors accompanied by direct or implied promises of special treatment or threats of unfavorable actions.
- Non-verbal: looking a person up and down; staring; blocking a person's way; displaying sexually suggestive visuals; facial expressions such as winking, throwing kisses, etc.
- Physical: touching a person's clothing, hair, or body; giving a massage; standing close or brushing up against a person; patting or stroking, etc.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

To comply with the provisions of the Clery Act, the SON will report the number of arrests and the number of persons referred for disciplinary action for the following law violations:

Weapons: Carrying, Possessing, Etc.

- Manufacture, sale, or possession of deadly weapons.
- Carrying deadly weapons, concealed or openly.
- Using, manufacturing, etc., of silencers.
- Furnishing deadly weapons to minors.
- Aliens possessing deadly weapons.
- Attempts to commit any of the above.

Drug Abuse Violations are 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. This includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. This also includes 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, but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - are defined as the violation of state or local laws or ordinances prohibiting the following:

- The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor.
- Maintaining unlawful drinking places.
- Bootlegging.
- Operating a still.
- Furnishing liquor to a minor or intemperate person.
- Underage possession.
- Using a vehicle for illegal transportation of liquor.
- Drinking on a train or public conveyance.
- Public drunkenness
- Attempts to commit any of the above.

Sale or Use of Illegal Drugs or Alcohol and Associated Risks

St. Luke's School of Nursing complies with, and will enforce, all federal and state laws which prohibit the use, sale, and possession of illegal drugs. The SON will also enforce Pennsylvania laws regarding underage drinking and the use of alcohol on campus. The sale or use of illegal drugs or alcohol is subject to school discipline up to and including dismissal as well as criminal prosecution. The SON will not shield any student, faculty member, employee or visitor from action by law enforcement or Hospital Security. Information regarding the school's sanctions concerning alcohol and drug violations can be found in the Student Handbook. All actions indicated by this policy are to be coordinated with the Director of the School of Nursing.

PA State Law Concerning Alcoholic Beverages: It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport an alcoholic or malt or brewed beverage within the Commonwealth. The State Liquor Control Board operates under the State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. In 1998, The Commonwealth of Pennsylvania enacted legislation (Act 31) to address the problem of underage drinking. Some of the penalties are as follows:

- A 90-day suspension of driver's license and \$300 fine for any minor who purchases, consumes, transports, or is in possession of alcoholic beverages or who misrepresents his/her age to obtain alcoholic beverages.
- A 90-day suspension of driver's license and \$500 fine for minors carrying or using false I.D. cards.
- Fines of at least \$1,000 in addition to a possible prison term for manufacture or sale of false I.D. cards, selling, or furnishing alcohol to minors.

The Controlled Substance, Drug, Device and Cosmetic Act (Act 64) enacted by the Commonwealth of Pennsylvania on April 14, 1972, prohibits the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance. Mandatory minimum penalty imposed upon first time offenders convicted of violating this law ranges from one year imprisonment and \$5,000 fine to five years and \$50,000 fine, depending on type and amount of controlled substance in question. Legal penalties may be exacted for the unlawful possession or distribution of illicit drugs. Penalties for drug violations are as follows:

- In Pennsylvania, the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-101 780-
- 960.7 prohibits, inter alia, the manufacture, sale or delivery, holding, offering for sale or possession of any controlled substance or other drug, device or cosmetic that is unadulterated or misbranded. Violations of the Controlled Substance Drug, Device and Cosmetics Act are punishable by imprisonment, fine or both.
- The Federal Controlled Substances Act, 21 U.S. Code 841 et seq, prohibits knowingly or intentionally manufacturing, distributing, dispensing, possessing, intent to manufacture, distribute, or dispense a controlled or counterfeit substance, violations of which also are punishable by imprisonment, fine, or both.

Detailed description of Federal trafficking penalties for substances covered by the Controlled Substances Act can be found at the U.S. Drug Enforcement Administration web site

<https://www.dea.gov/controlled-substances-act>.

Effects of Alcohol Consumption: In addition to disciplinary consequences, there are several safety issues directly related to drug and alcohol consumption. The use of these substances will:

- Cause impaired judgment, which can lead to vulnerability or poor decision making.
- Be a factor in date or acquaintance rape incidents or any other sexual assault. The effects of alcohol will often lead to unsafe consensual or non-consensual sexual relations.
- Impair judgment and coordination required to operate a motor vehicle safely
- Give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others.
- In moderate to high doses lead to marked impairment in mental function, severely altering a
- person's ability to learn and remember information.
- In very high doses cause respiratory depression and death
- Cause birth defects and mental retardation in user's children
- When combined with other drugs, alcohol can intensify or alter the effect of the drug, cause nausea,

- sweating, severe headaches, convulsions and overdose
- Cause addiction or chemical dependency
- Cause health problems (e.g. cirrhosis of the liver)

See the Department of Justice site on drugs of abuse and their effects
<http://www.justice.gov/dea/druginfo/factsheets.shtml>

Timely Warnings

If a crime or series of crimes have occurred on campus or close to campus and could be considered a threat to other students, employees and faculty, St. Luke's may implement a "Security Timely Warning Alert." The Director of Safety & Security or designee is responsible for making the decision to initiate and prepare the alerts after consultation with the Director of the School of Nursing. The dissemination of information may be accomplished through the distribution of an authorized alert announcement via campus wide e-mail, text message, Canvas website or other forms of electronic communication. Through these alerts, members of the campus community are provided with prompt notices of incidents that may have a direct impact on their safety and security. The Hospital uses coded emergency announcements (bomb threats, fire, etc.), which can be found on the Hospital's Intranet page under the listing "Emergency Response Matrix" or in [Appendix B](#).

MASS EMERGENCY NOTIFICATION SYSTEM FOR STUDENTS, FACULTY, AND STAFF

When is an emergency response necessary? St. Luke's is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate emergency. An immediate threat as used here encompasses an imminent or impending threat, such as an approaching forest fire or a fire currently occurring in one of our buildings. Follow-up notifications of the situation/emergency will be sent as warranted.

Other examples of significant emergencies or dangerous situations 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 rioting
- Explosion
- Nearby chemical or hazardous waste spill

Examples of situations that would not necessitate an emergency response under the Clery Act:

- Power outage
- Snow closure
- String of larcenies

All students, faculty and staff are offered the opportunity to sign up for mass notification, primarily by text messages, pager and email. See **VOLO Emergency Alert/Mass Notification System** for sign-up instructions on the use of this notification system.

Sex Offense Information

St. Luke's and the School of Nursing are committed to maintaining an environment supportive of our educational mission and free from exploitation, harassment and intimidation. Sexual assault or other forms of nonconsensual sexual activity, including relationship violence, sexual harassment, stalking, rape and other forms of sexual assault perpetrated against any student, faculty member, staff member or any other person on the St. Luke's campus will not be tolerated. Offenses under this policy include any sexual act directed against another person forcibly and/or against that person's will or against that person's will where the victim is incapable of giving consent due to his or her youth, and temporary or permanent mental or physical incapacity.

Victims of sex offenses are strongly urged to report the offense as soon as possible after the incident. Persons on campus who are prepared to provide support and information, resources and options for action to the victim are security, SON campus security authorities, SON staff, a Hospital chaplain, social services, employee assistance program and Director of the SON. We also encourage victims to seek criminal prosecution under the Pennsylvania Crimes Code. A sexual assault may also be reported to the Fountain Hill Police Department by calling 610-437-5252 or 9-1-1 (if using a Hospital phone, dial 9 first for an outside line: e.g. 9-9-1-1).

For any victim of a sex offense, there are counseling and other services available. Please feel free to contact the Hospital's Employee Assistance Program at 484-526-3516 for more information regarding these services. Additionally, the School will change a victim's academic and/or living situation after a sex offense occurs, if requested and to the extent such changes are reasonably available.

If a friend tells you of a sexual assault on him/her, provide support and encourage a visit to the Hospital's emergency room and follow the procedures suggested above.

This policy is supported for students, faculty and staff through education, counseling and medical services.

Any student charged with a sexual offense will be subject to the judicial action outlined herein. Persons charged with such offenses may also be prosecuted under Pennsylvania criminal statutes <https://pcar.org/sexual-assault-laws-pa>. Any faculty or staff member charged with such an offense will be subject to the Grievance Procedure in the Faculty Handbook.

St. Luke's is firmly committed to providing immediate care and support of all victims of sexual assault, harassment, stalking, and relationship violence. If you have been a victim of a sexual offense, you have to decide whether to report it to the Security Department to begin the process and whether or not you are also going to report to the police. These are not mutually exclusive processes. St. Luke's University Hospital is required by federal law to have a sexual assault policy to deal with rape and sexual assault on campus and to make this information widely and easily available to the campus community. The policies

on rape and sexual assaults are as follows:

- Policy for Sexual Assault-Alleged – Administrative Policy and Procedure No. 137
- Abuse, Domestic/Family – Administrative Policy and Procedure No. 20
- Sexual Assault Patient in the ED – Emergency Dept. Policy and Procedure
- Harassment Policy – Employee Handbook

Confidentiality

Violence Against Women Act (VAWA) Section 3, 42 USC §13925(b)(2)(2008) became effective in 2006 and protects the confidentiality of anyone who requests or receives services for a domestic violence, sexual assault, dating violence or stalking incident. VAWA prohibits disclosure of personally identifying information or individual information collected in connection with services requested, utilized, or denied, unless St. Luke's gets the informed, written, reasonably time-limited consent of the individual. The SON will not include personally identifying information about the victim in St. Luke's disclosure of crime statistics. St. Luke's will maintain confidentiality of any accommodations or protective measures given to the victim.

The Network policy **Rape Victim's Registration** Procedure (patient Access Education & Quality Assurance Department Training Manual) ensures that confidentiality and the proper procedure is utilized for victims of rape.

What Will the Security Department Do?

Reports of sexual assault to the Security Department will be thoroughly investigated in a timely manner by the Security Department and the Fountain Hill Police. All investigations will include the alleged victim, the alleged perpetrator, and available witnesses.

During the Incident:

- If Security is called while the incident is in progress, their first goal will be to secure the safety of the individual or individuals involved.
- Security will assist the victim in obtaining medical attention if necessary, which may involve a sexual assault examination to check for sexually transmitted diseases and injury, as well as to collect evidence of the crime. If the victim chooses to have this type of exam, there should be no showering or changing of clothing prior to the exam. Police will collect these items as evidence.

After the Incident:

- An investigator will be made available to the victim in a timely manner. The victim will also have the option of speaking to a female officer/investigator. Security will discuss all options with the victim and give support in whatever decision is made by the victim. A victim's cooperation is paramount as the victim will be asked to share all available information about the incident.
- If comfortable in making a formal complaint, the victim will be asked to write down everything that has happened. See Appendix C for a form.
- Upon written request, St. Luke's will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by St. Luke's against the

student who is the alleged perpetrator of the crime or offense.

- If the alleged victim is deceased as a result of the crime or offense, St. Luke's will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Support Options:

Reasonable accommodation and support will be offered as available. There are a number of on and off campus options that we can advise you of and assist you with. Some of these may include:

- Use of safe-rooms (on call rooms, unused dorm rooms, unused patient rooms, etc.)
- Informal resolution through the Directors office
- Changing of access codes or locks to deny a suspect access to your work space or deactivation of a suspect's badge
- On campus disciplinary procedures
- Counseling through Employee Assistance Program, Social Services, Chaplaincy Services
- Use of off campus room facilities (e.g. Comfort Inn)
- Assisting local law enforcement in conducting a full police investigation
- Assisting you in obtaining a restraining order (PFA) on the individual in question

Victim's and Accused's Bill of Rights

A victim of a sex assault is entitled to:

- Be treated with dignity
- Report the incident to a Campus Security Authority and/or the St. Luke's Security Department
- Be offered assistance in notifying law enforcement
- Be taken to the emergency department for the collection of sexual assault evidence if the victim so chooses
- Have reasonable changes made to academic and living situations
- Have access to counseling through the Employee Assistance Program
- Choose whether or not to have the case adjudicated through the St. Luke's system, the criminal justice system, or both
- Be present during disciplinary hearings
- Have same opportunity as accused to have others present at a disciplinary hearing
- Protection from any reference to past sexual history in the disciplinary proceedings
- Be unconditionally notified of outcome of hearing, sanctions and terms of sanctions in place
- Speak (or choose not to speak) to anyone regarding the outcome
- Be given copies of the St. Luke's and SON policies on sexual offenses
- Have their name and identifying information kept confidential (FERPA)
- Be free from intimidation or further harassment by the alleged perpetrator or others

An individual accused of a sex assault has the right to:

- Reasonable confidentiality
- Be afforded all rights as defined in the Student Handbook
- Have access to counseling through the Employee Assistance Program

What Will the Dean Do?

The Dean acquires annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Dean thoroughly and impartially investigates all allegations in as prompt and confidential a manner as possible. An accused individual may be suspended pending investigation if at the discretion of the Dean such action is deemed appropriate to shield the alleged victim(s) from any further potential misconduct by the accused. The Dean undertakes all investigations with due regard to the privacy of all parties involved. The Dean takes appropriate corrective action when warranted.

If the victim determines that she/he wants to proceed with formal SON disciplinary proceedings, the Dean will proceed with an investigation as defined in the "Disciplinary Procedures" below.

The accused will be contacted and scheduled for an appointment with the Dean. At this meeting the Dean will:

- Inform the accused of his/her rights under the Conduct policy of the Student Handbook.
- Ask the accused to respond to and discuss the allegations.
- Give the accused the opportunity to provide a written statement to contest the allegations.
- Assess if the accused student's continued presence on campus appears dangerous to property, to the student him/herself, or to any other member of the St. Luke's community. If so, the student may be subjected to suspension pending the results of the proceedings.
- Instruct the accused in all cases to refrain from any contact with the victim.
- Schedule a follow-up appointment to discuss the status of the case, if necessary.

Any person identified by the victim or accused, who has facts pertinent to the allegations, will be contacted by the Director and asked to provide information about the incident.

The Dean will meet with the victim and discuss the results of the investigation. With the consent of the victim, formal charges may be initiated.

Should the Dean deem it necessary, a committee consisting of Campus Security Authorities may be called to hear the case.

- All members of the committee will be educated on issues involved in sexual assault and sexual harassment utilizing both SON and community resources.
- Both the accused and the victim will be allowed to be present throughout the hearing.
- The accused and the victim will each be allowed to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The advisor is prohibited from speaking during the proceeding, addressing the disciplinary committee, or questioning witnesses. The SON may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.
- Both the accused and the victim will have the opportunity to ask questions of each other and any other witnesses testifying at the hearing.
- The victim's sexual history will not be received as evidence at the hearing.
- The consumption of alcohol or other drugs may not be used as an excuse for rape, sexual assault or

harassment by the accused.

- Both the accuser and accused are required to simultaneously receive the final results of a disciplinary proceeding in writing.
- Both the accuser and accused have a right to appeal disciplinary proceeding decisions or changes to the final result.

Registered Sex Offenders

The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the appropriate law enforcement agency, to indicate whether or when they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges/schools, and the colleges/schools must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. Students and faculty can find this information on the PA State Police website <http://www.pameganslaw.state.pa.us/> otherwise known as the Megan's Law Website. The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (enacted in 1994), the Federal version of "Megan's Law" (enacted in 1996), and the Pam Lychner Sexual Offender Tracking and Identification Act (also enacted in 1996). In brief, the statutes require states to establish registration programs so local law enforcement will know the whereabouts of sex offenders released into their jurisdictions, and notification programs so the public can be warned about sex offenders living in the community (The Lychner Act also requires the creation of a national sex offender registry).

Other Forms of Misconduct Requiring Disciplinary Action

DISCRIMINATION, SEXUAL OR OTHER UNLAWFUL HARASSMENT POLICY

The School of Nursing is committed to providing an educational environment that is free of discrimination and unlawful harassment based on an individual's age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity or disability. Accordingly, it is the policy of the School that any forms of discrimination and sexual or other unlawful harassment are unacceptable behaviors in the School community and are not tolerated.

Title IX Coordinator, who is responsible for coordinating the SON's efforts to comply with Title IX, which is the federal statute that prohibits sex discrimination. **Sexual misconduct** can be a form of sex discrimination, and it includes offenses such as **sexual assault, domestic violence, sexual harassment** and **stalking**. For further information contact:

Dr. Lisa Storck, DNP, WHNP, RN. Senior Associate Dean, Diploma Program
St. Luke's School of Nursing
801 Ostrum St., Bethlehem, PA 18015
Phone: 484-526-3458
Fax: 484-526-3412
Email: Lisa.Storck@sluhn.org www.sonstlukes.org

The Dean is responsible for the implementation and coordination of equal opportunity in the School of Nursing. Possible discrimination issues comply with School policies. These policies can be found in this publication under **Non-Discrimination** in the Catalog/Student Handbook and on the website.

- Notice of Nondiscriminatory Policy as to Students and
- Equal Educational Opportunity Policy

DISRUPTIVE CONDUCT AND VIOLENCE PREVENTION

Position Statement and Philosophy - The School of Nursing is a community of staff, faculty and students that is committed to a respectful and safe educational environment, founded in appropriate behavior and free from violence, in which all can work and learn. While disagreements occur from time to time in any educational setting, the School of Nursing requires that all members of our community value and respect each other. As a community, the School makes every effort to discourage inappropriate and prohibited behavior and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, physical, or any other forms. All members of the School of Nursing strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Members of the School of Nursing community do not tolerate inappropriate interactions from each other or from outside persons. All reported incidents are taken seriously and are dealt with promptly and appropriately. The School of Nursing provides support and resources to all to ensure a safe and respectful environment.

All who participate in this community abide by these guiding principles:

1. We value differences among individuals and, in that spirit, require that all treat each other with respect. Interactions in the School of Nursing are expected to be courteous, respectful, and professional.
2. Individuals are responsible for their own behavior and are held accountable for that behavior.
3. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and is to be reported and dealt with in accordance with the policies outlined below.
4. When inappropriate behavior occurs, members of the School of Nursing community are empowered and expected to deal with the situation according to established guidelines.
5. Individuals are expected to keep their own personal safety foremost in their plans and actions and to support others in doing the same.
6. Unacceptable behavior is dealt with so that the message of zero tolerance is consistent and clear.
7. The School of Nursing informs and trains all members of the School on its policy and how to carry out their role in maintaining a safe environment.

When inappropriate behavior occurs, the School of Nursing:

1. Responds promptly to immediate interpersonal dangers to staff, faculty and students in the school in accordance with established procedures.
2. Facilitates the investigation of threats and other reported incidents, and file any necessary reports
3. with St. Luke's Security Department and/or appropriate law enforcement authorities.
4. Responds to each report objectively, promptly address any allegations, thus taking threats and threatening behavior seriously and ensuring that members of the School of Nursing community feel safe in sharing their concerns.
5. Takes disciplinary actions under applicable policy when warranted.
6. Supports victims and other affected individuals after an incident.

Definitions - Definitions of key terms used in this policy are as follows:

1. **Inappropriate and prohibited behavior:** Behavior that can serve as a warning sign of potential hostility or violence. Examples of these kinds of behaviors of interpersonal aggression include but are not limited to:
 - Unwelcome name-calling
 - Rude or uncivil (e.g., slamming doors in angry response, making disparaging comments about another individual, purposefully blocking someone's view or path, harshly criticizing a subordinate in public, vulgar or obscene words or actions, either written or verbal, including email, voice messages, and graffiti)
 - Acts of abuse (e.g. verbal statements, including tone of voice, or physical act which may be construed as a derogatory, intimidating, bullying or psychologically or emotionally disturbing)
 - Intimidation through direct or veiled verbal threats
 - Throwing objects
 - Physically touching another individual in an intimidating, malicious or sexually harassing manner
 - Physically intimidating others including such acts as obscene gestures, fist-shaking, or "getting in your face" types of gestures and
 - Stalking, either in Trexler Residence, classrooms, clinical setting and/or off-campus.
2. **Threat:** the expression of intent to cause physical or mental harm. A threat is conveyed regardless of whether the individual communicating the threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or place in the future.
3. **Physical attack:** unwanted or hostile contact such as hitting, fighting, pushing, shoving, or throwing objects.
4. **Property damage:** intentional damage to property owned by St. Luke's University Health Network and its affiliated entities, employees, students, or visitors, as well as any affiliated clinical agency.

Members of the School of Nursing community are responsible for upholding the values and actions embodied in this policy. The Coordinator, Student Services, is responsible for oversight of these principles and key aspects of the policy.

Reporting Procedure - Any situation that exemplifies inappropriate and prohibited behavior must be reported by the individual speaking with the Coordinator, Student Services, the Director or their designee. If the situation presents a threat of imminent harm, the behavior must be reported immediately to the Security Department as provided in the Policy on Reporting of Criminal Incidents or Other Emergencies.

- All reports shall be made in good faith, and detail the incident thoroughly and accurately. In turn, the person making the report shall be assured of a confidential process, with information released only on a "need-to-know" basis, and that no act of retaliation or discrimination shall result from reporting an occurrence.

Education Program - School of Nursing students, staff and faculty members are responsible for completing any required training sessions, and maintaining basic competency in general knowledge and skills related to violence prevention principles and strategies. This training is done upon hire or during orientation. At least annually thereafter, the School of Nursing provides information/training on disruptive conduct and violence avoidance. This may be presented along with training on related topics such as crime prevention and/or sex offense educational programs.

Reference Library - brochures, videos and supportive journal articles have been placed in Estes Library for access by faculty, staff and students.

Evaluation - Assessments are conducted to ascertain whether the School community considers that the SON facilities provide a safe environment. This occurs at least annually through the Graduate Exit Survey, Faculty and Staff Satisfaction Surveys and surveys of the dormitory residents to gather their comments on the residential facilities and safety issues.

Policy On Weapons

For the safety of the entire School of Nursing community, the School strictly prohibits the possession or use of any weapon or potentially dangerous item or material including without limitation, ammunition, knives, firearms, air-guns, spring-type weapons, slingshots, martial arts weaponry, explosives, fireworks, or other combustible material, on Hospital or School property, including Trexler Residence as well as on the site of any affiliating clinical agency. Students found in violation of prohibitions are subject to disciplinary action, up to and including dismissal from the School, and referral to applicable law enforcement authorities for prosecution.

Disciplinary Procedures

After the completion of an investigation, the party(ies) is advised of any disciplinary action resulting from his or her allegations of misconduct. The School acts to ensure that the disciplinary action taken with respect to each violation of the above policies is commensurate with its judgment as to the seriousness of the particular offense and what is necessary to stop any further violation(s).

- In the event an investigation (of alleged domestic violence, dating violence, sexual harassment, sexual misconduct, stalking, discrimination, unlawful harassment, sale or use of illegal drugs or alcohol, or weapons charges) reveals that the accused individual has not engaged in the alleged misconduct, or where despite a diligent investigation such allegations cannot be substantiated, the School will inform both the accused and/or the complaining party that a thorough investigation has been conducted, and that there exists at that time no grounds or basis to substantiate the report or suspicion of alleged domestic violence, dating violence, sexual harassment, sexual misconduct, stalking, discrimination, unlawful harassment, sale or use of illegal drugs or alcohol, or weapons charges.
- In the event an investigation (of alleged domestic violence, dating violence, sexual harassment, sexual misconduct, stalking, discrimination, unlawful harassment, sale or use of illegal drugs or alcohol, or weapons charges) reveals that the accused individual has engaged in the alleged misconduct, the accused is subject to appropriate disciplinary action, up to and including termination of employment or dismissal from the School, depending on whether the accused is an employee or student.

Retaliations in any form against complainants who exercise their right to make complaints under this policy are strictly prohibited and retaliations are themselves subject as the retaliating party to appropriate disciplinary action.

Missing Student Notification Policy And Procedures

In compliance with the *Higher Education Act of 1965* (HEA), if a member of the SON community has reason to believe that a student who resides in the Trexler Building is missing, he or she should **immediately notify** the Director, Program Coordinator or Coordinator Student Services who will notify the Security Department. Security officers will generate a missing person report and initiate an investigation.

Students are required to provide Student Services a general emergency contact see **Missing Student Contact Registration Form (Appendix D)**. Students residing in the Trexler Building have the option to confidentially identify an individual to be contacted by the SON in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the SON will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Coordinator, Student Services. A student's confidential contact information will be accessible only to authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should security officers determine that the student has been missing for 24 hours, they will notify the Fountain Hill Police and the student's emergency contact no later than 24 hours after the student is determined to be missing.

Fire Safety Report

One fire drill was held for residents of the Trexler Building in the last year. Daily fire logs are available upon request to the Security Department.

2024 Campus Fire Log

Date Reported	Case Number	Nature of Fire	Location
N/A	N/A	N/A	N/A

Fire Safety Policies and Procedures

All students are informed about fire safety in their orientation programs. The Trexler Building has an alarm system that responds to heat detectors located throughout the building. The alarm can be manually activated as well. The alarm sends an alert to the Hospital switchboard where the location of the fire is announced throughout the Hospital campus and a fire call is made to the Fountain Hill Fire Department.

TREXLER SAFETY INSPECTIONS

Authorized School of Nursing and/or Hospital personnel may enter any room at any time for the

purpose of inspection, repair, maintenance, or insuring the safety of residents. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Resident Agreement which includes the inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and donated/discarded if found, without reimbursement.

SMOKE-FREE POLICY

St. Luke's University Hospital is committed to ensuring a safe and healthy working environment for its patients, visitors, employees, students, physicians and volunteers. As a health care provider, St. Luke's also recognizes its responsibility to provide leadership in increasing the health and well-being of the community by minimizing the dangers and offenses of secondhand smoke. Therefore, smoking is not permitted in or on any of its owned or leased properties.

TREXLER BUILDING GUIDELINES

In keeping with policies and procedures of St. Luke's for fire prevention and control, the following fire regulations govern conduct during fires and/or fire drills in Trexler Building. **The person who detects the fire sounds the alarm.** In the event of a fire, the SON expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system they leave if it has not already sounded. Evacuation routes are posted throughout the Trexler Building. Students and/or staff are informed to relocate to the parking lot next to the Trexler Building. No training is provided to students or employees in firefighting or suppression activity, as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

WHEN THE FIRE ALARM RINGS

1. Close windows, open blinds and turn on ceiling lights
2. Close the doors – do not lock
3. Dress in clothing for outdoor weather
4. Carry a flashlight and/or cell phone

Buddy System - Each person is responsible for checking his or her own room, the room on either side, and the room across the hall prior to evacuation.

Resident Advisor Responsibility - Take roll call of students assigned to his/her section(s) of the residence. Following a fire or fire drill a Fire Report is completed and forwarded to the Coordinator,

Student Services.

Hospital Guideline (Bethlehem campus) - Upon discovering a fire or experiencing a fire drill, follow the steps set forth in Hospital policy, as described in the **Annual Mandatory Education Newsletter**.

Fires that occur in the health care setting require rapid, efficient response by Hospital staff to evacuate individuals in immediate danger, limit physical structural damage, and reduce the risk of injuries or fatalities to patients, visitors, and staff. Health care fires present a unique challenge to responding staff because many of our patients are unable to ambulate on their own, thus relying on us to rescue them from the fire or smoke. To help protect our patients, visitors, staff, and yourself, take the following steps in the event of a fire:

IF THERE IS A FIRE, RACE!

R	Rescue	remove anyone immediately threatened by fire or smoke
A	Alarm	activate the nearest fire alarm pull station; dial emergency operator
C	Contain	prevent the spread of fire or smoke by closing all windows and doors
E	Extinguish or Evacuate	use extinguisher to prevent the spread of fire; relocate patients, visitors and staff to a safer location

VOLO Emergency Alert/Mass Notification System

St. Luke’s VOLO Emergency Alert/Mass Notification System improves your ability to receive potential lifesaving messages from St. Luke’s via text, voice or email wherever you may be. **VOLO** is compatible with our current HR system, *Workday*. St. Luke’s uses your contact information in *Workday* to automatically enroll you.

To ensure a successful implementation of this new system, *please log into Workday to review and update your contact information see ATTACHMENT B* for instructions. Please include your mobile telephone number and email address.

Please note, voice messages are sent from phone number **610-332-4725**. If you enter this number into your mobile phone contacts as **“St. Luke’s Alert System”**, you will be quickly able to recognize this as an important incoming message about a potential hazard or other issue that may affect you.

See **ATTACHMENT A** for **Volo** features of our upgraded Emergency Notification System.

Attachment A



St. Luke's
UNIVERSITY HEALTH NETWORK

Volo Mass Notification System

Mass Notification System Upgrade

St. Luke's is changing our Mass Notification from Lynx to Volo on September 11, 2017.

Why Are We Changing?

This system change expands St. Luke's ability to notify its employees, students, and consultants of urgent situations. Not only can we continue to notify personnel via text, but we are also adding voice and email capabilities. In addition, **users no longer need to sign up for the service; everyone will be automatically enrolled with his/her information listed in Workday.**

When Will the System Be Used?

We anticipate using the system in the following types of scenarios: (1) Communicate emergency/urgency/danger, (2) Communicate during regional utility failures, (3) Provide information about traffic delays, and (4) Report pending severe weather.

What Action Do I Need to Take?

Ensure your contact information in Workday is up to date by August 21, 2017 for our initial test. This includes your mobile phone, home phone, and personal email address. Also, any time your information changes, be sure to make the revision in Workday. Your data is transferred daily from Workday to ensure we have current data.

Why is it Important to Receive Emergency Messages?

There are four main reasons: (1) Receive information regarding how to keep yourself safe during a dangerous situation, (2) Sensitive detail can be provided in messages that cannot be paged over the public address system, (3) Whether you are at work, home, or travelling, you will be up to date regarding urgent issues, and (4) Receive information during regional telecommunication failures and power outages.

Methods of Notification	
 Text Messages: Text messages can be sent directly to your mobile phone, offering the fastest possible delivery of urgent news.	 Voice Messages: A new feature! Our new system can call you with a voice message. If you don't answer the phone, it will leave a voicemail containing the message.
 Confirmations: Using our upgraded system, we can now confirm that you received a message. This ensures that our employees are aware of the current situation.	 Email: Another new feature! Emails can be sent to both personal and business email addresses, allowing you to remain in contact even if phones are not available.

Alan Lynch, Network Director – Safety & Security

Corinne Trembler, Network Emergency Management Specialist

Attachment B



Edit Your Contact Information in Workday

Sign into Workday with your network login.

<https://www.myworkday.com/sluhn/d/home.html>

1. Click on the **Personal Information**  worklet on the **Home** page.



2. Click on the **Contact Information** under the **Change** column.



3. Click  to edit your **Home Contact Information**.



4. Click **Add** to enter or modify any information.



Any changes to information in the Primary Address section for Pennsylvania residents will create an item in your Workday to complete a new Residency Certification Form-Withholding.

Home Contact Information

Primary Address

Address

123 Main Street, Bethlehem, PA 18018

Usage

Visibility

Private

Click on the pencils to edit existing information



Additional Address

Add

Primary Phone

Phone

+I (4S4) SQ7-5309

Additional Phone

Add

Click on the **Add** buttons to enter new information

Primary Email

Add

Additional Email

Add

Phone numbers are entered in two fields. Enter the three-digit area code separately.

Click **Submit** and **Done**



Home phone numbers, mobile phone numbers, and email addresses integrate into St. Luke's Emergency Alert/Mass Notification System for broadcasts related to emergent or dangerous conditions, utility failures, traffic delays, and pending severe weather.

Appendix A

Reported in accordance with the Uniform Crime Reporting Procedures and
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act⁶

Total Crimes Reported for:	Trexler Residence			SLUH-Bethlehem			Public Property			Non-Campus ⁷			TOTAL		
Offense Type (Includes attempts)	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	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	0	0	0
Aggravated Assault	0	0	0	1	2	10	0	0	0	0	0	0	1	2	10
Burglary	0	0	0	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	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudices)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Race	0	0	0	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	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	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	0	0	0
Disability	0	0	0	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	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bias Motivated Incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	2	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	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

⁵ **Hierarchy:** If both a sex offense and a murder are committed in the same incident, both crimes will be counted within the institution's statistics.

⁶ October 20, 2014, the United States Department of Education published the final regulations for the Violence Against Women Act amendments to the Clery Act to include additional reporting categories.

⁷ NA. There are no off-campus student housing or remote classrooms.









Number of Administrative Sanctions by Campus Safety and Security																			
Offense Type:	2022	2023	2024		2022	2023	2024		2022	2023	2024		2022	2023	2024		2022	2023	2024
Alcohol Sanctions	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Warnings	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Referral	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Drug Sanctions	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Warnings	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Referral	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0		0	0	0



Number of Crimes that were "Unfounded" (determined by a sworn or commissioned law enforcement officer to be false or baseless).

Appendix B

Emergency Response Matrix

Emergency Number: 5-5-5-5 (Lehighton 7-9-9-9)

Announcement	Situation or Condition	General Response
<p>Active Shooter (+ location)</p> 	<p>Person pointing a gun and threatening to use it or actively in the process of firing a weapon.</p>	<p>Stay away from the location announced over the public address system. Evaluate surrounding area for location to secure in place. Monitor Emergency Alert System (EAS) for updated text messages.</p>
<p>Code Red (+ location)</p> 	<p>Fire at location announced.</p>	<p>R.A.C.E. procedure to be implemented at the scene. Response Away From Scene: - Close all corridor/patient room doors. - Move equipment out of hallway or at least to one side. - Reassure patients and visitors - Avoid Using Elevators.</p>
<p>Code Adam</p> 	<p>Maternity Unit Infant abduction if nothing other than "Code Adam" is announced. If "Code Adam" is announced with sex and age, and possibly a location, it is a missing child. Example: "Code Adam, male – 5, Pediatrics" means a 5-year-old boy is missing from Pediatrics.</p>	<p>Go to nearest corridor, stairwell, elevator landing or exit and look for a person carrying an infant. State the following to anyone carrying an infant: "Our missing baby alarm has sounded and you are carrying an infant. Would you mind talking to Security before leaving?" If they refuse to stay, note their description, and direction of travel. Attempt to get a vehicle license number.</p>
<p>Control Team</p> 	<p>Combative person, assistance needed. Control Teams should be called in situations where 6 or more persons may be needed to physically restrain a person escalating toward or having progressed to physical violence.</p>	<p>Control teams should be called using the emergency number whenever a person is verbally threatening, or potentially assaultive. Security may be called first in cases where assault does not appear imminent. Do not call for a Control Team if a firearm is potentially involved, as this would place others at unnecessary risk.</p>
<p>Medical Emergency (Non-Patient)</p> 	<p>Non-patient in need of medical assistance due to sudden onset of illness or acute injury.</p>	<p>Trained and designated persons respond to the scene. Medical Emergency may be called by dialing emergency number.</p>
<p>Rapid Response (Patient)</p> 	<p>Patient experiencing medical distress, but patient is not in cardiac arrest.</p>	<p>Trained and designated persons respond to the scene. Rapid response may be called by dialing emergency number.</p>
<p>Code Blue</p> 	<p>Person in cardiac arrest, an emergency resuscitation team is needed.</p>	<p>Trained and designated responders will respond to the scene. Code Blue may be called by dialing emergency number.</p>
<p>Bomb Threat (No PA Announcement)</p> 	<p>No announcement is expected to be made over the public address system. Threat will be communicated through Emergency Alert System (EAS) and Tiger-Text</p>	<p>When you are aware of a bomb threat, check your department for any suspicious packages. Dial the emergency number if any article is found. If you receive the bomb threat over the telephone, complete bomb threat checklist found in the Safety Manual. Check and monitor e-mail for more detailed information.</p>

Announcement	Situation or Condition	General Response
Facility Alert (+ issue + action) 	The type of event will also be announced. Example: "Facility Alert – Evacuation PPHP-5 water pipe break." Available staff please respond to assist.	Specifics to be communicated via Emergency Alert System and Tiger-Text. In some cases, a Labor Pool may need to be formed.
See Campus Specifics Below		
Mass Casualty Event (+ number of patients) 	Mass casualty incident (disaster) such as a plane crash or bus accident. Surge of ED patients expected. Anticipated number of victims needing treatment will also be announced.	Implement appropriate departmental staff recall plan based on number of expected victims. - If you have no specific role, go to your Labor Pool and wait to be reassigned. Contact Command Center to request all resources.
See Campus Specifics Below		

Campus	Command Center	Labor Pool	Physician Pool	Family Reception
Allentown	Weiland Conference Room. 610-628-7804	Cafeteria	Physician Lounge	Ambassador Conference Room/ICU Waiting Room
Anderson	Conference Rm. B 484-503-0353	Conference A	Conference A	Cafeteria
Bethlehem	Blue Conference Room Coxe Bldg. 484-526-6304 484-526-6302	Education Center Lecture Rooms	Physician Lounge	Estes Library
Carbon	Education Center	OR Waiting Room	OR Waiting Room	Cafeteria
Easton	Facilities 484-822-0056	Cafeteria	Physician Lounge	Atrium
Geisinger St. Luke's	Basement Conference Room 272-639 0091	Conference Room B	Main Lobby	MOB Community Room
Lehighton	Admin. Conference Room	Main Lobby	Main Lobby	Community Room
Miners	Admin Conference Room 484-658-1560	Cafeteria	Emergency Dept.	Community Room
Monroe	Conference Rm. A	Conference Room B	Conference Room B	Cafeteria
Penn Foundation	HR Wing Main BLDG	Main Lobby of current BLDG	Main Lobby of current BLDG	Loux Uninvest Room
Quakertown	Cafeteria Conference Room 215-538-4625	Cafeteria	2 nd Floor BHU Staff Corridor	Taylor Conference room
Sacred Heart	Conference Ctr. Room 3AB 610-776-4536	Cafeteria	Physician Dining Area	Reception Room
Upper Bucks	1 st Floor Conference Room 267-985-1145	OR Waiting Room/ Main Lobby 267-985-1059	Emergency Dept. 267-985-1100	Cafeteria
Warren	Roble Board Room 908-847-2144 908-847-2212	Ground Level Admin. Tower	Physician Lounge	Cafeteria

Appendix C

Crime Reporting Form

If this is an emergency, call the St. Luke's Security Department at 484-526-5555 or dial 555 from any campus phone.

Campus Security Authorities			
John Talijan	Director of Safety & Security SLB and Campus Safety Survey Administrator (CSSA)	484-526-4934	john.talijan@sluhn.org
Austin Boccardi	Network Director of Safety & Security - Bethlehem Campus Safety Officer	484-526-2980	austin.boccardi@sluhn.org
Dr. Lisa Storck	Senior Associate Dean, School of Nursing Title IX Coordinator	484-526-3458	Lisa.Storck@sluhn.org
Susan Shoenberger	Coordinator, Student Services and Clery Act Compliance Officer (CACO)	484-526-3408	Susan.Shoenberger@sluhn.org
Sandra Cohen	Associate Dean of Academic Affairs	484-526-3449	Sandra.Cohen@sluhn.org
Lee Daignault	Faculty Advisor to Student Nurses' Association	484-526-3276	Lee.Daignault@sluhn.org
Jolie Gaudioso	Faculty Advisor to Student Government Association	484-526-3414	Jolie.Gaudioso@sluhn.org
Trexler Resident Advisor (RA)	Current RA (Trexler room #226)	As posted	As posted in Trexler Residence Building

Your name and phone number (or you may elect to remain anonymous) _____

Nature of Incident: _____

Date and time incident occurred: _____

Location of incident: _____

Building name: _____

Room number: _____

Street address: _____

Landmarks near location if outdoors: _____

Note: room number may be omitted when the incident reported is of a sensitive nature, and providing this information would jeopardize confidentiality.

Was a weapon involved? _____

If so, please specify type: _____

Was alcohol or a drug/s involved? _____

If so, please specify type: _____

Were there any injuries sustained? _____

If so, please describe: _____

Contact Campus Security by calling 484-526-5555 or 5555 from campus phone or by using one of the many blue emergency telephones located throughout the campus.

Appendix D

St. Luke's School of Nursing Diploma Program Bethlehem, Pennsylvania



Missing Student Contact Registration Form

Please identify an individual to be notified by the SON if you are determined to be missing. If you are determined missing, the SON will also notify the appropriate law enforcement agency not later than 24 hours after the time you are determined missing. Your confidential contact information will be accessible only to authorized campus officials and law enforcement in the course of the investigation.

Print Your Name: _____

Contact's Information:

Name: _____ Email: _____

Relationship: _____ Phone: _____

Alternate Phone: _____

Address: _____

Is this confidential information? Yes No