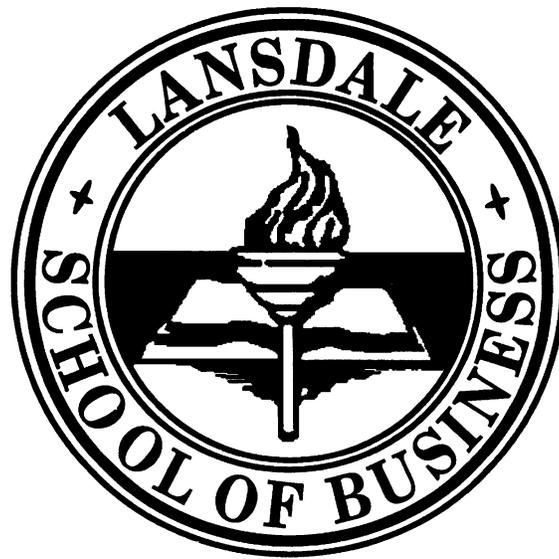


# Lansdale School of Business



## 2017 Annual Security Report Phoenixville site



**TO: All Lansdale School of Business Students and Employees**

**FROM: Marlon Keller, President and Marianne Johnson, Executive Director**

**DATE: September 29, 2018**

**RE: Lansdale School of Business 2017 Annual Security Report  
Phoenixville site**

The Lansdale School of Business prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available for your review below as well as on the LSB student T drive and on the LSB website. Hard copies can be obtained Marianne Johnson, Executive Director.

The Annual Security Report is prepared in cooperation with the local law enforcement agency serving our Phoenixville learning site, our IT Manager, our Phoenixville Campus Coordinator and a member of the Student Finance department. Each entity provides updated information on their efforts to comply with the Act.

Campus crime, arrests and referral statistics include those reported to our designated campus officials and local law enforcement agencies in the jurisdiction of the Borough of Phoenixville.

Each year, a notice is sent in a printed announcement, via Engrade and by email to all enrolled students and current employees and staff, respectfully, regarding the publication of this report. A notice of its availability is also placed on our student announcement bulletin board, registration schedule sheets, in the LSB newsletter, and on our website.

We are pleased to report that no crimes, arrests or violations of the law have occurred or have been reported at the Franklin Commons location. We look forward to another year in a crime-free environment.

For additional information on Lansdale School of Business or our current policies and procedures, please consult a current catalog. If you have any questions regarding the contents of the attached report, do not hesitate to call either location for clarification or comment.

## **Lansdale School of Business – Phoenixville site**

### **2017 Annual Security Report**

Lansdale School of Business (LSB/School) has a proud history of providing a safe learning environment for our students.

Numerous federal and state laws have been adopted dealing with student and employee safety. *The Jeanne Clery Disclosure of Campus Security Policy, the Crime Statistics Act and the Campus Sexual Violence Elimination Act* requires that specific policies, procedures, and information be provided to ensure the health and safety of persons involved in and concerned with campus life.

### **Current Policy Regarding Campus Security**

Though Lansdale School of Business does not employ a campus police force or a private security company at the Phoenixville site, administrative personnel is available during our normal business hours to assist you should a security issue arise.

Lansdale School of Business operates no off-campus housing facilities or off-campus student organizations; therefore it has no security associated with these types of facilities or organizations nor are we required to publish a fire safety report.

### **Reporting Criminal Incidents and Other Emergencies**

All students, employees, instructional staff or guests should promptly report any suspected criminal incidents, all accidents, serious injury or illness and other emergencies by

#### ***Dialing 911 to alert the Phoenixville Police***

When the situation is under control, call the North Wales Campus (215-699-5700) to notify a senior administrator of the emergency. Remember to complete an incident report form.

Lansdale School of Business Phoenixville site does not have a campus police force or security department; therefore, it does not maintain a daily log of criminal activity. However, any suspected criminal activity should be reported to a Campus Security Official (CSO) to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to our school's community, when appropriate.

The following individuals are designated as **Campus Security Officials (CSO)** at the Phoenixville site:

Executive Director - Marianne Johnson

Admissions Representative – Frank Fazio

Any senior campus official from the North Wales campus if the need arises

In the event of any news worthy situation, please refer all inquiries to Marianne Johnson or Marlon Keller at the main campus.

## **Distribution of Campus Safety Alerts**

### **Timely Warnings**

In the event that a situation arises, either on or off site, that, in the judgment of the Phoenixville Campus Security Official (after consultation with the main campus administration) constitutes a dangerous situation or a threat, a “timely warning” notice will be issued via in-suite/in classroom announcements and placed on the LSB website.

Depending on the particular circumstance of the incident or crime, especially in all situations that could pose an immediate threat to the LSB/Phoenixville community, the administration will post an electronic notice on the LSB web site and distribute the information to the Phoenixville administrative and instructional staff via email or text. The main campus in North Wales will be notified of any such incident. In such instances, a copy of the notice will be distributed to each classroom and office as well as posted on the student information board. Notification may also be shared with the Franklin Commons management and the local media (only if initiated by senior management) to provide the campus community with more specific notification.

The LSB Phoenixville site phone chain will be activated to alert all instructors and staff individually of any immediate change or alert that specifically effects the Phoenixville site population. Each instructor will be asked to notify their respective class roster with the specific timely warning information.

Anyone with information warranting a timely warning regarding the Phoenixville site or general Phoenixville area should report the circumstances to one of the Phoenixville Campus Security Officials, as soon as they are able.

### **Access Policy**

LSB staff and students have access to school facilities and programs located in the Franklin Commons suite during our normal business hours. These times are generally Monday through Thursday 9:00 am to 10:00 pm. The Phoenixville site is not open to students on Fridays and Saturdays.

Employees are permitted to have access during their scheduled work hours. During non-business hours, access to the facility is by approval from our Executive Director. No employee should be in the facility alone without prior approval from senior management.

All visitors must sign in and out of the suite at the administrative office or with an administrator on location.

### **Security Awareness and Crime Prevention Programs**

While Lansdale School of Business is virtually crime free, it remains in the best interest of all to abide by common-sense security precautions. In any community there will be a small percentage that will engage in petty theft of a book, purse or jump drive or the theft of items left in unsecured vehicles. As in any public place, one should always keep personal belongings safe and secure and out of site.

**Please be aware that Franklin Commons is a public place and is open to the general public throughout the day and evening.** It is wise to use the same care and caution that one would take in any public place when thinking of one's personal safety.

In that same regard, we encourage you to be aware of your surroundings and avoid taking unnecessary risks by following these basic personal protection measures:

- Walk in well-lighted areas.
- Don't walk alone in the parking lot after dark.
- Use the buddy system in areas of the building outside the LSB suite.
- Be aware of your surroundings and walk with confidence.
- Lock your car doors and keep valuables out of sight.
- Always know where your car keys are.
- When in the building keep your valuables close by.
- Report suspicious persons or activities to a Campus Security Official.
- Be aware of the closest outside exit in the event of an emergency evacuation.

A number of educational and awareness raising materials and events are provided throughout the academic year. These typically involve staff in-service seminars, community awareness activities, and orientation sessions. Please see bulletin boards and campus announcements for these types of events.

Because our school is virtually a crime free environment, we find it unnecessary to provide extensive programming regarding crime prevention to students and employees.

## **Parking**

Parking in the adjacent parking lots is offered as a convenience but parking is at your own risk. LSB does not have reserved parking spaces in the lots. The parking lot is shared with the adjacent businesses and charter school. LSB is not responsible for any damages or loss that occurs in these adjacent parking lots.

## **Policy on Alcoholic Beverages and Illegal Drugs**

In accordance with the Drug Free Schools and Communities Act Amendments, the possession, sale or the furnishing of any alcoholic beverages or illegal drugs on School property is governed by Pennsylvania state laws and the Lansdale School of Business Drug- Free School and Workplace policy. Please note: enforcement of alcohol law violations on-campus is the primary responsibility of local law enforcement. Local police will be notified of any suspected abuse, unusual behavior or drunkenness.

Violators are subject to School disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21 in the state of Pennsylvania. The possession of alcohol by anyone under 21 years of age in a public is illegal. It is also unlawful to drive while under the influence of alcohol.

It is a violation under the Lansdale School of Business Drug Free School and Workplace Policy for anyone to consume or possess alcohol, alcoholic beverages or to distribute, consume or possess any controlled substances or non-prescribed prescription drugs anywhere on school property including cars parked in the adjacent parking lot.

## **Prevention Programs**

As stated above, the School policy prohibits the use of illicit drugs and the abuse of alcohol by students and employees. The school's programs related to the prevention of drug use and abuse includes dissemination of informational materials, agency referrals and college disciplinary actions.

## **Violence Against Women Act**

### **Policy, Prevention and Response**

Since LSB does not have campus housing, dormitories or free standing campus buildings the incidence of date/acquaintance rape, dating violence and stalking on campus are minimized. However, Lansdale School of Business prohibits these actions and discourages behavior that mimics the same. Resources and referrals are available by contacting the Student Services Coordinator. A brief informational video is provided on our intranet for both students and staff. These can be accessed on both our T drive at - [T:\\\_SVE Video\\\_SVE Video.WMV](#) and Z drive as [Z:\\\_SVE Video\\\_SVE Video.WMV](#)

If you are a victim of any of these types of assaults either in the suite, in the building or on the property, your first priority should be to get to a safe place and call 911 immediately then seek necessary medical treatment.

If you are a victim a domestic violence, or rape and/or have a protection from abuse order and find it necessary to notify campus personnel of the situation, the information that is shared will be held in the strictest of confidence. The Women's Center of Montgomery County 24/7 hotline is 1-800-773-2424. For additional information see their website: <http://www.wcmontco.org> .

If you've experienced sexual assault and need crisis support, please call National Sexual Assault Hotline at 1-800-656-HOPE (4673) to discuss a your specific circumstance.

A student found guilty of violating the School's sexual misconduct policy could be criminally prosecuted in Commonwealth courts and may be suspended or expelled from for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault, incident of stalking or harassment of any nature.

A victim of any of these actions that occur on campus may choose for the investigation to be pursued through the criminal justice system with the assistance of an administrator.

Sexual harassment is unacceptable at Lansdale School of Business and is contrary to the commitment of this school to provide a safe and effective learning and working environment. Unwelcomed advances whether physical, sexual or verbal are prohibited. Lansdale School of Business' students and employees are individually responsible to ensure such harassment does not occur. Incidents of sexual harassment must be reported to a CSO for documentation. Retaliation against any person for having filed a complaint of sexual harassment or for having assisted in the investigation of a complaint will not be tolerated.

Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Discipline imposed upon an employee for violation of this policy may include warning, written reprimand or transfer, suspension, or dismissal depending upon the nature and severity of the offense.

## **Enforcement**

The ultimate responsibility for enforcement of the code of conduct rests with the School President or the President's delegated officials. Day-to-day enforcement responsibility rests with all members of the school community including students, faculty, administrators, and staff members.

For more information on the Campus Sex Violence Elimination Act and the Federal Campus Sexual Assault Victim's Bill of Rights go to: [www.clerycenter.org](http://www.clerycenter.org)

## **Procedures**

Any member of the LSB community may charge any other member of the LSB community with a code violation. Charges must be in writing and directed to the Academic Dean or the Executive Director. Upon the filing of a charge alleging a violation of the code, the individual being charged will have the opportunity to defend him or herself.

## **Confidential Reporting Procedures**

The College strongly advocates that a victim of any act of inappropriate behavior, sexual violence/assault, male or female, report the incident immediately to both a campus official and the Phoenixville police. Time is a critical factor for evidence collection and preservation. The CSO will document the incident and is required to keep the information confidential

## **Sex Offender Registration**

In accordance with the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act* and the *Family Educational Rights and Privacy Act of 1974*, Lansdale School of Business provides the link to the Pennsylvania State Police Sex Offender Registry in this report.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the Commonwealth concerning registered sex offenders may be obtained. In the Commonwealth of Pennsylvania convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Pennsylvania State Police. The PA Public Sex Offenders Registry can be accessed at: <http://www.pameganslaw.state.pa.us>

The Pennsylvania State Police maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the *Sex Offenders Registration Act* are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose such a potential danger.

## **Guns on Campus**

Guns or weapons\* of any kind are not permitted on campus whether on your person, in a parked car or in the parking lot.

Unauthorized possession or use of firearms, including pellet/BB devices, knives (minimum 6 inch blade), switchblade, chemical or other dangerous or prohibited offensive weapons or fireworks is prohibited on campus. Violators of the school policy and/or the law are subject to School's disciplinary action and criminal prosecution under state and/or federal laws.

In accordance with the laws of the Commonwealth, possession of firearms on campus, in any vehicle located on the LSB campus or any property that is leased by the School is prohibited.

\*A weapon is any instrument or implement which is capable of inflicting serious bodily injury.

This includes but not limited to:

- Any rifle, shotgun, handgun, machine gun, or other firearm, or antique firearms suitable for use; any airgun, spring gun, B-B gun, or implement that is not a firearm, which propels a pellet of any kind with a force that can reasonably be expected to cause bodily harm; any starter pistol, flare gun, tranquilizer gun, stun gun, zip gun, spear gun, dart gun, sling shot; or ammunition of any type for weapons governed by these regulations.
- Any knife with a blade larger than that of a folding pocket knife; dagger; razor or other cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise.
- Any striking instrument to include clubs, truncheons, blackjacks, sandbags, metal knuckles, or sap gloves.
- Any martial arts weapons to include nunchakus, tonfas, staffs, and throwing stars.
- Any bow and arrow combination.
- Any device which discharges chemical irritant or tear gas and smoke grenades.
- Any incendiary device to include flammable liquids enclosed in readily breakable containers that can be equipped with an igniter of any type.
- Any explosive device to include hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses.

## **Lost and Found**

The School does provide a Lost and Found area in the administrative office. If something of value is lost on school property, i.e. textbooks, jump drives or other personal property, it should be reported immediately to your instructor and to an administrator on site. If you find something of value in a classroom or on the property, please bring the item (s) to the administrative office for safe keeping.

Lansdale School of Business is not responsible for lost or stolen property.

## **Student Code of Conduct**

Students at LSB are subject to all laws governing public behavior and civil authority. Any student who exhibits conduct not in keeping with the established standards of the school is subject to penalty with possible sanctions including disciplinary probation, restitution, temporary suspension, or expulsion. Violations of the LSB Code of Conduct are listed in our school catalog. All members of the LSB community should familiarize themselves with the LSB Code of Conduct.

## **In Closing**

The College prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with the local law enforcement agency serving our campus, the Office of Student Services, and the Office of the President. Each entity provides updated information on their educational efforts and programs to comply with the *Act*. Campus crime, arrest and referral statistics include those reported to designated Campus Security Officials and local law enforcement agencies. Each year, a notice is sent to all enrolled students as well as distributed to all current employees and staff. The full report is stored electronically on the T drive for convenient access and is posted on the LSB website. Copies of the report can also be obtained from the Executive Director or the site administrator. A hard copy is available in our academic resource center at the main campus.

### **Important Contact Information:**

***Borough of Phoenixville Police Emergency - 911***

***Non-Emergency Borough of Phoenixville Police after hours: 610- 935-2440***

***Borough of Phoenixville  
140 Church Street  
Phoenixville, PA 19460***

***Pennsylvania State Police [www.psp.state.pa.us](http://www.psp.state.pa.us)  
717-783-5599***

***The PA Public Sex Offenders Registry <http://www.pameganslaw.state.pa.us>***

***Weather Alert or Timely Warning access:  
[www.NBC10.com](http://www.NBC10.com)***

***Lansdale School of Business website:  
[www.lsb.edu](http://www.lsb.edu)***

**Campus Crime Statistics – Phoenixville Site**

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT**

In accordance with the Student Right to Know and Campus Security Act we publish the following statistical information as reported to us by the Phoenixville Police Department for the previous 3 years:

**Statistical Report for Period: 2015– 2017**

<b><u>Crime Category</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>
Criminal Homicide	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

The following are arrest statistics for three offense categories for the calendar year 2017 and the preceding two years.

<b><u>ARRESTS/ REFERRALS</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>
Liquor	0/0	0/0	0/0
Drugs	0/0	0/0	0/0
Weapons	0/0	0/0	0/0