

TO: All Lansdale School of Business Students, Instructors and Staff

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

DATE: September 30, 2021

RE: Lansdale School of Business 2020 Annual Security Report North Wales campus

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 by written request to Marianne Johnson, Executive Director at: [mjohnson@LSB.edu](mailto:mjohnson@LSB.edu).

This report reflects statistics from July 1, 2018 through June 30, 2020.

The Annual Security Report is prepared in cooperation with the local law enforcement agency serving our North Wales location, our IT Manager, 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 Upper Gwynedd Township.

Each year, a notice is sent in a printed announcement, via Thinkwave email to all enrolled students and instructors 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, 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 Wissahickon Avenue 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 available on our website: [www.LSB.edu](http://www.LSB.edu). If you have any questions regarding the contents of the attached report, do not hesitate to call either location for clarification or comment.

In addition to the crime statistics and Annual Campus Security Report (ASR), we have added an addendum that reflects our current COVID policies. For further information on the COVID policies please contact Marianne Johnson, Executive Director directly. She can be reached at: [mjohnson@LSB.edu](mailto:mjohnson@LSB.edu).

We look forward to another crime-free year in both North Wales and Phoenixville.

## **2020 Annual Security Report- North Wales Campus**

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 North Wales site, administrative personnel is available during our normal business hours to assist you should a security issue arise. Additionally, Lansdale School of Business operates no off-campus housing facilities or off-campus student organizations in Phoenixville; 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 Upper Gwynedd Police.

When the situation is under control, please call the North Wales Campus at: 215-699-5700 to notify a senior administrator of the emergency or suspected activity. Remember to complete an incident report form. Since Lansdale School of Business does not have a campus police force or security department, 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 North Wales campus: Executive Director, Marianne Johnson, President, Marlon Keller or Kelly Geria, Dean of Students. In their absence, any senior campus official at the North Wales campus can assist 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: 215-699-5700

➤ 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 North Wales Campus Security Official (after consultation with senior administrators) constitutes a dangerous situation or a threat, a “timely warning” notice will be issued via in-building/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/North Wales community, the administration will post an electronic notice on the LSB web site and distribute the information to the North Wales administrative and instructional staff via email, phone call or text.

In such instances, a copy of the notice will be distributed to each classroom, instructor and staff member on site as well as posted on the student information board. Notification may also be shared with the local police (only if initiated by senior management) to provide the community with more specific notification.

The LSB North Wales campus phone chain will be activated to alert all instructors and staff individually of any immediate change or alert that specifically effects the North Wales population and/or class schedules. Each instructor will be asked to notify their respective class roster with the specific timely warning information either by email with confirmation of receipt or by phone.

Anyone with information warranting a timely warning regarding the general North Wales area or the Phoenixville site should report the circumstances to a North Wales Campus Security Official, and a senior administrator at main campus as soon as possible.

➤ Access Policy

LSB staff and students have access to school facilities and programs located at the main campus during our normal business hours. These times are generally Monday through Thursday 8:30 am to 10:00 pm. The North Wales site is open for specific classes on Fridays 8:30 am to 4:00 pm. There are no classes currently scheduled on Saturdays. Access on Saturday is by appointment only, if the Spa is in session.

Employees are permitted to have access during normally scheduled office hours. During non-business hours, access to the facility is by approval from our Executive Director.

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

**>> No employee should be in the facility alone without prior approval from senior management. <<**

## Security Awareness and Crime Prevention Programs

While Lansdale School of Business is virtually crime free, it remains in the best interest of everyone 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, 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 the building houses other businesses and is a public place. It 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, guest speakers and orientation sessions. Please see bulletin boards and campus announcements, and website banner 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 a convenience. Parking is at your own risk. The parking lot is shared with several on-site businesses. Please Note: There are no reserved parking spaces in the lot. LSB is not responsible for any damages or loss that occurs in the parking lot. Visitor spaces are not for the use of students. Cars parked in the designated Handicap spaces must have the placard visible.

### ➤ Policy on Alcoholic Beverages and Illegal Drugs

Any school that participates in the Campus-Based Financial Aid programs must provide information under the Drug-Free Workplace Act of 1988 (Public Law 101-690), including a

notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions.

In addition, the Drug-Free Schools and Communities Act (Public Law 101-226) requires a school that participates in any FSA program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse.

In accordance with these laws, the school defers governance to local law enforcement authorities and Pennsylvania state laws on the on the possession, sale or the furnishing of any alcoholic beverages or illegal drugs on School property. 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 younger than 21 years of age is illegal. It is also unlawful to drive while under the influence of alcohol regardless of age.

It is a violation under the Lansdale School of Business Drug Free School and Workplace Policy<sup>1</sup> 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 the public eating area and cars parked in the adjacent parking lot.

#### Related 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 and limited, 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. If you are a victim of any of these types of crimes or 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: <https://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 specific circumstance.

A student found guilty of violating the School's Sexual Misconduct Policy<sup>2</sup> 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 if a protection rite is issued on another student, after an alleged sexual assault, an incident of stalking or harassment of any nature.

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

### Sexual Misconduct Policy<sup>2</sup>

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 and unwelcomed. 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.

#### 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 North Wales 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.

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).

➤ 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 at the end of 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, tongas, 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 business 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 business 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 a site administrator. A hard copy is available for print in our academic resource center at the main campus.



**Important Contact Information:**

Upper Gwynedd Township Police Emergency - 911

Non-Emergency after hours: 215- 699- 5862

Upper Gwynedd Township Police

1 Parkside Place

West Point, PA 19486

Pennsylvania State Police: [www.psp.state.pa.us](http://www.psp.state.pa.us)

The PA Public Sex Offenders Registry: 717-783-5599 \*<http://www.pameganslaw.state.pa.us>

Weather Alert or Timely Warning access: [www.NBC10.com](http://www.NBC10.com) and the LSB website

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

[Reported Crime Statistics:](#)

**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 Upper Gwynedd Police Department for the previous 3 years:**

**Statistical Report for Period: 2018– 2020**

<b><u>Crime Category</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</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 2020 and the preceding two years.

<b><u>ARRESTS/ REFERRALS</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
Liquor	0/0	0/0	0/0
Drugs	0/0	0/0	0/0
Weapons	0/0	0/0	0/0

## 2021 Addendum

### COVID Addendum

Issued by LSB via email: August 18, 2021

To Students, Faculty, and Staff:

For the last few months we have all been enjoying the benefits of not having a mandatory mask requirement inside LSB campuses. You have most likely heard about the resurgence of the COVID virus nationwide because of the Delta variant. The lower transmission numbers in Montgomery County had been holding strong but more recently have started to increase as well. In light of recently updated guidelines from the [Centers for Disease Control and Prevention](#) (CDC), the State of Pennsylvania, and the Montgomery County Office of Public Health, we are reaching out to share an update on LSB's mask policy

**Effective August 30, 2021, masks will once again be required inside both LSB campuses.** While we are not happy about having to make this decision, due to the extended time students and staff spend together inside, and our utmost concern for everyone's safety, we believe this is the best course of action at this time.

We continue to ask that you help us to protect the safety of everyone and do not enter any LSB location if you:

- Are experiencing any symptoms of COVID-19;
- Have cared for or been in close contact with anyone diagnosed with COVID-19 in the past 14 days. Please note that this restriction does not apply to health care professionals;

- Have been advised to self-quarantine; or
- Are currently infected with COVID-19 or are undergoing treatment for COVID- 19.

Thank you for your patience as we navigate the challenges presented. We will continue to monitor applicable guidance and requirements and will provide any additional policy updates as necessary.

Sincerely,

Marlon D. Keller  
President

Marianne Johnson  
Executive Director