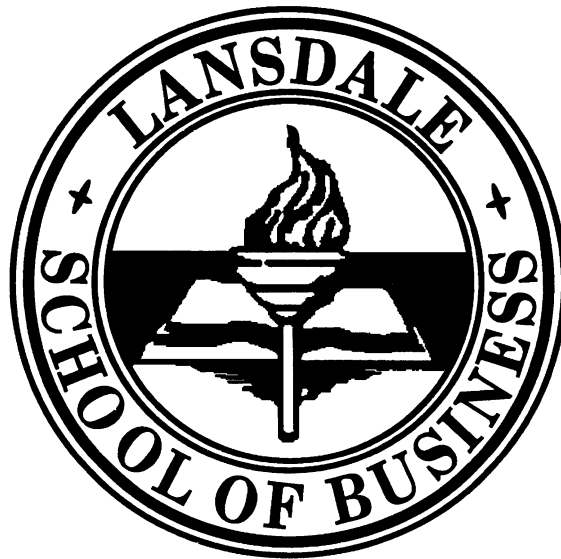


Lansdale School of Business



2019 Annual Security Report Phoenixville Site

**TO: All Lansdale School of Business Students, Faculty and
Administrative Staff**

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

DATE: September 1, 2020

**RE: Lansdale School of Business 2019 Annual Security Report
Phoenixville Site**

Lansdale School of Business prepares its Annual Security Reports to comply with the Clery Act and the Violence Against Women Act. The full text of this report follows. Paper copies are available in our academic resource center for further review or from our Executive Director, Marianne Johnson or our site coordinator Frank Fazio... An electronic version of each campus report is available for your convenience on the LSB shared drives and on our website.

The Annual Security Reports are prepared in cooperation with the local police departments serving our two locations, our Technology Coordinator and our financial aid compliance specialist. Each entity provides updated information on their efforts and programs to comply with the Act. Each campus has its particular site report and statistics. This report is focused on the Phoenixville location.

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 for our learning site at the Franklin Commons complex located at 400 Franklin Avenue. The Campus Crime Statistic Report for the Phoenixville site is included in this report. Each year, this notice is distributed to all enrolled students, current employees and staff members regarding the publication of this report. Students and current instructors are notified via electronic notice via Thinkwave and by a banner announcement placed on future class schedules. Distribution of this announcement takes place during the first week of our September term and again at each registration throughout the year. Current employees and staff are notified via email of the availability of the annual, updated publication with an attachment to the same. Current employees and staff are asked to confirm reading the content of the report. The notice of its availability is also placed on our student bulletin boards, in the school catalog and on the LSB website.

We are pleased to report that no crimes, arrests or violations of the law have occurred or have been reported at either location. We look forward to another year in a crime-free environment with added measures to combat the spread of the corona virus. This year we have included our COVID-19 policy in this report to ensure that everyone is aware of the new restrictions and safety measures.

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

Lansdale School of Business – Phoenixville Site

2019-20 Annual Security Report

Lansdale School of Business (LSB) has a long history of providing a safe learning environment for its students. As we begin this new school year in the wake of COVID-19, it is our goal to preserve that safe learning environment by enforcing the State's standards for masking, social distancing and limiting large indoor gatherings in this location and our main campus located in North Wales, Pennsylvania.

Over recent years, numerous federal and state laws have been adopted dealing with student and employee safety. The law governing campus security and crime reporting is now formally known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, but is generally known as *the Clery Act*. *The Clery Act* requires specific policies, procedures, and information be provided to ensure the health and safety of all students, faculty and staff. This report provides the information required under the Clery Act.

Current Policy Regarding Campus Security

Lansdale School of Business does not employ a campus police force or a private security company at either location. However, administrative personnel are available during our normal business hours to assist you should a situation that needs attention.

Lansdale School of Business operates no off-campus housing facilities or off-campus student organizations; therefore, it has no security personnel 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, and guests should promptly report any criminal incidents, suspected criminal activity and all accidents, serious illness and other emergencies by

Dialing 911 to alert the Phoenixville Police Department

Then, you are asked to alert a senior administrator at the main building of the concern via the front desk attendant at 215-699-5700 for further instructions.

Lansdale School of Business 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 (listed below) to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to our school's community, when appropriate.

Campus Security Officials

The following individuals are designated as Campus Security Officials (CSO) for the Phoenixville location:

Frank Fazio – Site Coordinator

Executive Director - Marianne Johnson

Dean of Students – Kelly Geria

School President – Marlon Keller

(If not on site, then any available administrative staff member or instructor on site)

In the event of any news worthy situation, please refer all inquiries to Marianne Johnson or Marlon Keller and these individuals only.

Distribution of Campus Safety Alerts

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of any Campus Security Official constitutes a dangerous situation or a continuing threat, a campus wide “timely warning” notice will be issued via in-school/in classroom announcement and placed on the LSB messaging service.

Depending on the particular circumstance of the incident or crime, especially in all situations that could pose an immediate threat to the LSB community, the School may post an electronic notice on the LSB web site at: <http://www.lsb.edu>, or on our Facebook page. We also may notify the local media (www.nbcphiladelphia.com) providing the campus community with more immediate notification. In such instances, a copy of the notice is distributed to each classroom and each office as well as posted on the student information boards.

The Phoenixville site will be notified of any alert that may affect the staff, students or instructors who work at either or both locations. Instructors are asked to notify their respective class roster with the specific timely warning information.

Anyone with information warranting a timely warning should report the circumstances to a Campus Security Official at both locations as soon as they are able.

Access Policy – *note change for COVID-19

***COVID-19 policies for 2020**

Under our current access policy, there is limited access to the building and the suite. LSB staff and students have access to Franklin Commons Suite as posted in the modified schedule. Access to the suite is limited to class attendance, class meetings or meetings with staff members. Generally, the suite is open Monday through Thursday 8:30 am to 10:00 pm. The suite is closed on Friday and Saturday with certain approved exceptions (the main building is closed on Saturdays during the summer term). Always call ahead in the event of a change in the scheduled hours.

With the restrictions under the COVID-19 protection standards, everyone entering the suite is required to have a temporal temperature check (if a temp is recorded that person will be asked to return home and seek medical attention); to wear a face mask that covers the nose and the mouth, to practice social distancing and to clean and disinfect any and all high touch areas after use. Sanitizer, disinfectant cleaner, aerosol spray disinfectant and paper towels are readily available for use in the school facilities.

During the COVID-19 crisis visits are limited and must be approved by either the site coordinator or a senior administrator. These visitors include: prospective students and any accompanying family members, family and friends of any and all employees, staff, instructors and students; visiting lecturers and professionals associated with LSB including: visiting lecturers, contractors and janitorial staff.

During normal circumstances, LSB staff and students have access to the main school building during our normal business hours. These times are generally Monday through

Thursday 8:30 am to 10:00 pm, Friday 8:30 am to 4:00 pm and Saturday 8:00 am to 12:30 pm when classes are scheduled

During non-business hours access to the suite is by senior administrator approval. No employee should be in the suite alone.

When visiting the Spa at the main campus, all visitors to the massage clinic must check in at the front desk and follow the same COVID-19 policies listed above.

Currently, the Spa is closed. It will resume business at a later time, by appointment only. The Spa is also included in the COVID-19 policies. *Please Note:* Clients with appointments in the Massage Clinic are required to check in at the school's front desk until further notice.

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 petty theft, i.e. take a book from the library and not return it or take change left on a table, or the theft of materials left in unsecured vehicles. As in any public place, one should always secure personal belongings.

Please be aware that the both the North Wales campus and the Phoenixville site is open to the public (with COVID restrictions* in place) 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:

- Don't walk alone in the parking lot after dark. Walk in well lit areas.
- Use the buddy system when exiting the building.
- Be aware of your surroundings
- Walk with confidence.
- Lock your car doors and keep valuables out of sight.
- When in the building, keep your valuables close by.
- Know where your car keys are.
- Report all thefts, regardless of value.
- Report suspicious persons or activities to Campus Security Officials.
- Be aware of the closest outside exit in the event of an emergency evacuation.

As an added measure, the building is equipped with security cameras. These security cameras are positioned to record activity in the building parking lots and at each entry way. Motion detectors have been installed as part of the after hour building security.

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. Notice about these events is published on campus bulletin boards; announced in individual classrooms and listed on the LSB website. Because our school is virtually a crime free environment, it is unnecessary to provide extensive programming regarding crime prevention to students and employees.

Lost and Found

The School does provide a Lost and Found area in the Front Office. If an item of value is lost on school property, i.e. eyeglasses, keys, jump drive or textbook it should be reported immediately to your instructor and to a CSO. If you find something of value 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.

On site parking is offered as a convenience but parking is at your own risk. LSB is not responsible for any injury, damages, or loss that occurs in the shared site parking lots. There are no reserved parking spaces for LSB staff or students.

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.

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 appropriate school official. Upon filing a charge alleging a violation of the code, the individual being charged will have the opportunity to defend him or herself.

Enforcement

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

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 beverage or illegal substance on School property is governed by Lansdale School of Business Drug Free School and Work Place Policy and Pennsylvania state laws. Laws regarding the possession, sale, consumption or furnishing of alcohol are enforced by the Commonwealth of Pennsylvania. 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.

It is a violation under the Lansdale School of Business Drug Free School and Workplace Statement for anyone to consume or possess alcohol, alcoholic beverages while on school property, arrive on campus in an inebriated state, cause disruption to or obstruction of the learning environment or the administration of business.

Further, it is a violation to distribute, sell, consume or possess any controlled substances or non-prescribed prescription drugs anywhere on school property including parked cars in the school parking lot; arrive on campus in a drug induced/altered state, cause disruption to or obstruction of the learning environment or the administration of business.

Violators are subject to School disciplinary action, criminal prosecution, civil fines and imprisonment.

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

In 2013, a new bill was signed that strengthened and reauthorized the Violence Against Women Act. Included in this bill was the Campus Sexual Violence Elimination Act which amended the Clery Act and gives additional rights to victims of sexual violence, dating violence, domestic violence and stalking while on campus.

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 minimal. However, Lansdale School of Business prohibits these actions and discourages behavior that mimics the same.

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.

If you are a victim a domestic violence 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> . 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.

Information on these and other crimes against women is available on the following website: <https://www.womenshealth.gov>. While this website addresses women's health and safety specifically this information is useful to anyone who believes they are a victim of any of these types of crimes or assaults. Additional links on these topics include: www.justice.gov and www.womenshealth.gov/a-z-topics/date-rape-drugs

Additional resources and referrals are available by contacting the Dean of Students at main campus.

Sexual harassment

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.

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

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

Grievances and College Disciplinary Actions

As stated in our 2019 catalog under the Questions and Concerns section, grievances are considered an escalation of a concern not resolved at the informal level. A student may begin the formal grievance procedure by presenting a written description of the complaint and must include the student's name, address, email address and telephone number. There are four levels in the grievance process at LSB and are delineated in the School Catalog under the heading Questions and Concerns.

In keeping with the requirements to provide educational programs, 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 or campus after an alleged crime, if such changes are reasonably available.

Guns on Campus

Guns or weapons¹ 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.

¹ A weapon is any instrument or implement which is capable of inflicting serious bodily injury, and shall include but not be 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.

Sex Offender Registration

In accordance with the *Campus Sex Crimes Prevention Act of 2000*, Lansdale School of Business provides the link to the Pennsylvania State Police Sex Offender Registry listed below.

This act* requires all 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. However, LSB posts the link to this information on its website for the convenience of its students

Sex Offender Registration

In accordance with the Wetterling Act, Megan's Law and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution is located.

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

Important Contact Information:

Emergency - 911

Phoenixville Police
140 Church Street

610-935-2440
Phoenixville, PA 19460

Pennsylvania State Police 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

In Closing

The College prepares this report to comply with the *Clery Act* along with the *Violence Against Women Act*. This report is prepared in cooperation with the local law enforcement agency serving our campus and members of the LSB community. 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. The full report is stored electronically on the T drive for convenient access and is posted on the LSB website. Copies of the report may also be obtained from the Executive Director or the site coordinator and is available in our academic resource center at the North Wales campus.

Lansdale School of Business

www.LSB.edu

215-699-5700

Campus Crime Statistics Phoenixville Campus

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 following 3 years: 2017, 2018 and 2019.

Statistical Report for Period: 2017 – 2019

<u>Crime Category*</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
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

*Date rape and other dating related crimes are not reported as Lansdale School of Business does not have on-campus housing, on campus events or other school sanctioned events.

The following are arrest statistics for three offense categories for the award year 2019-20 and the preceding two years.

<u>ARRESTS/ REFERRALS</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Liquor	0/0	0/0	0/0
Drugs	0/0	0/0	0/0
Weapons	0/0	0/0	0/0