INTRODUCTION

The health and safety of every student at the Ellis Medicine, Belanger School of Nursing is of the utmost importance. The Belanger School of Nursing therefore has a process to implement both “Timely Warnings” and “Emergency Notifications” to help mitigate, plan, protect, prevent, respond and recover from safety and security occurrences.

DEFINITIONS

The Clery Act specifies the crimes that are to be addressed with a “Timely Warning” and all other events will be sent as an “Emergency Notification”.

PURPOSE OF POLICY

The Belanger School of Nursing strives to maintain and continuously improve safety and security conditions and programs at our facility. This policy describes the process by which the school constituencies will be notified of actual or potential threats to campus safety and security. The purpose of this policy is to assist the school and its parent organization, Ellis Medicine, in complying with Federal and state mandates pertaining to campus safety and security.

POLICY

1. In the event of any immediate safety and or security issue students, faculty and staff are to notify the Director of the Belanger School of Nursing as well as the Ellis Medicine Director of Safety and Security or his designee. The Director of Safety and Security or designee will take appropriate actions to deal with the situation at hand as well as immediately notify the BSON Instructional Designer or designee to issue an Emergency Notification to all BSON constituencies.

2. If a Campus Security Authority (CSA) is notified, the CSA will take immediate and appropriate actions to deal with the situation at hand and follow up with communications to other disciplines identified as CSA’s. See Campus Security Authority Policy for further information. The CSA will contact either the Director of the Belanger School of Nursing or the Director of Safety and Security, or designee, to review the situation to determine the next steps.

3. The Director of Safety and Security will ensure interdisciplinary communications and coordination on all reportable events.
4. All occurrences will be reported by the individual who initiated the call, using the Ellis Medicine Occurrence Reporting System.

5. The Ellis Medicine system supports the Belanger School of Nursing and if warranted and necessary a Code D will be initiated for support in any such event.

6. “Timely Warnings” are used only for Clery identified occurrences. “Emergency Notifications” are for all other Belanger School of Nursing notices. There are differences between what constitutes a Timely Warning and an Emergency Notification; however, both systems are in place to safeguard students and campus employees. Timely Warnings are limited to those crimes identified under the Clery Act. Emergency Notifications cover all other threats and dangers such as an infectious disease outbreak, weather dangers or altercations on campus.

**Timely Warning**

The school administration must provide and place a Timely Warning when a crime identified in the Clery Act that may pose a serious or ongoing threat to students and/or employees occurs. **This must reach all BSON students and employees.** The Clery Act requires reporting of crimes in, some with significant sub-categories and conditions. Each of these threats requires a Timely Warning being initiated:

**Clery Reportable Events**

1. **Aggravated Assault** - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

2. **Arson** - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

3. **Bias** - A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

4. **Bias Crime** - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity, national origin or gender identity; also known as Hate Crime.

   Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

5. **Burglary** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
6. **Dating Violence** - The term “dating violence” means violence committed by a person - who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration for the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

7. **Domestic Violence** - The term “domestic violence” includes felony or misdemeanor crimes 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.

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

9. **Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

10. **Ethnicity/National Origin Bias** - 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.

11. **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

12. **Forcible Rape (Except “Statutory Rape”)** - The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

13. **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

14. **Hate Crime** - see Bias Crime.

    **Hate Group** - An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.
15. **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

16. **Larceny** - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

17. **Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

18. **Motor Vehicle Theft** - The theft of a motor vehicle.

19. **Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

20. **Negligent Manslaughter** - The killing of another person through negligence.

21. **Racial Bias** - A preformed negative opinion or 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.

22. **Religious Bias** - 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.

23. **Robbery** - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

24. **Sexual Assault With An Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

25. **Sexual-Orientation Bias** - 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.

26. **Stalking** - The term “stalking” means engaging in a course of conduct directed at a specific
person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

27. **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

28. **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. 

Non-Campus Property – off-campus property that is owned or managed by a recognized student organization, such as fraternities, sororities and cooperatives. Additionally, this includes incidents reported at remote campus locations on property owned or leased by the Belanger School of Nursing.

**Procedure to Initiate a Timely Warning**

A Campus Security Authority (CSA), initiates a Timely Warning notification by contacting the Director of the Belanger School of Nursing or the Director of Safety and Security, or designee to review the need for the Timely Warning notification. If the timely warning notification is decided to be initiated, the BSON Instructional Designer or designee will be notified to send out the timely warning notification.

- A Timely Warning will be finalized by the Director of Safety and Security or the Director of the Belanger School of Nursing, who may consult the EM Public Information Officer for assistance in formulating the language for the warning. This warning is the result of an actual or potential incident that occurred. The information will then be provided to the BSON Instructional Designer or designee who will disseminate by text message to all students, faculty and staff. The phone directory is updated at the beginning of each semester to ensure that all members of the BSON community will receive communications.

The Belanger School of Nursing updates the phone number contact list at the start of every semester to ensure all students, faculty and staff are included on the notification list.

**Defined School Property and Reporting Using Clery Guidelines**

The defined property of The Belanger School of Nursing is the Health Services Building 650 McClellan Street, McClellan Street Health Center 600 McClellan Street, the entire parking lot at the McClellan Street Health Center, the McClellan Street and Bradley Street and sidewalks less any residences surrounding the two facilities. The other two properties adjoining the school are fenced off and eliminated from the defined property list.

**Emergency Notification**
Emergency Notification is required to inform the campus community of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus that is not covered under the Timely Warning category. Examples of Emergency Notifications are:

1. School Closings due to: weather emergency, power outage, mechanical or electrical problems
2. Minor Altercations on Campus
3. Minor altercations in areas surrounding campus
4. Infectious disease outbreak
5. Code Black – tornado
6. Code Silver Take Cover – person with firearm
7. Code Yellow – chemical spill or exposure not in control
8. Code Red – fire or smoke condition

**Procedure to Initiate an Emergency Notification**

- The Director of the Belanger School of Nursing or the Director of Safety and Security, or their designee will be contacted to review the need for the Emergency notification. If the emergency notification is decided to be initiated, the BSON Instructional Designer or designee will be notified to send out the emergency notification to all students, faculty and staff. Notification will be by an emergency text message.

The emergency response program will be tested on an annual basis including the policies and procedures required in conjunction for the annual test.

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**EXHIBITS**

**Timely Warning Template**

*Time Warning Notice*

Type of Offense:

Date and Time of Incident:
Emergency Notification Template

*Emergency Notification Notice*

Type of Offense:

Date and Time of Incident:

Location of Incident:

Date of Issue:

Details:

Tips for Safety:

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REVIEWED BY:
Chairperson Advisory Committee to the President on Campus Security
Title IX Coordinator
Director Safety and Security
BSON Instructional Designer