

Security Report

October 2009



West Suburban College
of Nursing



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Introduction

This publication is intended to provide information related to campus security and safety including crime statistics, policies, procedures, and other information designed to inform students, employees, and visitors about prevention of crimes and how to respond if a crime occurs. The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (Public Law 101-542) mandates that certain information, including crime statistics, be reported to students, employees, and prospective students and employees. The West Suburban College of Nursing has adopted a Security, Substance Abuse, and Sexual Assault Policy. The college is committed to the safety and security of all of its constituents. The security policy and procedures have been developed to ensure that the college environment supports the academic needs of its students while maintaining a safe environment.

Student Code of Conduct

The Student Code of Conduct (SCC) addresses the expectations of students while at the College, its surrounding area and community and any affiliated agency sites. The SCC can be found in the Student Handbook received in the beginning of each academic year, and can also be found on the College website. The SCC presents the expectations of students, and provides examples of misconduct. The College reserves the right to take disciplinary action against any student whose behavior compromises the academic or social purposes, safety, or order of the campus community, including affiliating agencies.

Campus Security

Campus security is a high priority at the college. Every effort is made to assure that students learn and employees work in a safe and secure environment. Campus law enforcement is provided 24 hours a day by security officers of the West Suburban Medical Center.

Security rounds are made through the classroom area and selected areas of the Student and Faculty Center. Security officers must have a minimum of a 20 hour certificate and 20 hours of continuing education annually. Uniformed security officers carry a two way radio with a direct feed to the Oak Park Police Department. Our security officers have the authority to make a citizen's arrest and detain suspects until the police arrive. Crimes committed on the property of the West Suburban Medical Center will be reported to the security department, and the Director of Enrollment Management. Crimes committed off campus should be immediately reported to the police department, and the Director of Enrollment Management.

A state of the art camera system with central monitoring by security officers in the Emergency Department area of West Suburban Medical Center was installed in 2005. Five cameras located throughout the College, with 24 hour videotaped surveillance, are a part of the campus security program. A guest pass policy outlined in this brochure also serves to protect the security of all students and College personnel. Programs to inform students and staff about campus security procedures and crime prevention are conducted annually at new student orientation.

Information

This report is available in the Office of Enrollment Management and on the College website. The College population, which is approximately 300, includes both students and employees. The statistical data provided in this document reflect all reportable campus security crimes for West Suburban College. This data is also available to the general public through the U.S. Office of Post Secondary Education at <http://www.ope.ed.gov/security>.

Campus Safety

A procedure exists within the College and Medical Center for calling Security in any emergency situation.

- ◆ The operator (**dial “8888”** from any house phone) is called, and the caller states “Code Gray” and identifies his/her location. This call will result in an immediate Security response to that location. Students should not hesitate to make this call if an emergency situation exists or appears to exist.
- ◆ Calling the operator and asking for Security or calling **Security directly (ext. 1111)** may also be done, but the Code Gray procedure is the most efficient. Students are also required to make an immediate call to Security (ext. 1111) when a suspicious person is seen on the premises or near the premises of the Hospital and College (if the situation is an emergency, utilize the Code Gray procedure).

Student Injuries Sustained During a Clinical Experience

A student who sustains an injury, e.g. a needle stick, while participating in a clinical experience **within West Suburban Medical Center** should be directed to **AIM (Associates in Internal Medicine)** for appropriate treatment. A copy of the incident report must accompany the student. If the injury occurs at a time when AIM is not available to treat the student, the student should be sent to the Emergency Department. A student who sustains an injury while participating in a clinical experience **outside of West Suburban Medical Center** should follow the protocol of the affiliated institution. The initial visit following the injury must be done at the institution in which the incident occurred, as soon as possible following the incident, the student should make an appointment to see his/her personal physician.

A copy of the incident report must be submitted to the Dean of Nursing within 24 hours of the occurrence. If an incident report was not completed, a narrative account of the incident will suffice. Expenses incurred by the student for treatment immediately following the injury will be the responsibility of the student unless the injury occurred within West Suburban Medical Center. West Suburban Medical Center will assume fiscal responsibility for the immediate treatment following an injury. However, follow-up treatment, regardless of where the incident occurred, will be the fiscal responsibility of the student.

Disaster and Snow Days

A “disaster” could be defined as any unexpected occurrence that requires the immediate medical attention to a large number of injured people. It could occur at any time or place. In the event of the school closing due to weather, etc. (an incident before the school day starts), a message stating whether the school is open can be heard at (708) 763-6530.

In the event of a school closing after the work/class day has begun, you will be contacted by college officials.

Fire and Emergency Procedures

The procedures for fire, evacuation, and other external or internal disaster drills are posted throughout the College of Nursing.

The following precautions should be taken during the evacuation for fire or other emergencies:

1. Do not use any elevator.
2. Walk quickly and quietly, but do not run or push in the stairwells.
3. Wear shoes to guard against broken glass or other debris.
4. Never ignore the fire alarm.

Complete cooperation is vital to protect all persons within the College of Nursing and Medical Center.

The following is the West Suburban Medical Center procedure for all staff regarding fire or suspected fire (smoke):

- R**=Respond
- A**=Alarm
- C**=Contain
- E**=Extinguish

The following is the fire extinguisher procedure:

- P**=pull the safety pin from the handle
- A**=aim at the base of the fire
- S**=squeeze the handle firmly
- S**=sweep back and forth at the base of the fire

Guest Pass Policy

If a student wishes to bring a guest to class, the student must receive written permission from the Dean of Nursing at least 48 hours before the class convenes. A guest pass will be issued and must be worn at all times.

Identification Badges

A Resurrection Health Care laminated picture ID is required for all students. The Resurrection Health Care ID Badge must be worn at all times while in the Medical Center and off campus clinical sites.

Identification cards are issued at personal registration each year and at other times during the year through the Enrollment Management Office. ID Badges are the property of West Suburban Medical Center and must be returned upon graduation or withdrawal from the nursing program.

Access to the Student-Faculty Center

College of Nursing students have access to the 2nd and 3rd floors of the Student Faculty Center (SFC). Entry to the SFC is permitted from the 3rd floor of the College of Nursing.

Security Considerations and Procedures

Students are also advised to take precautions to ensure their personal safety whether on campus or in the area. These include:

1. Do not walk alone after dark.
2. Request a security escort (from West Suburban Medical Center personnel or village police officers) when walking to your car alone.
3. Use public transportation during heavy traffic periods only. Maintain familiarity with routes and schedules.
4. Let others know your whereabouts if you are planning to be away for an extended time.
5. Contact West Suburban Medical Center security immediately in the event of an accident or incident on campus or if a suspicious situation exists.
6. The College publishes an annual campus security report. The report is distributed to students of record and is available in the office of Enrollment Management and on the College web site at www.wscn.edu.

Programs

The students of the West Suburban College of Nursing are introduced to the campus security policies and procedures during the orientation program. Also, representatives from campus security are invited by the Student Government Association to present a "Street Smarts" program to the student body throughout the academic year.

Resources

The College has a full-time Counselor on staff, and can be reached at the Enrollment Management Office or at 708.763.6507. The Counselor is available for confidential counseling on all aspects of daily living, including financial issues, grief, parenting and stress.

Safety Policies

For safety reasons, the following policies are in effect for the Student Faculty Center and classroom areas:

1. Use of matches, lighters, candles, or any open flame is strictly prohibited. Smoking is prohibited.
2. The use of cooking appliances or other heating elements with the exception of those provided are prohibited.
3. The use of extension cords or multi-plug outlets is not permitted due to the fire hazard they create.
4. The use of the elevator "stop" and emergency buttons are not permitted except in emergency situations.

Substance Abuse Policy

The College prohibits the purchase, use, sale, distribution or possession of alcohol or controlled substances as defined in the Illinois law on college property unless prescribed by a physician. Students may not be on College premises, including all locations used for programs and educational experiences, while under the influence or on non-prescription controlled substances.

Sexual Harassment Policy

The West Suburban College of Nursing prohibits any form of harassment because of race, color, religion, national origin, sex (with or without sexual conduct) age, disability, or other characteristics protected under federal, state, and/or local law. Harassment and discrimination based on such protected characteristics is illegal under the terms of Title VII of the Civil Rights Act of 1964 for employees, under the terms of Title IX of the Education Amendments of 1972 for students. In addition, the State of Illinois discrimination laws prohibit sexual harassment.

Unlawful harassment includes slurs, insults, jokes, and ridicule and other verbal or physical conduct relating to an individual's race, color, religion, national origin, sex, age, disability or other characteristic protected under federal, state, or local law, which has the purpose or effect of unreasonably interfering with an individual's work/academic performance.

Sexual harassment may include a variety of behaviors. It may be defined as unwanted, offensive behavior or comments of a sexual nature inclusive of, but not limited to verbal, non-verbal, or physical harassment or coerced sexual relations. Students who believe that they have been sexually harassed should report such activity to the Dean of Nursing. The right of confidentiality will be honored in both formal and informal procedure, insofar as possible. Violations of the policy will result in disciplinary action up to, and including, expulsion.

Criminal Offenses On-Campus

Crime Category *	Frequency 2006	Frequency 2007	Frequency 2008
Arson	0	0	0
Criminal Homicide-Manslaughter by Negligence	0	0	0
Criminal Homicide-Murder and Non-negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	2	5	0
Motor Vehicle Theft	2	1	1
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Sex Offences-Forcible	0	0	0
Sex Offenses-Non Forcible	0	0	0

**Crime categories are defined on the following pages.*

The burglaries reported in 2006 were car break-ins, where there was a theft of property. The 2008 Aggravated Assault was in the Hospital, not in the College.

Crime Definitions from the Uniform Crime Reporting Handbook

Arson: Any willful or malicious burning attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another etc.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide –Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

Aggravated Assault: An 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or 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 weapons 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.

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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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.)

Sex Offenses Definitions from the National Incident-Based Report System Edition of the Uniform Crime Reporting Program.

Sex Offenses-Forcible: Any sexual act directed against 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

a. Forcible 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 (or because of his/her youth.)

b. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

c. Sexual Assault With an Object: The use of 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.

d. Forcible Fondling: The touching of 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 incapacity.

Sex Offenses—Non Forcible

Unlawful, non-forcible sexual intercourse

a. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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