

# St. Joseph School of Nursing Nashua, New Hampshire

## **SAFETY AND SECURITY**

### **Crime Awareness and Campus Security Act of 1990**

The Crime Awareness and Campus Security Act of 1990 requires that the school collect statistics concerning the occurrence of the following criminal offenses on campus: 1) murder and non-negligent manslaughter, 2) negligent manslaughter, 3) robbery, 4) aggravated assault, 5) burglary and 6) motor vehicle theft, 7) arson, 8) forcible and non-forcible sex offenses. St. Joseph is a safe campus and only a few minor offenses have occurred over the past years. Statistics are on file in the Dean's office and are available on the website.

School security is provided through the Security Department at St. Joseph Hospital. The Chief of Security is responsible for the oversight of the Security Department and reports to the Vice President of Finance/Chief Financial Officer. Public safety concerns are coordinated with local law enforcement agencies.

Members of the St. Joseph Hospital Security Department serve as agents of the hospital and are authorized to enforce all hospital policies and regulations. Although the officers do not have powers of arrest, they work closely with the local law enforcement agencies to enforce all local, state and federal laws.

School and campus security is provided on a 24 hour a day/7 day a week basis. Security officers make regular rounds of the hospital proper and surrounding buildings, parking garages and the school. Security officers are equipped with radios that place them in direct contact with the communications center.

On the Nashua Campus students may make emergency calls using school or hospital extensions by dialing the "211" extension. Students should refer to the Hospital Codes outlined on the reverse side of their identification badge. These calls will be answered by the hospital communications center and routed to the on duty security officer(s).

It may also be necessary to call "911" should an ambulance be necessary. Calls for assistance outside the school or hospital buildings should be made to "911". Remember that it is necessary to obtain an outside telephone line by dialing "9" prior to 911. In case of a fire, the nearest fire alarm should be activated. Security can be reached by pager at **376-4900 or extension 64900**.

When calling either extension, be prepared to provide the following information as applicable:

- Your name and nature of the incident/accident
  - The location of the incident/accident
  - A description of the scene, surroundings, suspects
  - A description of any motor vehicle involved in the incident, including license plate number
- It is important to remember to call the emergency numbers if you suspect a crime has been or is being committed. Do not delay, call immediately.

### **School Security**

The school building is secured with a badge-swipe system that is activated by the student, faculty or staff badge. Students will have access to the school during normal business hours Monday thru Friday 7:00 am until 11:00 pm. Students do not have permission to be in the school building during holidays or days that the school is officially closed. Selected areas will be locked after daytime classes but can be accessed by faculty and staff as needed. The building is monitored with security cameras.

### **Crime Prevention Services**

Students and staff are encouraged to be alert and take an active part in prevent crime and assume responsibility for their safety. Vehicles should be locked and only necessary personal possessions should be brought to school and into the clinical area. Many clinical sites do not provide secure areas for personal possessions.

A member of the Security Department will meet with students during orientation to review safety/security issues. In addition, semester updates will be distributed to students through the SONIS portal at the beginning of each semester, informing them of any changes or areas of concern regarding campus safety and security.

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Escort service to parking areas are available 24 hours a day, 7 days a week. Contact Security at **376-4900** or dial **"0"** to request an escort.

Students participating in second shift/evening clinical experiences at the hospital or attending evening classes are allowed to park in the parking garage. Students participating in first shift/day clinical experiences are expected to park in the assigned or designated student parking areas (Lot H-church; Lot F-rectory; Grass lot next to NH Catholic Charities). Walking with another student to and from activities on campus is encouraged.

### **PERSONAL SAFETY TIPS FROM ST. JOSEPH HOSPITAL SECURITY DEPARTMENT**

When entering or exiting the facility:

- Walk in groups (safety in numbers)
- Try to avoid isolated areas (if alone contact Security for an escort)
- Always carry car keys in hand to allow quick access to vehicle
- Stay near streetlights
- Hold your purse or personal belongings tightly and close to your body

If you feel you are being followed:

- Cross the street or try to change direction
- Keep looking back so the person knows you cannot be surprised
- Go to a well-lit and/or public area (anywhere there are people)
- Try to notice and remember as many details as possible to provide a good description

When leaving your car, office or work area:

- Lock office doors and areas you are not going to be around even for brief periods of time
- Protect your keys and ID badge
- Keep valuables locked up and out of sight
- Keep car windows up and doors locked
- Have emergency numbers near or on your phone
- Contact Security immediately by calling the hospital switchboard (882-3000) if you see suspicious people, vehicles or activities on the hospital or school grounds. Advise the operator of the situation and location being as specific as possible.

### **Timely Warnings**

The School of Nursing will, without delay, issue timely warnings of serious crimes that occur on the campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). These warnings alert staff and students to crimes that may pose serious threats to their safety and security. Knowledge of these crimes will enable staff and students to be more vigilant regarding their personal safety. Notification may be delayed if, in the professional judgment of authorities, the notification is deemed to compromise enforcement efforts to respond, contain, mitigate or isolate the emergency.

See [Violence Against Women Reauthorization Act of 2013](#)

<http://www.uscis.gov/sites/default/files/ilink/docView/PUBLAW/DATAOBJECTS/PL113-4.pdf>

Warnings will be generated using the SONIS system. Additional information may be conveyed face-to-face in the classroom and notices in student, faculty and staff mailboxes.

Warnings will be issued for the following incidents:

- Murder
- Sexual offenses, forcible or non-forcible
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Manslaughter
- Major incidents of arson
- Arrests and/or disciplinary referrals for liquor and drug law violations or illegal weapons possession

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Other crimes as determined necessary by the Chief of Security or the Dean.

### Crime Statistics

Crime statistics for incidents that occur on campus and local areas shall be reported on the School of Nursing website. Statistics will be collected from the local police departments in conjunction with the St. Joseph Security Department personnel. Students, who have been victims or who have witnessed any crime may voluntarily report the incident in confidence for inclusion in the annual security report.

### Hate Crimes

Hate Crimes will be reported to the Dean and in the School of Nursing's crime statistics. (34 CFR 668.46(c)(3)).

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. Hate crimes include any offense that is motivated by bias: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible) robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation and simple assault.

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

**Destruction/Damage/Vandalism of property:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

**Domestic violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence:** 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 of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

**Stalking:** 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; suffer substantial emotional distress.

### Non-Discrimination and Freedom from Sexual Harassment

SJSON believes that all employees, applicants for employment, students, and applicants for admission have a right to work in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on sex, pregnancy, age, race, color, national origin, religion, sexual orientation, marital status, physical or mental disability, genetic information, veteran or military status, legally recognized civil union status or membership in other protected groups.

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### **Purpose:**

To provide a working and learning environment free from all forms of harassment, discrimination or intimidation. Harassment of any sort (verbal, physical, sexual or visual) against or by any person, including employees, supervisors, co-workers, students, or other persons, will not be tolerated.

### *Examples of Prohibited Conduct:*

Each employee/student must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of prohibited harassment include, but are not limited to:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Retaliation: making or threatening reprisals as a result of a negative response to harassment.

### ***Definition of Sexual Harassment***

Sexual harassment is one form of unlawful harassment. It is also considered to be discrimination. Sexual harassment is defined here separately because the line between acceptable social contact between individuals and unlawful sexual harassment is sometimes more difficult to determine.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or at school, or creates an intimidating, hostile, or offensive work or learning environment.

Employees and students need to be concerned not only with the intent of their actions of this kind but also the effects; even unintentional conduct (including conduct that is intended as a "joke") can be deemed a violation of this policy. Repeated occurrences will be considered intentional violations of the policy.

A hostile work environment may be created by supervisors, co-workers, and subordinates as well as by non-employees, such as students, patients, suppliers, vendors, and contractors who have work-related dealings with employees. Sexual harassment includes behavior by members of the same sex, as well as members of the opposite sex, directed at a person because of their sex or sexual orientation.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of the School, coworker, student or nonemployee who is on School premises or who comes in contact with School students and employees.

### ***Consequences for Violating this Policy***

Harassment may be indirect and even unintentional. Violations of this policy, whether intended or not, will not be permitted. Employees and students who violate this policy will be subject to disciplinary action up to and including termination. Non-employees and vendors will be asked to leave the premises and may be barred from returning.

### ***What You Should Do If You Are Harassed***

Harassment is a violation of the School's policy and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct.

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Employees/students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

Employees/students who have complaints of harassment should report the incident immediately in accordance with our Reporting Procedure for Harassment and Discrimination, set forth below. In addition, the School of Nursing has a policy on sexual harassment and non-discrimination that provides more information concerning the reporting of complaints and the process of investigation.

### ***Retaliation is Prohibited***

Retaliation against an employee/student who complains in good faith about sexual or other unlawful harassment is a violation of the School's policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. All incidents of retaliation should be immediately reported in accordance with the Reporting Procedure for Harassment and Discrimination.

### **Reporting Procedure for Sexual Harassment and Discrimination:**

If you believe that you have experienced unlawful discrimination or harassment, you must follow this reporting procedure to notify us of the problem so that we can promptly and thoroughly investigate the matter and take appropriate action. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No employee/student/visitor in this organization is exempt from our policies prohibiting harassment and discrimination.

Any student who believes that they have been discriminated against or harassed should immediately notify the Dean, their advisor or course instructor, unless that person is the source of the problem, condones the problem, or ignores the problem, then report to the Dean or the Office of Human Resources at St. Joseph Hospital.

Supervisors, managers, associate deans, and instructors who become aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Dean or the Vice President of Human Resources.

The School will investigate every reported incident promptly, thoroughly and in a discreet manner. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be considered confidential to the extent possible.

Once the investigation has been completed, a determination will be made as to whether or not harassment has occurred and what, if any, corrective action should be taken.

Any employee/student who has been found to have violated our policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment or matriculation. The School will also take other corrective or remedial actions, when appropriate.

We encourage reporting of complaints so that we may appropriately address and correct any problems. An employee/student who participates in good faith in any investigation under this policy has the School's assurance that it will not tolerate any retaliation against them as a result of bringing the complaint or otherwise participating in the process. All employees/students are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.

### **The Investigation:**

**Confidentiality** – In all cases, information will remain confidential to the extent under the law. In cases of harassment, the School of Nursing has a legal obligation to investigate the claim.

**Impartiality in the Investigation** – No conclusion will be drawn until all facts have been gathered and all information has been evaluated.

An investigator will be appointed. The investigator will work with the appropriate parties involved to conduct the investigation. The purpose of the investigation is to determine whether or not a policy violation has occurred.

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In most cases, the investigation will include interviews of the complainant and the accused, as well as any witnesses or persons with pertinent factual knowledge.

The complainant, the respondent and any and all witnesses are required to comply with the following:  
*Honesty: All information given in the course of the investigation should be true and accurate to the best of the individual's knowledge.*

*No Retaliation: Retaliation against a student or employee who complains about unlawful harassment or discrimination is against the law and will be handled accordingly. Retaliation against anyone who participates in an investigation is against policy and will be handled accordingly.*

The results of the investigation will be reviewed by the Office of Human Resources and the Vice President for Patient Care Services.

### Complaint Process when the Accused is a Third Party

A student or faculty member may bring a complaint of sexual harassment against a School of Nursing visitor, guest, or vendor. Complaints should be made immediately to the Dean. An investigation will begin immediately with consultation with the Vice President of Human Resources and the Vice President for Patient Care Services. If deemed appropriate, steps may be taken to bar the alleged harasser from campus. The person who hosted or contracted with the alleged harasser may be informed of the actions taken and reasons for them.

**Record Keeping:** The original complaints and the investigation materials will be maintained at the School of Nursing. A file will be created to specifically hold these materials. Any discipline taken with an employee/student will be documented and the original document will be maintained in the employee's or student's file.

**Outcomes of the Investigation:** Upon completion of the investigation, the Dean in consultation with the Vice President of Human Resources and the Vice President for Patient Care Services will determine the appropriate outcome, depending upon the results of the entire investigation. Possible results include:

- A finding that the allegations are not supported
- A negotiated resolution to the complaint
- A finding that a policy violation has occurred

If it is determined that a policy violation has occurred, the Dean in consultation with the Vice President of Human Resources and the Vice President for Patient Care Services will determine the appropriate disciplinary action up to and including dismissal.

If the sexual harassment complaint includes assault, most adult sexual assault injuries are not required to be reported to the police, and it is the victim's decision whether or not to report the crime to law enforcement.

The current rules adopted under RSA 631:6 are as follows: If the victim is 18 years of age or older, and has received a gunshot wound or other serious bodily injury, the injuries must be reported to law enforcement.

As defined in RSA 161-F:43 "serious bodily injury" means any harm to the body which causes or could cause severe, permanent or protracted loss of or impairment to the health or of the function of any part of the body.

If the employee or student wishes to report the complaint/assault to the police, the School of Nursing investigator and the Dean will assist them in making that report if needed. The School is still required to conduct their own investigation but will coordinate with law enforcement officers.

### **Contact information**

Designated Title IX Coordinator  
Enrollment Services and Financial Aid Manager  
St. Joseph School of Nursing  
5 Woodward Avenue, Nashua, NH 03060  
(603) 595-3948 or (603) 882-3000 x63948

**St. Joseph School of Nursing  
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Director of Human Resources  
Office of Human Resources, St. Joseph Hospital  
172 Kinsley Street, Nashua, NH 03060  
(603) 595-3156 or (603) 882-3000 x63460

Vice President for Patient Care Services  
Patient Care Services  
172 Kinsley Street, Nashua, NH 03060  
(603) 882-3000 x66001

Dean, St. Joseph School of Nursing  
5 Woodward Avenue, Nashua, NH 03060  
(603) 594-2567

**Sex Offender Registry**

Information may be retrieved through the Registration of Criminal Offenders located on the web at:  
<http://www4.egov.nh.gov/nsor/search.aspx>

**Emergency Response**

The School of Nursing will conduct an annual test of the emergency response plan and notification system. Testing will be conducted in conjunction with the St. Joseph Hospital Safety/Emergency Management Team and with local authorities as needed. Results of the test will be kept by the Dean and the Safety Officer at St. Joseph Hospital.

Students will sign an attendance roster at the beginning of classes. The instructor will be notified by the student should they need to leave the class prior to the scheduled stop time in order to be able to account for all students. Students should be aware of the emergency routes from the building. Evacuation routes are posted in public/student areas. Students are required to stay at the evacuation site until all students are accounted for.