

# South Hills School of Business & Technology

## 2021 Annual Security Report

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### I. PURPOSE AND SCOPE

Ensuring the safety and security of the campus community is a critical priority for South Hills School of Business & Technology (“South Hills”). In recognition of this fact, and in keeping with applicable federal requirements, South Hills, with campuses located in State College and Altoona, publishes each year this Annual Security Report (the “Report”).

This Report discloses information concerning South Hills’ safety and security policies and procedures, as well as statistics regarding certain types of crimes reported to South Hills and local law enforcement during the prior year. This Report also incorporates South Hills’ Sexual Misconduct Policy, which is included as Appendix A to this Report, and informs the campus community of South Hills’ procedures for reporting incidents of sexual misconduct, and for the investigation and remediation of such incidents.<sup>1</sup>

It is South Hills’ intention that this Report will inform the campus community of South Hills’ safety and security policies, provide the community with key information regarding the security of South Hills and surrounding areas, and ultimately, create a safer, more secure campus environment. This Report, which may be amended from time to time, is made available to the public at <http://www.southhills.edu/disclosures>. Notice of the Report’s availability is distributed to all prospective students and employees prior to enrollment or employment, as applicable. Notice of the Report’s availability also is distributed annually to all current students and employees.

The policies set forth in this Report are designed to comply with the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act (the “Clery Act”), Title IX of the Education Amendments of 1972 (“Title IX”), Title VII of the Civil Rights Act of 1964, and the implementing regulations and guidance issued in connection with such laws. In addition, this Report is designed to comply with applicable laws and standards of the Commonwealth of Pennsylvania

#### The Clery Act

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law, originally known as the Campus Security Act, which requires postsecondary institutions across the United States to disclose each year information regarding campus safety and security policies, crime, and related topics. The law is tied to an institution's participation in the federal student financial aid programs, and applies to most institutions of higher education (public and private). The law has been amended on several occasions over the years. Most recently, the Violence Against Women Reauthorization Act of 2013 amended the Clery Act to require institutions, among other things, to gather and report statistics for incidents of domestic violence, dating violence, and stalking. In addition, the 2013 amendments direct institutions to develop and distribute policies, procedures, and programs pertaining to these incidents. New regulations issued by the U.S. Department of Education and related to the Clery Act became effective on July 1, 2015. The Clery Act is located in the United States Code at 20 U.S.C. § 1092(f), and the related regulations are located at 34 C.F.R. § 668.46.

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<sup>1</sup> For purposes of this Report, “sexual misconduct” means a wide range of unwelcome sexual behavior that is committed without consent or by intimidation, coercion, threat or force, including, but not limited to, sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking.

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## **Covered Parties**

The policies in this Report apply to South Hills' students, to its employees, including faculty, visiting faculty, staff, and administration; to any contractors, vendors, or other third parties within South Hills' control; and to any visitors or guests of South Hills (collectively referred to as "Covered Parties"). The policies in this Report are part of the overall policy framework adopted by South Hills governing student and employee behavior, rights, and responsibilities while such individuals are enrolled or employed by South Hills.

## **Definitions Applicable to this Policy**

The definitions of key terms used in this Report are included in the body of the Report, as appropriate, and in some cases, in South Hills' Sexual Misconduct Policy.

## **II. GENERAL INFORMATION RELATING TO CAMPUS SECURITY AND ACCESSIBILITY**

### **Security of and Access to Campus Facilities**

As noted above, South Hills has one campus in State College, PA, and one campus in Altoona, PA. The State College Campus is composed of two buildings located at: The Main Campus Building at 480 Waupelani Drive, State College, PA 16801 and the Cato Park Building located at 3081 Enterprise Drive, State College, PA 16801. The Altoona campus building is located at 508 58<sup>th</sup> Street Altoona, PA 16602. South Hills is a commuter school and does not operate, sponsor, or provide any housing and does not operate, sponsor, or recognize any off-campus student organizations.

Each of South Hills' buildings are under 24-hour video surveillance. South Hills controls access to the buildings at all times. Typically, all doors to the campus buildings remain locked outside of operating hours and only designated personnel have access to the building during those times. All visitors should enter through the main entrance and will be required to show proper state identification. Enrolled students are required to enter and exit campus facilities through designated doors. Neither visitors nor guests are allowed to access or visit any area of the campus without the permission of an authorized school official.

The campuses are equipped with commercial electronic intrusion alarms and a fire alarm response system. All the campuses, buildings and facilities are regularly inspected by maintenance personnel to detect and remedy any maintenance, safety or health hazards and issues. Maintenance personnel also oversee the intrusion alarm system and the fire alarm response system. Campus staff periodically check that pathways in and around the buildings are well lit and that egress lighting is working in hallways and stairwells.

### **Campus Security Authorities**

Though the University does not maintain a campus police or security department, select staff members at each campus also serve as Campus Security Authorities ("CSAs"). These individuals are not police officers or security professionals. Campus Security Authorities do not possess the power to arrest. They do not attempt to apprehend perpetrators or to determine whether a crime took place. These tasks are the responsibility of law enforcement.

Campus Security Authorities are individuals who have significant responsibility for student and campus activities, who monitor the security of institutional facilities and equipment, and who are designated by South Hills to receive reports of criminal offenses from students, employees, and members of the campus community. South Hills' Campus Security Authorities have the authority to ask persons for identification and to determine whether

# 2021 Annual Security Report

individuals have legitimate business at South Hills. Campus Security Authorities also may direct individuals to leave South Hills premises. South Hills' Campus Security Authorities include the following senior staff members at each campus:

| Campus Security Authorities |  |  |  |  |
|-----------------------------|--|--|--|--|
| <b>Name</b>                 | Natalie Beaver   | Barbara Harer  | Paul Mazza   | Holly Emerick  |
| <b>Title</b>                | Director of Education & Regulatory Affairs                         | Director of Career & Student Services                            | President  | Campus Director  |
| <b>Campus</b>               | State College/Altoona  | State College  | State College  | Altoona  |
| <b>Street</b>               | 480 Waupelani Drive  | 480 Waupelani Drive  | 480 Waupelani Drive  | 508 58 <sup>th</sup> Street  |
| <b>State</b>                | State College  | State College  | State College  | Altoona  |
| <b>Phone</b>                | 814-234-7755   | 814-234-7755   | 814-234-7755   | 814-234-7755   |
| <b>Email</b>                | <a href="mailto:nbeaver@southhills.edu">nbeaver@southhills.edu</a> | <a href="mailto:bharer@southhills.edu">bharer@southhills.edu</a> | <a href="mailto:paulmazza@southhills.edu">paulmazza@southhills.edu</a> | <a href="mailto:hemerick@southhills.edu">hemerick@southhills.edu</a> |

## Relationship with Local Law Enforcement

Criminal incidents are referred to the local police who have jurisdiction over the campus. South Hills does not have any formal agreements with local law enforcement for the investigation of alleged criminal offenses. However, the Campus Security Authorities at South Hills fully cooperate with local law enforcement.

## Programs and Information to Promote Safety and Security Awareness

An informed campus community can significantly reduce the occurrence of crime on campus. For this reason, South Hills provides educational programs on personal safety, information on risk reduction, literature regarding crime prevention, and educational resources on a variety of subjects related to crime throughout the academic year (educational programming specific to the prevention of substance abuse and sexual misconduct is discussed below and in South Hills' Sexual Misconduct Policy).

## Security Awareness

South Hills strives to provide its students and employees a secure and safe environment in which to teach and learn, including through compliance with applicable federal, state, and local building codes and board of health and fire marshal regulations. This having been said, South Hills recognizes, and encourages others to be aware, that no environment is entirely free of risk. Each person must assume responsibility for his or her own safety both on-campus and off. With this in mind, South Hills encourages all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus by adhering to the following guidelines:

- Walk in well-lighted and well-traveled areas after dark. Walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to a CSA.
- Immediately report all crimes, security problems, or hazardous conditions to a CSA.
- Remain subscribed to South Hills' campus alert system. Students are enrolled automatically.
- Take advantage of informational programs sponsored on campus.
- Never study alone in an isolated area of a campus building.

# 2021 Annual Security Report

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- Lock your car and secure valuables when using campus parking facilities.
- Use bicycle racks located on campus and lock your bicycle.
- Become familiar with emergency exits and the locations of fire alarm pull stations and extinguishers in your building.
- Lock offices when you are not present.

Awareness programs are an integral part of South Hills' approach to campus safety.

## **Weapons Policy**

With limited, specifically permitted exceptions for certain law enforcement personnel or retired law enforcement personnel, no one is permitted to carry a weapon on campus. Violators of this policy are subject to criminal prosecution as well as discipline by South Hills, including, but not limited to, termination of employment, expulsion from South Hills, or other appropriate sanctions that may be imposed by South Hills. To the extent that it deems appropriate, South Hills may also refer such incidents to appropriate law enforcement authorities for further action.

## **III. REPORTING, RESPONDING TO, AND RECORDING CRIMES AND MISCONDUCT**

Covered Parties are strongly encouraged to accurately and promptly report any perceived crime, emergency, or other public safety concern to any of South Hills' CSAs and to local law enforcement. In particular, Covered Parties are encouraged to make such reports when the individual who reportedly experienced the crime may be unable to make the report.

Reports may be made to South Hills' CSAs in person or via telephone using the numbers set out above in the prior section. Emergencies may be reported to local law enforcement in person or via telephone at **911**. Non-emergencies may be reported to local law enforcement in person or via telephone at the following numbers:

| <b>Local Law Enforcement   Non-Emergency Contacts</b> |                                 |                      |
|---|---------------------------------|----------------------|
| <b>Campus</b>   | <b>Organization</b>             | <b>Telephone No.</b> |
| State College   | State College Police Department | 1 (800) 479-0050     |
| Altoona   | Altoona Police Department       | (814) 949-2489       |

Any such crimes or concerns also may be reported to South Hills' Campus Director. Prompt reporting will ensure that timely measures can be taken, to include assisting any individual reporting that he or she was the victim of a crime, preserving evidence, issuing emergency and warning notifications, and calculating and reporting accurate annual crime statistics.

Finally, South Hills strongly encourages any Covered Party who believes that he or she has experienced sexual misconduct, or any witness of sexual misconduct, to report the incident to one of South Hills' Title IX Coordinators or as described in South Hills' Sexual Misconduct Policy.

## Anonymous Reporting

South Hills recognizes that under certain circumstances Covered Parties who believe that they have experienced or witnessed a crime may wish to make an anonymous or confidential report.

Individuals may anonymously report a crime to local law enforcement at the numbers set out above, or directly to Lighthouse Services. An anonymous report can be filed in one of the following ways:

- **Website:** [www.lighthouse-services.com/southhills](http://www.lighthouse-services.com/southhills)
- **Anonymous Reporting App: Keyword: southhills**
  - Detailed instructions [here](#)
- **Toll-Free Telephone:**
  - **English speaking USA and Canada: 833-222-1740**
- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include school name with report)
- **Fax:** (215) 689-3885 (must include school name with report)

Individuals may also report information to the Campus Director and request that their identity remain confidential. In this circumstance, the Campus Director will not disclose information learned from a reporting individual any more than is necessary to comply with legal obligations, such as a compliance with a court order, and policy obligations, such as compliance with South Hills' Sexual Misconduct policy.

## South Hills Response to Reports of Crime or Misconduct

South Hills will respond promptly to any reports of criminal activity or misconduct. The first priority subsequent to receiving any such report will be to address the safety and health of the individual who reportedly has experienced the crime or misconduct, and to inform any such individual of his or her rights and options, including the option to report the incident to law enforcement. South Hills also will determine whether any immediate steps need to be taken to secure the safety of the individual or the campus community. This may involve initiating the emergency notification or timely warning protocols discussed below. Thereafter, South Hills will investigate the alleged criminal activity or misconduct and initiate any applicable, institutional disciplinary processes consistent with South Hills' policies and procedures. If the reported activity includes allegations of sexual misconduct, South Hills will address such allegations consistent with its Sexual Misconduct Policy.

## IV. POLICIES AND INFORMATION RELATING TO SUBSTANCE ABUSE

South Hills is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the South Hills community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances ("substance abuse") poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills; produce mood swings, panic, and violent behavior; or result in loss of physical control or death.

In an effort to create and maintain a campus environment free from such substance abuse, South Hills established its substance abuse prevention program. The program is consistent with the applicable sections of Federal

# 2021 Annual Security Report

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Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike. It consists of two primary parts. First, South Hills developed its Substance Abuse Prevention Program disclosure (the "Substance Abuse Disclosure"), which includes detailed information on a wide range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, South Hills put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

Students and employees can obtain a copy of South Hills' complete Substance Abuse Disclosure by requesting a copy from the Campus Director. Following, South Hills has excerpted from the Substance Abuse Disclosure South Hills' "Substance Abuse Standards of Conduct."

## **Substance Abuse Standards of Conduct**

South Hills is dedicated to ensuring a learning and working environment free from substance abuse. Accordingly, and as a matter of policy, South Hills strictly prohibits students and employees from engaging in the following conduct

- The unlawful use, possession, sale, conveyance, distribution, dispensing, purchase, storage, or manufacture of alcoholic beverages, drugs, intoxicants, or other controlled substances in any amount or in any manner:
  - on or adjacent to South Hills premises as part of any South Hills activity, or during work hours (including meal periods and breaks); or
  - off South Hills premises, if doing so impairs their ability to perform their South Hills-related duties in any way, presents a danger to the well-being and welfare of other students or employees, or compromises the reputation of South Hills.
- Reporting to South Hills (for any purpose) under the influence of alcoholic beverages, drugs, intoxicants, or other controlled substances.

Notwithstanding the standards of conduct detailed above, students and employees under the influence of over-the-counter or legally prescribed medication may continue to attend class or come to work, as long as they do not pose a threat to their own safety or the safety of others, or their performance is not adversely affected. Whether and to what extent performance is adversely affected will be determined by South Hills, in its sole discretion. South Hills expects students and employees to comply with federal and Pennsylvania drug laws.

A student or employee with a medical condition that requires accommodation, including accommodation due to the effects of prescription medication, should request accommodation pursuant to South Hills' ADA Accommodation Policy. A student or employee under the influence of prescription medication may be required to take a leave of absence or comply with appropriate action as determined by South Hills.

## South Hills-Sponsored Special Events

Possession and consumption of alcoholic beverages while on South Hills premises may be authorized by South Hills for certain employee or student events. It is the policy of South Hills that employees and students participating in such events and consuming alcoholic beverages will be expected to do so in accordance with all applicable federal, state, and local laws, including laws relating to underage drinking. Further, employees and students are expected to demonstrate consideration for their safety and well-being, as well as for the safety and well-being of others, at all times before, during, and after such events.

## Smoking Policy

South Hills maintains a non-smoking policy. It is strictly prohibited to smoke inside any of South Hills' buildings at any of its campuses, including, but not limited to, athletic facilities, satellite offices, and other group residential facilities.

## V. POLICIES AND INFORMATION RELATING TO UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION

South Hills is committed to providing an environment for students and employees that is pleasant and free of unlawful discrimination, harassment, and retaliation by students, staff, or third parties against any person on the basis of race, color, sex, gender, religion, marital status, age, sexual orientation, gender identify, national origin, disability, military status, or any other protected category. Accordingly, unlawful discrimination, harassment, and retaliation by students, employees, co-workers, supervisors, managers, executives, directors, or any other member of South Hills community is strictly prohibited.

### Reporting Unlawful Discrimination, Harassment, and Retaliation

South Hills encourages any Covered Party who believes that he or she has experienced or witnessed unlawful discrimination, harassment, and retaliation to report the incident to one of South Hills' Title IX Coordinators using the contact information detailed below.<sup>2</sup> There is no time limit for reporting such misconduct to South Hills under this policy. Reports made to South Hills' Title IX Coordinators may be made in person or via telephone. In the event that a Covered Party, for any reason, does not wish to make a report with any of the Title IX Coordinators, he or she may instead make the report to one of South Hills' Campus Security Authorities or, if the matter involves an employee, to the Human Resources Department.<sup>3</sup>

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<sup>2</sup> Though encouraged to do so, Covered Parties are not required to make a report to South Hills.

<sup>3</sup> Inquiries or complaints that involve potential violations of Title IX also may be referred to the U.S. Department of Education's Office for Civil Rights, which can be reached at [OCR@ed.gov](mailto:OCR@ed.gov) or (800) 421-3481.

| Title IX Coordinators |                         |  |
|-----------------------|-------------------------|--|
| <b>Name</b>           | Holly Emerick           | Natalie Lombardo-Beaver                    |
| <b>Title</b>          | Campus Director         | Director of Education & Regulatory Affairs |
| <b>Campus</b>         | Altoona                 | State College                              |
| <b>Phone</b>          | 814-944-6134 Ext. 3022  | 814-234-2062 Ext. 2062                     |
| <b>Email</b>          | hemerick@southhills.edu | nbeaver@southhills.edu                     |

## Employee Response and Reporting Obligations

All South Hills Officials, Volunteers and Employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality); or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of an Institution-approved research project.

Additional information regarding the options for reporting allegations of sexual misconduct are included in South Hills' Sexual Misconduct Policy, which is attached as Appendix A to this Report.

## Responding to Reports of Unlawful Discrimination, Harassment, and Retaliation

When an individual reports an incident of unlawful discrimination, harassment, or retaliation committed by or against any Covered Party and the misconduct has a reasonable connection to South Hills, South Hills will take immediate and appropriate steps to investigate the reported misconduct and to resolve the matter promptly and equitably. Allegations of sexual misconduct will be managed and resolved pursuant to South Hills' Sexual Misconduct Policy, which is attached as Appendix A to this Report.

## VI. POLICIES AND INFORMATION RELATING TO SEXUAL MISCONDUCT

South Hills does not tolerate, and therefore strictly and expressly prohibits, sexual misconduct by or against members of South Hills community. The term "sexual misconduct" means a wide range of unwelcome sexual behavior that is committed without consent or by intimidation, coercion, threat or force, including, but not limited to, sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. This policy applies to sexual misconduct committed by or against any Covered Party if the sexual misconduct has a reasonable connection to South Hills.

South Hills' policies and procedures relating to reporting, responding to, and resolving alleged incidents of sexual misconduct are detailed in its Sexual Misconduct Policy, which is attached as Appendix A to this Report.

### Programs and Information to Prevent Sexual Misconduct

South Hills provides educational programming to students and staff regarding the awareness of and prevention of sexual misconduct.<sup>4</sup> For students, a sexual violence prevention program is presented in Professional

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<sup>4</sup> This programming is carried out in a general way that does not identify those who may report incidents of Sexual Misconduct.

# 2021 Annual Security Report

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Development classes in their first term. Reporting procedures, alcohol and drug abuse, sexual assault, domestic violence, dating violence, stalking, consent, personal safety, pregnancy, and sexually transmitted diseases are presented via discussion, handouts, and online training. In their second year, students also receive notification that refresher resources are available on the Title IX section of the website. These documents include the Annual Crime Report, policies and procedures, Students Bill of Rights, and other informational materials on types of abuse.

For employees, a sexual violence prevention program is presented on an annual basis at the fall kickoff event and fall in-service by the Title IX Coordinator. The program includes: South Hills Reporting procedures, alcohol and drug abuse, sexual assault, domestic violence, dating violence, stalking, consent, personal safety, pregnancy, sexual harassment and sexually transmitted diseases. Topics are split up between the two events and are presented via discussion, handouts, and online training.

For Sexual Assault Awareness month in April, students sponsor events to increase awareness of sexual assault for both students and employees. Denim Day also occurs annually on a Wednesday in April. Triggered by a ruling by the Italian Supreme Court, wearing jeans on Denim Day has become a symbol of protest against erroneous and destructive attitudes about sexual assault. Both students and faculty participate in the Denim Day Campaign.

South Hills also provides prevention/awareness literature for students and employees regarding sexual assault.

Programs to prevent sexual misconduct emphasize:

- That South Hills prohibits sexual misconduct, including sexual and interpersonal violence, and the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the Clery regulations (and set out in this Report).
- That South Hills' policies apply equally to all students and employees regardless of sexual orientation, gender identity, or gender expression.
- That South Hills will offer resources to any victims and survivors of sexual misconduct while taking administrative and conduct action regarding any accused individual within the jurisdiction of South Hills.
- The definitions of sexual assault, domestic violence, dating violence, stalking, and consent (in reference to sexual activity) in the applicable jurisdiction, as well as the definitions of privacy and confidentiality.
- The information detailed in this Report regarding:
  - The role of South Hills' Title IX Coordinators, Campus Security Authorities, and other relevant personnel that address sexual misconduct prevention and response;
  - The rights, services, and processes available to the parties involved in a matter involving allegations of sexual misconduct; and
  - Disciplinary proceedings involving allegations of sexual misconduct, and consequences and sanctions for individuals who violate South Hills' sexual misconduct Policy.
- Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk that another individual will experience domestic violence, dating violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm;
  - Understanding institutional structures and cultural conditions that facilitate violence;
  - Overcoming barriers to intervening;
  - Identifying safe and effective intervention options; and
  - Taking action to intervene.
- Information on risk reduction to recognize warning signs of abusive behavior and to avoid potential attacks. This information includes training to decrease perpetration and bystander inaction, increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.
  - Information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community.

South Hills publicly shares information on sexual misconduct on its website, <https://www.southhills.edu/disclosures/titleix/>. South Hills periodically assesses its educational programming to determine effectiveness and relevance for students and employees.

## Information Regarding Registered Sex Offenders

Sexual offender registration and monitoring laws are designed to protect the public from sexual or violent offenders by requiring offenders to register with local law enforcement agencies in the jurisdiction where they reside. Information about these offenders is then made available to the public. In Pennsylvania, information about sexually violent predators and other sex offenders is accessible at the following website: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)

Members of the campus community also may elect to visit the Federal Bureau of Investigation's *National Sex Offender Public Website*, which provides law enforcement information provided by each state concerning registered sex offenders:

<http://www.fbi.gov/hq/cid/cac/registry.htm>

### Reporting Suspected Physical or Sexual Abuse of Children

Any employee or student of South Hills who receives information related to suspected physical or sexual abuse of children or who reasonably suspects the physical or sexual abuse of a child should immediately report such information to his or her Title IX Coordinator. If there is reason to believe that immediate protection for the child is advisable, the individual also should report the suspected abuse to the appropriate law enforcement agency.

## VII. TIMELY WARNING OF CERTAIN CRIMES

Should crimes or incidents occur, either on or off-campus, which, in the judgment of South Hills, do not pose an immediate threat but constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued to the campus community in a manner that will aid in the prevention of similar occurrences. This timely warning will be issued through South Hills e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, in the learning resource center, on student bulletin boards, and in common areas, as

appropriate. This timely warning may withhold the names and other identifying information of complainants to ensure privacy.

## VIII. EMERGENCY MANAGEMENT

The purpose of South Hills' emergency response and evacuation procedures is to establish policies, protocols, and an organizational structure ready to effectively respond to and manage on-campus emergency events. Accordingly, South Hills outlines below the administrative steps for response to, stabilization of, and recovery from an emergency incident, the specific procedures that South Hills will use to communicate with faculty, staff, students and the general public during an emergency, and the responsibilities of the campus staff tasked with executing emergency protocols.

### General Emergency Evacuation and Notification Procedures

To facilitate its emergency response capabilities, South Hills utilizes an alert system that combines one or more email, text, and phone notifications (the "Alert System"). South Hills also alerts first-responders, as necessary. Students are assigned a South Hills email address at the time of enrollment, and faculty and staff are assigned one at the time of hire. South Hills also may post information about a situation on South Hills website (<https://www.southhills.edu>).

Should an event occur, either on or off-campus, which constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the Alert System will be activated for that portion of the campus community impacted. As described in more detail below, South Hills will, without delay, and taking into account the safety of the community, determine the content and scope of the notification, unless issuing a notification will, in the judgment of South Hills, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The person responsible for making the decision to activate the Alert System shall be the CSA on the campus or other senior personnel in the event the CSA is unavailable to act.

As noted above, the emergency response plan is only for use upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. "Immediate" threat as used here encompasses an imminent or impending threat. "Confirmation" means that a Campus Security Authority has verified that a legitimate emergency or dangerous situation exists. Some examples of significant emergencies or dangerous situations are:

- Fire
- Extreme weather event (*e.g.*, tornado, flood)
- Earthquake
- Terrorist incident
- Armed person or active shooter
- Bomb Threat
- Explosion

Examples of situations that would **not** necessitate an emergency response or alert include:

- Power outage
- Snow closure
- String of larcenies
- Minor altercation

## Evacuation Procedures

In the event of an emergency or an emergency notification directing a general evacuation, all persons on campus should exit the building immediately by way of the nearest stairwell, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the front of the building. If the nearest stairwell is blocked, individuals should use another stairwell. Posted evacuation routes for each office or classroom space are located throughout the building, typically near the door. Persons should **not** use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely.

Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the CSAs will confirm that appropriate emergency personnel have been contacted, congregate all employees in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not re-enter the building for any reason until it is declared safe by the appropriate emergency personnel and the CSAs have agreed to permit persons to re-enter.

## Post-Emergency Measures

As soon as practicable following the occurrence of an emergency, the CSAs will facilitate further response, support, and coordination efforts with and among external emergency response entities and the larger community (e.g., local law enforcement authorities, fire department, emergency medical services, disaster relief organizations). The CSAs also will coordinate with South Hills' senior staff to assess the aftermath of the emergency event. The goal of this assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors to the location. Should the CSAs determine that an ongoing or continuing threat to the campus community exists, a campus-wide "timely warning" will be issued in a manner consistent with the policies discussed above.

The CSAs will work to maintain order and take necessary steps towards restoring general campus operations. Subsequent informational notifications will be communicated to students and staff via email, online notifications, and campus postings. If South Hills determines that communication should be made to the neighboring community or parents and guardians of students, the CSAs may make that communication using local media or informational email messages. The emergency alert email system will be used only in response to an immediate emergency situation and is not considered appropriate for follow-up communications once the immediate emergency situation has ended.

## Preparation and Readiness

South Hills will conduct annual tests of the emergency Alert System to ensure preparedness in the event of an actual emergency. Such tests may be announced or unannounced, and may include email and text test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Documentation of any such test is maintained at South Hills, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Through periodic emergency response training, fire and evacuation drills, the posting of this Report on South Hills' website, and the distribution of notices regarding this Report to new and current students and employees, South Hills publicizes emergency response and evacuation procedures to students and staff on an at least annual basis. Additionally, South Hills sends an email including the link to this Report containing its emergency procedures to current students and staff at the time of any emergency response system test.

## **IX. CRIME STATISTICS**

As noted at the outset of this Report, a key feature of this document is the disclosure of statistics regarding certain types of crimes reported to South Hills or local law enforcement. Each year South Hills prepares these statistics with assistance from various persons throughout the institution, and in cooperation with local law enforcement agencies. When compiling and preparing the statistics disclosed in this Report, South Hills solicits, collects, and examines (1) crime data received from local law enforcement, (2) incident reports filed with South Hills, (3) anonymous reports received through South Hills' anonymous reporting system, and (4) records of referrals for discipline. South Hills collects and examines data for crimes and incidents reported during the prior calendar year.

### **Clery Geography and Crime Location**

Consistent with federal regulations, South Hills examines, collects, and reports statistics for crimes that are reported to local law enforcement or a CSA during the prior calendar year, and that occurred on or within its "Clery geography." The law defines an institution's Clery geography to include:

- Buildings and property that are part of South Hills' campus;
- The institution's non-campus buildings and property; and
- Public property within or immediately adjacent to and accessible from the campus.

When reporting crime statistics, the law requires an institution to specify in which of these three locations the reported crime occurred.

South Hills collects and reports crimes consistent with these requirements. To help South Hills' students, employees and the public understand this data, South Hills has created a "Clery Geography Map" that shows the areas outlined above. The Clery Geography Maps for each of South Hills' four campuses are available upon request.

### **Crime Classification and Reporting**

Consistent with federal law, South Hills compiles and classifies crime information in accordance with the following guidelines:

- Statistics for murder and non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are compiled using the definitions of those crimes from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program.
- Statistics for fondling, incest, and statutory rape are compiled using the definitions of those crimes from the *National Incident-Based Reporting System (NIBRS) User Manual* from the FBI's UCR Program.

# 2021 Annual Security Report

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- Statistics for the hate crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are compiled using the definitions provided in the *Hate Crime Data Collection Guidelines and Training Manual* from the FBI's UCR Program.
- Statistics for dating violence, domestic violence, and stalking are compiled using the definitions set out earlier in this Report, which are taken from the federal regulations implementing the Clery Act.

In counting crimes when more than one offense was committed during a single incident, South Hills generally conforms to the requirements of the federal "Hierarchy Rule" located in the *Summary Reporting System (SRS) User Manual* (unless required to do otherwise under the law).

Though each year South Hills is only compiling crime statistics for crimes reported during the prior calendar year, the Report always includes the data for the three previous calendar years.

**Sexual Assault** is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

**Domestic Violence** is defined as 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 with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by 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** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** is defined as 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 to suffer substantial emotional distress.

South Hills may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

[See next page for Crime Statistics]

**Altoona Campus**

| <u>Offense</u>                        | <u>On-Campus</u> |      |      | <u>Non-Campus Property</u> |      |      | <u>Public Property</u> |      |      |
|---------------------------------------|------------------|------|------|----------------------------|------|------|------------------------|------|------|
|                                       | 2018             | 2019 | 2020 | 2018                       | 2019 | 2020 | 2018                   | 2019 | 2020 |
| Murder and Non-negligent manslaughter | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Negligent manslaughter                | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Rape                                  | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Fondling                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Incest                                | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Statutory Rape                        | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Domestic Violence                     | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Dating Violence                       | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Stalking                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Robbery                               | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Aggravated Assault                    | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Burglary                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Motor vehicle theft                   | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Arson                                 | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |

# 2021 Annual Security Report

| Offense   | On-Campus |      |      | Non-Campus Property |      |      | Public Property |      |      |
|---|-----------|------|------|---------------------|------|------|-----------------|------|------|
|   | 2018      | 2019 | 2020 | 2018                | 2019 | 2020 | 2018            | 2019 | 2020 |
| Arrests: Weapons, carrying, possessing, etc.                | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |
| Arrests: Drug Abuse Violations                              | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referrals: Drug Abuse Violations               | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |
| Arrests: Liquor Law Violations                              | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |
| Disciplinary Referrals: Liquor Law Violations               | 0         | 0    | 0    | 0                   | 0    | 0    | 0               | 0    | 0    |

## HATE CRIMES

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. Although there are many possible categories of bias, under the Clery Act, only crimes motivated by one of the following eight categories of bias are reported: race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. When reporting hate crimes, South Hills identifies the category of bias that motivated the crime.

There were no reported Hate Crimes for the years 2018, 2019, or 2020.

## State College Campus

| <u>Offense</u>                        | <u>On-Campus</u> |      |      | <u>Non-Campus Property</u> |      |      | <u>Public Property</u> |      |      |
|---------------------------------------|------------------|------|------|----------------------------|------|------|------------------------|------|------|
|                                       | 2018             | 2019 | 2020 | 2018                       | 2019 | 2020 | 2018                   | 2019 | 2020 |
| Murder and Non-negligent manslaughter | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Negligent manslaughter                | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Rape                                  | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Fondling                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Incest                                | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Statutory Rape                        | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Domestic Violence                     | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Dating Violence                       | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Stalking                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Robbery                               | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Aggravated Assault                    | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Burglary                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Motor vehicle theft                   | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Arson                                 | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |

# 2021 Annual Security Report

| <u>Offense</u>  | <u>On-Campus</u> |      |      | <u>Non-Campus Property</u> |      |      | <u>Public Property</u> |      |      |
|---|------------------|------|------|----------------------------|------|------|------------------------|------|------|
|   | 2018             | 2019 | 2020 | 2018                       | 2019 | 2020 | 2018                   | 2019 | 2020 |
| Arrests: Weapons, carrying, possessing, etc.                | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Arrests: Drug Abuse Violations                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Disciplinary Referrals: Drug Abuse Violations               | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Arrests: Liquor Law Violations                              | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |
| Disciplinary Referrals: Liquor Law Violations               | 0                | 0    | 0    | 0                          | 0    | 0    | 0                      | 0    | 0    |

## HATE CRIMES

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There were no reported Hate Crimes for the years 2018, 2019, or 2020.