



# Safety and Security Report 2017-2018

## INTRODUCTION

Columbia College of Nursing publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Components of the Clery Act compliance include:

- Providing timely warnings, as soon as information becomes available, to alert the campus community about crimes that pose a serious or continuing threat to safety.
- Maintaining a daily crime log that lists, by date reported, all reported crimes occurring on campus.
- Disclosure of crime statistics occurring on the campus and/or on public areas immediately adjacent to the campus. Crime statistics are collected from local law enforcement, in addition to campus report records.
- Publishing an annual security report which contains particular campus security policy disclosures and crime statistics for the previous three years.

This report is prepared by Columbia College of Nursing, in cooperation with Columbia College of Nursing/Columbia St. Mary's Security, and the Glendale Police Department. This annual Safety and Security Report, including crime statistics, are available on the Columbia College of Nursing website at [www.ccon.edu](http://www.ccon.edu) or copies can be requested by contacting us at 414-326-2330.

## SECURITY

Columbia St. Mary's employs Security Officers for the Columbia College of Nursing campus from 7:00am to 5:30pm, Monday – Friday. Their office is located on the Lower Level, room GL121, 414-326-2040. Columbia College of Nursing/Columbia St. Mary's Security Officers are highly trained and experienced. They provide an effective deterrence to crime through providing frequent visible foot and/or vehicle patrols around the campus and escort students, faculty, staff, and administration to vehicles upon request.

Security services are provided by JBM Patrol and Protection from 6:00pm to 6:00am, daily. Their office is located on the 1<sup>st</sup> floor, next to Mail Services. JBM's on-site cell phone number is 414-465-9581, secondary number is 414-465-9324, and the JBM dispatch office number is 414-647-1291. Officers patrol the campus building and are available to assist students, faculty, staff, and administration with emergency situations or routine matters.

## **AUTHORITIES**

Security has the authority to ask for visitor or Columbia College of Nursing/Columbia St. Mary's issued identification. Please review Columbia College of Nursing Photo ID Badge Policy for details. Although Security does not have the power to arrest, they are required to report suspicious or unsafe activity to the Glendale Police Department, who has jurisdiction on the campus. If you are the victim or witness of a crime, please report immediately to Security or Columbia College of Nursing Administration.

## **MEMORANDUM OF UNDERSTANDING**

Columbia College of Nursing has a close working relationship with the Glendale Police Department. Although we do not currently have a written Memorandum of Understanding with the Glendale Police Department, incidents occurring on campus are referred to them for investigation.

## **REPORTING OF CRIMES**

Students, faculty, staff, administration, and community members are encouraged to report all crimes, emergencies, and public safety related incidents to Security or Columbia College of Nursing Administration in a timely manner. Reporting can be done by contacting the following departments:

- Columbia College of Nursing/Columbia St. Mary's Security at 414-326-2040, between the hours of 7:00am and 5:30pm, or in person in Room GL121.
- Christina Italiano, Assistant Dean of Business Affairs, at 414-326-2306, christina.italiano@ccon.edu, or in person in Columbia College of Nursing Administration Room 361.
- Columbia St. Mary's Hospital Dispatch at 414-291-1081
- JBM Patrol and Protection at 414-465-9581 or 414-647-1291, between the hours of 6:00pm and 6:00am, or in person on the 1<sup>st</sup> floor, between Mail Services and the vending area.

The above contacts serve as liaisons between Columbia College of Nursing and the Glendale Police Department.

## **CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the Columbia College of Nursing system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Assistant Dean of Business Affairs or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Columbia College of Nursing can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## **DISCLOSURES TO ALLEGED VICTIMS**

Columbia College of Nursing will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Columbia College of Nursing will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **PASTORAL/PROFESSIONAL COUNSELORS**

Columbia College of Nursing currently does not have a procedure for pastoral or professional counselors. The Columbia College of Nursing website has a list of support services and referral agencies available for students who would like to seek help for emotional situations they may be facing. In addition, faculty, staff, and administration have undergone training to enable them to assist in referrals and emergent needs.

## **DAILY CRIME LOG**

Columbia St. Mary's Security Office, in collaboration with Columbia College of Nursing, maintains a daily crime log that records all criminal, alleged criminal, and other serious incidents reported to Security or Columbia College of Nursing Administration. Elements of the log include: date that crimes are reported, date and time the crime occurred, nature of the crime, location of the crime, and disposition of the crime, if known. Crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. The Daily Crime Log is available for public inspection during normal business hours, from the Assistant Dean of Business Affairs, in Room 361.

## **SEXUAL ASSAULT POLICY**

Sexual assault or harassment on any individual at Columbia College of Nursing is a direct violation of policy. Anyone who engages in such activities, or retaliates against another because a report was made, or because of participation in an investigation of a claim of a sexual assault or harassment, is subject to immediate discipline, up to and including discharge from the College.

Anyone in the College community who believes that he or she has been the subject of prohibited assault or harassment should report the matter immediately to someone on the Administrative team (Assistant Dean of Business Affairs, Associate Dean of Academic Affairs, Dean, or President). Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act of 2000 is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education in that state where the offender resides, as well as notice of each change of enrollment or employment status at the institution of higher education. This information will then be made available by the state authorities to the local law enforcement agency that has jurisdiction where the institution of higher education is located.

Sex offender information in the State of Wisconsin is compiled by the Department of Corrections. The Department of Corrections website allows you to search their sex offender database online. To learn the identity of registered sex offenders on or near campus, or anywhere in Wisconsin, visit the [Wisconsin Department of Corrections Sex Offender Registry](#). This site can be searched by zip code or by name.

## **TIMELY WARNINGS**

In order to provide students, faculty, staff, administration, and community members with information necessary to make informed decisions about their health and safety, Columbia College of Nursing is prepared to issue timely warnings for any crime or emergency that represents an ongoing threat. Emergency notifications are primarily sent via e-mail and mobile text messaging through the SONISWEB data management platform, but could include other means including postings throughout the campus. Notifications will be issued upon the confirmation of a significant crime, emergency, or dangerous situation involving an immediate threat to the health or safety of anyone on campus. The success of the notification system depends on students, faculty, staff, and administration utilizing active e-mail accounts and the mobile texting feature through the SONISWEB data management platform.

## **CAMPUS/BUILDING ACCESS**

The Columbia College of Nursing campus is open to students, faculty, staff, and administration, other building leaseholders, and the general public during the following days/times: Monday through Friday: 5:30am-6:00pm, Saturday: 7:00am-2:00pm, Sunday and Holidays: building is closed all day. During non-business hours, access to the College is by Columbia College of Nursing Photo ID badge at designated entrances. Columbia College of Nursing does not have any campus residences.

The owner and landlord of the building is Port Road Management, Columbia College of Nursing and Columbia St. Mary's deal with the building owner and their receptionist for operational issues. Port Road Management employs maintenance workers and they are responsible for, as examples, plumbing repairs, HVAC corrections, preventative maintenances on sewers and drains, re-lamping, repair of common areas, roof repair, garage repairs and cleaning, etc. Columbia St. Mary's Plant Engineering performs certain tasks specific to the leased Premises. Examples are generator maintenance, hanging art or shelving, repair of CSM fixed assets, and the like.

## **SECURITY AWARENESS**

During orientation in August and January, students are informed of services offered by Columbia College of Nursing and Columbia College of Nursing/Columbia St. Mary's Security. Campus tours are led by the Assistant Dean of Business Affairs or Columbia College of Nursing volunteers with written handouts, providing information about maintaining personal safety and campus security. A common theme of all awareness and crime prevention programs is to encourage students, faculty, staff, and administration to be aware of their responsibility for their own security and the security of others.

Tip: To enhance personal safety, especially after an evening class, walk with friends or someone from class that you know well, or call JBM Patrol and Protection after 6:00pm for an escort at 414-465-9581.

When time is of the essence, information is released through security alerts posted throughout the campus, via e-mail, and by text messaging sent through the SONISWEB data management platform.

## **EMERGENCY NOTIFICATIONS**

Emergency notifications are primarily sent via e-mail and mobile text messaging through SONISWEB data management platform, but could include other means including postings throughout the campus. Notifications will be issued upon the confirmation of a significant crime, emergency, or dangerous situation involving an immediate threat to the health or safety of anyone occurring on the campus. The success of the notification system depends on students, faculty, staff, and administration utilizing active e-mail accounts and the mobile texting feature through SONISWEB data management platform.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of an emergency, Columbia College of Nursing works closely with Columbia College of Nursing/Columbia St. Mary's Security, Glendale Police Department, North Shore Fire Department, and the North Shore Health Department to help mitigate the emergency. Students, faculty, staff, and administration participate in all emergency response and evacuation procedures.

Separate tornado and fire drills are conducted each year on campus, while daytime classes are in session. Both drills require students, faculty, staff, and administration to report to a designated area. The Assistant Dean of Business Affairs, with the assistance from faculty and staff, account for those who are known to be in the building. The Assistant Dean of Business Affairs and Columbia College of Nursing/Columbia St. Mary's Security then evaluate the total response to the tornado and fire drills and make revisions to processes, as needed.

Two categories of emergency responses exist. They are either "evacuation" or "shelter-in-place." If an incident occurs and the building or area around the building becomes unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose individuals to the outside danger. Thus, "shelter-in-place" would be the appropriate response, and all would be advised to take shelter in the building, and with a few adjustments, the College can be made safer and more comfortable until it is safe to go outside. In the event of an emergency or dangerous situation, the College will determine the safest response to the situation. The notification can be communicated in different forms, including verbal instructions, using bullhorns, e-mail, and/or sending a text message via SONISWEB data management platform.

If an incident occurs, the member who identifies the incident will respond according to protocol and will notify one of the individuals on the Incident Command Team. First responders are trained to isolate, contain, and neutralize the incident. The Incident Command Team will confirm there is a significant emergency, determine who to notify and the content of the notification, and initiate the notification system. The main priority of the team is to support emergency field operations and to manage and direct activities that will be involved in crisis response and recovery.

Incident Command Team members consist of:

- Columbia College of Nursing Assistant Dean of Business Affairs
- Columbia College of Nursing/Columbia St. Mary's Security
- Columbia St. Mary's Vice President of Human Resources and Lead Executive
- Columbia St. Mary's Hospital Security Dispatch
- Columbia St. Mary's House Officer
- Columbia St. Mary's Administrator On Call
- Columbia St. Mary's Media Relations Representative

## **POLICIES/EMERGENCY PLANS**

Medical Emergency:

- If condition is life threatening, call 911 (Remember to provide them with your location)
- If able, follow-up by contacting one of the following:
  - o Christina Italiano, Assistant Dean of Business Affairs, at 414-326-2306
  - o Columbia College of Nursing/Columbia St. Mary's Security at 414-326-2040
  - o Columbia St. Mary's Hospital Security Dispatch at 414-291-1081
  - o JBM Patrol and Protection at 414-465-9581 or 414-647-1291, between the hours of 6:00pm and 6:00am

Fire:

- Activate the fire alarm from any pull station, located near exists, and evacuate safely
- Check-in at the designated meeting area (northwest corner of the student parking lot)
  - o Tip: Follow the rules of **R.A.C.E.**
    - **R** – Remove others from fire or smoke location
    - **A** – Alert students, faculty, staff, administration, and visitors to the fire
    - **C** – Contain the fire by closing doors before exiting the building
    - **E** – exit the area and do not attempt to extinguish the fire unless you have been trained and can do it safely
  - o Tip: If operating a portable fire extinguisher, follow the four step **P.A.S.S.** procedure. If the fire does not begin to go out immediately, leave the area at once.
    - **P** – Pull the pin
    - **A** – Aim low. Point the extinguisher hose at the base of the fire
    - **S** – Squeeze the lever above the handle
    - **S** – Sweep from side to side, aiming at the base of the fire.

Tornado:

- **Tornado Watch:** *conditions are favorable for a tornado.*
  - o *No specific action is required for a tornado watch. However, be on alert for changing weather conditions.*
- **Tornado Warning:** a tornado has been sighted.
  - o If tornado warning sirens are heard, students, faculty, staff, and administration should close all doors and escort visitors to the inside corridor of the Academic Center (between the Student Enrichment Center and Clinical Learning Lab), away from windows.
  - o Remain in this area until an “all clear” is given by a representative of the Columbia College of Nursing Administration team.

### **SUMMARY**

Each year, an e-mail notification is made to all enrolled students, faculty, staff, and administration that provides the website address to access this report. Copies of the report may also be obtained from the Assistant Dean of Business Affairs, Room 361, by calling 414-326-2306, or email at [christina.italiano@ccon.edu](mailto:christina.italiano@ccon.edu).



## Clery Act Crime Statistics

### CRIMINAL OFFENSES

CRIMINAL OFFENSES	On-Campus			Public Property			Unfounded Cases
	2014	2015	2016	2014	2015	2016	2016
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0
Sex Offenses, Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
WEAPON LAW VIOLATIONS							
Arrests	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS							
Arrests	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS							
Arrests	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0



\* The following definitions of crimes are based on the FBI's Uniform Crime Reporting System.

**Murder and Nonnegligent Manslaughter**—The willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded. Justifiable homicides are limited to: (1) the killing of a felon by a law enforcement officer in the line of duty; and (2) the killing of a felon, during the commission of a felony, by a private citizen.

**Negligent Manslaughter**—The killing of another person through negligence.

**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.

**Sex Offenses, Nonforcible**—(Except "Prostitution Offenses") Unlawful, nonforcible sexual intercourse.

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

**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. Simple assaults are excluded.

**Burglary (Breaking or Entering)**—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.

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

**Weapon Law Violations**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Drug Abuse Violations**—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations**—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

## HATE CRIMES

HATE CRIMES	On-Campus			Public Property			Public Property
	2014	2015	2016	2014	2015	2016	2016
Criminal Homicide	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Damage to Property - Vandalism	0	0	0	0	0	0	0

\* The following definitions of crimes are based on the FBI's Uniform Crime Reporting System.

**Homicide Offenses**—The killing of one human being by another.

**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.

**Sex Offenses, Nonforcible**—(Except "Prostitution Offenses") Unlawful, nonforcible sexual intercourse.

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

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

**Burglary (Breaking or Entering)**—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft**—The theft of a motor vehicle.

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

**Larceny/Theft Offenses**—The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

**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.

**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.

**Destruction/Damage/Vandalism of Property**—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.