

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

The Center for Allied Health & Nursing Education attempts to offer a safe and secure campus. The Campus Director has primary responsibility for safety and security on campus. In the absence of Campus Director, the Campus Coordinator or Program Chair will provide oversight of campus safety concerns. Contact numbers for the offices responsible for safety and security on campus can be found below.

The Center for Allied Health & Nursing Education does not employ a full-time campus security staff. The Dean of Students works closely with the Hackensack Police Department, which may be reached by calling 911 or (201) 646-7777.

If you become aware of a crime, observe a suspicious person, or are a victim yourself, the first contact you make should be to promptly report all emergencies to the police. Additionally, please report all incidents or suspicious activity to either the Dean of Students or the Registrar.

Reports to Center personnel involving bodily injury (including sexual offenses), theft, or an ongoing threat to campus security will be reported to the Hackensack Police Department. Reports not involving the foregoing will usually be investigated internally. Police reports are public records under state law. If you are the victim of a crime and do not want to pursue action within the public criminal justice system, you may still want to consider making a confidential report with the Center. With your permission, the Campus Director or his/her 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.

Students, faculty, staff, and guests are encouraged to report all crimes and public safety incidents to the appropriate office in a timely manner. In the event of an emergency or to report a crime, dial 9-1-1. To report an incident to school officials (or in non-emergency situations), below is a list of offices that may be contacted:

Hackensack

Campus Director: 201-575-4661  
Program Chair: 201-489-5836  
Main Line: 201-489-5836

Brandon

Campus Director: 201-645-1778  
Campus Coordinator: 813-246-5111  
Main Line: 813-246-5111

Ewing

Campus Director: 609-643-4216  
Campus Coordinator: 609-777-9035  
Main Line: 609-777-9035

Jacksonville

Campus Administrator: 904-866-4268  
Campus Coordinator: 904-733-3588  
Main Line: 904-733-3588

The Center does not employ full-time or part-time pastoral or professional counselors. As such, there is no procedure for pastoral or professional counselors to report crimes.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the **Campus Director**, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

issued. The warning will be issued in one or a combination of the following methods: electronic e-mail, our website ([www.cannj.com](http://www.cannj.com)), telephone, voice mail, media announcements, or posting of information outside student lounge.

Emergency Response and Evacuation Procedures

The Center has adopted the following Emergency Plan for the purpose of facilitating the flow of information to administrators, key staff members, faculty and the media when an emergency event occurs at The Center or involves Center students or members. The Center's Emergency Plan is as follows:

When The Center is threatened in an emergency situation, the Campus Director **will confirm that a significant emergency situation exists. Upon confirmation, the Campus Director or his/her designee** will contact and organize an Emergency Operations Team. The Emergency Operations Team is normally comprised of The Center's CEO, President, Campus Director and Deans.

The Emergency Responsible Team is responsible for:

- Establishing an emergency headquarters and command post;
- Establishing and directing, if needed, a primary evacuation and temporary housing site for students, faculty and staff.
- **Verbally informing each classroom of the emergency**
- **Determining the content of the notification and who the notification will be presented to**
- Ensuring that all staff are informed of the emergency and providing direction, including, but not limited to, advising staff to check/close all doors, ready first-aid and health care kits, and make ready other precautions.
- Contacting emergency personnel
- Issuing media releases **to the outside community**

**The Center will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.**

**In an effort to protect the well-being of students, employees and guests, The Center will, on an annual basis, conduct a test of the emergency response and evacuation procedures. This test will contain the following components:**

- **Will be scheduled**
- **Contains a drill and an exercise that test both procedures and coordination of efforts**
- **Designed for evaluation and assessment**
- **Follow-through activities to evaluate the test**
- **Documentation of the results of the test**

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

Due to the nature of emergency response, the outcome is not always easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event. To facilitate the response, students are expected to follow the directions of the Emergency Response Team and remain calm at all times.

Annual Disclosure of Crime Statistics

The Campus Director (or appropriate designee), in concert with the corporate office prepares the annual crime statistics report. The Campus Director or appropriate designee prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared by compiling available information from local law enforcement agencies surrounding our campus.

Campus crime, arrest and referral statistics include those reported to the Center's administration, designated campus officials (including but not limited to directors, deans, executives), and local law enforcement agencies.

Each year, information will be disseminated via distributed flyer, email, or posting of information outside of student lounge. The disseminated information will either contain the annual security report or reference a web site containing the report. Faculty and staff will receive similar notification through posting of information in the faculty lounge. Copies of the report may also be obtained at the Administration office located at the lower level of 387 Main St., Hackensack, NJ 07601 or by calling (201) 489-5836 and asking for administration. All prospective employees may obtain a copy from the administrative office in the lower level of 387 Main St., Hackensack, NJ 07601 or by calling 201-489-5836 and asking for administration or by accessing the web site address indicated on the employment application.

Campus crime data are also available from the United States Department of Education website: <http://www.ope.ed.gov/security>.

Campus Access & Maintenance

During business hours, the Center will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to the Center's facilities is available only to employees by key only. Non-employees are not permitted access to any school facilities during non-business hours. The campus does not have any residences.

Maintenance personnel inspect the entire campus and buildings regularly to discover and correct health, safety, or maintenance problems. Security-related maintenance problems (e.g. doors, windows, locks) in need of repair should be reported to the receptionist or Dean of Students.

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

Campus Crime Statistics

<b>Jeanne Clery Disclosure of Campus Security Policy &amp; Campus Crime Statistics Act Report</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible & Non Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Weapons Possession</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

<b>Drug Abuse Violations</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

<b>Liquor Law Violations</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

Note 1: Referrals for disciplinary action include incidents where no arrest occurred but the matter was referred for internal student or employee disciplinary action.

Note 2: There were no reported hate crimes for the years 2008, 2007, or 2006.

Security Awareness and Crime Prevention

Student orientation programs are offered to all new students each term. These orientation programs include a review of policies and rules related to conduct and behavior expected of students. Orientation includes presentations and information on topics such as drug and alcohol policies, security awareness, crime prevention and reporting obligations.

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

Employees are provided with information relating to campus security procedures and crime prevention throughout the hiring process.

The Center does not provide specific programs to enrolled students or current employees that inform students and employees about the prevention of crimes.

Off-Campus locations

The Center does not have any officially recognized student organizations with off-campus locations. As such, there is no policy in place for the monitoring and recording, through local police agencies, of criminal activity of students engaged at off-campus locations of student organizations.

Weapons

No one is permitted to carry a weapon on campus premises. Violators of this policy will be subject to disciplinary action, up to and/or including suspension, dismissal, or termination of employment, as applicable.

Data Security

The Center's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet are privileges which may be limited or revoked at any time. Computer usage may be monitored so students and employees should not have an expectation of privacy. Students, faculty, and staff have a responsibility to use computers and the Internet ethically and lawfully, and the Center reserves the right to report any suspected illegal activity to the appropriate authorities.

Any attempts to circumvent PC/Network security, damage or tamper with any of the Center's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action including suspension, dismissal, or termination of employment. Internet access is provided in various rooms and offices. The Center has installed systems that attempt to block offensive material, and restrict access to sites that have been known to monopolize network bandwidth, or violate copyright laws.

Alcoholic Beverages & Illegal Drugs

The Center strictly prohibits the possession, use, or distribution of illicit drugs and the possession, consumption, or distribution of alcohol on Center property or at any Center related activity. The sale or possession of any controlled substance including marijuana is illegal under both federal and state law, and such laws are strictly enforced by the Center's authorities.

Violators of the drug and alcohol abuse policy will be subject to disciplinary action which may include, but is not limited to: suspension, dismissal, termination of employment and/or referral to outside authorities.

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

In accordance with Section 120(a)-(d) of *HEA*, The Center's drug and alcohol abuse prevention program description can be found in the Master Academic Catalog under the heading *Drug and Alcohol Free Policy*.

Disclosure to Students

The Center will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this disclosure.

Sexual Offenses

Sexual assault is a crime prohibited by state law. Sexual assault includes any forcible sexual act directed against another person forcibly and/or against that person's will; or not forcibly but the victim is incapable of giving consent. Sexual assault also includes non-forcible sexual acts that are unlawful as incest or statutory rape. Sexual assault is not tolerated at the Center. Violators of the sexual assault policy will be subject to disciplinary action which may include, but is not limited to: suspension, dismissal, termination of employment and/or referral to outside authorities.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Center strongly advocates that a victim of sexual assault report the incident in a timely manner, either directly to local police or to a Center official, such as the Dean of Students. Time is a critical factor for evidence collection and preservation.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or the Center's disciplinary proceedings. The Dean of Students or other designee from the Center will guide the victim through the available options and support the victim in his/her decision. The Center's personnel will also assist the student in notifying local authorities, if the student requests assistance in this regard.

The Center will change a student's academic arrangements after an alleged sex offense if those changes are requested by the victim and are reasonably available. The Center does not offer, in a professional capacity, any on or off-campus counseling, mental health, or other student services for victims of sex offenses. However, counseling options are available to victims externally through various agencies and organizations.

Campus disciplinary actions in cases of an alleged sexual offense entitle both the accused and the accuser to have other supporting witnesses present during a disciplinary proceeding, and both the accused and the accuser will be informed of the outcome of any institutional disciplinary

THE CENTER FOR ALLIED HEALTH & NURSING EDUCATION  
Security Report – Calendar Year 2011

proceeding that is brought alleging a sex offense. Sanctions imposed by the institution following a disciplinary proceeding may include but are not limited to: suspension, dismissal, and changes to campus privileges.

Educational programs related to sex offenses are included in various courses required to be taken by all students.

In accordance with federal regulations, the Center is informing you that registered sex offenders are listed on the internet at [http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html).

National Hotlines:

Drug Abuse Hotline	800-662-4357
CDC AIDS Information	800-342-2437
National Runaway Hotline	800-621-4000
Missing & Exploited Children	800-843-5678
Youth Crisis Hotline	800-448-4663
Poison Control Center	800-764-7661

New Jersey Resources:

Ambulance & Police 24 Hours	9-1-1
Coalition for Battered Women	888-883-2323
Domestic Violence Hotline	800-572-7233
Rape Crisis Hotline	201-488-7110
Drug Hotline (NJ)	800-225-0196
Crisis Intervention Hotline	973-540-0100
Emotional and Substance Abuse	800-LIFE-NET
NJ AIDS Hotline	800-624-2377

Florida Resources

Ambulance & Police 24 Hours	911
FL Coalition Against Domestic Violence	800-500-1119
FL Dept. of Corrections Victim Assistance	850-488-9166
FL AIDS Hotline	800-FLA-AIDS
Family Source Parent HelpLine	800-FLA-LOVE
Project Hope Disaster Crisis Counseling	866-518-1825