

INFECTIOUS DISEASE POLICY

Lackawanna College recognizes that individuals employed or studying at our College may come into contact with an infectious disease, and therefore, realizes that policies and procedures are required in relation to infectious diseases. Infectious diseases include, but are not limited to, AIDS, meningitis (in all forms), hepatitis (in all forms), legionnaire's disease (*Legionella*), Methicillin-resistant *Staphylococcus aureus* (MRSA), tuberculosis and many diseases of childhood.

To help prevent the spread of infectious disease on our campus, Lackawanna College would like to encourage all prospective students to avail themselves of vaccination against several infectious diseases that can occur in the college environment. We recommend vaccination for several of the diseases since there has been an increase in the transmission of these diseases, particularly on college campuses nationwide, throughout the past several years. It is our policy to assist in the education of our prospective students in order to protect the interests of our faculty, staff and students and make our environment as congenial, safe and equitable as possible. All College personnel will be educated regarding the utilization of "Universal Precautions" whenever these are deemed necessary.

Some of the vaccinations and immunizations available are those against several forms of hepatitis, meningitis and diseases considered diseases of childhood. (chicken pox, measles, mumps, and rubella).

Lackawanna College has a duty to provide and maintain a healthy and safe environment for all students, staff and others working at or visiting our sites. We have an obligation to minimize the risk to anyone in the College community of contracting an infectious disease. We are also committed to supporting and protecting our students, faculty and staff and others who have an infectious disease from discrimination and/or harassment. If, however, a known immuno-compromised employee or student engages in activities which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action. Lackawanna College recognizes that individuals have the right to privacy and confidentiality regarding their personal information. The College will ensure that processes are in place to protect this privacy.

EMERGENCY NOTIFICATION AND/OR TIMELY WARNING

Depending on the particular circumstances of the emergency and/or unusual event, especially in all situations that could pose an immediate threat to the Lackawanna College Community and individuals, the Department of Public Safety, with the concurrence with the Dean of Student Affairs, may post a notice via electronic mailing to every student, staff and faculty member. The electronic mailing is immediately accessible via computer by all students, staff and faculty. In addition, a notice containing essential information will be forwarded to the College Community via a text messaging system.

Presently, Lackawanna College is offering this service via the WENS system. Lackawanna College created this service to notify its students in the case of an emergency and/or unusual event. In the event of an emergency and/or unusual event, a text message will be sent to the mobile number and/or email of record outlining the nature of the emergency. This is a free service provided by the College, however normal text message fees may apply.

MISSING PERSONS POLICY

In the event a student is reported missing, the Director of Public Safety or his/her designee will notify the Dean of Student Affairs, no later than 24 hours after receipt of the report. The listed contact person(s) will be contacted and interviewed. An information form will be disseminated to resident students prior to them assuming occupancy in the residence halls, and will be mandatory for all resident students to complete the card. They will also be required to enter the contact information on the student portal.

Commuter students are also required to submit the contact information via the student portal. If any College official receives a report of a missing commuter student, they must immediately contact the Department of Public Safety.

If a missing person report is received on a student under the age of 18, and he/she is not an emancipated individual, the Dean of Student Affairs will immediately contact the student's legal guardian upon receiving the information.

The Director of Public Safety will contact one, or more, of the following law enforcement agencies: Scranton Police (570) 348-4141, or the Pennsylvania State Police- Dunmore Station ((570) 963-3156. The initial contact will be to

the appropriate jurisdictional authority, and the Director of Public Safety will reserve the right to contact all of the above. The Director of Public Safety will also activate the College's internal emergency response team.

FIRE AND EMERGENCY EVACUATION POLICY

All students, faculty members, administrators and classified personnel must consider the ringing of the fire alarm as a *bona fide* emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. **NO ONE IS ALLOWED TO REMAIN IN THE BUILDING EXCEPT ESSENTIAL PERSONNEL.** When exiting the building, students are asked to take with them backpacks and purses, coats and valuables they have on or near their persons. **THEY SHOULD NOT RETURN TO THE AREA FOR ANY ITEMS LEFT BEHIND UNTIL GIVEN PERMISSION TO RETURN TO THE AREA BY AN ADMINISTRATOR OF THE COLLEGE.**

- Orderly and rapid movement of people is imperative.
- Avoiding panic is vital.
- Use of the nearest exit will expedite evacuation.
- All personnel should go by the most direct route to the nearest parking area.
- All those exiting the building from the front will gather in the parking area on Vine Street.
- All those exiting the building from the back will gather in the parking area on N. Washington Avenue.
- NO ONE should remain near the doors to the building.

After the emergency is over or the drill is completed, an administrator will give the signal to return to class. If it is not possible to occupy the building, notification of the action to be followed will be given by an administrator.

BACKGROUND CHECKS FOR RESIDENT STUDENTS

In order to continue to provide a safe living environment for all resident students, Lackawanna College has established a policy that requires a background check to be conducted on all resident student applicants. These background checks will provide the college with valuable information that will enable our administration to identify previous criminal convictions that were committed by prospective students. Certain convictions would restrict them from becoming part of our residential community. The college has created a residence committee that will determine if any criminal convictions disqualify a student from becoming a resident. A student who has been disqualified from housing eligibility will be notified by the Dean of Students within seven business days. We hope this policy will provide a safer environment for all students, as well as confidence in the fact that Lackawanna College is a proactive safety oriented institution. Background checks will be conducted once a security deposit has been received.

STUDENT CODE OF CONDUCT

The following behaviors will result in disciplinary action not excluding dismissal from the College:

1. Any action indicating a lack of respect or concern for the welfare or safety of others or conduct which may discredit the College;
2. Any violation of published College policies, rules, and regulations;
3. Violation of federal, state, or local laws on or off campus while enrolled as a student;
4. Any action intended to intimidate another person because of race, color, religious or national origin, disability, or sexual orientation;
5. Non-compliance with College policies and state and federal laws relative to drugs, alcoholic beverages, and smoking.
6. Illegal or unauthorized use, possession or distribution of firearms, explosives, or other weapons (including BB, pellet, and air guns) or chemicals of any type on College premises;
7. Obscene, lewd, or vulgar conduct, including public profanity;
8. Actions which demean a person's sexual freedom, gender, or sexual preference;
9. The display of sexually demeaning written or visual materials in any area of the College, including classrooms and labs;
10. The deliberate creation on the part of an individual student or a group of students of a hostile (or potentially hostile) environment;
11. Hateful acts or statements, expressions, or gestures that are abusive and/or intended to insult and/or stigmatize an individual;