

Plan for Assuring Health and Safety

Falcon Institute of Health and Science will work to ensure the health and safety of all students, employees and guests.

The following plan will be used to obtain this objective.

The building will be protected with a fire alarm system and will be monitored 24 hours a day, 7 days a week by a monitoring service.

An Active Shooter video will be shown to all employees and students in order to prepare them for safety in case of an active shooter situation.

Cameras will be utilized in the parking lot, the entrance to the building, library and the classrooms in order to provide student, employee and guest protection and security.

The Falcon Institute of Health and Science will utilize the following procedure for providing health related assistance and for investigating accidents:

1. All accidents and illness that occur while the student is present at the school or any school related function must be reported to the faculty immediately. The student must complete the Incident Form as directed by the nursing faculty.
2. If an illness or emergency occurs when the student is at school, only first aid may be rendered by the faculty.
3. If an accident or illness occurs while the student is at the school, the student will be given the option to be seen at the Emergency Department or to make arrangements with their family physician.
4. Students who incur an accident, incident, or occupational exposure on the clinical setting must follow the protocols of the Clinical Agency and report same to the Falcon Institute of Health and Science faculty for follow-up. Students are financially responsible for any medical care received at the clinical agencies or for any medical follow-up necessitated by the injury.
 - A. Any student who sustains an injury, or feels ill, should immediately:
 1. Report the incident to the faculty in attendance.
 2. If the injury was caused by a needle or other sharp object, the student should discard the object in the proper receptacle and wash the affected area immediately with soap and water.
 3. In addition to completing the Falcon Incident Reporting form, the student must complete all participating agency accident forms required.

All reports of unusual events/accidents will be reviewed by the Program Director and, if needed, an investigation will be initiated and completed by the Program Director.

The Falcon Institute of Health and Science will utilize the following procedure when confronted with Anti-Harassment Incidents:

It is the policy of Falcon Institute of Health and Science that sexual harassment of students or applicants for admission in any form is unacceptable conduct, which will not

be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of Falcon Institute of Health and Science shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies or educational experience at Falcon Institute of Health and Science. Similarly, no faculty member or other employee of Falcon Institute of Health and Science shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (i) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (ii) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other Falcon Institute of Health and Science employee, or visitor or invitee of the school in connection with the educational experience offered by Falcon Institute of Health and Science should, bring the matter to the immediate attention of the Program Director, at the telephone number specified in the school catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the Program Director, or who is not satisfied after bringing the matter to the attention of the Program Director, should report the matter to the President.

Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons. Falcon Institute of Health and Science will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

The Falcon Institute of Health and Science will use the following policy when confronted with Bias Related Crime:

A hate crime is committed when a person commits a specified offense *and intentionally selects the person against whom the crime is committed* in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. A hate crime is also committed when a person commits a specified offense and *intentionally commits the act or acts*

constituting the offense in whole or in substantial part because of such belief or perception.

Victims of hate crimes are encouraged to report the offense as soon as possible after the incident. The Program Director can provide information regarding assistance, resources and options of action available to the victim. The information provided by the Program Director will include the availability of counseling and other support services in the community. Counseling services are not available at the school. In addition, victims of hate crimes are reminded of their right to report the matter directly to local law enforcement officials.

Reports received by the school of alleged hate crimes perpetrated by enrolled students or school employees will be forwarded to the Chief Executive Officer, who will refer the matter to local law enforcement officials. The school may also impose sanctions against students or employees found guilty of hate crimes. For students, these sanctions may include, without limitation, suspension or termination from the school. For employees, these sanctions may include, without limitation, suspension or termination of employment.

The Falcon Institute of Health and Science will utilize the following Fire and Emergency Drills Policy:

Periodically, fire and other emergency drills will be conducted at the school in order to familiarize on campus students with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully. If a fire or fire hazard is discovered, an instructor or staff member must be notified immediately. Fire alarm stations are located throughout the building and will be activated in the event of a fire. All exits are marked and students are expected to leave the building in a prompt and orderly fashion using these exits. Check the posted exit guide in the classroom or lab. Class will resume following the all-clear signal.

The Falcon Institute of Health and Science will utilize the following Fire and Emergency Response and Evacuation Procedures:

As part of Falcon Institute of Health and Science's Fire and Emergency Response and Evacuation Procedures, the school will attempt to immediately contact students and employees via email, phone and other means reasonably designed to inform students about any immediate threat to the health or safety of students or employees occurring on the campus.

In case of fire and/or other emergency, students must follow the directions of school officials. All rooms have exit routes designated on the maps posted in each classroom, office, and restroom. Students must follow directions as given to them by a school-designated official.

The Falcon Institute of Health and Science will utilize the following Sexual Violence Education Policy:

The Falcon Institute of Health and Science is committed to supporting PA Act 104 legislation. Education will be provided to each student regarding:

- A discussion of sexual violence
- A discussion of consent, including an explanation that the victim is not at fault
- A discussion of drug and alcohol-facilitated sexual violence
- Information relating to risk education and personal protection.

- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to school authorities and local law enforcement. (Please refer to the student handbook regarding sexual violence reporting policy.)
- The possibility of pregnancy and transmission of sexual diseases.
- Introduction of members of the educational community from:
 - Local law enforcement
 - Women's Center and Rape Crisis Center
 - School Counseling Services
- A promise of discretion and dignity.
- A promise of confidentiality for victims of sexual assault

Materials that will be used to provide this education are as follows:

-Sexual Assault is a Serious Crime Brochure

This dual language brochure (one side in English, Spanish on reverse) defines sexual violence, it address who is at risk for sexual victimization, the emotions that may be experienced, offer advice on how to get help and also provides information how others can offer support.

-Gonna Make it Music Video (DVD)

This 4-minute rap video addresses incest and drug-facilitated sexual assault. It sends an important prevention message to which it is easy to relate.

-Risk Reduction Brochure

Written for teens and adults, it offers tips for reducing one's risk of being victimized. It also explains sexual violence cannot be prevented and it is not the victim's fault.

The Falcon Institute of Health and Science will utilize the following policy when confronted with Reporting Rape, Acquaintance Rape and other Forcible and Non Forcible Sex Offenses:

Falcon Institute of Health and Science is committed to maintaining an environment supportive of its primary educational missions and free of exploitation and intimidation. Sexual assault or other forms of nonconsensual sexual activity will not be tolerated. This policy is applicable to students, faculty, and staff. The school enforces this policy through internal disciplinary and encouragement of external prosecution through the appropriate local law enforcement officials.

Sex offenses covered under this policy include any sexual act directed against any person forcibly or against that person's will.

Should a sex offense occur during school hours or on school property or clinical sites, the victims are encouraged to report the incident as soon as possible the local law enforcement agency as well as to the school. The Program Director will then provide information regarding assistance, resources, and options for action that are available to the victim. In addition, victims of sex offenses will be reminded of their right to report the matter directly to local law enforcement officials. The Falcon Institute of Health and Science will also report any such incidents to the appropriate authorities if the school faculty becomes aware of it.

Complaints against enrolled students or school employees will be forwarded to the Chief Executive Officer for the investigation.

The plan will be distributed to employees via email.

The plan will be available to students and employees as it will be posted on the notice board in the library.

This plan will be evaluated by all faculty members annually during their routine evaluation on the questionnaire provided.

This plan will be evaluated by all students when they complete their routine evaluations.

This plan will be evaluated annually by the Institutions Advisory Committee.