PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

*CAMPUS SECURITY REPORT 2026-2027**

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This Report contains policies, facts, and requirements that were correct at the time of publication. The governing personnel at PIMS reserve the right and authority to alter any and/or all of the statements contained herein

The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act),** 20 USC § 1092(f), requires colleges and universities, participating in federal student aid programs to disclose current crime statistics and campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. After researching the safety of the campus on which she was murdered, her parents discovered that the campus community had never been told about 38 violent crimes that had occurred on the campus over the 3 prior years. They championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. The law has been amended several times since enactment and the reporting requirements expanded.

The act is enforced through the U.S. Department of Education (ED) and any complaints can be filed with clery@ed.gov.

ANNUAL DISCLOSURE OF CRIME SECURITY REPORT

The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from local polices forces for identifying crimes that occurred on city streets and property adjacent to the PIMS campus. This report is made available annually to all current/prospective students, faculty and staff. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three-year reporting period. In addition to this report, PIMS also reports its crime statistics to the Department of Education, which posts the information to their web site at https://ope.ed.gov/campussafety/#/.

DRUG-FREE INSTITUTION

BACKGROUND

The Pittsburgh Institute of Mortuary Science has long been committed to the maintenance of an academic and work environment free of all forms of drug and alcohol abuse and is furthermore committed to prescribing various educational and counseling programs and disciplinary action to implement achievement of this goal. Substance abuse can create safety and health hazards which may cause unacceptable job and academic performance and behavior. Therefore, it is the policy of the Pittsburgh Institute to initiate and enforce the following procedures to insure a drug free institution.

Pittsburgh Institute of Mortuary Science prohibits the unlawful possession, manufacture, distribution, dispensing, and use of illicit drugs and alcohol on the Institute's properties in accordance with the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and with the Drug-Free Workplace Act of 1988 (Public Law 100).

OBJECTIVE

It is the objective of this policy that the Institute's substance abuse policy, procedures and assistance, including disciplinary action for non-compliance, are in accordance with the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and with the Drug-Free Workplace Act of 1988 (Public Law 100).

SECTION I: DEFINITIONS

A. **Personal Medication**- Drugs or medication prescribed by a physician or purchased over the counter, used as

directed, for a medical condition or illness.

B. **Substance**- Alcohol, any legal drug or medication used in an illegal manner or fashion, or any illegal drug.

Furthermore, substance is defined as any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school or work hours or in any other Institute location as defined below.

C. **Substance Abuse**- Includes the misuse or abuse of prescribed drugs or medications, non-prescribed medications, alcohol, or the use of any illegal substances.

D. **Workplace/Institute Location**- Any place or environment associated with Pittsburgh Institute of Mortuary Science, where work is conducted and/or employees and/or faculty and students meet. It shall also include off-premise property at any school-sponsored or school approved activity, event or function, such as a field trip, where students are under the jurisdiction of or are representing the Pittsburgh Institute of Mortuary Science.

SECTION II: POLICY AND PROCEDURE

The illegal use of drugs or alcohol in the workplace or on Institute property or as part of any Institute- sponsored activity is strictly prohibited.

Employees may not be under the influence of drugs or alcohol in the workplace.

- Faculty, employees, and students are prohibited from the unlawful manufacturing, distributing, dispensing, possessing or unlawful using of "substances" or "personal medication" in the "institution."
- Failure to adhere to this policy may be cause for disciplinary action up to and including dismissal from the workplace or institution and referral for prosecution.
- As a condition of employment or student status, the faculty member/employee or student must notify the President and Dean of Faculty and Students of any drug conviction for a violation occurring in the workplace no later than five (5) days after the conviction.

Any student who violates any portion of this policy will be subject to disciplinary action, including suspension or dismissal, under the *Student Code of Conduct.* Any employee who violates any portion of this policy will be subject to disciplinary action up to and including discharge under the appropriate disciplinary procedures.

- If the faculty member or employee is engaged in work associated with federal contracts or grant monies or if the student is the recipient of federal, state, or local grants or loans, the contracting/granting agency will be notified of the conviction.
- After a thorough investigation, the President will take the indicated personnel or student action up to and including dismissal and/or suggest follow-up treatment at an appropriate community resource.
- Faculty, employees or students with substance abuse related problems are encouraged to seek assistance from the Administration in resolving this dilemma before it compromises their health and safety.

SECTION III: COMPLIANCE WITH THE LAW

All on-campus possession and consumption of alcoholic beverages must be conducted in accordance with Pennsylvania law regarding the possession, sale, and consumption of alcohol. Any possession of illicit drugs or legal drugs or pharmaceuticals used in an illicit manner is strictly prohibited.

Individuals under the age of 21 may not purchase, possess, or consume beer, wine, or intoxicating liquor. It is also

against the law for any person to furnish beer, wine, or intoxicating liquor to any person under 21 years of age.

No person shall have in his or her possession any open container of beer, wine, or intoxicating liquor in any public place except where the alcoholic beverage has been lawfully purchased for consumption on the premises of the holder of the appropriate license from the Pennsylvania Liquor Control Board.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

Drugs

- The Controlled Substance, Drug, Device and Cosmetic Act, 35 PA, C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, $500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or $250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a school or university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
- The Pharmacy Act of 1961, 63 PA, C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a $5,000 fine, or both.
- The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
- The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a $4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a $2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a $5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
- Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods ranging from one year to an indefinite

period depending on the nature of the offense, if the student was receiving aid at the time of the conviction, and whether the student is a repeat offender.

Alcohol

The Pennsylvania Liquor Code, 47 PA, C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 PA, C.S.A. 6307 et seq., provides the following:

- It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to $300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to $500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to $500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
- It is a crime to intentionally and knowingly sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; imprisonment for up to one year for any violation.
- It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
- It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; imprisonment for up to one year for any violation.
- It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
- It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.
- It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.
- Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
- It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University /School will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.
- The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

SECTION IV: HEALTH RISKS

Alcohol. Alcohol consumption causes a number of changes in behavior and physiology. Even low doses

significantly impair judgement, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines. Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, reduce coordination, and energy level. Frequent users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Cocaine/Crack. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Heroin. Heroin is an opiate drug that causes the body to have diminished pain reactions. Heroin is physically addictive. This and other opiate drugs are respiratory depressants; their use can be associated with coma and death.

SECTION V: DISTRIBUTION OF POLICY AND RESOURCE MATERIALS

Pittsburgh Institute of Mortuary Science has developed the following procedure for distributing resource materials to its students and employees.

- All students will receive a copy of the policy and associated resource materials relative to the Drug Free Schools and Communities Act and the Drug Free Workplace Act of 1988 on Orientation Day for new students and in October of each year for continuing students

- All employees will receive a copy of the policy and associated resource materials relative to the Drug Free Schools and Communities Act and Drug Free Workplace Act of 1988 upon initial hiring and annually in October. A review of policy and procedures related thereto is conducted on a biannual basis. A tracking log has been developed to assess the effectiveness of its program.

- This document:
    - tracks the number of drug and alcohol related disciplinary actions
    - tracks the number of drug and alcohol related treatment referrals
    - tracks the number of drug and alcohol related incidents recorded by law enforcement officials
    - tracks the number of drug and alcohol related incidents of vandalism
    - tracks the number of students or faculty and employees that are attending self-help or other counseling groups related to alcohol or drug abuse
    - tracks student, faculty and employee attitudes and perceptions about drug and alcohol problems on campus.

SECTION IV: RESOURCES

POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS

All members of the campus community are prohibited from possessing or carrying weapons of any kind while on Institute property, regardless of whether they are licensed to carry the weapon or not.

Institute sanctions will be imposed on offenders as appropriate which may include expulsion or dismissal and, in addition, criminal charges may be filed.

For the purposes of this policy, "weapons" include (a) firearms, such as handguns, shotguns, rifles, BB/pellet guns, machine guns, stun guns, paintball guns, air soft guns, tasers, or electronic stun weapons; (b) explosives, such as bombs, grenades, blasting caps, or other containers containing explosive substances; (c) other equipment, material, and devices that, in the manner they are used or could ordinarily be used, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but are not limited to, knives (except small personal pocket knives with folding blades that are less than three (3) inches long), brass knuckles, clubs, or chains.

CAMPUS SECURITY AUTHORITIES

The Department of Education in 34CFR Part 668 also defines "campus security authorities" as someone with "significant responsibility for student and campus activities". The following offices are considered the PIMS "campus security authorities":

Dean of Faculty and Students	(412) 362-8500, ext. 119
Registrar/Director of Administrative and Student Services	(412) 362-8500, ext. 113
Financial Aid Administrator & Title IX Coordinator	(412) 362-8500, ext. 105
Pittsburgh Police Department	911
Non-Emergency	(412) 255-2827

The campus does not have a campus police/security department.

REPORTING A CRIME

In the event of an actual crime or emergency in progress, get to a safe place and call 911 immediately.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to one of the campus security authorities in a timely manner. Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, and/or inside the building should be reported. Do not hesitate to call 911 if you see a crime or emergency in progress.

All crimes that are reported will be posted to the Campus Security Report within a day of being reported. To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported or emergency incidents. The written statements are included as part of a written report; and such statements may be used by those entrusted with campus security, and local/state law enforcement authorities for the purpose of criminal apprehension, and/or crime prevention. Criminal incidents may also be reviewed by the Institution's administrative staff for the purpose of disciplinary action.

VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime and do not want to pursue action within the Institute or criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean can file a report on

the details of the incident, without revealing your identity. The purpose of this report is to comply with your wish to keep your identity private, while taking steps to ensure the safety of the campus community. With this critical information, the Institute can keep accurate records 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 of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the Institute. According to the Pennsylvania Licensed Schools (XX-G), victim can request accommodations if there is a concern about being in the classroom with anyone involved in reported instance

TIMELY WARNINGS

Information on criminal incidents and other campus emergencies that occur, either on or off campus, that, in the judgement of the PIMS Administration constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued. The information contained in the warning may include but is not limited to the type of incident, the location of the incident, the date and time the incident occurred, and how the community should respond. Timely warnings will be issued through both the campus email system and the opt-in text system currently in place. Any additional or follow-up information will be available via the Institutes website and social media outlets. The Dean (in consult with Mrs. Elachko and Ms. Moyer) will issue all timely warnings, in the event of his absence Mrs. Elachko or Ms. Moyer will issue the warning.

FACILITIES

The main building is opened by Administration daily and closed by either staff or housekeeping. The Embalming Facility is opened and closed by the instructor on call as needed. Normal hours of operation are 7:00 am – 4:15 pm daily unless a special event is scheduled. After hours use of either building requires the approval of Administration. Persons using the building after hours should do so with a partner or let someone outside of the building know where they are and how long they plan to be there.

Both facilities are equipped with a fire alarm system that reports locally with an audible/strobe alarm system and to the Fire Department. Both buildings are also equipped with sprinkler systems.

The Pittsburgh Institute of Mortuary Science, Inc. maintains a security system for access to the Institute via an intercom at the front door. All students and others are to announce via the intercom who they are and their business to be conducted. An electronic door-release will then be activated to allow the person to enter the building. Cameras are installed inside and outside of the building which can be used should an a crime occur.

PERSONAL SAFETY

IN THE EVENT OF SUSPICIOUS OR CRIMINAL ACTIVITY, GET TO A SAFE PLACE AND PROMPTLY CALL 911.

Personal safely and property security at PIMS is everyone's responsibility. The Administration at PIMS urges all members of the campus community to participate in making the campus as safe as possible. If members of the community develop good security habits, they can assist the Institute in safeguarding personal and college property.

New students will be informed about crime prevention at their Orientation Day and employees shall be informed on a regular basis, at regular meetings as part of its agenda.

DEVELOP GOOD SAFETY HABITS BY FOLLOWING THESE SECURITY TIPS:

If you sense a potential threat

- Assess the situation and take action.
- Move away from the potential threat. You will need to make a quick decision to determine how immediate the threat is and how drastic your action should be.
- Join in with a group of people that are nearby. Cross the street and increase your pace to move away from danger.
- Go to a well-lighted public place and call the police immediately.
- If you believe that a threat is imminent and you see people nearby to help you, yell, scream, or make a commotion in any way that you can.
- If you see someone else in trouble, call 911 immediately.
- After you have avoided the threat, notify the police.

Possible situation that could indicate a potential threat

- Unusual noise, such as gunshots, screaming, and anything suggestive of foul play, danger or illegal activity. In such situations, call 911 immediately.
- Open or broken windows or doors, which could signify a potential burglary in progress or scene of a completed crime.
- Person(s) sitting in parked vehicles for extended periods of time.
- A vehicle driving slowly at night with its lights out.

Walking alone on and around campus

- Walk purposefully, briskly and keep moving.
- Avoid traveling the same route every day.
- Have keys ready when approaching a locked door.
- If dropped off by a car service, ask the driver to wait until you are safely inside the building.
- Stay in well-lit areas as much as possible.
- Arrange a buddy system with someone that you know.
- Stay alert to surroundings and trust personal instincts.
- When in danger, attract attention any way that you can.

Safety in your car

- Have a car key ready when approaching a vehicle and check to make sure no one is hiding inside or under the car.
- Park in well-light designated parking areas.
- Keep all valuables out of sight in the truck of the vehicle.
- Always lock your car.

SEX OFFENDER REGISTRIES

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act,* the Jeanne *Clery Act,* and the Family Educational Rights and Privacy Act of 1974, PIMS is providing the following links:

www.pameganslaw.state.pa.us/

www.homefacts.com/offenders/Pennsylvania.html

https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1

The "Campus Sex Crimes Prevention Act" requires sex offenders who are enrolled in or work at institutions of higher education to register with the state's sex offender registration program. The state in turn is obligated to notify the school as soon as possible.

CRIME DEFINITIONS

- *Murder/Non-Negligent Manslaughter:* the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicide, accidental deaths, and justifiable homicide are excluded.
- *Negligent Manslaughter:* the killing of another person through gross negligence.
- *Sex Offenses-Forcible:* Any sexual act directed against another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent.
- *Forcible Rape*- is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy* – is oral or anal intercourse with another person, forcibly and/or against that
- person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental of physical incapacity.
- *Sexual Assault With An Object* – is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against
- that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling* – is the touching of the private parts of another person for the purpose of sexual
- gratification, forcibly and/or against the person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sex Offenses-Non-Forcible: unlawful, non-forcible sexual intercourse (limited to incest and statutory rape)
- *Incest* – is the non-forcible sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
- *Statutory Rape* – is the non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery: the taking or attempting to take anything of value of the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.
- Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury resulted from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- Burglary: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking or entering

with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).
- Arson: the willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- Along with the above listed crimes it is a requirement to report arrests and campus disciplinary referrals for the following offenses:
- Liquor Law Violations: the violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Drug Abuse Violations: violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives; morphine, heroin, codeine; marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- Weapon Law Violations: the violation of laws or ordinances dealing with weapons offences, regulatory in nature, such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien possessing weapons and all attempts of the aforementioned.
- *Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim, which include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. These also include (1) larceny- theft, (2) simple assault, (3) Intimidation, (4) destruction /damage/vandalism of property, and (5) dating violence/domestic violence/stalking.*

All crime definitions are taken from the F.B.I.'s Uniform Crime Reporting Handbook.

VAWA crimes: Dating Violence, Domestic Violence, and Stalking

The Institute prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

Dating Violence: 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 length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim, (ii) by a person with whom the victim shares a child in common, (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred, or (v) 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 in which the crime occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress for purposes of the

definition of “stalking,” (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Consent: the voluntary agreement of the complainant to engage in the sexual activity in question. Conduct short of a voluntary agreement to engage in sexual activity does not constitute consent as a matter of law.

The following situations DO NOT constitute consent:

- Where the agreement is expressed by the words or conduct of a person other than the complainant
- Where the complainant is incapable of consenting to the activity
- Where the accused induces the complainant to engage in the activity by abusing a position of trust, power or authority
- Where the complainant expresses, by words or conduct, a lack of agreement to engage in the activity, or
- Where the complainant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

The Clery Act defines bystander intervention as, "Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic 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.” (34 CFR 668.46(j)(2)(ii))

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911.This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.

For many people who have been affected by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about brainstorming ways to stay safe that may also help reduce the risk of future harm. It can include planning for a future crisis, considering your options, and making decisions about your next steps. Finding ways to stay and feel safer can be an important step towards healing, and these plans and actions should not increase the risk of being hurt.

Safety planning when someone is hurting you:

- **Lean on a support network.** Having someone you can reach out to for support can be an important part of staying safe and recovering. Find someone you trust who could respond to a crisis if you needed their help.
- **Become familiar with safe places.** Learn more about safe places near you such as a local domestic violence shelter or a family member's house. Learn the routes and commit them to memory.
- **Stay safe at home.** If the person hurting you is in your home, you can take steps to feel safer. Try hanging bells or a noise maker on your door to scare the person hurting you away, or sleep in public spaces like the living room. If possible, keep the doors inside your house locked or put something heavy in front of them. If you're protecting yourself from someone who does not live with you, keep all the doors locked when you're not using them, and install an outside lighting system with motion detectors. Change the locks if possible.
- **Keep computer safety in mind.** If you think someone might be monitoring your computer use, consider regularly clearing your cache, history, and cookies. You could also use a different computer at a friend's house or a public library.
- **Create a code word.** It might be a code between you and your children that means "get out," or with your support network that means "I need help."
- **Prepare an excuse.** Create several plausible reasons for leaving the house at different times or for existing situation that might become dangerous. Have these on hand in case you need to get away quickly.

Safety planning when someone is stalking you:

- **Tell someone you trust.** Stalking shouldn't be kept a secret. Tell your parents, loved ones, a trusted adult, or the local police to determine if a report can be made.
- **Be prepared to reach out.** If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save these contacts under a different name. Memorize a few numbers in case you don't have cell phone access in the future.
- **Change your routine.** Be aware of your daily routine and begin to alter it overtime. Switch up the way you commute more often, taking different routes or different modes of transportation.

Safety planning when leaving the person hurting you:

- **Make an escape bag.** Pack a bag that includes all important papers and documents, such as your birth certificate, license, passport, social security card, bills, prescription drugs, and medical records.
  Include cash, keys, and credit cards. Hide the bag well. If it's discovered, call it a "hurricane bag" or "fire bag." If you are escaping with children, include their identifying information as well.
- **Prepare your support network.** Keep your support network in the loop. Let them know how to respond if the perpetrator contacts them.
- **Plan a destination.** If you're not going to stay with someone you know, locate the nearest domestic violence shelter or homeless shelter.
- **Plan a route.** Then plan a backup route. If you are driving, have a tank of gas filled at all times. If you rely on public transportation, know the routes departure times. Many public transportation systems have mobile apps that update their schedules and arrival times.
- **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.

Survivors of Sexual Assault or other Gender Violence Survivors are urged to take the following steps:

1. *Medical Treatment and Preservation of Evidence* - To get immediate medical treatment, call 911. It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for

sexually transmitted infection and emergency contraception, if appropriate. A medical examination may also include the collection of physical evidence for use in prosecution, if the survivor so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, survivors should not bathe, douche, or change clothes before seeking medical treatment. Forensic evidence is collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented including through the preservation of photographic evidence. Evidence of stalking, including any communication, such as written notes, voice mail, or other electronic communications should be saved and not altered in any way. Toxicology testing for "date rape drugs" is most effective within 72 hours of an assault. Results will not be analyzed unless a police report is filed.

2. *Support and Counseling Services* - The safety and well-being of survivors are of paramount importance. The Institute strongly encourages survivors to contact trained professionals for emotional support, medical services, and advocacy as soon as possible. Support options include: • National Domestic Violence Hotline: 1-800-799-SAFE (7233) or 1-800-787-3224 www.thehotline.org or 1-800-END-RAPE www.paar.net • A trusted friend, adviser, or faculty member.

Organizations that offer assistance to victims of abuse:
DOMESTIC VIOLENCE HOTLINES
Abuse programs involve confidential information. In order to protect victims, they do not release their addresses. As such, the following hotline numbers are the only way to obtain their services.

Partner Violence Agencies
Allegheny County

Alle-Kiski Area Hope Center
PO Box 67
Tarentum, PA 15084
724 224 1266
www.akhopecenter.org
The AKAHC, Inc (HOPE) works to safely eliminate the incidence of violence through direct services and community education and collaboration

Center for Victims
Pittsburgh, PA 15206
412 482 3240
1 866 644-2882 HOTLINE
www.centerforvictims.org
Healing trauma, supporting victims, and creating social change for a more peaceful community



Crisis Center North
PO Box 101093
Pittsburgh, PA 15237
412 364 5556
1 866 782- 0911 TOLL FREE HOTLINE
www.crisiscenternorth.org
Crisis Center North is a domestic violence counseling and resource center, serving the northern and western communities of Allegheny County. The agency provides free and confidential services to victims of domestic violence including: a 24-hour hotline; individual and group counseling for children and adults; legal advocacy; medical advocacy, case management; economic empowerment programming; and school and community- based prevention education programming.



Women's Center & Shelter of Greater Pittsburgh
PO Box 9024
Pittsburgh, PA 15224
412 687 8005
www.wcspittsburgh.org
Armstrong County



HAVIN, Inc
PO Box 983
Kittanning, PA 16201
724 543 1180
1 800 841-8881 HOTLINE
www.havinpa.org Beaver
County



Women's Center of Beaver County
PO Box 428
Beaver, PA 15009
724 775 0131
1 877-629-1841 HOTLINE
www.womenscenterbc.org
The Women's Center of Beaver County provides child and adult victims of domestic and sexual violence with safety,

advocacy, and support. Services include shelter, counseling, support groups, court accompaniment and transitional housing.

Butler County

Victim Outreach Intervention Center (VOICe)
111 S. Cliff Street
Suite 1A
Butler, PA 16001
724 776 5910
1 800 400-8551 HOTLINE
www.voicebutlercounty.org
VOICe is a system change organization that provides free and confidential services to individuals and families who are victims of violent crime.
VOICe works within the Community to provide survivors with the resources, tools, and options that allow them to assert their personal power and self-determination skills.

Cambria County

Women's Help Center
809 Napoleon Street
Johnstown, PA 15901
814 536 5361
814 536 5361 HOTLINE
www.womenshelpcenter.org

Washington & Fayette County

Domestic Violence Services of Southwestern Pennsylvania
724-223 9190 Washington
724 439 9500 Fayette
www.peacefromdv.org Greene
County

Domestic Violence Services of Southwestern Pennsylvania
724-223-9190
800-791-4000
www.peacefromdv.org Indiana
County

Alice Paul House
PO Box 417
Indiana, PA 15701
724 349 4444 and 1 800 435-7249 HOTLINES
www.alicepaulhouse.org

Jefferson County

Community Action, Inc /Crossroads Project
105 Grace Way

Punxsutawny, PA 15767
814 938 3580
http://www.jccap.org/

Lawrence County

Crisis Shelter of Lawrence County
1218 W. State Street New
Castle, PA 16101 724 652 9036

The Crisis Shelter of Lawrence County encourages, empowers and advocates for those affected by domestic violence, sexual assault and other violent crimes. We inspire, through awareness, education, prevention and intervention, citizens who are proactive in creating a safer community and breaking the cycle of violence.

Mercer County

AWARE
109 D. South Sharpsville Avenue Sharon,
PA 16146
888 981 1457
www.merceraware.org

Somerset County

Women's Help Center
809 Napoleon Street
Johnstown, PA 15901
814 536-5361
Somerset Location:
124 N. Centre Ave.
Somerset, PA 15501
www.womenshelpcenter.org

Venango County

Family Service & Children's Aid Society of Venango County
716 East Second Street
Oil City, PA 16301
814 677 4005
www.fscas.org/

Washington County

Domestic Violence Services of Southwestern Pennsylvania
724-223-5481
800-791-4000
www.peacefromdv.org

Westmoreland County

Blackburn Center Against Domestic & Sexual Violence
PO BOX 398
Greensburg, PA 15601
724-836-1122 or 1-888-832-2272 Toll-free
www.blackburncenter.org

Other Victims' Service Agencies in our Area

Center for Victims
3433 E. Carson Street
Pittsburgh, PA 15203
412.482 3240
866 644-2882 (HOTLINE)
www.centerforvictims.org
The Center for Victims of Violence and Crime (CVVC) provides victim advocacy and support services, crisis intervention, counseling and community education programs that address the causes and impacts of all types of violence and crime. Our mission is to help individuals, families and communities survive the trauma and receive the help and healing they need.

Persad Center
Located in Pittsburgh, PA with an outreach center in Washington, PA, and serving all of Western Pennsylvania.
(412) 441-9786
5301 Butler Street, Suite 100
Pittsburgh, PA 15201
www.persadcenter.org
Persad Center is the nation's second oldest licensed counseling center specifically created to serve the gay, lesbian, bisexual and transgender (GLBT) community. Persad provides quality professional, accessible and culturally-affirming psychotherapy and psychiatric services for GLBT and HIV+ individuals, couples and families. A domestic violence program is part of Persad's services. Counseling is available for both victims and batterers.

Pittsburgh Action Against Rape (PAAR)
81 South 19th Street
Pittsburgh, PA 15203
412 431 5665
1 866 END RAPE (1 866 363-7273)
www.paar.net
PAAR's mission is to respond to survivors of sexual violence with crisis intervention counseling and advocacy; advocate for systems to respond to and prevent sexual violence and education to prevent sexual violence.

Womansplace
24 Hour Toll Free Hotline: (800) 220-8116 Shelter

Intake and Crisis Counseling 24 hours

PO BOX 299

Doylestown, PA 18901

On the web: www.awomansplace.org

Pittsburgh Action Against Rape Hotline	**1-866-363-7273**
City of Pittsburgh Bureau of Police	**412-323-7800 or 911**

College faculty and staff members have the duty to report incidents of sexual assault to the Title IX coordinator. Students wishing to keep their information as confidential as possible should speak with a rape crisis counselor, a clinician at the counseling center, a medical provider in the context of receiving medical treatment, or a member of the clergy. These members of the community are confidential and private resources and do not have the obligation to report instances of sexual assault.

3. *File a Report with Local Law Enforcement* - The Institute urges survivors to consider reporting sexual assaults and other gender violence to local law enforcement authorities. PIMS Administrative personnel will assist and accompany the survivor every step of the way throughout the process. Although the Institute strongly encourages pressing criminal charges, the choice is the survivor's and the Institute will respect that choice.

4. *File a Report with the Institute* - Students may choose to file a report with the Institute. The Institute and police/legal system work independently from one another. Students can file reports with PIMS, with law enforcement, or with both systems. Students who report an instance of sexual assault or other gender-based misconduct as well as those accused of such misconduct are entitled to have a supporter available to them throughout the procedure. At the conclusion of the procedure, both the student who filed the report and the responding individual receive a notification with the outcome of the procedure. A student, staff, or faculty member who is found responsible for violating the policy is subject to sanctions including but not limited to reprimand/warning, "no contact" orders, change in schedule or job duties, revocation of honors or awards, restricted access to facilities or activities, disciplinary probation, academic and employment suspension, dismissal, and revocation of degree. In addition to other sanctions, the Institute may require any employee, faculty member, staff member or student determined to be responsible for a violation of policy to receive appropriate education and/or training related to the gender-based misconduct violation at issue. PIMS may also recommend counseling or other support services. The school will use a preponderance of evidence standard in determining the outcome of the investigation. When a domestic violence, dating violence, sexual assault, or staking incident is reported to the school; whether it occurred on or off campus, the victim will be provided a written explanation of their rights and options.

5. *Consider Obtaining a Protection from Abuse Order or Similar Protective Order* - In addition to obtaining an Institute no-contact order, student, employees, faculty, and staff may seek to obtain a protection from abuse order under Pennsylvania law. A protection from abuse order is a civil order that provides protection from harm by family or household members, sexual or intimate partners or persons who the victim has a child in common with. You can file your petition for a protection from abuse order with the Court of Common Pleas in the county where you live (permanently or temporarily), where you work, in any county where the abuse can be served (i.e., where s/he lives or works), or in the county where the abuse took place. However, if you are going to be asking the judge to remove the abuser from the home that you share, you MUST file the petition in the county where your home is located. If you need to file an order immediately and the county courthouse is closed, call your local police department or 911 to see which magisterial district judge is on call. S/he may be able to grant you an emergency order that will last until the next business day when you must go to the prothonotary's office to file a protection from abuse order.

You will not be charged any fee for filing a PFA petition.

6. *Academic Accommodations* - The Institute will take appropriate steps designed to mitigate the effects of alleged dating or domestic violence, sexual assault, and stalking, prevent its recurrence, and make accommodations for the students involved. This may include academic accommodations, increased monitoring, supervision where the alleged misconduct occurred, and training and educational materials for the campus community. If there is reason for concern about possible retaliation or harm, the Institute will take protective measures in consultation with the affected students. Additionally, the Institute may provide interim measures to protect the safety of a complainant who reports gender-based misconduct, including restricting contact between individuals and/or altering academic schedules. Following report of an incident among students, the Administration will provide written notice to the complainant and respondent of the accommodations that may be available. Complainants may request accommodations even in cases where a complainant has requested that no investigation be undertaken or the complainant or respondent has declined to participate in Institute disciplinary proceedings or the criminal process. The Institute will maintain the confidentiality of any accommodations or protective measures provided to the victim to the extent possible.

Compliance with the above provisions does not constitute a violation of FERPA.

PITTSBURGH INSTITUTE OF MORTUARY SCIENCE NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

PIMS is committed to providing prompt and effective resolution of allegations of discrimination and harassment. The grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title X of the Education Amendments of 1972 (34 C.F.R. 106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. 105.7(b)), and on the basis of age filed under the Discrimination Act of 1975 (34 C.F.R. 110.25(b)).

Title IX protects students, employees, applicants, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All members of the campus community, as well as those visiting campus are protected under Title IX – regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin.

To file a complaint contact Ms. Moyer, Title IX Coordinator at (412) 362-8500, ext. 105 or jmoyer@pims.edu. His office is located at 5808 Baum Boulevard, Pittsburgh, PA, 15206.

As a student of PIMS you have the right to file complaints of discrimination and harassment. Investigations will be conducted in a fair, respectful and consistent manner.

All students attending PIMS are expected to comply with the terms and conditions of this policy and to work with the administration to ensure that prohibited contact does not occur.

Disciplinary action, including expulsion, will be taken against any student who violates this policy.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Sexual harassment refers to a behavior that is unwelcome, whether those stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the Institute. Sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the Institute,
- The harassment has the purpose of effect or interfering with the student's school performance or creating an

environment that is intimidating, hostile or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspects of academics.

The Institute remains always watchful for inappropriate behavior or conduct, but in the event that it is difficult for the Institute to detect, it will become the student's responsibility to advice Ms. Moyer of any harassment or discrimination that may have occurred. If a faculty member is the person who is responsible for the harassment or discrimination or if you have reported such conduct to the Dean's office and no action appears to have been taken, then you are to report this situation to Mrs. Elachko.

FORMS OF HARASSMENT

Forms of harassment may include but are not limited to:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off color jokes, propositions, threats, or suggestive or insulting sounds;
- Visual/Non-Verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or absence gestures;
- Physical: unwanted physical contact including touching, interference with an individual work movement, or assault; and
- Other: making or threatening reprisals as a result of negative response to harassment.

What you should do if you believe you are a victim of harassment or discrimination

- Do not remain silent. Tell the harasser that you find such conduct offensive and unwelcome and that you want the conduct to immediately cease.
- You may find it helpful to keep a detailed log of the all incidents noting the date, time, location of incident, and persons involved and any witnesses to the event and their contact information.

Harassment in any form will not be tolerated at PIMS. If any member of the PIMS community becomes aware of any form of harassment or discrimination, it is the responsibility of that member to report the incident immediately to the Dean, Mrs. Elachko, or Ms. Moyer.

Filing a Complaint

- An individual alleging discrimination or harassment files a complaint with the Dean, Mrs. Elachko, or Mrs. Elachko. Complaints may be verbal, third-party testimony, or a written document.
- Complaints must be filed within ninety (90) days of the last act of alleged discrimination or harassment or within ninety (90) days from becoming aware of the alleged act(s).

Investigation

- PIMS will respond to the initial complaint within three (3) days of the notification of the alleged act(s).
- If the allegation proves to have merit, PIMS will conduct a formal investigation, which may include interviewing witnesses, obtaining formal written and/or verbal testimony, other types of evidence or documentation, etc. The investigation will be completed within thirty (30) days unless extenuating circumstances demand an extension to the investigation.

Response and Decision

- PIMS will issue a written statement of the findings of the investigation within fifteen (15) days of the completion of the investigation. The findings statement will be sent to both the Complainant and Respondent via certified return receipt mail through the U.S. Postal Service.

- The school will use a preponderance of evidence standard in any Title IX proceeding.
- The findings statement will include a determination as to whether or not discrimination or harassment occurred and any appropriate solution or disciplinary actions that have been decided, up to and including, termination of employment or expulsion from the Institute. Disciplinary actions will be decided on a case-by-case basis.

Retaliation
PIMS strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation will be treated as a separate allegation of discrimination or harassment.

SEXUAL ASSAULT POLICY AND PROCEDURES

- In the event of a sexual offense students should call 911 and contact the police immediately and the Dean, Mrs. Elachko, or Ms. Moyer secondly. It is extremely important that all evidence is preserved at the scene of a crime for proof that a criminal act has occurred.

- The student has the option to notify the police or campus administration. Campus personnel are available for assistance of notification of the authorities if requested.

- In the event a student wishes to seek counseling services for victims of sexual assault, please visit Pittsburgh Action Against Rape (PAAR) at www.paar.net. This is same group that does the "End Rape on Campus" program that all students and staff are required to attend each spring at PIMS.

- All victims and/or witnesses can report incidents on a voluntary, confidential basis to be included on the annual security report. The school does not employ any pastoral or professional counselors but encourages any outside counselors to inform those students they may be treating, that they can report crimes on a voluntary, confidential basis and the incidents will be listed on the annual security report.

In Pennsylvania, a police report does NOT need to be submitted in order for a victim to be referred for an evidentiary exam. These exams can be administrated at any local emergency room. All of the exams are covered for the victim through the Victims Compensation Assistance Program (VCAP).

- If a victim needs to change classes due to an assault, please see Mrs. Elachko. The request will be reviewed and if it can be accommodated, the student will be notified.

- In the event of a campus disciplinary action in cases of an alleged sex offense-
  (A) The accuser and the accused are entitled to the same opportunities to have others present during the hearing
  (B) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. The outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused; and
  (C) Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

CRIME STATISTICS

The following statistical information is provided by local law enforcement agencies and individuals at PIMS with significant responsibility for student and campus activities.

In compliance with the Student-Right-to-Know and the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act), a copy of the crime statistics of the Pittsburgh Institute of Mortuary Science, Inc. is presented. These statistics are compiled and presented on or before October 1 of every year.

Please note that PIMS does not have on-campus housing facilities.

Reportable Offense	2023	2024	2025
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense – Forcible	0	0	0
Sex Offense – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Arrest for: Liquor law violations	0	0	0
Arrest for: Drug-related violations	0	0	0
Arrest for: Weapons possession	0	0	0
Disciplinary Referrals: Liquor law violations	0	0	0
Disciplinary Referrals: Drug-related violations	0	0	0
Disciplinary Referrals: Weapons possession	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0

on campus a
public property b
PIMS does not have any non-campus buildings or property

There were no hate crimes reported for the calendar years reported above.

POLICY ACCEPTABLE USE
COMPUTER EQUIPMENT, CELL PHONE AND INTERNET

It is the intent of Pittsburgh Institute of Mortuary Science, Inc. (PIMS or the Institute) to provide a quality technological environment for the PIMS community in which certain standards are observed. All PIMS' students, faculty and staff authorized to use PIMS computing facilities are responsible for reading, understanding, and complying with the following policies. It is also the intent of Pittsburgh Institute of Mortuary Science, Inc. to promulgate policies to maximize safety of its employees and independent contractors while appropriately managing the risk of the Institute.

It is the policy of Pittsburgh Institute of Mortuary Science, to recognize that students pursuing career objectives through education have the opportunity to use the computer equipment located in the computer lab for assisting and enhancing the educational experience while a student. The use of the computer equipment and Internet connections is a privilege. Users are expected to make efficient, ethical and legal use of these resources for acceptable educational purposes. For the student community, these uses include preparing research papers and homework assignments.

It is also the policy of PIMS to recognize that faculty and staff need to have access to the information resource infrastructure both within PIMS and beyond the campus, need to share information and need to provide for security of the intellectual products of the community. All require that each and every user accept responsibility to protect the rights of the community. Any member of the PIMS community who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the PIMS information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the community may create intellectual products and maintain records, and in light of the PIMS policy in this area, has engaged in unethical and unacceptable conduct. Access to the networks and to the information technology (IT) environment is a privilege and must be treated as such by all users of these systems.

To ensure the existence of this information resource environment, members of the PIMS community will take actions, in concert with State and Federal agencies and other interested parties, to identify and to set up technical and procedural mechanisms to make the IT environment at PIMS and its internal and external networks resistant to disruption.

It is also recognized that in the pursuit of various business tasks, that employees and independent contractors associated with PIMS will have to travel on school business and will be driving to destinations for funeral home visits, college and job fairs, funeral-related conventions, etc. It is important to recognize that employees are to maintain safety procedures while en route to the various destinations. Cell phone safety shall include the following simple dos and don'ts when behind the wheel:

- Do follow all state and local regulations regarding cell phone use while driving. It is your responsibility to know the laws.
- Do use a hands-free device at all times.
- Do let voicemail take calls if you cannot pick up the phone safely.
- Don't surf the Web or use any other smart phone/PDA function such as text-messaging, instant messaging or email that takes any attention off the road.
- Don't use any function of your wireless device in heavy traffic, severe weather or other hazardous conditions.

It's Your Call- Put Cell Phone Safety First!

Pittsburgh Institute of Mortuary Science will not accept any responsibility or liability for any accidents, injuries, property damages, violations of local, state or federal laws, or any other losses or damages incurred or sustained by its employees or independent contractors while operating vehicles outside of the guidelines set forth hereinabove.

In the final analysis, the health and well-being of PIMS' employees and independent contractors and these resources are the responsibility of its users who must all guard against abuses which disrupt and/or threaten the long-term viability of the systems at Pittsburgh Institute of Mortuary Science and those beyond the Institute. PIMS requires that members of its community act in accordance with these responsibilities, this policy, relevant laws and contractual obligations, and the highest standard of ethics.

Requirements for use of PIMS technology resources and those personal technology resources used while on PIMS' business:

Comply with the acceptable use policy

Understand and agree that use of PIMS' technology resources or personal technology resources indicates acceptance of the policy

Understand that use of a personally-owned computer or personal cell phone that is on the Pittsburgh Institute of Mortuary Science property or while on PIMS' business obligates the owner to comply with the PIMS Acceptable Use Policy

Obtain necessary accounts and passwords and be responsible for maintaining the security of all accounts

Realize computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority.

User Responsibilities

When using computer resources at Pittsburgh Institute of Mortuary Science, all parties accept the following specific responsibilities:

- To respect the privacy of other users; for example, you shall not intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or PIMS, shall not represent others, unless authorized to do so explicitly by those users, nor shall you divulge sensitive personal data to which you have access concerning faculty, staff, or students without explicit authorization to do so.
- To respect the intended usage of resources: for example, you shall use only those resources (USERID and password, funds, transactions, data, processes, etc.) assigned to you by service providers or others authorized to do so, and shall not access or use other such resources unless explicitly authorized to do so by the appropriate authority.
- To respect the shared nature of resources; for example, you shall avoid activities that unreasonably tax system resources or that, through frivolous use, go beyond the intended use of the system.
- To respect the rights of other users; for example, you shall comply with all PIMS policies regarding sexual, racial, or other forms of harassment.
- To respect the intended usage of systems for electronic exchange (such as email, IRC, Usenet News, World Wide Web, etc.); for example, you shall not send forged electronic mail, mail that will intimidate or harass other users, chain messages that can interfere with the efficiency of the system, mass mailings not related to the topic(s) or promotional mail of a
- private nature unrelated to job tasks. Also, you shall not break into another user's electronic mailbox or read someone else's electronic mail without his or her permission.
- To respect the integrity of the system or network; for example, you shall not intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system. Alterations to any system or network software or data component shall be made only under specific instructions from those authorized to do so.
- To respect the financial structure of a computing or networking system; for example, you shall not intentionally develop or use any unauthorized mechanisms to alter or avoid charges levied by the Institute for computing, network, and data processing services.
- To adhere to all general PIMS policies and procedures including, but not limited to, policies on proper use of information resources, information technology and networks, acquisition, use, and disposal of PIMS-owned computer equipment; use of telecommunications
- equipment; personal electronic equipment while on PIMS' premise or on PIMS' business, ethical and legal use of software; and ethical and legal use of administrative data.
- To respect the legal protection afforded by copyrights; for example, violate the Federal Copyright Law by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.

It is contrary to Pittsburgh Institute of Mortuary Science Acceptable Use Policy to engage in any of the following behavior:

- Violate computer software license agreements.
- Violate the Federal Copyright Law by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.
- Use another person's account or pin number or give your password or pin number or identification to another person for the purpose of gaining access to a PIMS- owned computer, network or database resource. Changing another person's password may be considered harassment.
- Access a file on a PIMS-owned computer or network without the permission of the owner to copy, rename, modify, examine or change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access to PIMS technology resources by actions such as distributing computer viruses, worms, or bulk email. Virus-scanning is required for all student, faculty and staff computers.
- Understand text and graphic files available over the Internet may be considered offensive in nature by some members of the PIMS community. As potential consumers of these materials, users are expected to exercise proper judgment and sensitivity as to how and where these materials are displayed.
- Operate a PIMS computer or personal computer on the PIMS network in a manner that is otherwise wasteful of any computing or network resource.
- Employ a computer to annoy or harass other users; for example, to send obscene, abusive or threatening mail.
- Use a computer to violate the principles of academic honesty.
- Misuse information accessed while performing work as a PIMS employee or contracted employee. Information stored on administrative computers is confidential. Use or distribution of such information other than as assigned is prohibited by PIMS policy and state and federal laws.
- Use or distribute any parts of PIMS administrative records that are accessed unintentionally. These include, but are not limited to information stored on disk, tape, hard copy, microfilm, as well as information on terminal screens.
- Use University-owned computer resources for commercial work, except as permitted by authorized persons.
- Tamper with computers, printers or any other associated PIMS-owned equipment or to remove PIMS-owned computer equipment, disks, hard copy or documentation without authorization.
- Gain access to PIMS technology resources when one is no longer eligible.
- Inappropriately use personal electronic devices while on PIMS' property or while on PIMS business that may endanger the employee.

It is also considered inappropriate use of PIMS-owned computer resources to engage in but is not limited to:

- playing games
- the unlawful copying/downloading of software
- accessing or attempting to access systems, data or other facilities or software not licensed or authorized by PIMS
- violating the privacy of another user by disclosing personal information about them
- cheating
- plagiaristic activities
- transmitting, viewing or copying offensive, obscene, or indecent images, data or other material
- tampering with or otherwise changing existing screen savers
- other unauthorized uses of a "personal" nature

Violations of PIMS Acceptable Use Policy:
Violations of any of the above guidelines are unethical and may be violations of other Pittsburgh Institute policies or considered to be criminal offenses. All associated parties are expected to report information you may have concerning instances in which the above guidelines have been or are being violated.
In accordance with established PIMS practices, policies, and procedures, confirmation of inappropriate use of Institute or personal technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Service providers will, when necessary, work with PIMS offices and others in the resolution of problems.

Reporting Incidents
In general, reports of violations of these guidelines should be directed to the President & CEO. It is the responsibility of all students and faculty to report incidents and is considered a violation of the Honor Code at Pittsburgh Institute of Mortuary Science to withhold knowledge of departures from policy.

POLICY COPYRIGHT

It is the philosophy of Pittsburgh Institute of Mortuary Science (PIMS or Institute or Institution) to foster and support compliance efforts related to copyrights with all members of the PIMS community.

BACKGROUND

Pittsburgh Institute of Mortuary Science has long been cognizant of protections that are afforded original works created by authors and other creative talents. This philosophy of compliance and respect would coincide with its rich history and tradition with regard to the quality of education and the integrity of all aspects of its educational mission. It has relied on this tradition and professionalism to define the boundaries of acceptable use with regard to understanding copyrights and infringement thereof.

An increasing number of questions have been raised about documents, whether in print or electronic form, and the ability to copy and distribute them. It became clear that the institution needed to develop a statement on copyright. While informal policies existed, the institution has never formally developed a policy. Consistent with its philosophy, this document is intended to serve as a set of guidelines for students, faculty and administrative staff of the institute in their uses of copyrighted materials.

Given the complexities of copyright law and the potentially severe implications of copyright infringement to the Institute and individual members of the PIMS community, these guidelines include a summary of the law as it relates to higher education, procedures for interpreting the law's mandates, and references to helpful resources.

At the same time, by implementing a policy regarding copyrights, the protections afforded and consequences for violations, the Institution and its community will be better served.

Overview of Copyright "The primary objective of copyright is not to reward the labour of authors, but [t]o promote the Progress of Science and useful Arts. To this end, copyright assures authors the right to their original expression, but encourages others to build freely upon the ideas and information conveyed by a work. This result is neither unfair nor

unfortunate. It is the means by which copyright advances the progress of science and art." –Justice

Sandra Day O'Connor (1991)

OBJECTIVE

It is the intent of Pittsburgh Institute of Mortuary Science that all members of the PIMS community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). Members of the PIMS community who willfully disregard the copyright policy do so at their own risk and assume all liability. The information included in this document provides guidelines for Institute community members who wish to reproduce, alter, or perform works, e.g., printed materials, audio-visual materials, artworks, computer software, etc., that are protected by copyright law.

Willful disregard of Pittsburgh Institute's Copyright Policy by members of the community may result in personal liability in the event that legal action is taken against them. Further, the Institute may refuse to defend employees named in a court suit and employees may be personally liable for any damages incurred as a result of the copyright violation.

DEFINITIONS:

Copyright is an important form of legal protection designed to promote the progress of science and the arts by securing for an author the benefits of his or her original work of authorship for a limited time. Publication is not essential for copyright protection.

What Is Copyright?

Specific rights are granted to the creators of creative works in the U.S. Copyright Act (Title 17, U.S. Code). Copyright law provides authors/creators and distributors of creative works with an incentive to share those works by recognizing the right to compensation when beneficiaries of the creative works use them in certain ways. Individuals wishing to reuse or reproduce a particular copyright-protected work must ordinarily obtain copyright permission.

There are, however, specific exceptions in the Copyright Act that permit the use of specific materials in certain academic settings. See the "Fair Use" section of this document for additional information.

GUIDELINES AND HISTORY OF COPYRIGHT LAW

Copyright Act of 1976. Section 106 of the Copyright Act of 1976 generally gives the owner of copyright the exclusive right to do and to authorize any of the following:

1. reproduce copies of the work;
2. prepare derivative works based on the copyrighted work;
3. distribute copies of the work by sale, rental, lease, or lending;
4. publicly perform the work (in the case of literary, musical, dramatic, choreographic, pantomime, motion picture, or audiovisual work); and
5. publicly display the work (in the case of literary, musical, dramatic, choreographic, pantomime, pictorial, graphic, sculptural, motion picture (including individual images), or other audiovisual work).

Works that have never been, or are no longer, protected by copyright are in the "public domain," and can be copied, republished, or otherwise used. Works that are protected by copyright may often be legally used in a limited way by educators under exemptions (§ 107-120) commonly referred to as "fair use."

Digital Millennium Copyright Act. The Digital Millennium Copyright Act (DMCA) of 1998 does not make changes that affect the fair use section of the 1976 Copyright Act. Nevertheless, the Act does address issues that relate to education. Title II of the DMCA establishes limits on copyright infringement liability for online service providers. Colleges and universities are included in the definition of "online service providers." Title IV of the Act made provisions for a study of copyright and distance education that as of 2005 are still under

consideration by Congress. The DMCA also amends exemptions for libraries and archives to accommodate digital technologies in the preservation of materials.

Sonny Bono Copyright Term Extension Act. The Sonny Bono Copyright Term Extension Act of 1998 extended copyright terms by 20 years. Prior to this act an author's copyright would last until fifty years after his death. Now copyright lasts until seventy years after the author's death, and copyrights for works of corporate authorship last 75 to 95 years. The act also affected copyright terms for copyrighted works published prior to January 1, 1978, increasing their term of protection by 20 years as well.

Public Domain Published Works with Expired Copyrights. The copyrights issued to works prior to 1923 have expired and this material may be copied without restriction. Works published between 1923 and 1963 are protected for 28 years and can be renewed for 67 years, if they were published with a notice. Works published between 1964 and 1977 are protected for 28 years, and the copyright has been automatically extended for 67 years. Copyrights granted after 1923 may have been renewed; however may not contain notice of the renewal. Therefore, it should be assumed all works dated 1923 or later are covered by a valid copyright, unless information to the contrary is obtained from the owner or the U.S. Copyright Office.

Unpublished Works. Unpublished works, such as theses and dissertations, are protected by the standard copyright if they were produced after January 1, 1978. If such a work was created before January 1, 1978 but has not been copyrighted, the work is protected for the life of the author plus 70 years, and will not expire before December 31,2002.

Government Publications. All U.S. Federal Government publications are not protected by copyright and may be freely copied. Works sponsored by, but not published by, the Federal Government may be protected by copyright. The copyright status of works published by state governments varies from state to state.

Public Domain Chart. The following chart was produced by Lolly Gasaway of the University of North Carolina is made freely available. For updates to the chart and more information, look at Gasaway's webpage: http://www.unc.edu/~unclng/public-d.htm

DATE OF WORK	PROTECTED FROM	TERM
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years1(or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation)
Published before 1923	In public domain	None
Published from 1923 - 63	When published with notice	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964 - 77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

1 Term of joint works is measured by life of the longest-lived author.
2 Works for hire, anonymous and pseudonymous works also have this term. 17 U.S.C. § 302(c).
3 Under the 1909 Act, works published without notice went into the public domain upon publication. Works published without notice between 1-1-78 and 3-1-89, effective date of the Berne Convention Implementation Act, retained copyright only if efforts to correct the accidental omission of notice was made within five years, such as by placing notice on unsold copies. 17 U.S.C. § 405.

Reproduced courtesy of Lolly Gasaway, University of North Carolina. Please see http://www.unc.edu/%7Eunclng/public-d.htm for updates.

When do protected works become part of the Public Domain?
A public domain work is a creative work that is not protected by copyright and which may be freely used by everyone. The reasons that the work is not protected include:

- the term of copyright for the work has expired;
- the author failed to satisfy statutory formalities to perfect the copyright; or
- the work is a work of the U.S. Government.

Once a work has acquired public domain status, it is no longer eligible for copyright protection.

FAIR USE

Copyright law does allow limited copying, distribution, and display of copyrighted works without the author's permission, under certain conditions known as "fair use."

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the Copyright Act (title 17, U. S. Code). One of the more important limitations is the doctrine of “fair use.” Although fair use was not mentioned in the previous copyright law, the doctrine has developed through a substantial number of court decisions over the years. This doctrine has been codified in section 107 of the copyright law.

The Fair Use Statute
The following is the full text of the fair use statute of the U. S. Copyright Act. Section 107 of the Copyright Act of 1976. Limitations on exclusive rights:

Fair Use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

But note that the concept of "fair use" provides limited exemption, and does not encompass wholesale copying and distribution of copyrighted work for educational or any other purpose, without permission. Copyright law does not specify the exact limitations of fair use. Instead, the law provides four interrelated standards or tests, which must be applied in each case to evaluate, whether the copying or distributing falls within the limited exemption of fair use.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research.
Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use. Duplicating and distributing selected portions of copyrighted materials for specific educational purposes falls within fair use.
2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered a fair use than copies made of a musical score or other imaginative work or a textbook.
3. The amount, substantiality, or portion used in relation to the copyrighted work as a whole. This factor requires consideration of 1) the proportion of the larger work that is copied and used, and 2) the significance of the copied portion. Copying extracts that are short relative to the whole work are more likely to be considered within fair use.
4. The effect of the use on the potential market of the copyrighted work. This factor is regarded... as the most critical one in determining fair use; and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the potential market and sales and, therefore, the potential profits of the copyright owner, that use is unlikely to be found a fair use.

The distinction between "fair use" and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

Guidelines have been developed from a broad base of interpretations of the Fair Use convention and follow herein.

The University of Texas has published a common-sensed approach to interpreting whether or not Fair Use convention applies and is presented below:

Is the work protected?

Copyright does not protect, this Policy does not apply to, and anyone may freely use*:

- Works that lack originality
    - o logical, comprehensive compilations (like the phone book)
    - o unoriginal reprints of public domain works
- Works in the public domain
- Freeware (not shareware, but really, expressly, available free of restrictions-ware -- this may be protected by law, but the author has chosen to make it available without any restrictions)
- US Government works
- Facts
- Ideas, processes, methods, and systems described in copyrighted works

The presence or absence of a copyright notice no longer carries the significance it once did because the law no longer requires a notice. Older works published without a notice may be in the public domain, but for works created after March 1, 1989, absence of a notice means virtually nothing.

GUIDELINES FOR PRINTED MATERIALS

Classroom Handouts/Copies

The determination of whether classroom handouts (i.e., an entire work or a sizable portion) require copyright permission is based on fair use analysis. If the handout is a new work for which the user

could not reasonably be expected to obtain permission in a timely manner and the decision to use the work is spontaneous, that work may be used without obtaining permission. If the handout is repeated from semester to semester and/or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance of the use, the user must obtain copyright permission to use the work. See http://www.copyright.com/Services/copyrightoncampus/basics/fairuse.html for more information.
The following are examples of fair use, as listed in the Association of Research Libraries (ARL) "Know Your Copy Rights" publication (2007):

- Copying reasonable portions of longer works for your class;
- Copying a timely article (or one you've recently discovered that is relevant for your class) when it's unreasonable to expect a sufficiently rapid reply to a request for permission; and
- Copying a graphic or an image from a work to display in your lectures.

Reserves – Paper or Electronic
Course Reserves (paper or electronic) may be authorized for items PIMS, personal copies, or items for which copyright permission has been obtained by the faculty member. An item owned by PIMS, or a personal copy, may be placed on Course Reserve in unaltered format without obtaining copyright permission. If faculty, staff, or students wish to reproduce additional copies of a work and place them on reserve for review, in either paper or electronic format, the requestor must obtain copyright permission. Interlibrary loan items may not be placed on reserve.

Photocopying and Scanning By Students, Faculty, and Staff
Students, faculty, and staff members may photocopy or scan materials for face-to-face teaching, private study, scholarship, or research at the William J. Musmanno Memorial Library provided the following criteria are met:

- The individual makes one photographic or scanned reproduction of an article from a periodical or a small portion of any other work;
- The reproduction becomes the property of the individual;
- The reproduction will not be used for purposes other than face-to-face teaching, private study, scholarship, or research; and,
- The Library displays the copyright policy at the location where the individual makes his/her reproductions.

Photocopying and scanning by students, faculty, and staff is subject to a fair use analysis as well. A single reproduction of a portion of a copyright-protected work, such as a copy or scanned reproduction of a journal article may be made without permission. Photocopying or scanning all the assignments from a book recommended for purchase by the instructor, making multiple reproductions of articles or book chapters for distribution to classmates, or reproducing material from consumable workbooks, all require permission.

In addition, a scanned copy may not be distributed via email (including attachments), posted on a web site, or in any other way distributed beyond use for face-to-face teaching, private study, scholarship, or research.

GUIDELINES FOR USING MULTIMEDIA AND THE INTERNET

The penalties for infringement are very harsh: the court can award up to $150,000 for each separate act of willful infringement. Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law, though, is no excuse. If you don't know that you are infringing, you still will be liable for damages - only the amount of the award will be affected. Then there are attorneys' fees.

There is one special provision of the law that allows a court to refuse to award any damages at all if it so chooses, even if the copying at issue was not a fair use. It is called **the good faith fair use defense** [17 USC 504(c)(2)]. It only applies if the person who copied material **reasonably** believed that what he or she did was a fair use - as would likely be the case if you followed this Policy! If you

qualify for this defense, it makes you a very poor prospect for a lawsuit. On the other hand, if you disregard sound advice about fair use, a court would be free to award the highest level of damages available. This makes someone who ignores policies a handsome target for a lawsuit.

PERSONAL RESPONSIBILITIES

Personal choices about copyright infringement must not be allowed to interfere with the professional integrity or with the academic integrity of the student relationship within the Institute. All Institute personnel and students interacting within the Institute shall:

- be especially attentive to this policy regarding copyright infringement;
- ensure awareness of implemented policies of the Institute;
- address any offending conduct by taking appropriate action, to include reporting incidents of copyright infringement of others. Reporting such conduct is in keeping with the Student Code of Conduct at Pittsburgh Institute of Mortuary Science.

PROCEDURE

REPORT CIRCUMSTANCES. Any employee or student who believes that he/she has been a witness to copyright violation(s) as defined herein, should report the circumstances forming the basis of that belief to the Dean of Faculty and Students.

- In the event that the Dean of Faculty and Students is a party to copyright infringement, the incident should be reported in writing to the President & CEO

- The President & CEO and Vice Chairman of Pittsburgh Institute of Mortuary Science (in the CEO's absence) shall be available for advice or discussion.

INVESTIGATION

- The President & CEO will thoroughly investigate every report of copyright violations.
- The President & CEO will discuss with the employee or student any consequences or remedies that will be available.

CONCLUSION

Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of "fair use" would clearly apply to the situation. The U.S. Copyright Office can neither determine if a certain use may be considered "fair" nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

We wish to acknowledge the following organizations for providing the starting point for the development of this policy. Some language obtained from these organizations have been retained in this document.

1. University of Texas www.utsystem.edu
2. Earlham College www.earlham.edu
3. Providence College www.providence.edu
4. Princeton University www.princeton.edu
5. Association of Research Libraries http://www.arl.org/news/pr/kycrpr.shtml

Emergency Preparedness/ Action Plan

Pittsburgh Institute of Mortuary Science

This document is designed and intended to provide faculty, staff, student population, and PIMS visitors with guidance in preventing and responding to emergencies. All members of the PIMS community should familiarize themselves with the content contained in this policy. It should be kept in an area that can be easily accessed in the event of an emergency.

Emergency Personnel Names and Phone Numbers

Dean Michael Burns	(412) 580-7842
Dr. Barry T. Lease	(412) 651-6161
Nicole J. Elachko	(412) 889-0103

Utility Shut-Off Locations

Electric Switch Gear	Basement	Breakers on every floor
Water Shut Off	Basement	
Gas Shut Off	Garage in back of Building	

Evacuation Routes

Evacuation routes are shown on the evacuation route maps posted on the 1st and 2nd floors. The following information is marked on the maps:

1. All doors leading to an outside exit
2. Location of all fire extinguishers
3. Fire alarm pull station locations
4. Assembly points

Emergency Phone Numbers

In the event of any and all emergencies that involves the police or fire departments call **911**

Utility Company Emergency Contacts

Electric	**(888)**	**393-7000**		
Gas	**(800)**	**253-3928**	**#343254 (Prep Ctr)**	**#193129 (Main)**
Telephone		**(412)**	**761-7700**	**Kapp Communications (Equipment)**

Tel Svc – Earth Lnk Business	**(800)**	**962-2488**
Post Office	**(412)**	**661-7981**

CLASSROOM EMERGENCY

Classroom disturbances such as unruly students, uninvited guests, demonstrations or physical contact: contact the Dean of any staff member – or call 911 if necessary.

Environmental problems such as air-conditioning, heating, lighting, water leaks: notify the Dean immediately or any member of the Administration.

Room Access – Locked out of a classroom, computer lab, or library? Master key should open all doors.

Computer Equipment/Audio Visual Problems: Document problems in writing or email the Dean or administrative personnel.

POWER/UTILITY FAILURE

ELECTRIC

Stay in well lit or emergency lighted areas
The hallways and stairwells have emergency lights
Listen for announcements and directions from PIMS staff
If Inside the elevator remain calm and the elevator will restart when the power is restored

WATER

Refrain from using restrooms until further notice Bottled
drinking water will be available if necessary

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURAL DAMAGE

- EXTENDED POWER LOSS

- OTHER (specify)_____

MEDICAL EMERGENCY

- Call 911

Provide the following information:

a. Nature of medical emergency,
b. Location of the emergency (address, building, room number),
and
c. Your name and the phone number from which you are calling.

- Do not move victim unless absolutely necessary.

- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
Name: Nicholas Ricci Phone: (412) 362-8500
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911
- If the fire alarm is not available, notify the site personnel about the fire emergency through the school portal and/or text message for those who opted into the emergency broadcast system.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area assembly areas listed on the evacuation map
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.

- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.
- Ensure that all employees have evacuated the area/floor.
- Assist all physically challenged students/employees in emergency evacuations.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss. · Fire sprinkler system · Standpipes · Potable water lines · Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

When a Large Chemical Spill has occurred:

- Immediately notify Emergency Personnel.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call 911, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Personnel.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

STRUCTUAL DAMAGE

- Notify the Emergency Personnel.
- Call 911 if there are any medical emergencies involved.
- Contact the appropriate authorities regarding the type of damage that was sustained.

TELEPHONE BOMB THREAT CHECKLIST INSTRUCTIONS:

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. YOUR NAME:
_____TIME: _____DATE: _____CALLER'S IDENTITY

SEX: Male _____Female _____Adult _____Juvenile _____APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____Long Distance _____Telephone Booth _____

VOICE CHARACTERISTICS
_____Loud ____High Pitch ____Raspy ____Intoxicated ____Soft ____Deep ____Pleasant ____Other

SPEECH
_____Fast ____Distinct ____Stutter ____Slurred ____Slow ____Distorted ____Nasal ____Other

LANGUAGE
_____Excellent ____Fair ____Foul ____Good ____Poor ____Other

ACCENT
_____Local ____Foreign ____Race ____Not Local ____Region

MANNER
_____Calm ____Rational ____Coherent ____Deliberate ____Righteous ____Angry ____Irrational
_____Incoherent ____Emotional ____Laughing

BACKGROUND
NOISES _____Factory ____Machines ____Music ____Office ____Machines ____Street
_____Traffic ____Trains ____Animals ____Quiet ____Voices ____Airplanes ____Party ____Atmosphere

BOMB FACTS - PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____Time Remaining_____

Where is it located? Building Area _____What kind of bomb? _____

What kind of package?_____

How do you know so much about the bomb?_____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call authorities at 911 and relay information about call. Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.
Notify your supervisor immediately.

Active Shooter

An active shooter or armed intruder on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, knife, bomb, or other harmful device. An active shooter situation will result in law enforcement and other safety /emergency services responding to the scene as soon as possible.

Once law enforcement arrives, the School Incident Commander will be relieved by a law enforcement officer as soon as possible who will take complete jurisdiction over the scene.

The School Incident Commander/Dean will be responsible for the following:

- Ensuring 911 has been called in the event of an active shooter incident and directing the faculty to activate the fobs in the classrooms. (Caller remains on the line as long as possible to give updates to the authorities).
- Initiate ALERT protocols.
- Secure the administrative offices or alternate command post.
- Coordinate a plan for media and parent notification protocols.
- Evacuate students/staff outside the building to a secure off-site location.
- Direct support staff to stop pedestrians and vehicles from entering school grounds.

Teachers and Staff will be responsible for:

- Call 911 and/or notify the School Incident Commander as soon as possible.
- Evacuate if possible or engage in a lockdown situation.
- Those not in danger should attempt to assess their classroom's immediate situation and account for all students.
- Assess the ability to vacate the building.
- If classroom is placed in enhanced lockdown, it shall remain that way until given the "all clear" from the Incident Commander or a law enforcement officer in uniform.
- If an active shooter enters the classroom, individuals are to use whatever COUNTER strategies necessary to keep the students safe.
- If an active shooter begins shooting, any and all actions to stop the intruder are justified.
- This includes, making noise, moving about the room to lessen accuracy, throwing items to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder.

Others procedures include:

- After the shooter has been subdued, law enforcement or the Incident Commander will announce an ALL CLEAR and EVACUATION and relocation to an alternative site for family reunification.
- If any injuries are sustained or students with disabilities, assist them out of the building to the nearest emergency personnel.
- The Incident Commander will secure bus or alternative transportation to the relocation site.
- The Incident Commander will activate the crisis response team and active MENTAL HEALTH AND HEALING procedures and/or notify area mental health agencies to provide counseling at the relocation site.
- The appropriate school personnel will be debriefed and a determination will be made regarding when normal activities can be resumed and communicated to the public.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following: - Small interior rooms on the lowest floor and without windows, - Hallways on the lowest floor away from doors and windows, and - Rooms constructed with reinforced concrete, brick, or block with no windows. • Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the designated official.
- Follow the recommended evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the designated official.
- Stay indoors!
  - If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
  - Wear layers of loose-fitting, light-weight, warm clothing, if available. If outdoors: • Find a dry shelter. Cover all exposed parts of the body.
  - If shelter is not available: - Prepare a lean-to, wind break, or snow cave for protection from the wind. - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. - Do not eat snow. It will lower your body temperature. Melt it first. If stranded in a car or truck:
- Stay in the vehicle!
  - Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
  - Make yourself visible to rescuers. - Turn on the dome light at night when running the engine. - Tie a colored cloth to your antenna or door. - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Emergency Action Plan

In the event of any emergency that would happen at or to the physical facilities of the Pittsburgh Institute of Mortuary Science, one of the following plans would be activated immediately:

Plan A (Facility unavailable for up to 7 days)

- **Instructors continue to hold classes via the "online environment" in the Canvas system – Instructors will be able to correspondence with the students via the learning management system, send and receive assignments and use the test bank to administer tests.**

Plan B (Facility is unavailable for 2-4 weeks)

- **Follow Plan A for the first seven days.**
- **During the first week, PIMS builds the current "on campus" courses into the learning management system. For those courses offered in the core program and are already set up online, the Instruction team will simply duplicate the platform so that it can be converted quickly. The instructor will need to adapt to the available platform and will only be able to make changes in the event that the disruption will cross over trimesters/terms. The ASB classes will need to be built from the ground up and therefore those courses can stay in the Canvas platform until they are ready to go live on the LMS.**

Plan C (Facility is unavailable for over a month to indefinitely)

- **Follow Plan A and B for the first month.**
- **Continue the virtual learning environment in the LMS system until the building has been restored.**
- **Add to the virtual environment, classes held bi-weekly or monthly at a disclosed location.**

The following places would be contacted immediately for classroom space in the event of a building closure anticipated to be over two weeks in length:

CCAC South – availability of parking	**1750 Clairton Rd., W. Mifflin (15122)**	**(412)469-1100**
Dean Tech	**1501 W Liberty Ave., Pittsburgh (15226)**	**(412)531-4433**
Shadyside UPMC School of Nursing	**5900 Baum Blvd., Pittsburgh (15206)**	**(412)623-2950**
Bradford School (Station Square)	**125 W. Station Square Dr., Pittsburgh (15219)**	**(412)391-6710**
Point Park University	**201 Wood St., Pittsburgh (15222)**	**(412)391-4100**
Pittsburgh Theological Seminary	**616 N. Highland Ave., Pittsburgh (15206)**	**(412)362-5610**
***Beinhauer Funeral Home**	**2630 W. Liberty Ave., Pittsburgh (15216)**	**(412)531-4000**
***Jefferson Memorial Park**	**301 Curry Hollow Rd., Pittsburgh (15236)**	**(412)655-4500**
***McCabe Bros., Inc. Funeral Homes**	**6214 Walnut St., Pittsburgh (15206)**	**(412)661-6282**
***Winter Funeral Home**	**4730 Friendship Ave., Pittsburgh (15224)**	**(412)382-3615**
Calvary Episcopal Church	**315 Shady Ave., Pittsburgh (15206)**	**(412)661-0120**
4th Presbyterian Church	**5450 Friendship Ave., Pittsburgh (15232)**	**(412)661-7414**
Sacred Heart Parish	**310 Shady Ave., Pittsburgh (15206)**	**(412)661-0187**

Local hotels could also be used if only one or two days were needed or during set up with one of the places listed above

- ***These funeral homes would also be contacted to use as an embalming facility along with the Allegheny County Medical Examiner's office, Carlow University and University of Pittsburgh (Jan Hart or successor) in the event of a closure of over 2 weeks or more***

Contact the PIMS Administration Team with any questions: 412-362-8500 or nelachko@pims.edu