INTRODUCTION
The Geisinger Lewistown Hospital Security Department is committed to providing a safe and secure environment for all members of the campus community. Unfortunately, because there are no risk free environments, crime does occur. To assist in the prevention of crimes and/or serious incidents, our faculty, hospital staff, trained security officers, and students share some responsibility for their own safety and security. The hospital understands the role of security and is committed to supporting this endeavor by developing programs that support an environment of well-being for the activities of its students, employees, visitors and patients.

PREPARATION OF THE ANNUAL SECURITY REPORT
The Annual Security Report is prepared by the Geisinger Lewistown Hospital School of Nursing in cooperation with the Geisinger Lewistown Hospital Security Department. The Security Department gathers crime statistics from local police departments, and policy information is gathered from the Geisinger Lewistown Hospital and School of Nursing policy manuals.

AVAILABILITY AND DISTRIBUTION OF ANNUAL SECURITY REPORT
The report is made available to the School community and public by request and by informing students and faculty yearly by orientation and email notices regarding policy updates and the availability of the crime statistics. The Annual Security Report can be found online at www.geisinger.edu.

THE SECURITY DEPARTMENT
The mission of the Geisinger Lewistown Hospital Security Department is to provide a safe environment of our patients, visitors, employees, students, and community in a courteous, compassionate and professional manner. The mission is supported by Hospital and School policies and procedures as well as continuing education.

Professional Standards and Services
The Geisinger Lewistown Hospital employs a full-time, in-house security department which provides 24/7 around-the-clock protection and services. Foot and vehicular patrols are conducted each day throughout the year. The Manager, Security Services oversees the security department and the department’s responsibilities. Hospital security officers are responsible for enforcing hospital policies and procedures, but must also be mindful of federal, state and local laws. Officers are also required to attend training courses to maintain proficiency in the use of AED, CPR, Crisis Prevention and Intervention (CPI) & pepper spray and handcuffs.
In addition to providing security and emergency procedure responsibilities, the security department provides a number of support services for the needs of the campus community. Some of those services include:

- Registering vehicles and providing parking decals for hospital staff and students.
- Conducting mobile and foot patrols of the hospital campus and school.
- Inspecting buildings and grounds for safety compliance.
- Inspecting Elevator Emergency, Panic, and Blue emergency alarms.
- Inspecting cameras, lighting, doors, locks, access systems, windows or any other problem areas around campus.
- Reporting malfunctioning equipment to Facilities Management Department for repair.
- Providing escorts 24/7 by foot or by vehicle when requested.
- Providing assistance in starting vehicles with dead batteries and accompanying students and employees to their vehicle.
- Providing photo ID for all employees, students, and other contractual representatives.

**Arrest Authority and Relationships with Other Agencies**

Although the security officers have no police or arrest powers, the security department maintains a working relationship with the Lewistown Borough and Mifflin County Regional (MCRPD) Police Departments. The security department has also established liaisons with other law enforcement agencies at all levels: city, county, state, and federal. Whenever it is necessary for officers of these agencies to respond to our facility for official business or emergencies, they will generally contact the hospital’s security department.

**Incident and Reporting Response**

The effectiveness of any security system depends upon the cooperation of all concerned. Individuals should notify the security department if they notice suspicious people and/or criminal activity or if they find areas on campus that are of a particular security and safety concern.

- **Report all criminal actions in progress or emergencies immediately to campus security by dialing 4-4-4-4 or call 911 for local police assistance.** For non-emergent situations, contact Security at 248-5411.
- Follow up to these incidents will be performed by Security in consultation with local police and the School Director. In some cases, Security may issue a Timely Warning Security Alert via hospital email notification system or VOLO alert.
- The Clery Act requires that in addition to campus security, staff designated as Campus Security Authorities (CSA) provide statistics for annual reporting. Crimes can be reported directly to the following campus security authorities who have significant responsibility to student activities, conduct, discipline, and judicial proceedings. CSA include: Security Officers, Faculty Advisors to student and student organizations, School Director or designee.
- Security officers are required to complete incident reports on all rules infractions and criminal cases reported and report all crimes occurring on campus to the local police agencies that are nearest to the campus or where the crime occurs. Security department maintains the crime log and updates the Annual Security Report and Crime Log for Clery Act compliance.
- Information involving students is forwarded to the School Director for potential action, as appropriate.
Safety Awareness and Prevention Programs
The Security Department delivers crime awareness and prevention information every year at student orientation and during safety week at the Hospital. The following topics are covered during orientation:

- Security System and Cameras
- Wearing ID Badges
- Non-badge personnel
- Report lost badges immediately
- Use badges to open a card reader door
- Unauthorized areas
- No providing access to unknown persons
- Lock vehicles at all times
- Keep valuables out of sight
- Call Security to accompany them to their car at night
- Zero Tolerance-Weapons Policy
- Effects of Alcohol and Drugs

PHONE CONTACTS FOR THE SECURITY DEPARTMENT
In order for the security department to be effective and to offer prompt assistance, the ability to contact us is very important. You can call the regular hospital phone system: The security department can be contacted for either emergency or nonemergency calls via this line.

- Emergency on campus: Security x4444 or call 911
- Non-emergency on campus: dial extension 0 or 717-248-5411
- Off campus non-emergency: dial 717-248-5411

VOLUNTARY AND CONFIDENTIAL REPORTING
Occasionally, victims of crime seek out guidance but do not want to provide their name and/or do not want to pursue action through the criminal justice processes. Under the Clery Act, certain individuals are not required to report crimes to the Security Department, School, or police for inclusion in the annual crime statistics.

Pastoral counselor- who is a person associated with religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling within the scope of pastoral counseling.

Professional counselor- who is a person associated with official duties providing mental health counseling to members of the Geisinger Lewistown Hospital and School community and who practice within his or her license or certification.

It should be noted that pastoral and professional counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis to the campus security authority for inclusion in the annual security report of campus crime statistics.
COMMUNICATING SECURITY INFORMATION TO THE CAMPUS COMMUNITY
It is the desire of the security department to keep everyone informed on campus about potential crime risks, ways to avoid becoming a victim and what to do if victimized. The security department makes every effort to communicate crime statistics and information on criminal activity accurately and in a timely fashion. These efforts include:

- Safety Committee Reports
- Circulation of the Annual Campus Security Act Report to all current and prospective students (via student handbook).
- Use of Hospital Webpage
- Use of an open door policy with members of the campus community. If anyone wants statistics or related information, the security department is able to provide it.
- In the event of a major incident/crisis, whether it is crime related or a manmade or natural disaster, notification via the Geisinger Lewistown Hospital email system or VOLO system will be done as quickly as appropriate information can be compiled in coordination with Community Relations Department.
- Safety Awareness Programs

TIMELY WARNINGS
If a crime or series of crimes have occurred on campus or close to campus and could be considered a threat to other students, employees, and faculty, the Geisinger Lewistown Hospital Security department and School Director may implement a “Security Timely Warning Alert.” The Manager, Security Services or designee and the School Director or designee are responsible for making the decision to initiate, prepare, and send out timely warnings. In the event that the School Director is unavailable, the Manager, Security Services or an Administrative Supervisor will make the determination to initiate, prepare, and send out timely warnings. The dissemination of information is accomplished through the manual distribution of an authorized “Security Alert”, campus wide e-mail or VOLO alert. Through these e-mail message alerts, members of the campus community are provided with prompt notice of incidents that may have a direct impact on their safety and security.

MISSING STUDENT
Students who are suspected to be missing persons should be reported immediately to the Geisinger Lewistown Hospital’s Security Department (717-242-7377) and the Director of the Nursing School (717-242-7930). If the Security Department determines a student who has been reported missing has been missing for 24 hours, they will collaborate with School of Nursing Director or designee to:

- Notify the suspected missing person’s emergency contact (MSC);
- Notify appropriate law enforcement officials.

Note: The school may choose to notify parents, guardians, other emergency contacts, or the local police regardless of the missing student’s age or the length of time missing. (i.e. nothing precludes an institution from notifying a student's parents, or anyone else they deem necessary, that the student is missing - the FERPA health and safety exception fully permits this.)
BUILDING/CAMPUS ACCESS
Classroom access is available to students via school-issued Identification Badges. Student access to the classroom building is permitted at the following times: Monday through Friday 0800 to 1600, no Saturday and Sunday access permitted.
(Exception: The school will be closed according to the academic calendar. Hours are subject to change according to the needs of the school.) Hospital Access is regulated by a student’s ID badge. Students and guests are to abide by the rules and regulations of the Geisinger Lewistown Hospital. Maintenance of Facilities: While on patrol, security officers make inspections of cameras, lighting, doors, window, locks, or any other problem areas around the campus. Repairs of malfunctioning hardware such as locks push pads, card readers are submitted to the Hospital Facilities Management Department. The Hospital Facilities Management Department responds to reports of inoperable doors, burned out lights, and other requests as needed.

EMERGENCY PLAN POLICY
Immediate Threats: All Hazards to include but not limited to, Terrorists Attack, Natural Disaster, Environmental, Weather, and other. This involves immediate threats to health or safety of students or employees occurring on Campus. When a potential or actual emergency is identified, it should be brought to the immediate attention of the Security Department at 4444. The Geisinger Lewistown Hospital conducts disaster drills to test the emergency operations plans and procedures. Student involvement in support of the Emergency Operations Plan of The Geisinger Lewistown Hospital is on a voluntary basis. The School Director and Faculty will encourage students to fulfill the ethical obligation to support the needs of the hospital and its patient population in the event of an emergency.

FIRE SAFETY
Information on fire safety and emergency preparedness is presented annually to all students during the mandatory Geisinger Lewistown Hospital orientation. All employees must complete annual mandatory training for fire safety and emergency response. The policy on Fire Safety-General Information can be found on the hospital’s intranet site, OUR GEISINGER.

REPORTING CRIMES/CRIMINAL ACTIVITY/SUSPICIOUS PERSONS AND ACTIVITY
All members of the campus community are expected to assist the security department in making our hospital a safe place for everyone by reporting emergencies and criminal activity immediately to the Security Department via extension X4444 (Emergencies Only) or through the Operator by dialing “O”.

Officers are available 24/7 to respond to emergency calls. You should be prepared to supply the following information to the officer:
- Nature of incident.
- Location of incident.
- Description of person(s) involved.
- Perpetrator, suspicious person, assailant.
- Victim.
- Description of property involved (if criminal in nature).
- Suspected injury or condition (if applicable).
- Your name and where the responding officer can locate you.
If you witness a crime, call the security department at X4444 and officers will be dispatched immediately to your location or to the location of the incident. You should remain at the scene to assist officers when they arrive by supplying them with any and all information. If medical or other law enforcement assistance is required, tell the Officer at the time of your call so this assistance can be dispatched without unnecessary delay.

**HOW CRIMES ARE DEFINED:**
In order to classify crimes accurately and correctly, the Clery Act requires institutions to use the definitions taken from the Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting Handbook (UCR). The Clery Act also requires institutions to disclose three general categories of crime statistics:

1. **Types of offenses** – Criminal Homicide, which includes Murder, Negligent and Non-negligent manslaughter; Sex offenses including forcible and non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. **Hate Crimes - Disclose** whether any of the above mentioned offenses, or any other crimes involving bodily injury, were hate crimes.
3. **Arrests and Referrals for Disciplinary Action** – for illegal weapons possession and violation of drug and liquor laws.

**TYPES OF CRIMES:**

**Criminal Homicide:**
- *Murder and Non-Negligent Manslaughter* – the willful (non-negligent) killing of one human being by another; (eg. death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime).
- *Negligent Manslaughter* - the killing of another person through gross negligence.
- *Robbery*: The taking or attempting to take anything of value from the care, custody, or control from a person or group of people by force, the threat of force/violence, of putting the victim in fear.
- *Aggravated Assault*: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. The UCR considers a weapon to be a commonly known weapon (firearm, knife, club, etc) or any other item which although not usually thought of as a weapon, becomes one in the commission of a crime.
- *Arson*: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- *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 felony; breaking and entering with 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 joyriding).
- *Weapon Law Violations*: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
WEAPONS POLICY
Weapons of any sort are not permitted on School or Hospital property. The Geisinger Lewistown Hospital and the Geisinger Lewistown Hospital School of Nursing Personnel and Procedure Policy will be followed. All patients, visitors, students, employees, and contractors are prohibited from carrying any firearm or weapon with the exception of law enforcement and correctional officers. If any person in violation of the weapons policy fails to comply with the weapons policy and fails to leave the property, the person could be charged with DEFIANT TRESPASS.

SEX OFFENSE INFORMATION:
The Geisinger Lewistown Hospital and GLHSON is committed to maintaining an environment supportive of primary educational mission and free from exploitation, harassment and intimidation. It will not tolerate sexual assault or other forms of nonconsensual sexual activity. This policy is supported for students, faculty, and staff through education, counseling and medical services. The G-LHSON strictly enforces this policy by disciplinary action as well as prosecution through our judicial system. Offenses under this policy include any sexual act directed against another person forcibly and/or against that person’s will or against that person’s will where the victim is incapable of giving consent due to his or her youth, and temporary or permanent mental or physical incapacity. Victims of sex offenses are strongly urged to report the offense as soon as possible after the incident. Persons on campus who are prepared to provide support and information, resources and options for action to the victim are security, staff of GLHSON, the hospital’s chaplain, social services. A student or other campus member may also report a sexual assault to the local police at 911 and Security at 717-248-5411 or 0.

If you have been raped you have to decide whether to report the rape to security to begin the process through GLHSON and whether or not you are also going to report the rape to the police. These are not mutually exclusive processes. The Geisinger Lewistown Hospital and GLHSON is required by federal law to have a sexual assault policy to deal with rape and sexual assault on campus and are required by law to make this information widely and easily available to the campus community. The policies on rape and sexual assaults are as follows:

- Policy for Suspected Rape Victims – Administrative Policy and Procedure
- Suspected Victims of Abuse, Domestic Violence – Administrative Policy and Procedure
- Domestic Violence Screening and Referral – Administrative Policy and Procedure

PENNSYLVANIA SEX OFFENDER REGISTRY
The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the appropriate law enforcement agency, to indicate whether or when they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges/schools, and the colleges/schools must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. Students and faculty can find this information on the PA State Police otherwise known as the Megan’s Law Website online at http://www.pameganslaw.state.pa.us.
WHAT WILL THE SECURITY DEPARTMENT DO?
All incidents should be reported in a timely manner. Reports of sexual assault will be thoroughly investigated in a timely manner by the school as well as the security department and where necessary, reported to the local police. All investigations will include the alleged victim, the alleged perpetrator, and available witnesses.

During the Incident:
- If security is called while the incident is in progress, our first goal will be to secure the safety of the individual or individuals involved.
- We will assist you in obtaining medical attention if necessary which may involve a sexual assault examination to check for STD’s and injury, as well as to collect evidence of the crime. If you choose to have this type of exam, we ask that you avoid showering or changing clothing prior to the exam. Police will collect these items as evidence.

After the Incident:
- An investigator will be made available to you in a timely manner. You also have the option of speaking to a female officer/investigator. Security will discuss all of your options with you and support you in whatever decision you decide to make. An alleged victim’s cooperation is paramount as the alleged victim will be asked to share all available information about the incident.
- If you are comfortable in making a formal complaint, you will be asked to write down everything that has happened.

On Campus Options: There are a number of on campus as well as off campus options that we can advise you of and assist you with. Some of these may include:
- Use of safe-rooms (unused patient rooms, etc.)
- Informal resolution through the Director of the GLHSON.
- Changing of access codes or locks (to deny a suspect access to your work space or de-activation of suspects badge entirely on campus disciplinary procedures.) Quest Employee Assistance Program, The Center for Mental Health, Social Services, Chaplaincy Services

Off Campus Options:
- Use of off campus room facilities (e.g. Inn and Suites)
- Assist local law enforcement in conducting a full police investigation
- Assist you in obtaining a restraining order (PFA) on the individual in question
- Counseling through Mifflin County Abuse Network

Types of Sex Offenses:
Non-forcible rape – Incest and statutory rape.
Statutory rape – Non-forcible sexual intercourse with a person who is under the age of consent.

Forcible:
Rape – Carnal knowledge of a person, forcible and/or against the person’s will, or not forcibly or against the persons 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 – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent due to his/her youth, or because of his/her temporary or permanent mental or physical incapacity.
Forcible Fondling – Touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or, not forcibly or against the person’s will where the victim is incapable of giving consent due to his/her youth, temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal openings of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth, or temporary or permanent mental or physical incapacity.

HATE CRIMES:
Bias-motivated violence or threats targeting students, staff, or faculty not only impair the educational mission of an institution of higher learning but also deprive young men and women of the chance to live and learn in an atmosphere free of fear and intimidation. No college campus is immune to the risk of hate violence. (U.S. Dep’t of Justice, Office of Justice Programs). As with sexual offenses, The Geisinger Lewistown Hospital and GLHSON will not tolerate prejudice or bias of any kind from students, staff, faculty or employees. The hospital recognizes hate crimes as an important issue which can be alleviated through educational programming, mandatory training, and hate crime awareness.

Categories of Bias are:
• Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
• Gender: Negative opinion or attitude toward a group of persons because those persons are male or female.
• Religion: Negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, Muslims, atheists, etc.).
• Sexual Orientation: Negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex, (e.g., gays, lesbians, heterosexuals).
• Ethnicity/National origin: Negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)
• Disability: Negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
New Reportable Hate Crimes:
On August 14, 2008 the Clery Act was amended to include larceny/simple assault, intimidation and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the six biases categories. They are not reported under the general Clery Act crime statistics. These new offenses: Larceny- Theft: Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, All other Larceny, Simple Assault, Intimidation, Destruction/ Damage/Vandalism of Property except Arson.

HARRASSMENT:
Harassment is against the law and explicitly prohibited by Title VII of the 1964 Civil Rights Act, and Pennsylvania Law. The GLHSON is dedicated to providing an environment free of all forms of harassment or intimidation based on race, sex, age, religion, national origin, disability, marital status, sexual orientation and other areas protected by applicable law. Harassment (also see Hate Crimes) will not be tolerated by the GLHSON.

Definition of Harassment: Unwelcome conduct, comments, touching, teasing, joking, or intimidation constitute harassment when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic achievement.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Examples of Harassment:
The kinds of behaviors which may constitute harassment include, but are not limited to:
- Insults and comments directed toward an individual based on any category protected by law.
- Repeated unwanted touching, patting, pinching, or repeated inappropriate social invitations.
- Jokes or stories directed towards a member of a protected class that is considered derogatory.
- Repeated requests or demands for favors (either sexual or not) accompanied by implicit or explicit promised rewards or threatened punishment.

ANTI- HARRASSMENT
The Geisinger Lewistown Hospital School of Nursing is committed to providing an environment free from harassment of any form. GLHSON Personnel Policy and Procedure will be followed. GLHSON is committed to providing a work environment that is free of discrimination and improper harassment. Therefore, GLHSON policy prohibits discrimination or harassment of, or by, any GLHSON faculty/staff, Department Head/designee, other employee, applicant, temporary worker, patient, vendor, visitor, or other non-employee rendering services to GLHSON on the basis of the following protected statuses: race, color, creed, age, religion, sex, sexual orientation, national origin, citizenship, marital status, application with or service in the military, disability, gender identity, or other legally protected characteristic under applicable local, state, or federal law. GLHSON has zero tolerance regarding such harassment, and such conduct will not be tolerated. The purpose of this policy is to ensure a work environment free of any type of improper harassment. All members of management are accountable for the effective administration of this policy.
SUBSTANCE ABUSE POLICY and AWARENESS
The School is committed to providing and maintaining an environment for students that is safe, healthful, secure and drug free. The School provides substance abuse education program aimed at preventing alcohol abuse and illegal drug use. Program includes online videos with follow-up email communications and tests designated to education of students on the risks of substance abuse and to teach strategies for handling dangerous situations. The Substance Abuse policy can be found online.

SALE OR USE OF ILLEGAL DRUGS OR ALCOHOL AND ASSOCIATED RISKS:
The Geisinger Lewistown Hospital School of Nursing complies with, and will enforce, all federal and state laws which prohibit the use, sale, and possession of illegal drugs. The G-LHSON will also enforce Pennsylvania laws regarding underage drinking and the use of alcohol on campus. The sale or use of illegal drugs or alcohol is subject to school discipline up to an including expulsion as well as criminal prosecution. The GLHSON will not shield any student, faculty member, employee, or visitor from action by law enforcement or hospital security. Information regarding the school’s sanctions concerning alcohol and drug violations can be found in the Student Handbook. All actions indicated by this policy are to be coordinated with the School and Program Directors accordingly.

See Pages 9 through 11 for Charts of Drug/Alcohol Abuse and their effects (taken from the Department of Justice site on drugs of abuse and their effects)
The Geisinger Lewistown Hospital School of Nursing is protected under the Geisinger Lewistown Hospital Security. The Geisinger Lewistown Hospital has a complete emergency operations plan in place for various emergency situations.

Campus Crime Report

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Non Campus Crime Report

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The Geisinger Lewistown Hospital School of Nursing does not have on-campus housing.