

Campus Safety and Security Policy and Fire Safety Report 2018

INTRODUCTION:

This document has been designed to inform all students and employees of Creative Touch Cosmetology about its safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask questions if you feel confused or uncertain.

At orientation for new students and employees, as well as in October of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also *review* with students and employees the need to be responsible for their own security and safety at all times. In October of each year, we bring a local law enforcement official into the school to *review* how to protect yourself against crime, how to be responsible for your own safety, and to protect yourself against sexual assault.

Creative Touch Cosmetology, herein referred to as "school" or "institution," uses the following policy and procedures:

CRIME & ACCIDENT PREVENTION:

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Burglary- There must be evidence of both trespass and intent to commit a felony or theft.
- Larceny- Larceny is the illegal taking and carrying away of personal property belonging to another with the purpose of depriving the owner of its possession.

Further preventative measures include:

1. Students and/or employees shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.

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3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
5. Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must always remain locked, and the student/ employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices always remain securely locked. When leaving the office, the employees **must** always check the door to ensure it is secure.
7. Employees should never lock the facility alone. Two people **must** always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
8. Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to the School Director for immediate attention.
9. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies: i.e., the poison control center, the fire department, the power company, etc.
10. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
11. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
12. Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
13. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
14. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions **will** be kept confidential among school management.
15. Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the administration and will involve accepted professional organizations.

CRIMINAL & ACCIDENT REPORTING PROCEDURES:

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to Michael B i e r m a n , the School Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you need to seek professional help after having been a victim of a crime, contact the following counseling center:

Violence Prevention Center
PO Box 831
Belleville IL 62222

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1. In the event of a burglary or robbery:
 - a. Remain calm and agreeable with the culprit(s).
 - b. Do **not** attempt any heroic measures.
 - c. Report all burglaries to the local police.
 - d. When reporting a burglary or robbery:
 1. Indicate name of institution.
 2. Indicate your name.
 3. Indicate date and time of incident.
 4. Indicate any injuries if known.
 5. Indicate number of suspects involved.
 6. Indicate any descriptive information.

2. In the event of larceny:
 - a. Remain calm and agreeable with those involved.
 - b. Do not attempt to determine if any person is innocent or guilty.
 - c. Report all larceny to the local police department for investigation.
 1. Indicate the name and address of the school.
 2. Indicate your name.
 3. Indicate the date and time of the incident.
 4. Indicate any injuries if known.
 5. Indicate the name(s) of those involved or any witnesses.
 6. Indicate any descriptive information.

3. In the event of a rape or aggravated assault:
 - a. Remain calm.
 - b. Calm the victim; notify the School Director.
 - c. Inform the student or employee that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim wants the School Director to notify these authorities, the School Director will call (911) for medical assistance and to alert the police.
 - d. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
 - e. If you are the victim, call (911).
 - f. The school encourages victims of sex offenses to seek professional counseling. Please contact the School Director for a referral for off-campus counseling.
 - g. If a student is a victim of an alleged sex offense, the student may request a change in his or her academic schedule, such as moving from night to day classes, from a full-time to a part-time schedule, etc.; please notify the School Director of such a request.

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- h. If a student is alleged to having committed a sex offense, that student will have the right to a hearing before the School Director and two additional employees of the school's administration. The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the school for the first offense.
- i. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees upon request. Literature on date rape education, risk reduction, and our school's response is available through the School Director.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The school and police strongly advocate that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); the school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. If you need to seek professional help after having been a victim of a rape, contact the following rape counseling center:

Violence Prevention Center
Belleville IL 62222
618-826-4295

When a sexual assault victim contacts the police department, the metro police sex crimes unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. The School Director and a representative from the police department will guide the victim through the available options and support the victim in his or her decision. Counseling and support services outside the school can be obtained through the rape and sexual abuse center and the victim intervention program of the metro police department.

- 4. In the event of an accident:
 - a. Report the event to the School Director or manager on duty.
 - b. The School Director or manager on duty will do the following:
 - 1. Determine if emergency help is needed. If so, he or she will call for it.
 - 2. Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
 - 3. Report all the information to the management.
 - 4. If necessary, notify parents and family of the victim(s).

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5. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The School Director will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities. ***If the School Director is not available, contact the Education leader. If the Education leader is not available, contact the Financial Aid leader, Admissions leader, or Operations leader. If any of those individuals are not available, please contact the President of the School.*** If an emergency exists in which students and staff are in danger, an immediate announcement will be made over the school's intercom system by the School Director who will notify the student body and staff of the emergency and the steps to follow. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the School Director and follow the directions given over the intercom; remain calm. The staff will direct you where to go in the event of an emergency to ensure your safety.

The school will review its evacuation plans and procedures during the orientation on the first day of class, as well as yearly with the student body and staff. The school will also conduct announced emergency evacuation tests annually for the staff and students to clearly understand the procedures.

Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

EMERGENCY PROCEDURES

In an emergency, evacuation of the school should proceed as rapidly and safely as possible. The plan accounts for two scenarios of evacuation, which are:

1. In-place evacuation: keeping Future Professionals and staff members in place but securing the location for the emergency at hand
2. On-site evacuation: movement of Future Professionals and staff members out of the building affected and relocation to another area near the school.

FIRE

1. Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
2. Activate the fire alarm (if so equipped).
3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the School Director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
6. Make certain that all Future Professionals and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the Future Professionals or the staff calls for evacuation to the outside area, away from the building.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
8. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

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ILLNESS OR INJURY

A. *MINOR*

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.

8. *MAJOR*

1. Employ first aid techniques as trained, if needed.
2. Contact 911 **if** immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.

BOMB THREATS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.
4. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
5. The appropriate authorities should be consulted prior to re-entry into the building.

UTILITIES AND MAINTENANCE EMERGENCIES

A. *GAS LEAK*

1. If any staff member or Future Professional smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.
6. If necessary, turn off the gas main. The shutoff valve is next to the meter.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

EMERGENCY EVACUATION

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all Future Professionals and staff members are accounted for and are safe.
3. Evacuate all Future Professionals and staff members to an area as far from the building as safely practical.
 - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b. All Future Professionals and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for Future Professionals and staff members.
5. Notify the School Director as soon as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities.

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TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

1. The safe place designated by the School Director is the salon floor.
 - a. All Future Professionals and staff will be moved to the designated location.
 - b. Maintain flashlight and voice contact among staff members at all times.
 - c. Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
2. After there is absolute certainty that the storm has passed:
 - a. The staff members should conduct a head count.
 - b. Provide any necessary first aid and call 911 for any necessary response agencies.
 - c. Check the entire building for any damages such as fire, water, or structural.
 - d. Turn on and test utilities.
3. Notify the School Director as soon as possible with an update of conditions.
4. Notify any agents that services are needed.

The school encourages pastoral counselors and professional counselors, in instances where the student may need assistance in dealing with a situation, when appropriate. To avail yourself of this service, please contact, Michael Bierman, for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

STUDENT RIGHT TO KNOW POLICY:

All criminal activity and accidents that occur on the school premises must be reported to the School Director who must keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the employees and students, although he or she **should** keep personal information, such as names, confidential. The School Director shall use the following procedures for informing students and employees of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
2. Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will **not** be available.
3. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis **will** be placed on accident and crime prevention.
5. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.
6. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during the calendar years 2015, 2016, 2017 are listed on the next page.

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<u>Type of Crime</u>	<u>Number of Occurrences</u>	<u>Number of Arrests</u>
Murder	0	
Sex Offenses (forcible)	0	
Sex Offenses (non-forcible)	0	
Robbery	0	
Simple or Aggravated Assault	0	
Burglary	0	
Motor Vehicle Theft	0	
Arson	0	
Liquor Law Violations	0	
Drug Law Violations	0	
Illegal Weapons Possessions	0	
Negligent Manslaughter	0	
Non-Negligent Manslaughter	0	
Hate Crimes	0	
Hate Crimes based on Race*	0	
Hate Crimes based on Gender'	0	
Hate Crimes based on Religion*	0	
Hate Crimes based on Sexual Orientation*	0	
Hate Crimes based on Ethnicity*	0	
Hate Crimes based on Disability*	0	
Hate Crimes based on Larceny''*	0	
Hate Crimes based on Theft (except motor vehicle)'''*	0	
Hate Crimes based on Simple Assault''''*	0	
Hate Crimes based on Intimidation''''*	0	
Hate Crimes based on Destruction to Property''''.*''*	0	
Hate Crimes based on Damage to Property''''.*''*.	0	
Hate Crimes based on Vandalism''''.*''*	0	

Note: These statistics were based on the following parameters: reports to the school director or police report

•The school will separately report any hate crimes by category of prejudice and by type of crime if any are reported during the reporting period.

**The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

***To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/ or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack

****To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry - no force are counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

The following number of students were referred to campus disciplinary action for the following violations:

<u>Violation</u>	<u>Number of Incidents</u>
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0

There were crimes of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus or on public property immediately surrounding the school's campus.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by teachers and staff of the school.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071GD), we are notifying you that you can obtain information concerning registered sex offenders by visiting www.familywatchdog.us for a list of registered offenders near the school premises.

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FIRE SAFETY REPORT

As a part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Michael Bierman, the School Director, for assistance.

<u>Type of Incident</u>	<u>Number of Occurrences</u>	<u>Cause of Fire</u>
Unintentional fire	0	
Intentional fire	0	
Undetermined fire	0	
Number of injuries/ resulting in treatment at a medical facility	0	
Deaths related to fire	0	
Value of property damage caused by fire	0	

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A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year.

The school does not have on-campus housing, so we do not have any fire statistics to report for student housing.

In event of a fire:

- a. All occupants should proceed to the nearest available exit in an orderly, calm manner.
- b. Leave all personal belongings behind.
- c. Assist the elderly, handicapped, and children to the nearest exit.
- d. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- e. Once safely outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure no one is still inside.
- f. The School Director should call fire officials or delegate it to (one) person. Also, he or she should notify the other building occupants, if applicable.
- g. When reporting the fire to the officials:
 - Indicate the name of the institution.
 - Indicate the location of the institution.
 - Indicate your name.
 - Indicate possible injuries (need for paramedics/ambulance).
 - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
- h. Remain calm and help calm others.

The school held fire drills during the last calendar year. The school during student orientation reviews the school's fire safety procedures and exit plans. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances is limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify Michael B i e r m a n , the School Director. The School Director will call 911 to alert the local fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. Currently, the school has no plans to make any changes to its policy or procedure.

ACKNOWLEDGEMENT OF STUDENTS/STAFF:

I acknowledge that I have read and understand the policies and procedures explicated in this document titled: "Campus Safety and Security Policy and Fire Safety Report." I also acknowledge that I accept the conditions and responsibilities outlined within this document.

Signature of Student/Employee _____ Date _____

Signature of Administration _____ Date _____

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Daily Crime Log

Nature of the Crime	
Date	Time
General Location	
Disposition of the Complainant	

Nature of the Crime	
Date	Time
General Location	
Disposition of the Complainant	