



## ANNUAL CAMPUS SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the school collects crime statistics as the basis for this Annual Security Report, which is made available to students, employees and applicants for enrollment or employment. Campus is defined as “any building or property owned or controlled by the school within the same area used by the school in direct support of, or related to, its educational purposes.” The following criminal offenses occurred on campus during the twelve-month period of January 1, 2016 through December 31, 2016.

<b>TYPE OF CRIME</b>	<b>OCCURRENCES</b>	<b>ARRESTS</b>
Murder / Non-Negligent Manslaughter	0	0
Manslaughter	0	0
Sex Offenses	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Weapons Possession	0	0
Destruction / Damage / Vandalism of Property	1	0
Arson	0	0
Intimidation	0	0
Rape / Acquaintance Rape	0	0
Domestic Violence / Date Violence	0	0
Sexual Assault	0	0
Stalking	0	0
Drug Abuse Violations	0	0

The school encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offense occurring on campus to the school administration. In the event of a sexual offense should occur on campus, the accuser should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of criminal sexual assault.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Report the crime to local law enforcement agencies.
5. Request a change in the academic situation if desired.

All campus disciplinary action in cases of alleged sexual assault will be based on the finding by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances.

## **SAFETY PROCEDURES**

**First Aid:** A first aid kit is located at the Front Desk with the receptionist.

- **Cut finger:** Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept at the front desk with the receptionist.

- **Cuts requiring stitches:** If possible, a staff member should take the student to the doctor.

- **Fainting:** Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

**Fire Exit Procedure:** If you smell smoke or see fire, report it immediately to an Educator or staff member.

Proceed as follows:

- Students in the main Clinic area, exit single file out the front doors. If you have a client at the time, the client is your responsibility. After exiting from the school, proceed into the parking lot away from the building.

- Students in back classroom area or shampoo room file out the back emergency exit door in dryer area. If you have a client at the time, the client is your responsibility. After exiting from the school, proceed into the parking lot away from the building.

- Receptionists at the front desk will help clients in the reception area out the main doors.

Proceed into the parking lot.

**Tornado Warning Procedure:** Stay away from all windows. Remain there until instructed to go back to your previous activity.

Proceed as follows:

- Students and clients in the clinic area will walk into the Practical room or conference room. Be seated on the floor making space available for others.

- Students in classrooms will walk into the shampoo room or restroom. Be seated on the floor making space available for others.