

CAMPUS SAFETY AND SECURITY DISCLOSURE

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 HEA. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act. On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

Summit Salon Academy Kokomo is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an educator, director or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Summit Salon Academy Kokomo will provide students, faculty, and staff with a annual security report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including The Academy parking lot and adjacent streets. At any time, statistics can be accessed from The Academy Financial Aid Office.

Although The Academy does not employ security officers, Summit Salon Academy Kokomo has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Educators, Administration and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

We encourage students and employees to be responsible for their own security and the security of others.

Summit Salon Academy Kokomo does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the local Police Department.

- Summit Salon Academy Kokomo does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted on campus and the surrounding accessible areas. (See Campus Geography)

Timely Warning

In addition to the required annual campus security report, Summit Salon Academy Kokomo will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified via SMS notification.

- These crimes include: Murder/Non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, burglary, aggravated assault, simple assault, intimidation, vandalism, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability, arrests for violations of liquor and drug abuse violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations. Other reported statistics include Domestic Violence, Dating Violence and Stalking.



If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Susan Harding or Sarah Myers.

Emergency Decision Team Procedures

The responsible members of the EDT consist of:

- 1) The Academy Owner – Susan Harding**
- 2) Financial Aid – Sarah Myers**
- 3) Front desk staff**

Emergency Notification

Immediate notification of an unforeseen combination of circumstances that calls for immediate action. Emergency Notification will be in written form, posted on the front and back door of The Academy as well as distributed by SMS to staff members and students.

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency Response Procedures

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication/ SMS (for students not in attendance) to notify them of the particular situation. A count for all staff, students and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive notification of the emergency by written communication in the form of a text message from the **Emergency Decision Team**.

Emergency procedures will be **tested twice a year**. Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

Emergency Procedures Due to Criminal or Terrorists Threats:

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, The Academy will post on outside doors the time class will resume. In the event that staff, students and guest would be safer inside the building the EDT will direct everyone to an internal room in the Salon.

Tornado Watch

- In the event of a **Tornado warning**, students will be advised to remain in the salon area. Administrator will then call the local Sheriff department while the front desk staff prints out a current list of clients in the building. Admissions will then get the sign in sheet so an accurate count of students can be taken. If advised by the Sheriff's department to take cover, Administrator will notify Susan Harding (owner). Susan will then announce via intercom system that all guests, students and staff are to report to the conference room.
- If a student has a client, they are responsible for that client and will be reminded of such during the intercom announcement.
- Students not in class will be notified via SMS of the severe weather and cancellation of class until further notice by Susan Harding.
- The EDT will then assist in moving all of those present in the salon. If the Conference Room fills the EDT will move the overflow to the Esthetics room.
- A count will be taken and all will be advised to take cover until given the all clear by the Sheriff's department or National Weather Service.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio.

Tornado Warning Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Report to the **Conference Room** marked by the **Tornado Safety Area** sign. If this room is full members of the EDT will direct those in need of shelter to the **Esthetics Room**.
 - Take shelter under tables, if possible.
 - Go to the center of the room.
 - Sit down and cover your head.
 - Make every effort to remain calm and encourage those around you to do likewise.
 - Remain in the shelter location until instructed to return to your previous activities.
 - A tornado safety map may be found in the student lounge and near the front desk

Fire Procedure

- In the event a staff member is alerted to a fire, the information will be taken to Susan Harding (owner).
- Susan will then announce via intercom that all are to exit the building in an orderly fashion. If students have a client they are responsible for that client and will be reminded during the intercom announcement.
- Upon hearing the announcement, front desk staff is to print out a current list of present clients. Admissions will get the student sign in sheet on her way out of the building.
- If exiting out the front doors, all are to report to the grassy area at the west edge of the front parking lot and wait for a count to be taken.

- If exiting out the rear doors, all are to report to the grassy area behind the loading dock and then join the others at the grassy area in the front parking lot.
- An educator will then take count. After going through the client roll call twice, clients may leave if necessary.
- Students are not to leave the area surrounding Hippy Juice unless given the okay by a member of the EDT.

Fire Drills

Fire drills will be practiced **Quarterly** require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

In A Fire Emergency

- If you smell smoke or see fire, report it immediately to an educator. A warning will then be given over the intercom system. Do not panic. Proceed as follows:
 - Students in the salon area exit single file out the front doors. **If you have a guest at the time, the guest is your responsibility.**
 - If exiting out the front doors of the building, please report to the rear of the Hippy Juice and **remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
 - If in a classroom, exit out the back of the building walk to the grassy area behind the loading dock; **If possible join the others at Hippy Juice and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**

An evacuation map may be found in the student lounge and near the front desk.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO INDIANA STATE LAWS.

Reporting Crimes

- If a student reports a crime, a member of the EDT is to first, take necessary actions to immediately address the situation. If immediate action is not necessary, record all details involving the crime then report to Susan Harding. The crime then must be reported to the Kokomo Police Department and recorded in the crime log (located in the financial aid office).
- Any crime involving a bias must be recorded as such under hate crimes.
- If a student wishes to report a crime confidentially direct the student to Susan Harding.
- The Academy is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.
- The Academy's Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Academy community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Director on-site or by calling 765-454-9840, or from the school's website at www.kokomobeautyschool.com. The Academy provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The Academy will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

- The Academy's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any Academy-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Academy, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Academy encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the Academy will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

In case of serious accident or illness:

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure:

- Remain calm
- Do not move
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

Emergency Numbers or Hotlines:

Immediate Help (Fire, Police, Rescue Squad) - 9-1-1

Kokomo Fire Department: 765-457-2636

Indiana State Police Howard County: 765-473-6666

Howard County Sheriff Department: 765-457-1105

City of Kokomo Police Department Non-Emergency – 765-459-5101

Poison Information (Indiana Poison Center): 800-222-1222

Adult Abuse Hotline: 800-992-6978

Alcohol, Tobacco & Firearms: 317-226-7464

Child Abuse Hotline: 800-800-5556

Deaf/ Hearing Impaired – Emergency: 765-452-2300

FBI: 317-639-3301

National Response Center (Hazardous Spills): 800-424-8802

National Runaway Switchboard: 800-RUNAWAY

National Suicide Prevention Hotline: 800-273-TALK

US Marshall: 317-226-6566

US Secret Service: 317-226-6444

Crime Log Report	2015			2016			2017		
	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property	On-Campus	Non-campus Property	Public Property
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	n/a	n/a	n/a	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	n/a	n/a	n/a	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Arrests & Disciplinary Referrals	2015			2016			2017		
	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Arrests: Weapons: Carrying Possessing, Etc	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	1	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

VAWA Offenses	2015			2016			2017		
	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property	On-Campus	Non-Campus Property	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Hate Crimes:

2017: There were no reported Hate Crimes for the year.

2016: There were no reported Hate Crimes for the year.

2015: There were no reported Hate Crimes for the year.

Unfounded Crimes:

2017: There were no reported Unfounded Crimes for the year.

2016: There were no reported Unfounded Crimes for the year.

2015: There were no reported Unfounded Crimes for the year.

Crime Definitions

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics

Criminal Homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide—negligent manslaughter: The killing of another person through gross negligence.
Forcible Sex Offenses: Any sexual act directed against another 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. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm.

Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Burglary: The unlawful entry of a structure to commit a felony or theft. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Liquor Law Violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or 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; and all attempts to commit any of the aforementioned.

Drug Law Violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, 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.

Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.

Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.

Intimidation: Coercing or inhibiting through the use of fear.

Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Burglary: The unlawful entry of a structure to commit a felony or theft. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, 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.

Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.

Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently. Intimidation: Coercing or inhibiting through the use of fear.

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at academy or employment.

Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or academy and/or work.

REPORT TO ED VIA THE WEB BASED COLLECTION

The Academy submits crime statistics from the annual security report to ED via an annual Web-based data collection. The Academy does not have more than one institution, does not have on-campus student housing and therefore does not report fire statistics or missing student notification procedure.

MISSING STUDENT NOTIFICATION PROCEDURE

The Academy does not have campus housing. Therefore we do not have a missing student notification procedure.