

Campus Security/Emergency Evacuation Plan - Appendix D

International Cosmetology Academy is committed to providing safety to all of its students, faculty, and staff.

- (1) If a crime happens to you or your property, or if there is an emergency occurring on campus, contact the Administration Office or Instructor Supervisor. If they are not available, please inform the Instructor in attendance.
- (2) ICA will provide students, faculty, and staff with a copy of the crime 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 only on campus and is divided into the following categories:

Criminal Homicide: (A) Murder and non-negligent manslaughter (B) Negligent manslaughter	Motor Vehicle theft
Sex Offenses: (A) Forcible sex offenses (B) Non-forcible sex offenses	Arson
Robbery	Liquor Law violations: (A) Arrests for liquor violations, drug law violations, and illegal weapons possession (B) Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
<u>Aggravated assault</u>	<u>Hate crimes</u>
<u>Burglary</u>	

- (3) Although ICA does not employ security officers, the school 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.
- (4) In addition to the required annual campus security report, ICA 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, instructors, and staff will be notified in a timely manner. These crimes include (but are not limited to): criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability, arrests for violations of liquor and/or drug laws, and illegal weapons possession, and persons not arrested but referred for disciplinary actions for liquor, drug, and weapons law violations.

Note: International Cosmetology Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

- (5) If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact the Director or Instructor Supervisor.

- (6) Access to the building is only given to students during the normal class day. Any students seeking access outside normal class time must be accompanied by an Administrator, and must be arranged in advance. Maintenance is done in-house; therefore, no outside entity has access to the building at any time.
- (7) We encourage students and employees to be responsible for your own security and the security of others. If you have concerns about walking from the building to your car after dark, either walk in groups or contact one of the school officials and we will provide escort service to walk you to your car.
- (8) ICA does not provide any programs on campus regarding security or the prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the Grand Rapids Police Department or the Kent County Sheriff Department.
- (9) ICA does not have any off-campus locations and therefore all monitoring and recording of criminal activity is conducted at the campus location of 940 28th Street SE, Grand Rapids, MI 49508.

Sex Offenses:

If a sex offense occurs while in school, please contact the Grand Rapids Police Department (616)456-3400; and report the occurrence immediately to the Administrative Staff. ICA will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense.

Victim Services counseling is provided by the Grand Rapids Police Department.

If a sex offense occurs where both the accused and the accuser attend ICA, both the accuser and the accused:

- Are entitled to the same opportunities to have legal counsel or other representatives present during a disciplinary proceeding; **AND**,
- Both individuals will be informed of the school's final determination of any school disciplinary procedure with respect to the alleged sex offense and any sanction that is imposed against the accused; **AND**,
- The dismissal that may occur following a final determination of said procedure regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

ICA will work with the students involved to change a student's academic situation (i.e., allowing the student to take a leave of absence; allowing the student to enroll in a later program, etc.) if the change is requested by the victim and the change is reasonably available.

Individuals wishing to learn additional information about registered sex offenders may go to the Michigan State Sex Offender Registry @ *Michigan.gov*.

Emergency Evacuation Plan:

In the event of a fire, all classroom students must proceed to the nearest exit and group in the northeast corner of the front parking lot or southeast corner of the back parking lot. The Clinic Instructor is responsible for clearing all clients and students in the main clinic area through the front entrance doors. The Classroom instructor is responsible for clearing and checking classrooms, the Esthetician client area and break room area - students and clients in these areas are to exit through the back entrance and proceed to the southeast corner of the parking lot. Administration offices are to be checked by the Admissions Director or the Instructor Supervisor. Roll call must be taken by the instructors to verify that all students present have been accounted for.

UNDER NO CIRCUMSTANCES MAY ANY INSTRUCTOR, EMPLOYEE, STUDENT, OR CLIENT RETURN INSIDE UNTIL GIVEN THE ALL CLEAR BY THE FIRE DEPARTMENT.

In the event of a tornado, all students and clients will be ushered into the southwest area of the building / the shampoo area and Esthetics room. Instructors are required to take roll call to ensure that all students in attendance are accounted for. Once the all-clear signal has been given, students will be released to go home for the day.

In the event of any injury, 911 services should be called and the student/client in question will be encouraged to await medical treatment. An incident report must be filled out as soon as possible and verified by at least 2 instructors.