



Columbia Academy of Cosmetology

Annual Security and Fire Safety Report

Columbia Academy of Cosmetology is committed to assisting all members of the Columbia Academy of Cosmetology Lexington county in providing for their own safety and security. The annual security and fire safety compliance document is available on the institution website at www.columbiaacademyofcosmetology.com. If you would like to receive the combined Annual Security and Fire Safety Report which contains this information, you can stop by the Financial Aid Office at Columbia Academy of Cosmetology.

The website and the disclosure contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of important related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus.

This information is required by law and is provided by Columbia Academy of Cosmetology.

Columbia Academy of Cosmetology
1221 Sunset Blvd
West Columbia, SC 29169

I. Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) requires educational institutions to provide all current and prospective students and employees with the security policies and regulations of the institution, and the statistics of crime occurrences. These security regulations are designed to ensure the safety of all individuals at Columbia Academy of Cosmetology, and as such, all members of the campus community and visitors are expected to conduct themselves in a manner that respects the rights of all within the community.

Observance of Columbia Academy of Cosmetology policies, as well as federal, state, and local laws, is required in order to fulfill the purposes of the educational institution. Although the institution strives to ensure a safe environment, each person must take ultimate responsibility for his/her own safety and that of his/her personal belongings.

II. Campus Security Procedures

For additional information on institution policies and procedures, consult the Columbia Academy of Cosmetology School Catalog.

Policies and procedures listed are subject to change at any time without prior notice.

A. Reporting a Crime or Emergency

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to the School Director of the location where the incident occurred.

For nonemergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other emergency on campus should report it immediately to the School Director of the campus where the incident occurred or, during the evening hours, to security personnel, if available.

Persons reporting crimes will be asked to complete incident report or witness report forms, including the date, time, place, and nature of the incident, names of witnesses, if any, and any other pertinent facts. The report should be co-signed by the School Director immediately.

All reports will be investigated. The institution does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the institution community arises, timely reports or warnings will be issued through the posting of flyers, in-class announcements, or other appropriate means.

B. School Director Contact Information

(Current as of October 1, 2017..... Subject to change)

Mrs. Stackhouse 803-796-9986

C. Security Personnel

Local police have the authority to enforce all applicable regulations and laws. The School Director work closely with the local and state police on incidents occurring on campus. Reports of violations of laws and regulations should be made promptly to the School Director or to security personnel on duty, if available to ensure that the appropriate action is taken.

Columbia Academy of Cosmetology does not employ security personnel to patrol regularly the buildings and parking areas of the campuses, identifying any unusual activity. The local police department monitors the area. Where feasible, students should use the buddy system when going to parking areas.

D. Security of Facilities

Columbia Academy of Cosmetology, although a private facility, maintains an open campus environment to allow freedom of movement for members of the community. The buildings are unlocked during class hours and at extended times before and after classes, so that students may utilize the available facilities.

Columbia Academy of Cosmetology facilities, such as classrooms and student lounges, have the primary purpose of supporting the educational programs of the institution. They are available for use by current students and employees of Columbia Academy of Cosmetology. Columbia Academy of Cosmetology makes the security of its institution community a priority. All students are required to obtain student identification cards and must be prepared to produce such identification upon request.

Visitors to Columbia Academy of Cosmetology campuses are asked to check in at the front desk upon entering the building. The majority of Columbia Academy of Cosmetology campuses are equipped with electronic, centrally monitored security systems, including fire alarms. Occasionally, Columbia Academy of Cosmetology

will use video surveillance to monitor activities at a campus location. Video surveillance cameras are placed in public areas and are either clearly visible.

E. Campus Security and Crime Prevention Programs

An overview of campus security policies is provided in the School Catalog. From time to time, Columbia Academy of Cosmetology will provide security information via postal mail or flyers in local campuses regarding security alerts and events. Local campuses may also organize crime prevention events consistent with campus security needs, such as information sessions with local police.

F. Emergency Management

The purpose of Columbia Academy of Cosmetology's Emergency Management Plan is to safeguard the welfare of its students, faculty, staff, and visitors, and take steps to 1) prevent and mitigate; 2) prepare for; 3) respond to; and 4) recover from emergencies in order to protect the institution's essential functions during and after an emergency.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus the institution will, without delay, and considering the safety of the community:

Confirm the existence of a significant emergency or dangerous situation

Determine the appropriate campuses or facilities to receive an emergency notification

Determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Emergency Management Team or a member thereof, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

After the initial notification, the institution will provide adequate follow-up information to students, faculty and staff as determined appropriate by the institution's Emergency Management Team. The Emergency Management Plan addresses the following categories of emergencies: medical, weather, explosion, evacuation, fire, power outage, workplace violence, suspicious persons and packages, etc.

This policy and the Emergency Management Plan apply at all institution locations and campuses.

It is Columbia Academy of Cosmetology policy that each staff member is responsible for the health and safety performance in their respective units and that all employees will follow the institution's emergency notification procedures.

Emergency Notification Procedures

Columbia Academy of Cosmetology has designated an Emergency Management Team that will serve as the responsible authority for institution emergency response activities:

School Director

In the event of an emergency or dangerous situation on a Columbia Academy of Cosmetology campus, any employee who is aware of the emergency should call 9-1-1 and alert the School Director.

The School Director will determine, whether a notification should be sent to one or more campuses or corporate offices. The School Director will, without delay, and considering the safety of the institutional community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If it is determined that an emergency notification should be sent, the School Director will send the notification via announcement. The content of the notification will be determined by the School Director, and certain messages will be pre-formulated to expedite the notification process.

After notification of an emergency or dangerous situation, the School Director will monitor events and circumstances and determine appropriate follow-up information that should be disseminated to the affected campuses, such as all-clear notices and updates about continuing steps taken to respond to the emergency, including class cancellations. The School Director shall also notify local authorities, as appropriate.

Emergency Notification and Evacuation Testing

The institution will annually publicize its emergency response and evacuation procedures in conjunction with annual tests of the emergency notification and evacuation plans. The emergency notification system will be tested at least annually. These tests may include regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Each calendar year, the School Director will test the notification system, evaluate the outcome, and determine if any revisions to existing procedures are necessary. Tests may be announced or unannounced and will be documented by the School Director. Documentation will include a description of the test, the date and time, and whether it was announced or unannounced.

Timely Warning Notifications

In addition to Emergency Notifications, similar notices (both in content and process) will also be issued, in a timely manner that will aid in the prevention of similar crimes, of any Cleary Act crimes that are reported to campus security authorities or local police agencies if the School Director determines that the incident represents a threat to students and employees.

G. Monitoring of Off-Campus Locations

Columbia Academy of Cosmetology does not have off-campus housing facilities, off-campus student organization facilities or any other off-campus facilities and therefore does not monitor reports of criminal activity at off-campus locations. Columbia Academy of Cosmetology does, however, coordinate with local police departments to monitor crime in the neighborhoods immediately surrounding the local campus.

H. Safety Tips

Here are some common sense tips for personal safety and loss prevention:

- Protect your possessions; keep book bags and purses with you at all times or locked in a secure place.
- When working late at the computer lab or learning resources center, ask the security guard or other students to walk with you to your car.
- Walk with other people whenever possible; avoid isolated areas such as alleys, wooded areas, and poorly lit or deserted parking lots and streets.
- Walk with confidence - show you are alert and in control. Be aware of your surroundings.

- If you think someone is following you, abruptly switch directions or cross the street.
- If you're still being followed, go to a public place and ask for help.
- Have your car or house keys available before you reach your door.
- Don't flash large amounts of cash or other valuable objects.
- I.D. tags with your name, address, or license number on your key chains should be avoided; if lost, they could lead to theft.
- Keep car doors and windows locked.
- If your purse or wallet is being stolen, don't fight for it. Rather than risk personal injury, release it and report the incident to the security guard on duty or the Campus Manager.
- Immediately contact security or the Campus Manager to report any criminal incidents or suspicious persons.

III. Campus Security Policies

A. Alcohol and Drug Policies

1. Drug-Free Policy

Columbia Academy of Cosmetology believes that the illegal use of drugs and alcohol presents a serious health and safety hazard and interferes with educational and occupational success. Students, faculty and staff may not consume alcoholic beverages on school property, during classes, or in connection with activities officially sponsored by the school.

Columbia Academy of Cosmetology supports all federal, state and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students, staff and faculty of the institution from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol. The institution will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the school or outside agencies, disciplinary action will be taken by the institution for violations of the law. All students, faculty and staff should be familiar with the Drug Free Campus Policy and abide by it. In addition, all college faculty, staff and student employees must be in compliance with the Columbia Academy of Cosmetology Drug Free Workplace Policy.

Behavior that disrupts the educational environment, causes public inconvenience, annoyance or alarm, or recklessly creates a risk to people and/or property even though motivated by alcohol is a violation of law and institution policy.

a. Health Risks

As part of the effort to create a drug-free campus, Columbia Academy of Cosmetology believes that the all staff and students should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. Columbia Academy of Cosmetology provides the following information. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. For additional information on alcohol- and drug-related health risks please visit www.factsontap.org, www.drugfreeamerica.org and www.whitehousedrugpolicy.gov.

(Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)

Substance	Known Health Risks
Alcohol	Heart and liver damage; brain damage; death from overdose and accidents.
Marihuana/Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.
Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.

Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.
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b. Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at institution sponsored activities is prohibited, unless specifically sanctioned by the institution and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or his or her designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and institution disciplinary action.

c. Drugs

Columbia Academy of Cosmetology prohibits the possession, use, or distribution of illegal drugs on institution property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and institution policy. Students and employees who violate state or federal drug laws will be referred by Columbia Academy of Cosmetology institution to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the institution.

2. Legal Sanctions for Unlawful Possession of Alcohol and Drugs

In addition to violating institution policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering institution property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately. The following summary provides information on some of the potential legal penalties for drug and alcohol violations:

a. Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia.

Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol.

Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict “zero tolerance” laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21.

Specific information on legal penalties for alcohol violations in the states in which the campus has physical campuses can be located at the following websites:

National

National Traffic Highway Safety Commission: “Stop Impaired Driving”

<http://www.stopimpaireddriving.org/>

South Carolina

South Carolina Department of Alcoholic Beverage Control

<http://www.scabc.com/>

b. Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD and ecstasy, as well as unauthorized prescription medications, drug paraphernalia and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution or manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link: <http://www.justice.gov/dea/pubs/abuse/1-csa.htm#Penalties>

4. Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below or in the additional resource listing in Part V of this report.

Substance Abuse & Mental Health Services Association

1-800-662-HELP

www.samhsa.gov

The Substance Abuse & Mental Health Services Association (“SAMHSA”) is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses.

The SAMHSA website has a treatment facility locator searchable by type of treatment, form of treatment and forms of payment accepted.

American Council on Alcoholism 1-800-527-5344, www.aca-usa.org

The American Council on Alcoholism (ACA) is a national non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

Alcoholics Anonymous www.aa.org

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

Narcotics Anonymous www.na.org

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

B. Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Programs in dating violence, domestic violence, sexual assault, and stalking are offered periodically as part of campus crime prevention programs. Any person who is a victim of dating violence, domestic violence, sexual assault, and stalking should report the incident immediately to appropriate law enforcement authorities, or to the School Director who will assist in notifying these authorities if requested.

The institution will provide written notification to students and employees about exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and the community.

The institution will provide written information to victims about options for academic, living, transportation, and working situations or protective measures. The institution will make such accommodations if the victim request them and they are reasonably available regardless of whether he chooses to report the crime to local policy or local law enforcement.

When a student or employee reports to the school that she has been a victim of dating violence, domestic violence, sexual assault, or stalking, the school will provide her a written explanation of her rights and options.

Preserving evidence for proof of a criminal offense is an important consideration for victims of sexual offenses and victims should contact police immediately after the attack. Referral information is available for general counseling and medical attention. Responsiveness to the needs of crime victims is an institution priority.

Sexual assault is a crime punishable by both civil and criminal legal action.

Columbia Academy of Cosmetology will provide alternatives for a victim's academic situation after an alleged sex offense, if requested by the victim and if alternatives are reasonably available. Columbia Academy of Cosmetology also encourages victims to prosecute alleged perpetrators to the fullest extent of the law.

Columbia Academy of Cosmetology follows all and any order of protection; “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court of by the institution. The institution will keep confidential any protective measures for the victim, as long as that confidentiality would not impair the institution’s ability to provide those measures.

Any member of the campus community requiring additional information on sexual assault is welcome to contact the toll-free, 24-hour National Sexual Assault Hotline, operated by RAINN (the Rape, Abuse, & Incest National Network), at 1-800-656-HOPE for free, confidential counseling. The RAINN website at www.rainn.org also provides information. Additional sexual assault resources are provided in part IV of this report.

C. Registered Sex Offenders

Information on registered sex offenders living and working in the areas near Columbia Academy of Cosmetology campus (if any) may be obtained through the following state law enforcement websites.

Columbia Academy of Cosmetology is not responsible for the accuracy of data provided on these websites.

South Carolina

<http://sexoffender.scdoj.gov/>

Sexual Harassment

Columbia Academy of Cosmetology strictly prohibits sexual harassment of students, faculty, or staff. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; or other verbal, non-verbal, physical conduct, or written communication of a sexual nature when the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student’s ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Sexual harassment violates Columbia Academy of Cosmetology policy as well as state and federal law. Any incidents of sexual harassment should be reported immediately to the Campus Manager. Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party. Additional information on the institution’s policies on sexual harassment may be found in the School Catalog.

It is unlawful to retaliate or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and Columbia Academy of Cosmetology will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination.

E. Weapons

The unauthorized possession, use, or sale of firearms, ammunition, fireworks, explosives, or dangerous weapons of any type is strictly prohibited on or in campus facilities, and is subject to criminal sanctions as well as institution discipline.

F. Hazing

The University does not condone any hazing or mistreatment of another student so as to cause mental or bodily injury. The Dean of Student Affairs shall, upon satisfactory proof of violation of this policy by any student, expel the guilty party and, if appropriate, report the incident to local authorities for criminal prosecution.

IV. Additional Resources for Sexual Abuse, Mental Health and Substance Abuse Treatment Programs

South Carolina Sexual and Domestic Violence, (803) 771-7273

<http://www.sccadvasa.org/>

South Carolina Department of Mental Health and
Substance Abuse Services, (803)935-7100

www.state.sc.us/dmh/morrisvillage/home.html

Crime Statistics

A. Description of Statistics Reported

The Clery Act requires that universities provide crime statistics to their students with regard to the following offenses, as defined by the Federal Bureau of Investigation's Uniform Crime Reporting Program.

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses (Forcible and Non-Forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor, Drug and Illegal Weapons Possession Offenses
- Hate Crimes must also be reported. The Clery Act requires universities to report as a hate crime, by category of prejudice, any of the above offenses where the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Additionally, universities must report any hate crimes involving the following crimes: larceny-theft, simple assault, intimidation, destruction/vandalism of property, and any other crime involving bodily injury.

The Clery Act also requires that universities report not only crimes occurring on campus but also crimes occurring on public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Crime statistics for calendar years

2015, 2016, and 2017 for these categories of offenses are provided below. These crime statistics indicate the number of reported occurrences of each crime by campus, but do not necessarily reflect arrests or convictions.

Columbia Academy of Cosmetology assumes no responsibility for the accuracy of crime statistics reported by local police jurisdictions.

B. Procedure for Annual Reporting of Crime Statistics

At the end of each calendar year, the CEO will collect crime data from the Campus Manager and other institution officials as appropriate and local police jurisdictions for inclusion in the institution's annual crime statistics report. Campus incidents will be classified according to the definitions of the Uniform Crime Reporting Handbook published by the Federal Bureau of Investigation. A report to the campus community, including statistics for crimes required to be reported under the Clery Act, will be published no later than October 1st of the year following the reporting period. Notification of the availability of the report will be sent via flyers posted in local campuses.

C. Campus Crime Reporting Areas

Below are descriptions of the locations of the University's campuses included in the 2017 crime statistics reporting. Crimes occurring within campus buildings and associated parking areas are included in the statistics provided for campus crimes. Local police jurisdictions were requested to provide crime statistics for each campus address as well as the public streets and sidewalks immediately adjacent to each campus.

Columbia Academy of Cosmetology
1221 Sunset Blvd
West Columbia, SC 29169

Campus Crime and Fire Safety Disclosures

The data for the campus security is provided on the school website at www.columbiaacademofcosmetology.com. The Campus Crime and Fire Safety Disclosure is maintained on the bulletin board found in the Student Breakroom, Classroom, Student Media Room, and Front Reception Area. A copy can also be found in the Financial Aid Office.

Fire Safety Report

A. Fire Statistics

The institution had 0 cases of fires, injuries, or deaths for 2014, 2015, 2016, or 2017.

B. On-Campus Student Housing and Life Safety Systems

Columbia Academy of Cosmetology does not provide student housing.

C. Mandatory Supervised Fire Drill

There are three fire drills held on an annual basis. The School Director is responsible for the scheduling of the fire drill as well as monitoring and oversight of the fire drill. Fire drills are scheduled during times that do not interfere with the daily operations of the institution. Evacuation plans are posted throughout the building and

the institution has fire extinguishers. Fire extinguishers are checked on an annual basis to ensure they are working properly.

D. Fire Safety Policies and Rules

Columbia Academy of Cosmetology fire safety regulations are intended to prevent injuries to members of the institution community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, Columbia Academy of Cosmetology takes disciplinary action on the first offense when it pertains to staff.

Columbia Academy of Cosmetology has prohibitions for items including candles, smoking, incense, halogen lamps, and fireworks within the school building.

Any fire within the institution or grounds should be reported directly to the School Director, Mrs. Richardson.

E. Training

Columbia Academy of Cosmetology conducts training for all staff members upon hire and a review of policies and procedures is conducted prior to completing fire drills. New students receive training and education during new student orientation.

New hire training covers:

- Evacuation and emergency preparedness
- Organizational mandates
- Fire Inspection Program

F. Future Improvements for Fire Safety

Columbia Academy of Cosmetology continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty, and staff.

G. Fire Evacuation Procedures

If you hear an alarm sound:

1. Evacuate the building immediately and assist the disabled in exiting the building. If smoke is present, keep low to the floor.
2. Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, DO NOT open the door.
3. If the door or the doorknob is not hot, brace yourself against the door and open it slightly.
4. If heat or heavy smoke is encountered in the corridor, close the door, and stay in the room.
5. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
6. Seal the cracks around the door with clothing, tape, or other material, soaking it in water if available.
7. Hang an object out the window, such as a shirt, jacket, towel, or anything that will attract attention.

8. If you can leave the room, close all doors behind you as you move to the nearest exit or stairway. This will retard the spread of smoke and fire and lessen damage.
9. Assist persons with disabilities and mobility issues to exit the building. If the nearest exit is blocked, go to an alternate exit.
10. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures described in 6 through 8.
11. After leaving the building, DO NOT re-enter. Stay clear of responding emergency equipment and personnel.
12. DO NOT attempt to re-enter the structure to retrieve any items until the building is cleared by University Officials or the Fire Department.

CRIME DATA AS REPORTED ON CAMPUS CRIME SURVEY

Criminal Offense-on campus			
Criminal Offense	Total Occurrence- On Campus		
	2017	2016	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offense- forcible	0	0	0
Sex offense- non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offense- Public Property			
Criminal Offense	Total Occurrence- Public Property		
	2017	2016	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offense- forcible	0	0	0
Sex offense- non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes - On Campus									
Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2017	2016	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
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 offense- forcible	0	0	0	0	0	0	0	0	0
Sex offense- non-forcible	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
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes- Public Property									
Criminal Offense	Total Occurrences-On Campus			Category of Bias for Crimes					
	2017	2016	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
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 offense- forcible	0	0	0	0	0	0	0	0	0
Sex offense- non-forcible	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
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Arrest-On Campus			
	Number of Arrests		
Law Violation	2017	2016	2015
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests- Public Property			
	Number of Arrests		
Arrest- Public Property	2017	2016	2015
Law Violation	0	0	0
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions-On Campus			
	Number of Persons Referred for Disciplinary Action		
Law Violations	2017	2016	2015
Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions-Public Property			
	Number of Persons Referred for Disciplinary Action		
Law Violations	2017	2016	2015

Weapons; carrying, possessing, etc.	0	0	0
Drug Abuse violations	0	0	0
Liquor law violations	0	0	0