

College of International Esthetics, Inc.
Campus Safety and Security Policy ad Fire Safety Report

INTRODUCTION:

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or the School Director/Campus Security Coordinator. The safety of our students and employees is an important concern of the school's administration. This document explains this school'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 are confused or uncertain.

At orientation for new students and employees, as well as on each start date during the 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. Once a year we try to schedule a local law enforcement official to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault.

The College of International Esthetics, Inc. herein referred to as "College" or "School" uses the following policy and procedures:

DEFINITION OF CAMPUS:

For the purposes of reporting campus crimes, the definition of the school's campus includes:

The College of International Esthetics, Inc. campus includes the location at 7330 W. 52nd Ave, Unit T, Arvada, Co 80002 and the additional classrooms at 6425 W. 52nd Ave, Suite 9, Arvada Co 80002. At each location the following is included: The sidewalk adjoining the front space of each building and the side areas of each building.

CRIME AND 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 school 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 the school. Criminal violations may include, but may not be limited to the following:

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.

Murder; Rape; Forcible sex offenses, Non-forcible sex offenses, Robbery/Theft, Simple or aggravated assault

FURTHER PREVENTATIVE MEASURES INCLUDE:

1. Students and/or employees shall NOT be permitted to consume illegal or controlled substances including alcoholic beverages, marijuana, 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.
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. Students and/or employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices remain securely locked at ALL times. When leaving the school, employees MUST always check the doors to ensure they are locked.
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 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 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. Students and/or employees must comply with rules and regulations related to Esthetics as written by the Division of Private Occupational Schools, the Division of Regulatory Agencies, NACCAS, and the Department of Education. Also, Rule 800 as delegated by the Medical Board relating to Esthetics.

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 Arlene Malay, CEO of the school, 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:

Arvada Police Department

8101 Ralston Road,

Arvada, Co 80002

720-898-6900

In the Event of a burglary or robbery or larceny

1. Remain calm and agreeable with those involved
2. Do not attempt any heroic measures
3. Do not attempt to determine if a person is innocent or guilty
4. Call the local police
5. Indicate the Name of the College
6. Indicate your name
7. Indicate the time and date of the incident
8. Indicate if there are any injuries
9. Indicate the number of suspects involved
10. Indicate any descriptive information
11. Have an employee fill out an incident report

In the Event of an accident

1. Report the event to the School director or manager on duty
2. The School Director or manager on duty will do the following:
 - a. Determine if emergency help is needed. If so, he or she will call the appropriate agency
 - b. Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
 - c. Report all information to the Management
 - d. If necessary, notify parents and family of the victim(s).

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 the local police authorities. If the school Director is not available, contact the School administrator. If the School Administrator is not available contact the CEO.

The school will review its evacuation plans and procedures during the orientation on the first day of class or hire, as well as yearly with the student body and staff. The school will also conduct announced emergency response and evacuation tests annually in order 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 students and staff members in place, but securing the location for the emergency at hand
2. On-site evacuation: movement of students 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 gases collect near the ceiling first)
2. Activate the fire alarm
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 site, 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/her
6. Make certain that all students 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 students 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.

ILLNESS OR INJURY

A. Minor

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

B. 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 a real one 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 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 reentry into the building.

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 students and staff members are accounted for and are safe.
3. Evacuate all students 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 students and staff members with special needs are to be assisted as needed
4. Conduct a second head count for students and staff members
5. Notify the School Director as soon as possible
6. Do not approach or reenter the building until consultation with the proper authorities.

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

1. The safe place designated by the School Director is the freshman rooms
 - a. All students and staff will be moved to the designated location
 - b. Maintain flashlight and voice contact among staff members at all times.

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.

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/she will keep personal information, such as names, confidential. The school may withhold information if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. The school will only withhold that information that would cause the adverse effect described. The school will disclose any information withheld once the adverse effect described is no longer likely to occur. 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/bulletin board 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 of _____, _____, and _____ are listed.
7. The school will identify where on campus the crime occurred, such as in the school building, in front of the school, or in the parking lot.

CAMPUS SECURITY

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action on school premises or vicinity. We encourage all students and employees to timely report all crimes to the School Director/Campus Security coordinator, 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 are a witness to the crime, contact 911 for immediate assistance, and, if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this institution or off the school premises, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In the event of a rape or sexual violence on campus:

- a. Remain calm
- b. Calm the victim; notify the School Director/Campus Security Coordinator
- c. Inform the victim 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/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining order, orders for protection, no-contact orders, or similar lawful orders issued by a criminal court.

If a victim chooses not to file a police report at the time of the incident, we recommend that the victim use a forensic nurse, who would conduct a forensic examination to preserve evidence in case the victim seeks to file criminal charges or obtain a restraining order at a later date. If the victim chooses to use a forensic examination, it does not require him/her to subsequently file a police report. Please contact the School Director/Campus Security Coordinator for information on where to obtain the services of a forensic nurse.

- d. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault, domestic violence, dating violence, stalking, and crisis intervention, as well as health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims both in the school and the community. If you need to seek professional help or pastoral counselors after having been a victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator or contact one of the following counseling centers:

info@ccasa.org

Colorado Coalition against Sexual Assault 303-839-9999

1330 Fox Street, Suite 2, P.O. Box 40350, Denver, Co 80204

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 Arlene Malay, owner or Maggie Staszuk, School Director for assistance.

In the event of a fire:

1. All occupants should proceed to the nearest available exit in an orderly, calm manner
2. Leave ALL personal belongings behind
3. Assist the elderly, handicapped, and children to the nearest exit
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals
5. 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
6. The School Director should call fire officials or delegate it to (one) person. Also he/she should notify the other building occupants, if applicable
7. When reporting the fire to the officials:
 - a. Indicate the name of the institution
 - b. The location of the institution
 - c. Your name
 - d. Possible injuries (need for paramedics/ambulance)
 - e. Suspected cause (i.e., electrical, chemical, gas, etc.)
8. Remain calm

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 are limited to appliances used in the practice of Esthetics and Esthetic 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 inform the nearest staff member who in turn will notify Arlene Malay who 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. At this time, 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 _____ Date: _____

Signature of Employee _____ Date: _____

Signature of Administration _____ Date: _____

CAMPUS SAFETY AND SECURITY POLICY AND FIRE SAFETY REPORT DAILY LOG

DATE: _____ **TIME:** _____

GENERAL LOCATION _____

DISPOSITION OF THE COMPLAINANT _____

NATURE OF THE CRIME _____

GENERAL LOCATION _____

OTHER _____

