

## **Campus Security Act Policies and Procedures And Disclosure Statement**

### **Annual Security Report**

Sullivan and Cogliano Training Centers, Inc. is committed to providing a safe working and learning environment at the school. Maintaining a safe working and learning environment for all members of the community requires the cooperation of all members of the Training Centers community. Included with this memo is information pertaining to campus security and drug and alcohol prevention. Under federal law Sullivan and Cogliano must publish annually and distribute to all employees and students each year, campus security policies, procedures, victim's rights and services as well as the number of crimes reported to campus authorities. These same reports are available to prospective students and potential employees on our website: <http://www.sctrain.edu>. Sullivan and Cogliano must also distribute to each employee and student, information pertaining to the institute's drug and alcohol prevention program annually. All information is accumulated annually by the Financial Aid Compliance Manager in co-operation with local authorities. If you have any questions or comments regarding the information provided in the attached documents, please contact the Campus Director.

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Sullivan and Cogliano Training Centers, Inc., has implemented the following policies regarding campus security:

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Students and employees are urged to report any criminal activities or other emergencies to the Director. This report can be verbal or written, depending on the severity of the situation. The Director is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Director may immediately contact law enforcement officers or other agency personnel.

Sullivan and Cogliano encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Director or an instructor. Non-emergency situations may also be reported so that Sullivan and Cogliano Staff may contact the local authorities (Miami Gardens Police Department 305-626-7950 or Kendall Police Department 305-279-6929).

### **Personal Safety**

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Student Services immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.

- Limit your alcohol consumption, and leave social functions that get too loud or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director.

Students are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. Sullivan and Cogliano has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities.

Anyone with information warranting a timely warning should report the circumstances to the Director or instructor in person or by phone (Miami Gardens 305-624-3030 or Kendall 305-279-5877).

**Timely Warnings:**

In the event that a situation arises either on or off campus, that, in the judgment of the Director, constitutes an ongoing or continuing threat, a campus wide warning will be issued. Depending on the particular circumstances of the situation, the warning will be issued via email or personally to Sullivan and Cogliano staff and students. A notice may also be posted in the classrooms.

**Confidential Reporting:**

If you are the victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With your permission, a designee can file a report on the details of the incident without revealing your identity. With such information, Sullivan and Cogliano can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. In compliance with that law, the attached reflects this institution's crime statistics for the three most completed calendar years.

**The attached criminal offenses, published each year no later than October 1, include any crime statistics that occurred on campus during the previous three calendar year periods.**

**Hate Offenses:**

The school must report by category of prejudice the attached Hate crimes reported to local police agencies or to a campus Director that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534).

**Contact Information:**

Office Responsible to provide a copy of the Campus Security information	Financial Aid Department – Main Campus, Miami Gardens
Who to contact to report an incident at the Institution	<b>Main Campus</b> (Miami Gardens) – Sheila Chapman, V.P. – Sheila.chapman@sctrain.edu <b>Kendall Campus</b> – Gladys Cruz – Gladys.cruz@sctrain.edu

**General Information:**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus staff member, school official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to an Instructor or the campus Director promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the campus Director will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to the campus Director without signature. If the student wishes not to maintain confidentiality, the student will contact his/her instructor or nearest staff member who in turn will contact the Campus Director to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s Financial Aid Advisor who contacts the correct police department district for statistics and the institution’s “Daily Incident Log”, and then records those statistics. (Miami Gardens Police Department 305-626-7950 or Kendall Police Department 305-279-6929).

3. Only students, employees and other parties having business with this institution should be on institutional property. Those without official business and guests of the institution must identify themselves at the entrance, identify their purpose of visit and the person to be visited, and must have permission to travel beyond the reception area. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00 pm. When the school closes for the night, the school’s official or supervisor will inspect the premises to see that it is empty, set the alarm, and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate school official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of

the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action. In case of an imminent threat or emergency, employees shall immediately dial 911 for assistance. If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
  - c) Resources for pastoral or professional counseling (mental health or otherwise) can be accessed via our website.
5. Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies and rules designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms.
  - b) Report to a staff member, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people.
  - e) The "*Crime Awareness and Campus Security Act*" is available to students, employees (staff and faculty) and prospective students on the website, along with various resources.
  - f) The School disseminates this information to all students at Orientation. Also, all active students and employees receive a copy of this information by October 1<sup>st</sup> of each year. All information is available on the school website.
  - g) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution disseminates all Institutional policies and regulations at the time of Orientation. Sullivan and Cogliano Training Centers have the following program designed to inform students and employees about the prevention of crimes on campus:

7. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the office of the Student Service Representative. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program is distributed annually to students and staff. This information contains resources for drug and alcohol abuse education.
11. Sexual assaults, domestic violence incidents, dating violence incidents and stalking incidents (criminal offences) on campus will be reported immediately to the campus Director, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance for such assaults and incidents; the violation of this policy by students or employees may result in expulsion while investigations are being followed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the campus Director.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary
14. On campus disciplinary action in cases of alleged sexual assaults, domestic violence incidents, dating violence incidents and stalking incidents will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the Financial Aid Offices or Campus Director.
16. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon

request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person when reporting or seeking help on a criminal incident:

Miami Gardens – Sheila Chapman, V.P., [Sheila.chapman@sctrain.edu](mailto:Sheila.chapman@sctrain.edu) – 786-871-4122  
Kendall campus – Gladys Cruz, Instructor Manager – [Gladys.cruz@sctrain.edu](mailto:Gladys.cruz@sctrain.edu) – 786-871-7012

Please note that any emergency that requires immediate attention should not be held to report to the school's official but rather contact the appropriate agency by calling (911).

## ***GENERAL EMERGENCY PROCEDURES***

### **Who to Contact**

All employees are expected to be familiar with and to follow procedures outlined in the Sullivan and Cogliano Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

### **Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

### **Violence Against Women Reauthorization Act (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like Sullivan and Cogliano Training Centers, Inc. to comply with certain campus safety and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

In compliance to VAWA, Sullivan and Cogliano Training Centers, Inc.'s Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.

Should a victim wish to change their academic situation or schedule, a request should be made to the School Director and provisions will be made for such change, if available, regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.

## ***PERSONAL RESPONSIBILITY FOR SAFETY***

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

### **Individual Responsibility**

Follow the approved practices and procedures or standards which apply on any work you perform for the school.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to an official of the school. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the School

Director.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

## ***FIRE PREVENTION AND SECURITY***

### **Fire Prevention**

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

“No Smoking” signs are posted and smoking is prohibited on campus property.

If a fire should occur, contact the nearest school official and exit the building in an orderly fashion. The local fire department should be contacted immediately to deal with any fire situations.

Evacuation maps showing all exits to the premises are strategically placed throughout the campus.

## ***SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT***

### **Rule**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:



- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

### **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes and the injured person should be immediately referred to a hospital emergency room.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

First aid kits are available throughout the campus for minor injuries not requiring medical assistance.

## ***SEVERE WEATHER***

### **Tornado**

If (in the judgment of the Vice President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the school official the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

In the event of flooding, the school official will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Closing the School as the Result of Severe Weather**

Only the Vice President or President has the authority to close the School. When this action is taken, the Vice President will notify the students and faculty. In addition, it will be posted on the School’s Facebook page and students will be notified of the closure via the One-Call System.

## **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## ***EVACUATION PROCEDURES***

### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.
- Evacuation maps are strategically located throughout the campus.

## ***CRITICAL INCIDENT RESPONSE PLAN***

### **OBJECTIVES**

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the Sullivan and Cogliano Training Centers, Inc. community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support resources to the families, friends, students, and campus community members in the event of a critical incident.

### **DEFINITION OF A CRITICAL INCIDENT**

A critical incident is a situation that involves Sullivan and Cogliano Training Center, Inc. student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## ***STUDENT ASSISTANCE SERVICES***

### **Personal Counseling Referrals**

The Student Services Representative will act as the referral agent for student seeking assistance for emotional or personal counseling services within the community.

## ***PROCEDURES FOR SULLIVAN AND COGLIANO TRAINING CENTERS, INC.***

**Step 1 Sullivan and Cogliano Training Centers, Inc.** - The following administrators are notified of a critical incident involving a Sullivan and Cogliano Training Centers, Inc. student or employee:

Miami Gardens – Sheila Chapman, V.P., [Sheila.chapman@sctrain.edu](mailto:Sheila.chapman@sctrain.edu) – 786-871-4122  
Kendall campus – Gladys Cruz, Admissions Manager, - [Gladys.Cruz@sctrain.edu](mailto:Gladys.Cruz@sctrain.edu) – 786-871-7012

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2** The administrators listed in Step 1 gather information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner they will contact the faculty and the students, and the closure will be posted on the school's Facebook page at <https://www.facebook.com/SCTrain>.

Any media contact, press releases, email or website assistance must be coordinated through the school's Vice President.

**Step 3** Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – The administrators listed in Step 1 will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The said authorities will go to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with the President, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President. Current contact information for the CIRT is posted around campus in each building at Sullivan and Cogliano Training Centers, Inc. and is provided to all faculty.

- **Step 3C** – The CIRT initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in a safe area determined by the Vice President. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will deal with the critical incident. This may include: assisting affected student or employee’s family members, providing counseling resources for students or college employees, gathering additional information, etc.
- **Step 4** Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5** The CIRT will recommend to the President any policy revisions and procedures and will compile a Critical Incident Report to be filed in the Office of the President.

**MEMBERS OF THE SULLIVAN AND COGLIANO TRAINING CENTERS, INC.  
CRITICAL INCIDENT RESPONSE TEAM**

Critical Incident Response Team			
President	Herb Cogliano	<a href="mailto:hcogliano@sctrain.edu">hcogliano@sctrain.edu</a>	781-672-8183
Vice President	Sheila Chapman	<a href="mailto:Sheila.chapman@sctrain.edu">Sheila.chapman@sctrain.edu</a>	786-871-4122
Director of Career Services and Regulatory Affairs	Angela Mullis	<a href="mailto:Angela.mullis@sctrain.edu">Angela.mullis@sctrain.edu</a>	508-456-8064
Instructor Manager	Gladys Cruz	<a href="mailto:Gladys.cruz@sctrain.edu">Gladys.cruz@sctrain.edu</a>	786-871-7012

***Local Community Emergency Services***

<b>All Emergencies (Fire, Police, Sheriff, Ambulance)</b>	<b>911</b>
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<b>Poison Control Center</b>	<b>1-800-222-1222</b>
<b>Suicide Hotline</b>	<b>1-800-784-2433</b>

## **POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance to the Exits.

## **CRIMINAL DISTURBANCE:**

- **EXAMPLES:**
  - Robbery
  - Assault (verbal or physical)
  - Theft in progress
  - Hostage situation
  - Gang activity
  - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the campus Director immediately.

## **BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the campus Director.
5. The School Vice President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

## **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the campus Director.
- Make written documentation of incident.

## **DRUG/ALCOHOL INTOXICATION:**

- Immediately call the campus Director.

## **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the campus Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

## **MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
  - Reportable examples include but are not limited to:
    - Medical emergencies
    - Occupational accidents requiring medical treatment other than minor first aid.
    - Accidents caused by property damage or unsafe conditions.
    - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. Call 911 if it is determined that immediate medical attention is necessary. Once emergency services have been contacted, the campus Director should be notified of the location of the emergency.
  2. ALWAYS document the incident.

## **MINOR FIRST AID:**

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in various locations throughout the campus with band aids and supplies for minor injuries.

## **EVACUATION PROCEDURES:**

In the situation where a building must be evacuated, Exits are clearly posted. For instructors, follow

the path to the closest Exit unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit, unless they are blocked or unsafe.

All staff should familiarize themselves with Exit locations from their office to the outside. Evacuation maps are strategically posted throughout the campus. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

## **LOCKDOWN PROCEDURES:**

The lockdown process will only be initiated with the approval of the School Vice President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

### **Lockdown Basics:**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities.
- Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

## **EMERGENCY RESPONSE AND EVACUATION DRILLS**

Sullivan and Cogliano Training Centers conducts fire drills and exit procedures at least once a month. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. A fire drill and exit log is maintained in the Student Services Office and includes the date, time and whether the Drill was announced or unannounced.

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT**

I have received a copy Sullivan and Cogliano Training Centers, Inc.'s Campus Security Act Disclosure Statement.

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Print Name

\_\_\_\_\_

Date

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Signature