

## ANNUAL SECURITY REPORT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

### **Procedures for reporting crimes and other emergencies occurring on campus and the policies for the school's response to these reports:**

All students and employees are advised to report any criminal activity or emergency immediately by calling 9-1-1 or the Pinellas County Sheriff's Office at 727-582-6200. The individual reporting the crime should also report the crime to the Director:

- Largo Campus: Yolanda Urso
- St. Petersburg Campus: Mike Halmon

Any student or staff member may report crimes on a voluntary, confidential basis to the Director. This information will be included in the annual disclosure of crime statistics.

It is important that any evidence of the crime being reported is preserved. An Incident Report will be completed by the witness(es) of the crime and American Institute of Beauty, Inc. will assist law enforcement in the investigation of any crimes reported on campus. If a student or staff member is convicted of a crime on campus it will be considered grounds for termination of enrollment or employment.

All crimes referenced under **Crime Statistics** below and committed on campus will be posted on the school bulletin board within one day of the crime. The school will provide appropriate professional counseling for students and staff should there be a crime on campus.

### **Security of and access to all campus facilities:**

Employee and student access at both campuses is through the main entrance of the school. All other doors are for emergency use only and cannot be opened from the outside. There is a complete alarm system at both campuses with all doors alarmed. The alarm pad is equipped with a panic alarm button.

### **Campus law enforcement:**

Neither campus is of size to require a campus law enforcement force. Students are advised to report all criminal activities immediately to a local law enforcement agency and the appropriate school official.

### **Programs designed to inform students about campus security:**

Students are informed during Orientation of the campus security policies and procedures. Staff and students are encouraged to park in well-lit areas of the parking lot and never be alone when entering or exiting the schools during non-daylight hours. Students are encouraged not to bring valuables to the school, however if necessary lockers are available for all students. Students are asked to be watchful for any suspicious behavior on campus and report it immediately to the appropriate staff member.

### **Crime prevention programs:**

Various crime prevention and Crime Stopper brochures are available to all students and employees. Pinellas County Sheriff's Office also offers a Crime Prevention Program to the citizens.

### **Reporting of criminal activity by students at non-campus locations of student organizations officially recognized by the school:**

American Institute of Beauty, Inc. does not have any non-campus sanctioned activities.

**Drug and Alcohol Policy:**

American Institute of Beauty, Inc. is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). The possession, use or sales of alcoholic beverages and/or illegal drugs are prohibited on campus at all times. All students and employees of the school must sign the Drug and Alcohol Policy upon enrollment or employment. The school will enforce all Federal and State drug laws and underage drinking laws.

All students and staff are educated on the legal consequences of drugs and helpful and offered assistance through a local agency during their orientation. This information is given to the students for their records. The school also offers an annual drug and alcohol awareness course to all enrolled students.

**Dating violence, domestic violence, sexual assault and stalking policy:**

American Institute of Beauty, Inc. makes educational and prevention material available to all students, as well as offer a list of resources to assist students that may be victims of these crimes. October is Domestic Violence Awareness Month and throughout this month we provide educational and prevention information to our students.

Any student or employee that is a victim of any of these crimes is encouraged to call the Pinellas County Sheriff's Office immediately. If the crime is committed on campus the student must notify the Director:

- Largo Campus: Yolanda Urso
- St. Petersburg Campus: Mike Halmon

Any student or staff member may report crimes on a voluntary, confidential basis to the Director. This information will be included in the annual disclosure of crime statistics. All personal information will remain confidential and not included in any reporting.

It is important that any evidence of the crime being reported is preserved. An Incident Report will be completed by the witness(s) of the crime and American Institute of Beauty, Inc. will assist law enforcement in the investigation of any crimes reported on campus. If a student or staff member is

convicted of a crime on-campus it will be considered grounds for termination of enrollment or employment.

The school will maintain the student's confidentiality regarding any accommodations or protective measures provided to the victim. The school will be responsible for adhering to any orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school.

The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims within the community. A written notification to victims regarding available assistance, requesting changes to academic situations, working situations, or protective measures is also made available upon request.

In the event a student or employee alleges a case of dating violence, domestic violence, sexual assault, or stalking the school officials will report this incident to the local authorities if it has not already been reported. The schools officials from the Grievance Committee will meet with the victim and the accused; each will have the option to have other students on the board. The accused and the accuser will both be notified of the outcome of the Grievance Committee meetings.

**Sexual offender data location:**

In compliance with the Adam Walsh Child Protection and Safety Act of 2006, the State of Florida provides a list of registered sexual offenders that is made available to the public. This information may be obtained at: <http://offender.fdle.state.fl.us/offender>

**Missing student notification policy:**

American Institute of Beauty, Inc. does not have on-campus residential student housing and therefore does not have a missing student notification policy.

## Crime Statistics Reporting Table

Offense	Campus	Year: 2013	Year: 2014	Year: 2015
<b>Criminal Homicide</b>				
To include: Murder, non-negligent	Largo	0	0	0
Manslaughter, and Negligent manslaughter	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Sex Offenses</b>				
To include: Rape, Fondling, Incest, and	Largo	0	0	0
Statutory Rape	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Robbery</b>	Largo	0	0	0
	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Aggravated Assault</b>	Largo	0	0	0
	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Burglary</b>	Largo	0	0	0
	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Motor Vehicle Theft</b>	Largo	0	0	0
	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Arson</b>	Largo	0	0	0
	St. Petersburg	0	0	0
	Public Property	0	0	0
<b>Arrests for liquor law violations,</b>	Largo	0	0	0
<b>illegal weapons possessions, or drug</b>	St. Petersburg	0	0	0
<b>law violations</b>	Public Property	0	0	0
<b>Hate Crimes</b>	Largo	0	0	0
To include: Larceny-theft, Simple assault	St. Petersburg	0	0	0
Intimidation, Destruction/damage/	Public Property	0	0	0
Vandalism of property, Dating violence,				
Domestic violence, or stalking				

**Emergency Response/Evacuation Policy:**

In the event of an emergency or dangerous situation involving an immediate threat to the health and/or safety of the students and employees the Emergency Notification System will be activated immediately. This system is the same for both campuses and will consist of immediate notification of the PA system of the emergency, using the Emergency Code System. In the announcement all students and employees will be given specific instructions to ensure their protection. Should the emergency require additional information to be provided to the students and employees the Director at the campus will direct the appropriate staff personnel to provide the additional information in a written document.

If the threat should result in closure of the school a notice will be posted on the campus door, a message will be placed on the campus school voicemail system, and a message will be placed on Facebook. The school voicemail system will be the primary method of notification of any threat resulting in the closing of the campus and for information regarding the re-opening of the school. The school Facebook page will be utilized in addition to the voicemail system for providing information on emergency procedures.

**Emergency Code System:**

The following Emergency Code System has been developed to assist in the orderly response to situations that may arise during the business hours of the school. The code will be called over the PA system. Students and employees should follow the appropriate response to the code announced.

All Codes announced will be followed with the specific location in the building.

<b>Code Name</b>	<b>Code Meaning</b>
Code Red	Medical emergency that requires notifying Emergency Medical Services
Code Yellow	Fire or smoke emergency that requires evacuation of the building
Code Blue	Fire Arm/Burglary emergency that requires evacuation or lock down in the current location
Code Green	Hazardous Weather emergency that requires the appropriate response determined by the weather hazard

**In all situations resulting in a code being called the staff member responsible for calling the code must complete an incident report as well as obtain an incident report from any witness to the incident.**