

Annual Security Report FY 2016

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE Policy

Chief Administrator Joseph Evans is responsible for preparing and distributing the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (Clery Act). The Annual Security Report is published every year by October 1st and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

Seguin Beauty School composes the Annual Security Report and statistical information with input from the local law enforcement agencies and campus officials. The documentation is maintained in the Chief Administrators office. The Crime statistics reported are obtained from the local police department in each city and the Daily Incident Log from each campus and include the geographic categories including campus property 102 East Court, Seguin, TX and 214 West San Antonio, New Braunfels, TX and adjacent public properties.

Why an Annual Security Report?

Enacted in 1990, *The Crime Awareness and Campus Security Act* was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff, and faculty the information they need to avoid becoming victims of campus crime. The *Higher Education Act of 1998* and the subsequent amendments of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the "*Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*" (hereafter the Clery Act).

Seguin Beauty School has adopted and implemented policies and a program regarding campus security procedures and disclosures intended to inform the campus community about the security policies, procedures and availability of programs and resources for victims of crime to seek recourse. SBS reviews its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced.

Seguin Beauty School is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus policies. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

Notifications

SBS distributes, at least annually, by October 1 of each year, a notice to all current students, faculty, and staff that the Annual Security Report is available at www.seguinbeautyschool.net/annualsecurityreport2016.html. The schools handbook also includes the notice and is provided to all prospective students, prospective employees and interested persons.

The statement is as follows:

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT is available at www.SeguinBeautySchool.net/AnnualSecurity. The ARS includes the following: Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy, Health Risks Associated with the Use of Illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics. The report includes statistics for incidents of crime reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, arson and violence crimes against women. Statistics for certain hate crimes as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor and weapons are also disclosed. The crime statistics are published for the following geographical categories: on campus and certain adjacent and accessible public property. SBS has no on-campus student residential facilities or non-campus buildings or properties. Upon request, any interested party may obtain a paper copy of the report at the school office located at 102 East Court St, Seguin, TX, by calling (830) 372-0935; or by emailing the request to sbs@seguinbeautyschool.net

General Information

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have permission from the school office. To maintain a secure facility, all rear access doors leading to the campus are closed and locked during evening hours starting at 5:30pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official may 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 shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Incident Reporting

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 institution official, school office and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

The student or employee may, in order to maintain confidentiality, submit the information in writing to an institution official without signature who will submit it to the Chief Administrator. If the student wishes not to maintain confidentiality, the student may contact an institution official to report criminal actions or emergencies to the appropriate agency by calling (911).

Institution Officials: Joe Evans, Chief Administrator
Jennifer Evans, Local Administrator, Seguin campus
Lidia Rodriguez, Local Administrator, New Braunfels, campus
Any school official in charge will assist students in need

Local Law Enforcement Agencies:

Seguin Police Department	830- 401-2340 or 830-379-2123 or 911
New Braunfels Police Department	830- 221-4000 or 911

When an incident has been reported, the Local Administrator shall promptly contact and accurately inform the Chief Administrator and or local police for assistance and further instructions.

Law Enforcement

Seguin Beauty School has no campus law enforcement or security service, however, the institution will provide and assist the state and local law enforcement agencies in every way possible to insure a safe and lawful environment. Any issues, questions or concerns about security at SBS should be directed to the Chief Administrator and person responsible for security compliance, Joe Evans. The institution's officials have no powers to 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. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime. Individual discretion must be used, as undue risk should not be taken.

The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee informing the student or employee such services not connected to the institution are available.

Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.

- a) Do not leave personal property in classrooms; place personal belongings in a locker with a lock.
- b) Report to your institution official, 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) Always have your car keys in hand before leaving a building
- f) The Annual Security Report is available at www.seguinbeautyschool.net.annualsecurityreport2015.html.

The institutions program for crime awareness or prevention begins at orientation is on a continuous at the institutions. Students and employees are informed of the website location which includes links to safety information. Periodically throughout the year, crime and safety information is

provided by PowerPoint, hardcopy and posted notices. The institution's policies and regulations are properly disclosed to prospective students through the school handbook.

Preparation for the Annual Security Report is obtained by an institution official who contacts the correct police department district.

Alcohol and Illegal Drug Policy

This institution does not permit the use, sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students on school property 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.

Seguin Beauty School has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The institutions Annual Security Report includes the drug program requirements that the program provides:

- (1) the annual distribution to each student and employee
 - (a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
 - (b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - (c) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol;
 - (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - (e) a clear statement that the institution will impose sanctions on students and employees consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by subparagraph (A); and
- (2) a biennial review by the institution of the institution's program to -
 - (a) determine the program's effectiveness and implement changes to the program if the changes are needed;
 - (b) determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in section 1092(f)(6) of this title), or as part of any of the institution's activities; and (ii) are reported to campus officials;
 - (c) determine the number and type of sanctions described in paragraph (1)(E) that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
 - (d) ensure that the sanctions required by paragraph (1)(E) are consistently enforced.

A copy of each item required by the Drug-Free Schools and Communities Act and the Department of Education's General Administrative Regulations as well as the results of the biennial review is available upon request.

LEGAL SANCTIONS IMPOSED UNDER FEDERAL, STATE AND LOCAL LAWS



U.S. Department of Justice
Drug Enforcement Administration

Federal Trafficking Penalties

Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense		
Methamphetamine Schedule II	5 - 49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million if an individual, \$20 million if other than an individual.		
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture				
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture				
Cocaine Base Schedule II	5 - 49 gms mixture			50 gms or more mixture				
PCP Schedule II	10 - 99 gms pure or 100-999 gms mixture			100 gms or more pure or 1 kg or more mixture				
LSD Schedule I	1 - 9 gms mixture			10 gms or more mixture			2 or More Prior Offenses	
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture				Life imprisonment
Fentanyl Analogue Schedule I	10 - 99 gms mixture			100 gms or more mixture				
Others (Schedules I & II) <i>(includes 1 gm or more flunitrazepam)</i>	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 yrs. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.					
		1st Offense			2nd Offense			
Others Schedule III <i>(includes 30 mgs - 999 mgs flunitrazepam)</i>	Any	Not more than 5 yrs. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 10 yrs. Fine not more than \$500,000 individual, \$2 million not individual.			
Others* Schedule IV <i>(includes less than 30 mgs flunitrazepam)</i>	Any	Not more than 3 yrs. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 6 yrs. Fine not more than \$500,000 individual, \$2 million not individual.			
All Schedule V	Any	Not more than 1 yr. Fine not more than \$100,000 individual, \$250,000 not individual.			Not more than 2 yrs. Fine not more than \$200,000 individual, \$500,000 not individual.			

* Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above-referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §841(b)(1)(C) and (D).

Health Risks Associated With the use of Illicit Drugs & Abuse of Alcohol

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral, and social problems.

These include:

Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death).

Physical and psychological dependence.

- Malnutrition.
- Long-term health problems, including cirrhosis of the liver.
- Organic brain damage.
- High blood pressure.
- Heart disease.
- Ulcers, and cancer of the liver mouth, throat, and stomach.
- Contraction of diseases such as AIDS through the sharing of hypodermic needles.
- Pregnancy problems including miscarriages, still births and learning disabilities.
- Fetal Alcohol Syndrome (physical and mental birth defects).
- Psychological or psychiatric problems.
- Diminished behavior (hangover, hallucinations, disorientation, slurred speech).
- Unusual or inappropriate risk-taking, which may result in physical or emotional injury or death.
- Violent behavior toward others, such as assaults and rape.
- Accidents caused by operating machinery while impaired.
- Impaired driving resulting in alcohol- and drug-related arrests, traffic accidents, injuries, and fatalities; negative effects on academic or work performance.
- Conflicts with co-workers, classmates, family, friends, and other conduct problems resulting in disciplinary actions, including loss of employment and legal problems including imprisonment.

Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers

- a. Teddy Buerger Center
1215 E Court St, Seguin, TX 78155 (830) 401-7367
- b. Alcoholics Anonymous
2365 Huber Rd, Seguin, TX 78155 (830) 379-4773
- c. Guadalupe Regional Medical Center
1331 E Court St, Seguin, TX (830) 401-7367
- d. Guadalupe Valley Council On Alcohol & Drug Abuse
178 Steel Mill Dr Ste 204 Seguin, TX 78155 (800) 734-0142
- e. Alcoholics Anonymous
1142 Eikel St, New Braunfels, TX 78130 (830) 625-0057
- f. Changing Ways 1040 N Walnut Ave Ste D,
New Braunfels, TX 78130 (830) 643-1445

Seguin Beauty School will impose sanctions on students and employees consistent with local, State, and Federal law), and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Sexual assaults (criminal offences) on campus will be reported immediately to the Chief Administrator, who will inform the victim of the right and option to notify appropriate local law enforcement authorities. The Chief Administrator will provide assistance in notifying these authorities. No campus counseling or student services are available but the victim will be encouraged to seek services and counseling at a rape crisis center. The institution will assist in providing transportation to a hospital or rape crisis center for proper treatment. A victim's academic schedule may be changed upon request and if accommodations are available. If a campus disciplinary action is necessary, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

The accuser and the accused will be informed of the outcome of such a proceeding and an explanation of the sanctions imposed following a court of law finding

This institution has zero tolerance of such assaults; the violation of this policy by students or employees may result in suspension, while law enforcement investigations and court proceedings are being conducted, and termination if found guilty.

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.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Notify the local law enforcement authorities

Seguin Police Department 830- 401-2340 or 830-379-2123 or 911
New Braunfels Police Department 830- 221-4000 or 911

- Report the offense to the school administration if the offense occurred on campus.
- 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.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

Seguin Beauty School 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, 2008.

As part of the Crime Control and Law Enforcement Act of 1994, Seguin Beauty School makes the following links/information available to the campus community where information can be accessed regarding registered sex offenders.

<http://www.familywatchdog.us/>

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx> list convicted Texas sex offenders

<http://www.oag.state.tx.us/victims/victimrights.html> Victim Rights by the Texas Attorney General

Women's Crisis Center, phone 409-765-7233 or 409-765-2604

Crimes Against Women

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"
- "Dating violence" means " violence committed by a person –
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship."
- "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Emergency Notification and Timely Warning

In the event that a situation arises and is confirmed, either on or off campus, that, in the judgment of institution officials present and in charge, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will immediately be issued by the Chief Administrator or Local Administrator.

SBS will, without delay, and taking into account the safety of the 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.

The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of the school in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the PA system to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including posting flyers entitled "Security Alert" on the building entrances.

Emergency Response and Evacuation Plan

Each of the school campuses consist of one building. If an outside threat occurs, the campus will be locked down until the emergency situation no longer exists. If an emergency evacuation is required notification will be made by either a law enforcement or school official through a PA system. All affected members of the school will follow the instructions given or the emergency plan posted in the area persons are currently located in.

On an annual basis the institution will conduct an emergency evacuation test drill that may or may not be announced. The evacuation test will be conducted in October at a time when most of the students, faculty and staff are expected to be present on campus. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures. SBS evaluations this plan annually.

SEGUIN BEAUTY SCHOOL

CRIME STATISTICS

CRIMINAL OFFENSE	ON CAMPUS SBS Seguin				PUBLIC PROPERTY				ON CAMPUS SBS New Braunfels				PUBLIC PROPERTY			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
YEAR																
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses(male & Female) - forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest & or Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses (male & Female)-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest & or Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons, carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CRIMES AGAINST WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT

IS AVAILABLE AT www.SeguinBeautySchool.net/AnnualSecurityReport2016.html

The ARS includes the following:

Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy Health Risks Associated With the use of illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics

Emergency Response / Evacuation

EMERGENCY RESPONSE

The Local Administrator at each campus makes decisions and initiates procedures in the case of an emergency. The Administrator will confirm, determine appropriate community, determine notification content, and initiate appropriate notification. SBS has determined that due to the size of the campuses, the entire the entire campus will be notified of any emergency. Two notification procedures have been developed and utilized according to whether the campus is opened or closed.

OPEN CAMPUS NOTIFICATION PROCEDURE: (school open/community on campus)

1. Confirm a legitimate emergency to the best of your ability. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available. Confirmation methods contacts:

- Radio or TV station – weather related emergencies
- Police Dept - criminal or public emergencies
- Visual observation - campus fires, gas leaks or on campus emergencies

2. Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Campus emergency responses must be decided on a **case-by-case basis** in light of all the facts surrounding the emergency

Immediate threats examples:

Campus Fire; Approaching tornado, hurricane or other extreme weather conditions; Earthquake; Gas leak; Terrorist incident; Armed intruder; Bomb threat; Explosion; Civil unrest or rioting; Outbreak of meningitis, norovirus or other serious illness.

A simple statement may be made of the PA system:

This is an emergency. All persons in the building should exit the building using the _____ door quickly and quietly.

At _____(time) on _____(date), a

_____ (reported offense). he suspect description is

Other Pertinent information _____

Or

This is an emergency. All persons in the building should take cover in the theory classroom quickly and quietly.

We are currently under at _____ weather alert.

3. Repeat the statement three times if possible.
4. Quickly check to insure all persons have followed the instructions, if you can safely.
5. If the emergency is diminished, make another announcement indicating the emergency event is over, you may go back to your classes.
6. If law enforcement or official emergency personnel become involved, request further instructions.

If access to the PA system is not possible, verbal communication will suffice due to the size of the campus.

CLOSED CAMPUS NOTIFICATION PROCEDURE: (school closed/no community on campus)

The Chief Administrator and or Local Administrators will:

1. Confirm a legitimate emergency to the best of your ability. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available.
2. Immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Campus emergency responses must be decided on a **case-by-case basis** in light of all the facts surrounding the emergency

A statement may be delivered through the local radio stations, individual telephone calls or email.

Sample:

This is an emergency. Seguin Beauty School in _____(city)

is closed _____(date(s))

At _____(time) on _____(date), a _____
_____(reported offense).

The suspect description is _____

Contact local law enforcement when appropriate

3. Conclusion:

EMERGENCY RESPONSE TEST

Emergency tests will be conducted annually the first week of October.

Emergency tests may be announced or unannounced.

At the end of the drill, students will attend a presentation of school policies relating to emergencies.

Institution officials will evaluate the drill proceedings and behavioral patterns. Reports are prepared by participating departments which identify deficiencies so that adjustments can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation procedures.

All of us want to be alerted promptly to potentially dangerous criminal situations near our homes or workplaces so that we have both the time and the information necessary to take appropriate precautions.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Emergency Tests are used as a way to educate and train occupants on issues specific to their building. During the test, occupants 'practice' procedures and familiarize themselves with the location of exits and the emergency notification.

Take Cover

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "take cover" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe. The classrooms at each campus are the safest area in an emergency situation that includes weather (earthquake, tornado) or shooting unless it occurs in the classroom area.

Exit

If an incident occurs and the building become unsafe, "Exit" means to leave the building through the closest exit unless the danger is near that exit. (fire, gas leak, explosion)

Always follow the instructions in a quiet and orderly manner so that additional instructions can be heard and no one is hurt.

The EMERGENCY RESPONSE TEST FORM will be signed by 5 student participants and completed by a school official.

EMERGENCY RESPONSE TEST FORM

An Emergency test was conducted on this date_____.

Select one: ___announced ___unannounced

Time of test _____ to _____

Test description_____

Have a sample of students present sign below: (min of 5)

Evaluation of the drill proceedings and behavioral patterns:

1. Were notifications audible and clear?_____
 2. Were there problems with the evacuation?_____
 3. How were persons accounted for?_____
 4. Were they responsive?_____
 5. Was staffing adequate to handle the situation?_____
 6. Were there any injuries?_____
 7. Were arrangements made with outside agencies to assist?_____
 8. What areas of the Emergency Preparedness Plan implementation need improvement?_____
- _____

9. What areas of the Emergency Preparedness Plan implementation worked well? _____

10. Did the drill meet expectations? _____

Additional comments

Completed by:

School Official _____ Date _____

Reminder: Federal regulations require that this record must be maintained for 7 years.

EMERGENCY RESPONSE TEST

ANNUAL EVALUATION FORM

1. Were Emergency Response Tests performed annually? _____

2. Were drill evaluations completed appropriately? _____

3. Did evaluations indicate improvements needed? _____

4. Were improvements made? _____

5. Are emergency response plans provided to all campus officials and faculty? _____

6. Are evacuation plans posted in appropriate areas on campus? _____

7. Are all exit sign appropriately displayed and visible? _____

8. Are emergency notification and timely warning statements provide to the campus community, prospective students and employees, and interested persons? _____

9. Are Emergency Response Test procedures deemed appropriate and satisfactory? _____

SBS Official _____ Date _____

Reminder: Federal regulations require that this record must be maintained for 7 years.

SEGUIN BEAUTY SCHOOL

Campus Safety and Security Compliance Evaluation Annual Review

This form is designed to determine if Seguin Beauty School is meeting the various components of campus safety and security compliance.

Individual responsible _____ Joe Evans _____

Location where documentation is kept _____ Administrators office _____

Date information was last updated _____

List of the buildings and properties that the institution owns or controls:

102 East Court St, Seguin 214 West San Antonio St, New Braunfels

Appropriate geographic categories including campus property and adjacent public property _____

Campus Crime Statistics from Daily Incident Log Form.

More than one person trained to maintain the log? all Office personnel

Allow public access to the log? upon request

Statistics From Local Law Enforcement Agencies obtained

Crime statistics from law enforcement agencies with jurisdiction for your Clery geography? _____
Seguin and New Braunfels Police Departments

Emergency Response and Evacuation Procedures

Immediate notification to campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. _____

Has written emergency response and evacuation procedures that address the following:
Institutional procedures to use immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus? _____

A description of the process the institution will use to—

a) Confirm that there is a significant emergency or dangerous situation as described above? _____

b) Determine the appropriate segment of the campus community to receive a notification? _____

c) Determine the content of the notification? _____

d) Initiate the notification system? _____

A statement that the institution will, without delay, and taking into account the safety of the 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? _____

Person responsible for carrying out the emergency response procedure? Chief/Local Administrators

Procedures for disseminating emergency information to the larger community? YES

Procedures to test the emergency response and evacuation procedures on at least an annual basis ___

Tests that may be announced or unannounced? _____ YES _____

Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year? _____ YES _____

Documenting, for each test, a description of the exercise, the date, time and whether it was announced or unannounced? _____ YES _____

Has institution communicated with local police requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response? _____.

Timely Warnings

Date policy and procedure were last updated _____ 7/31/15 _____

Alerts the campus community regarding any *Clery Act* crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees _____ YES _____.

Institution has a written timely warning policy? _____ YES _____

Institution has an individual or office responsible for issuing timely warnings? ADMINISTRATOR

Institution has one or more methods of disseminating timely warnings? _____ YES _____

Annual Security Report

Location where documentation is kept _____ Chief Administrators office _____

Date policy and procedure were last updated _____ 6/31/17 _____

Institution publishes and distributes an annual security report by Oct. 1 to all enrolled students and all employees. _____ online/notification by statement _____

Provides notice, as appropriate, to all prospective students and employees. by handbook & statement

The report must contain crime statistics and various policy statements. The statements must accurately reflect how the policies are currently implemented. _____ YES _____

Policy statements:

Current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus? _____ 911 or administrator _____

Does this statement include policies concerning its response to these reports, and does it specifically address the following areas: _____ yes, report to 911 _____

Policies for making timely warning reports to members of the campus community regarding the occurrence of *Clery Act* crimes? _____ yes _____

Policies for preparing the annual disclosure of crime statistics? _____ yes _____

A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure. _____ yes _____

Statement discloses whether the institution has any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report? _____ yes _____

Current policies concerning:

Security of and access to campus facilities, including campus residences? _____ yes _____

Security considerations used in the maintenance of campus facilities? _____ yes _____

Current policies concerning campus law enforcement, including: _____ na _____

The law enforcement authority of campus security personnel? . _____ NA _____

The working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses? _____ na _____

Policies which encourage accurate and prompt reporting of all crimes to the appropriate law enforcement agencies? _____ yes _____

A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics? _____ NA _____

A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others? _____ NA _____

A description of programs designed to inform students and employees about the prevention of crimes? _____ yes _____

A policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities? _____ na _____

Drug and Alcohol:

Has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Provides the annual distribution to each student and employee:

- a) the standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities
YES
- b) a description of the applicable legal sanctions under local, State, or Federal law for the
- c) unlawful possession or distribution of illicit drugs and alcohol YES
- d) a description of the health-risks associated with the use of illicit drugs and the abuse of Alcohol YES
- e) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students YES
- f) a clear statement that the institution will impose sanctions on students and employees consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by subparagraph YES

A biennial review by the institution of the institution's program to -

- g) determine the program's effectiveness and implement changes to the program if the changes are needed YES
- h) determine the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in section 1092(f)(6) of this title), or as part of any of the institution's activities; and (ii) are reported to campus officials YES
- i) determine the number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and YES
- j) ensure that the sanctions are consistently enforced YES

A policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws? YES

A policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws? YES

A description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of *HEA*. For the purpose of meeting this requirement, an institution may cross-reference the materials it uses to comply with Section 120(a) through (d) of *HEA*? yes

A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as

a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph?. _____ yes _____

A statement regarding your institution's emergency response and evacuation procedures? _____ YES _____

A statement regarding your missing student notification procedures? _____ NA No housing _____

Institution's campus sexual assault programs to prevent sex offenses and procedures to follow when a sex offense occurs? Does the statement specifically include the following:

A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses? _____

Procedures students should follow if a sex offense occurs, including:

Procedures concerning who should be contacted? _____

The importance of preserving evidence for the proof of a criminal offense? _____ YES _____

To whom the alleged offense should be reported? _____ administrator or any institution official _____

Information on a student's option to notify appropriate law enforcement authorities/local police? _____

A statement that institutional personnel *will* assist the student in notifying these authorities, if the student requests the assistance of these personnel? _____ YES _____

Notification to students of existing on- and off-campus counseling, mental health or other student services for victims of sex offenses? _____

Notification to students that the institution will change a victim's academic ~~and living~~ situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available? _____ yes _____

Procedures for campus disciplinary action in cases of an alleged sex offense, *including a clear statement that:*

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding? _____ YES _____

Accuser and the accused informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense? Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused _____ yes _____

Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses? _____ yes _____

Statement provided advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, such as the law enforcement agency with jurisdiction for the campus or a computer network address? _____ yes _____

Crime statistics

Does your annual security report contain statistics reported by year and geographic location for the following:

Offenses

- Murder and non-negligent manslaughter?
- Negligent manslaughter?
- Forcible sex offenses?
- Non-forcible sex offenses?
- Robbery?
- Aggravated assault?
- Burglary?
- Motor vehicle theft?
- Arson? .

Hate crimes

- Murder and non-negligent manslaughter?
- Forcible sex offenses?
- Non-forcible sex offenses?
- Robbery?
- Aggravated assault?
- Motor vehicle theft?
- Arson?
- Larceny-Theft?
- Simple assault?
- Intimidation?
- Destruction/Damage/Vandalism of property?

Arrests and referrals for disciplinary action

- Weapons: Carrying, Possessing, Etc.?
- Drug abuse violations?
- Liquor law violations?

IX. Report to ED via the Web-based Data Collection.

Office/Individual responsible Chief Administrator
Location where documentation is kept Chief Administrators office

Date policy and procedure were last updated 6/31/17

Institution is required to submit the crime statistics from the annual security report to ED via an annual Web-based data collection. If one or more on-campus student housing facilities, you must submit the fire statistics from the annual fire safety report as well.

Completed the Web-based data collection? yes

1. Does the program meet the federal and or state requirements? yes
2. Does the program meet the needs of the institution? yes
3. Has Drug or alcohol related crimes or incidents increased over the last year? no

 Maintain the current program Revise the Annual Security Report Polices

_____ School Official _____ Date

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT is available at www.SeguinBeautySchool.net/AnnualSecurityReport2016. The ARS includes the following: Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy, Health Risks Associated with the Use of Illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics. The report includes statistics for incidents of crime reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hate crimes as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor and weapons are also disclosed. The crime statistics are published for the following geographical categories: on campus and certain adjacent and accessible public property. SBS has no on-campus student residential facilities or non-campus buildings or properties. Upon request, any interested party may obtain a paper copy of the report at the school office located at 102 East Court St, Seguin, TX, by calling (830) 372-0935; or by emailing the request to sbs@seguinbeautyschool.net

I received a copy of Seguin Beauty School's Annual Security Report.

Student	Date
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Classroom Announcements:

In the event of a real emergency, further instructions will be provided. Students should stay in the safe environment until notified.

In the event of a fire, explosion or gas leak, students should exit the building using the nearest safe exit and meet across the street to the right. Remember, right is right. We want to account for everyone one.

In the event of an emergency prior to school opening, the school will notify the local TV stations and or radio stations. If possible, someone will contact you by telephone.

To detour violence on campus, we do not allow student visitors except in the reception and clinic floor areas. If an unexpected visitor stops by, you will be called to the reception area.

SBS has not had any violence or significant emergencies but wants students to be prepared if one should arise.