



2019

Annual Security and Fire Safety Report

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The information contained within this report was prepared to educate our students and staff of our Institutional safety and security policies and provide three (3) years of both crime and fire statistics. Additionally, resources are provided to assist anyone who may have been a victim of crime. Please review and follow all policies thoroughly. If you have any questions or concerns, please feel free to contact our Chief Administrator, Brandie Gross.



Campus Administration

Ralph Payne ~ Owner

Laura Payne ~ Educational Coordinator

Brandie Gross ~ Owner, Title IX Coordinator, Chief Administrator, Institutional Director

Tracy Petsch ~ Fire Safety Officer, Financial Aid Officer, Assistant Institutional Director, Department of VA SCO

LaShannon Sanders ~ Director of Campus Security, Director of Admissions, Director of Student Services

Emergency Numbers for Local Law, Fire, and Medical Assistance

Clarksville Police Department

Emergencies: 911

Non-Emergencies (931) 648-0656

Tenovva Hospital

(931) 502-1000

Montgomery County Sheriff's Office

Emergencies: 911

Non-Emergencies (931) 648-0611

Blanchfield Army Community Hospital

(270) 798-8400

Ft. Campbell, KY Police Department

123 Forrest Rd.

(270) 798-2380

Clarksville Fire Department

(931) 645-7456

Emergency Medical Services

(931) 648-5736

Matthew Walker Clinic

(931) 920-5000

Doctors Care

Wilma Rudolph Blvd.

(931) 645-1564

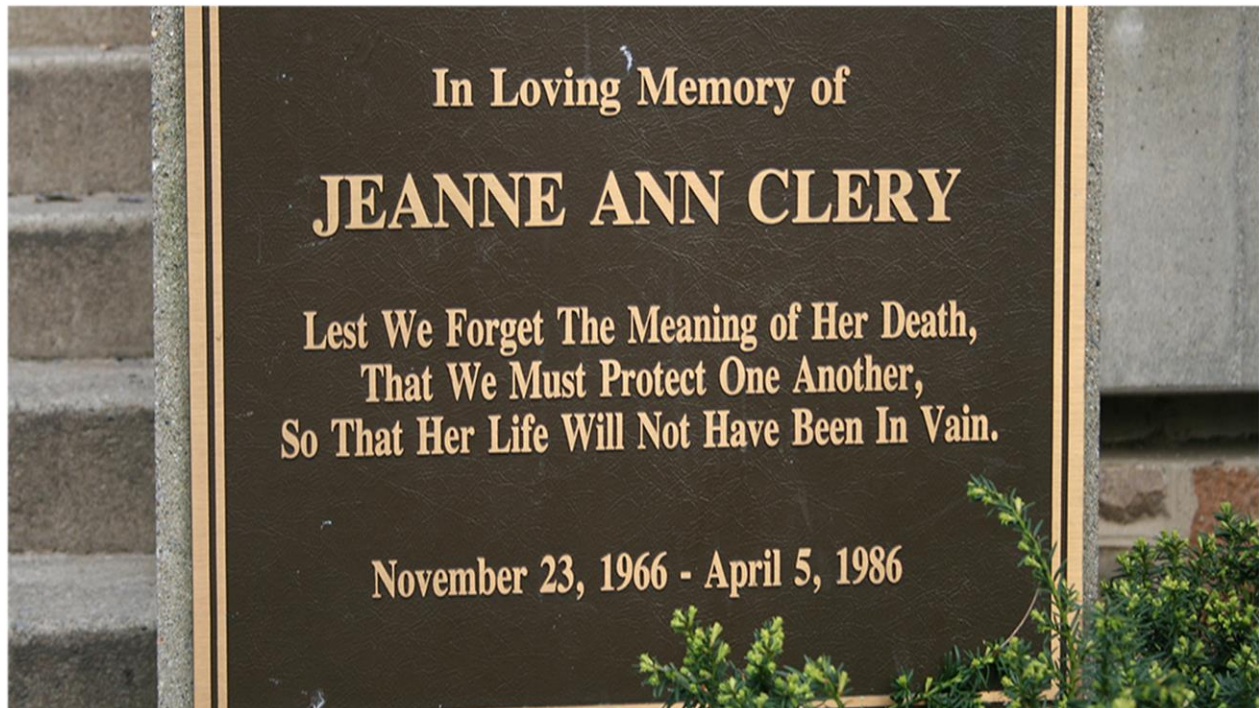
Doctors Care

Madison St.

(931) 245-2400

Montgomery County Health Department

(931) 648-5747



Purpose of the Annual Security Report

In 1986, Jeanne Clery was raped and murdered in her residence hall. In 1990, Congress approved the Crime Awareness and Campus Security Act, later renamed in Jeanne's memory, the federal Jeanne Clery Act which took effect in 1991.

The Clery Act and the United States Department of Education's regulations require Title IV participating institutions to publish an annual security report to students and employees, both prospective and current, providing information about campus crime statistics, Institutional policies, and access to resources and support related in relation to sexual assault, domestic violence, dating violence, stalking, and emergency situations.

In compliance with the Clery Act, Queen City College, LLC discloses crime statistics and our security policies and procedures in our Annual Security Report (ASR). This annual report, containing three (3) years of crime statistics, is given to and reviewed with each new student/employee during orientation, hand delivered to all currently enrolled students and employees on or before October 1st of each year. Additionally, it is made electronically available to prospective students and employees in the Institutions school catalog by visiting www.queencitycollege.com.

Preparing the Annual Security Report

Queen City College, LLC's administrative staff consisting of the Chief Administrator, Financial Aid Officer, and Director of Admissions, work with the Clarksville Police Department and the building management to compile the crime statistics necessary for accurate reporting each year. The safety of our students and employees is an important concern of the administration. This document explains this institution's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Read this document carefully and ask questions if you feel confused or uncertain.

Availability of the Annual Security Report

This report has been designed to inform all students and employees of Queen City College, LLC about its safety and security procedures and policies. This report is created to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). The ASR can also be located in its entirety at our website at www.queencitycollege.com. The annual disclosure document is completed each year by contacting the local police department

During orientation for new students and employees, as well as in October of each year, each student and employee is informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times. In January of each year, we bring a local law enforcement official into the school to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault.

Campus Security Rules and Procedures

In order to protect our students, staff and clients, Queen City College, LLC requires certain procedures to be followed. Security rules and procedures are as follows:

- 1) Visitors and clients must check in at the reception desk. All visitors and clients are to be escorted at all times while on campus. Staff members are responsible for any visitors they bring to the school.
- 2) Visitors and clients may be required to submit themselves to a search before entering Institutional property. Items being brought onto or removed from the property may be searched.
- 3) Any instances of non-compliance should be reported to the Director of Campus Security.

The campus is equipped with multiple audio and/or video surveillance devices including but not limited to, lobby/reception area, clinic floors, classrooms, resource rooms, hallways, and offices.

Designated Reporting Locations/Clery Geography

The Jeanne Clery Disclosure of campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require statistical data released in Queen City College, LLC's Annual Security Report (ASR) contains crime statistics for the three (3) most recent calendar years Clery Act crimes that occurred on or within Clery geography that were reported to a local agency or the Institution's campus security authority. Statistical data for the Institutions ASR is generated using reports filed between January 1st and December 31st of the previous calendar year with the Clarksville Police Department and the Institutions Director of Campus Security.

The statistics are generated from reported crimes that occurred on or within the Institution's defined Clery geography; on campus, and campus buildings or properties that meet all of the following criteria: Queen City College, LLC owns or controls them; they are reasonably contiguous to one another; they directly support or relate to Queen City College, LLC's educational purpose. We have adopted the reporting geography of all contiguous property the confines of the City of Clarksville, TN located at 1594 Ft. Campbell Boulevard; Clarksville, TN 37042 and its parking lot, which are *outlined in black and highlighted in yellow* in the picture below:



**Clery Geography includes the public bus stop and the public park.*

Campus Law Enforcement ~ Campus Security Authority

Queen City College, LLC does not have, nor offer, dormitories or housing options and although the Institution does not provide private campus security, the safety and security of our staff, students, and patrons is always a priority. The Institution has designated Campus Security Authorities (CSA) and appointed LaShannon Sanders as the Director of Campus Security. While no member of the Institutions Campus Security, or its Director, has the authority to make arrests each, upon immediate knowledge, are required to report all criminal activity to the Campus Security Director. Alleged criminal offenses may be forwarded to the Clarksville Police Department or Montgomery County Sheriff's Department for investigation and potential action.

Queen City College, LLC designates each member of its Instructional staff, members of Administration, Financial Aid Officers, Director of Student Services, Chief Administrator, and all employees with significant responsibility for student and campus activities to be a Campus Security Authority*. Each Campus Security Authority (and its Director) have received Campus Security Authority training and understand the duties, responsibilities, and expectations of this designation.

In the event of an emergency, communication of a crisis is received, or an incident disrupts normal campus functions or threatens the immediate health or safety of the campus body, communications will be sent to all students and staff members of emergency information, shelter-in-place, or evacuation instructions. An immediate announcement will be made by the Director of Campus Security notifying students and staff of the emergency and the steps to follow; local police or emergency authorities will be contacted for assistance. Please listen to all announcements from the Director of Campus Security and follow all directions given; remain calm.

Additional electronic communications will be sent to students and staff not currently on campus to advise them of the current situation via text message through Queen City College, LLC's safety alert program and updates on the Institutions social Facebook and Instagram media pages. It is imperative that every student and employee follow the social media pages.

Queen City College, LLC will review its evacuation plans and procedures during student orientation on the first day of class, as well as yearly with the student body and staff. The Institution will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test. Tests consist of blowing a whistle throughout the institution, the whistle signifies the "emergency". Students evacuate the building in an orderly fashion and gather in the parking lot where role call is taken by each instructor for each department.

**The list of Campus Security Authorities is subject to modification at any time and not intended to be all inclusive.*

Criminal and Accident Reporting Procedures

Queen City College, LLC does not provide private campus security, we also do not have dormitories or on campus housing so some of the Crime Prevention programs found on other colleges and universities are not applicable on our campus. Queen City College does not have any student organizations located on campus nor recognizes any student organizations with noncampus locations. The following policies outline the procedures for students and others to report criminal actions or other emergencies occurring on campus.

All victims and witnesses are encouraged to all report criminal actions and emergencies occurring on campus, immediately and accurately to a designated Campus Security Authority of Queen City College, LLC; but it is solely on a volunteer basis. See Something/Say Something: Each individual is the first line of defense against criminal and/or unsafe activity. If you see something that "concerns" you report it immediately. Do not wait and do not hesitate. The Director of Campus Security will respond and investigate. It is better to be safe than sorry.

If you are a victim of a crime and do not want to pursue action with Queen City College, LLC or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to insure the future safety of yourself and others. With such information, Queen City College, LLC can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the students and staff of Queen City College, LLC to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Queen City College, LLC.

The school encourages students and employees to seek the assistance of pastoral counselors and professional counselors, in instances where the student may need help in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact, Brandie Gross, Chief Administrator, for direction in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential and the pastoral or professional counselors may inform persons receiving counseling that they may, when they deem appropriate, confidentially report the crimes for the basis of inclusion in the annual disclosure of crime statistics report.

The school will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the Institution to provide accommodations and/or protective measures. Reported crimes that may be classified in any one (1) the Clery Act crime categories, occurring on or within Queen City College, LLC's Clery geography, must be disclosed in the Institutions crime statistics. The Director of Campus Security will promptly notify the state or local authorities, as necessary. Timely reporting of criminal activity is the responsibility of each student and staff member at Queen City College, LLC, as this information is necessary to ensure the safety and security of the Institutions students, staff, and patrons.

1. In the event of a burglary or robbery:
 - A. Remain calm and agreeable with the culprit(s).
 - B. Do **NOT** attempt any heroic measures.
 - C. Report all burglaries to the local police.
 - D. When reporting a burglary or robbery:
 - a) Indicate name of institution.
 - b) Indicate your name.
 - c) Indicate date and time of incident.
 - d) Indicate any injuries if known.
 - e) Indicate number of suspects involved.
 - f) Indicate any descriptive information.

2. In the event of larceny (theft):
 - A. Remain calm and agreeable with those involved.
 - B. Do not attempt to determine if any person is innocent or guilty.
 - C. Report all larceny to the local police department for investigation.
Indicate the name and address of the school.
 - a) Indicate your name.
 - b) Indicate date and time of incident.
 - c) Indicate any injuries if known.
 - d) Indicate name(s) of those involved or any witnesses.
 - e) Indicate any descriptive information.

3. In the event of an accident:
 - A. Report the event to the Director of Campus Security, Administrative Staff, or Instructor(s) on duty. The Institutional Director will:
 - a) Determine if emergency help is needed. If he or she determines it is necessary they will make the appropriate phone call.
 - b) Complete an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
 - c) Report all the information to the Chief Administrator and owner.
 - d) If necessary, notify parents and family of the victim(s).

4. In the event of a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. The Director of Campus Security will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities.

Queen City College, LLC 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.

If an emergency exists in which students and staff is in danger, an immediate announcement will be made by the Director of Campus Security who will notify the student body and staff of the emergency and the steps to follow. Police authorities will be contacted for assistance. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode. Please listen to all announcements from the Director of Campus Security and follow the directions given; remain calm. The staff will direct you where to go in the event of an emergency in order to ensure your safety. The school will review its evacuation plans and procedures during the orientation on the first day of class, as well as yearly with the student body and staff. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

Accurate and Prompt Crime Reporting

Queen City College, LLC's students, faculty, staff and patrons are encouraged to report all crimes and public safety incidents and/or concerns to the Director of Campus Security and to the local Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the students, faculty, staff and clients help to insure increased safety for all. To report a crime or an emergency at Queen City College, LLC, call the Institution at (931) 645-2361. To report a non-emergency security or public safety related matter, call the Institution at (931) 645-2361.

Under Clery, a crime is "reported" when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party or even the offender. It does not matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should forward the crime report to the local police.

- In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

It is not necessary for the crime to have been investigated by the police or a CSA, nor must a finding of guilt or responsibility be made to disclose the statistic. If Queen City College, LLC is in doubt as to whether a crime has been reported, we will always rely on the judgment of law enforcement professionals.

Response to a Report

Currently the Institution has no M.O.U. (memoranda of understanding) for the investigation of alleged criminal offenses with any local law enforcement; however any crime reported, may be referred to the Clarksville Police Department for potential action, and could become a matter of public record.

Notifications

Depending on the particular circumstances of the crime, Queen City College, LLC may also issue an emergency notification. The notification will be announced by the Director of Campus Security or a member of Administration and will inform the students and staff as soon as they have confirmed a significant emergency or dangerous situation exists, and will:

- Take into account the safety of the students and employees,
- Determine what information to release about the situation, and
- Begin the notification process using mass communication including: public address announcements, personal notification, and text messages.

Queen City College, LLC will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or
- Otherwise mitigate the emergency.

Regulations require emergency notification methods to be tested for the purpose of assessment and evaluation. Tests are conducted twice a year, once as an announced drill/exercise and once not announced. The tests must:

- Be scheduled,
- Contain drills,
- Contain exercises,
- Contain follow-through activities,
- Be designed for assessment of emergency plans and capabilities, and
- Be designed for evaluation of emergency plans and capabilities.

Timely Warnings

For any Clery Act crime, on or off campus that, in the judgment of Queen City College, LLC, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by the Director of Campus Security or Chief Administrator. The warning will be issued through all available means of mass communication including: public address announcements, personal notification, text messages, and social media page updates. Anyone with information warranting a timely warning should report the circumstances to the Director of Campus Security in person at the Administration Office or by phone at (931) 645-2361.

The *Clery Act* does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. *FERPA* recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, *FERPA* is not implicated as those records are not protected by *FERPA*.

Emergency Notification Procedures

Queen City College, LLC is required to 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. An "immediate" threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings. The larger community outside of the institution's campus is notified via Queen City College's Facebook page and the local news stations.

Some other examples of significant emergencies or dangerous situations are:

- Bomb Threat(s)
- Explosion
- Earthquake
- Nearby chemical or hazardous waste spill
- Approaching tornado or other extreme weather conditions
- Gas leak
- Fire
- Terrorist incident
- Outbreak of a serious/contagious illness
- Armed intruder
- Civil unrest or rioting

In an emergency evacuation of the school's students and employees should proceed as rapidly and safely as possible. The plan accounts for two (2) scenarios of evacuation, which are:

1. *In-place evacuation*: keeping students and staff members in place but securing the location for the emergency at hand, and
2. *On-site evacuation*: movement of students and staff members out of the building affected and relocation to another area near the school.

All questions regarding fire drills and emergency evacuation procedures should be directed to the Campus Fire Safety Officer, Tracy Petsch.

Bomb Threat(s)

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. The area to be evacuated to should be searched quickly before evacuation.
4. Evacuation should be to an outdoor area as far from the building as safely possible.
5. Upon arrival of law enforcement authorities, the facility director, or designee, will assist with the search (i.e., unlocking doors, identifying strange or suspicious objects, etc.)
6. The appropriate authorities should be consulted prior to re-entry into the building.

Tornado/Severe Weather Watches & Warning Procedures

1. The safe place designated by the Institutional Director is the administrative hallway.
 - a) All students and staff will be moved to the designated location.
 - b) Maintain flashlight and voice contact among staff members at all times.
 - c) Make sure to conduct a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
2. Once there is absolute certainty that the storm has passed:
 - a) The staff members should conduct a head count.
 - b) Provide any necessary first aid and call 911 for any necessary response agencies.
 - c) Check the entire building for any damages such as fire, water, or structural.
 - d) Turn on and test utilities.
 - e) Notify the Director of Campus Security as soon as possible with an update of conditions.
 - f) Notify any agents that services are needed.

Fire

1. Evacuate the area of the fire. (Always stay low as smoke and heated gasses collect near the ceiling first.)
2. Activate the fire alarm (if so equipped).
3. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to become out of order.
4. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
5. Upon the arrival of the fire department, the Director of Campus Security shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
6. Make certain that all students and staff members are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students or the staff calls for evacuation to the outside area, away from the building.
7. Any of the steps above may be done simultaneously as the number of staff members on duty permits.
8. The decision to not follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
9. If the fire is small, any of the facility's fire extinguishers may be used to extinguish it, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguisher(s), the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

Illness or Injury

1. **Minor**
 - a) Treat with medical supplies on hand.
 - b) Evaluate periodically to see if further medical attention is required.
 - c) Complete an incident/injury report.
2. **Major**
 - a) Employ first aid techniques as trained, if needed.
 - b) Contact 911 if immediate medical attention is required.
 - c) If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, clinic, or hospital.
 - d) Complete an incident/injury report.

Utilities and Maintenance Emergencies

Gas Leak:

If any staff member or student smells gas, act quickly and adhere to the following:

1. Open windows immediately.
2. Call 911 and report the possible gas leak.
3. Do not turn any electrical switches on OR off; eliminate all flames.
4. Check all gas taps and turn them off.
5. If necessary, turn off the gas main; the shutoff valve is next to the meter.
6. If the gas odor remains strong, evacuate the area immediately.
7. Do not return to the building until the fire department announces it is safe.

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Best practices for coping with an active shooter situation

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits in any facility you visit
3. If you are in an office, stay there and secure the door
4. If you are in a hallway, get into a room and secure the door
5. As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

Emergency Evacuation

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local fire department and law enforcement.
2. Make certain all students and staff members are accounted for and are safe.
3. Evacuate all students and staff members to an area as far from the building as safely practical.
4. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
5. All students and staff members with special needs are to be assisted as needed.
6. Conduct a second head count for students and staff members.
7. Notify the Director of Campus Security as soon as possible.
8. Do not approach or re-enter the building until consultation with the proper authorities has deemed re-entry safe.

Severe Weather & School Closing Procedures

The school will be closed when snow, icy, and other weather conditions make driving hazardous or impossible. All weather closings are based on the judgement of the Institutional Director. Other closing that could occur are heat, air conditioning, or water outages. All closing information will be announced on Nashville television stations 2 (ABC), 4 (NBC), and 5 (CBS). As well as television, up to date school closing information will be available on [Queen City College, LLC's FACEBOOK page](#) and will be texted to all enrolled students and employees. If a school closure is warranted after students have already arrived, each student will be advised to leave the institution in an orderly and calm manner and to watch for closure updates on the television channels, FACEBOOK, and the text alerts. The safety of the students and employees is a priority of the Owners and Queen City College, LLC's Administration.

Crime & Accident Prevention and Awareness Efforts

Queen City College, LLC does not offer security awareness or crime prevention programs. However, the prevention and awareness of criminal activity is an ongoing effort at Queen City College, LLC. The Administrators attend conferences yearly to stay informed of any changes to the Cleary Act or Title IX regulations. There is also open communication with the Clarksville Police Department and Montgomery County Sherriff's office to ensure the security of our students and employees. The Administrators of Queen City College, LLC will continue to make crime prevention and awareness a priority.

The school does not assume liability for any stolen property. Students are responsible for their own textbooks, equipment, and all personal property. Lockers are provided for students and employees to secure their personal belongings. Do not leave any of your items at school. Vehicles should be properly secured; valuable items stored in a locked trunk, windows rolled up, keys removed, and all doors locked. The institution encourages students and staff not to bring or wear expensive jewelry, money, or other valuables to the school or store them in your car. Such items should be left at home in order to reduce the chance of theft.

Preventative measures include but are not limited to:

- Students and/or employees shall **not** be permitted to consume and/or be under the influence of illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment. Students may not bring firearms into the school even if they possess a concealed carry permit.
- Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and/or employees must park in the designated areas and should always keep their cars securely locked.
- Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/employee must not allow any unauthorized individual entrance.
- All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
- Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
- Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to the Director of Campus Security for immediate attention.
- The Director of Campus Security shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the Director of Campus Security to notify the appropriate agencies: i.e., the poison control center, the fire department, the Power Company, etc.
- Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
- Damaged or dangerous structural conditions shall be reported to the Director of Campus Security immediately.
- Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment.
- The school will not accept liability for accidents involving such unapproved equipment.
- Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school administration.
- Employees shall be required to attend a workshop on first-aid care. The workshop will
- Be organized by the administration and will involve accepted professional organizations.

Despite the safety record of Queen City College, LLC, DON'T BE CARELESS or TAKE CHANCES with regard to your personal safety and property.

Drug and Alcohol Abuse Regulations for a Drug-Free School and Workplace

Standards of Conduct

Queen City College, LLC participates in an active Drug-Free School and Workplace Policy. Our policy is mandated for the health and safety of our students, employees, and patrons. It is the policy of this institution that the unlawful possession, sale, manufacturing, distribution, consumption (use), and/or being under the influence of alcohol or illicit drugs and/or illegal substance on campus or property owned and/or leased by Queen City College, LLC (or as part of an off-campus Queen City College, LLC activity), is strictly prohibited by students and employees. Prohibited substances covered under this policy include (but are not limited to) alcohol, illegal drugs, inhalants, edibles, and abuse of prescription and/or over-the-counter drugs and medications.

Due to the strict nature of our policy, Queen City College, LLC reserves the right to search all campus property(s) including but not limited to classrooms, clinic floor, break rooms, offices, storage/supply rooms, and parking lots. Additionally, Queen City College, LLC reserves the right to search all personal property brought onto campus property(s), including but not limited to student kits, book bags, backpacks, purses, lockers, and vehicles on campus property; refusal to cooperate may be grounds for disciplinary action.

Our participation in an active Drug-Free School and Workplace Policy, includes requesting the assistance of law enforcement when necessary and random visits to our campus and parking lot from the local Drug Enforcement Agency taskforce.

Legal Sanctions

Federal statute makes it unlawful for any person to knowingly or intentionally manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance and/or illicit drug; or to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. The penalty imposed depends upon many factors including the type and amount of controlled substance involved the number of prior offenses, if any, whether a death or serious bodily injury resulted from the use of such substances, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include a term of imprisonment of not less than twenty (20) years or more than life and a fine of up to five million dollars (\$5,000,000.00).

State/Local statutes make it an offense for any person to knowingly manufacture, deliver, or sell a controlled substance or to possess a controlled substance with intent to manufacture, deliver, or sell the substance/illicit drug. The penalties for a violation depend upon the schedule in which the controlled substance is contained. Possible maximum punishment penalties include a term of imprisonment of up to thirty (30) years and fines up to one hundred thousand dollars (\$100,000.00). Punishment is greater if specified amounts of certain controlled substances are involved.

It is unlawful to sell, furnish or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under the age of twenty-one (21) in a public place or place open to the public is illegal. It is also a violation of QCC's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the institution. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Clarksville Police Department and/or the Montgomery County Sherriff's office.

Violators of the Drug and/or Alcohol Abuse Regulations are subject both to Queen City College, LLC's sanctions and criminal sanctions provided by federal, state, and/or local law.

Institutional Sanctions

Queen City College, LLC **WILL** impose the appropriate disciplinary sanctions on any employee and/or student for violations of the standards of conduct. The Chief Administrator, Financial Aid Officer, Director of Student Services, and all Instructors are responsible for the enforcement of Queen City College, LLC's standard of conduct but, this responsibility can be shared with any employee of Queen City College, LLC.

- **Employees**

As a condition of employment, each employee must abide by the terms of this policy and must notify the Chief Administrator (or another member of Administration) of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

A conviction includes a finding of guilty, a plea of no contender, or imposition of a sentence by a state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction may include one (1) or more of the following:

- Probation;
- Recommendation for professional counseling;
- Mandatory participation in, and satisfactory completion of a rehabilitation program;
- Termination; and/or
- Referral for prosecution.

- **Students**

As a condition of enrollment, each student agrees to abide by the terms of this policy. Possible sanctions for failure to comply may include one (1) or more of the following:

- Probation and recommendation for professional counseling;
- Mandatory participation in and satisfactory completion of a rehabilitation program.
- Suspension or expulsion; and/or
- Referral for prosecution.

Health Risks Associated with the Use of Illicit Drugs and/or Abuse of Alcohol

There are numerous health risks associated with the use of illicit drugs, the abuse of prescription drugs, the abuse of alcohol, and even tobacco as outlined below:

Dependence	Possible Short-Term Effects	Possible Long-Term Effects	Effects of Overdose
Narcotics	Respiratory, gastrointestinal, immune, and central nervous system.	Coma, permanent brain damage, and slowed breathing resulting in death.	Confusion, delirium, loss of consciousness, breathing problems, and respiratory arrest.
Depressants	Lowered inhibitions, impaired muscle coordination, loss of consciousness, and reduced pulse rate.	Impaired memory, addiction, withdrawal, and death.	Dilated pupils, shallow breathing, weak or rapid pulse, clammy skin, and coma (could lead to death).
Stimulants	Aggression, high blood pressure, elevated body temperature, headache, risky sexual behavior, and muscle twitching.	Ulcers, malnutrition, heart rhythm disorders, skin disorders, behavioral changes, and psychosis.	Weakness, heart rhythm disturbances, seizures, coma, and death.
Hallucinogens	Delirium impaired motor function, increased heart rate and blood pressure.	Memory loss, brain damage, depression, tremors, paranoia, and flashbacks.	Psychosis, seizures and unconsciousness.
Cannabis	Severe anxiety, hallucinations, increased risk of stroke, and lowered reaction time.	Decline IQ, impaired thinking, potential development of opiate abuse, and financial difficulties.	Paranoia, fatigue, and possible psychosis.
Alcohol	Slurred speech, vomiting, breathing difficulties, Anemia, coma, and blackouts.	Liver disease, high blood pressure, sexual problems, ulcers, and cancer of mouth/throat.	Slurred speech, incoordination, amnesia, vomiting, unresponsiveness, and coma.
Tobacco	Damage to respiratory system, addiction to nicotine, decreased lung capacity, elevated heart rate, and chronic cough.	Leukemia, COPD, cataracts, heart attack, cancer, diabetes, high blood pressure, stroke, peptic ulcer, and miscarriage.	Increased blood pressure, arrhythmia, dehydration, gas, anxiety, hearing and vision changes.

Available Drug and Alcohol Programs

While Queen City College, LLC does not provide on-campus drug and alcohol programs the Chief Administrator, Financial Aid Officer, and Director of Student Services are always available to assist any student and/or employee with information on prevention, counseling, treatment, and/or rehabilitation programs. Queen City College, LLC 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, both within the institution and in the community. Resources in our community include:

- **Department of Mental Health & Substance Abuse Services**

Linda McCorkle

Director of Treatment Services

(615) 532-7803

Linda.McCorkle@tn.gov

Description: Adult substance abuse treatment, for adults with alcohol or drug dependency, or adults with a co-occurring substance use and a psychiatric diagnosis. Services: Outpatient, intensive outpatient, partial hospitalization, halfway house, and residential. Eligibility: No financial means of obtaining services; not enrolled in Tennessee's Medicaid, TennCare, have a third-party health benefit payor source; and meet on hundred thirty-three percent (133%) federal poverty guidelines.

- **Centerstone Harriet Cohn Center**

511 8th Street

Clarksville, TN 37040

(931) 920-7200

Description: Help with mental health, addiction and counseling needs. Services: Addiction recovery, children and family, counseling, crisis and urgent care, housing, inpatient services, military services, social services, psychiatric care, and vocational and workplace. Eligibility: Accepts most major insurance providers, including Medicare and Medicaid.

- **Re Entry Recovery Center**

1113 McGavock Pike

Nashville, TN 37216

(615) 754-8977

Description: Recovery housing for addicts and alcoholics in recovery. Services: Safe structured living through the twelve (12) step program. Eligibility: No information provided.

- **Clarksville-Montgomery County Crisis Intervention Center**

Telephone Crisis Intervention

(931) 648-1000

tn211.mycommunitypt.com

Description: Helps with any type of crisis: homeless or hungry, relationship problems, marriage problems, depression; assists with any crisis a person calls about no matter how small. Services: Housing & utilities, food, transportation, legal, mental health & addictions, medical, dental & vision, domestic violence & abuse, employment, education and training. Eligibility: No information provided.

If you are in need of IMMEDIATE medical attention, call 911

Additional Assistance

The Administrative Staff of Queen City College, LLC has a resource manual consisting of additional resources readily available to share with any student needing assistance outside the area discussed in this policy; assistance with utilities, support groups, domestic abuse help, homelessness, pregnancy, and veteran services are just some of the resources available. Each program has its own eligibility requirements and a referral from Queen City College, LLC is not a guarantee of assistance.

If you need help, ASK.

The administrative staff at Queen City College, LLC is here to help in any way that we can.

All requests for assistance are kept strictly confidential.

Weapons Policy

As provided in Tennessee Code Annotated §39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on Queen City College, LLC campus.

No weapons, including the following items, may be brought on to Queen City College, LLC campus:

- An explosive or an explosive weapon. Explosive weapon means any explosive, incendiary or poisonous gas bomb, grenade, rocket, mine or shell, missile or projectile that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage. 10
- A device principally designed, made or adapted for delivering or shooting an explosive weapon.
- Any knife that has a blade that opens automatically by applied pressure, gravity or inertia, bowie knife, hawk bill knife, or other weapons of like kind.
- Any other device used for infliction of serious bodily injury or death that has no common lawful purpose.

Tennessee policy, *T.C.A. § 39-17-1309(e)(9)*, was amended allowing full-time employees of public institutions of higher education who possess a valid handgun carry permit issued under T.C.A. § 39-17-1351 to carry a concealed handgun on property owned, operated, or controlled by Queen City College, LLC. Full-time employees must meet specific requirements and have permission from the Chief Administrator and the Institution's owners to carry any concealed handgun onto the campus.

The right for employees to carry concealed handguns is subject but not limited to the following conditions:

1. Employees shall not carry a handgun openly or in any other manner in which the handgun is visible to ordinary observation by a reasonable person (concealed).
2. Employees shall have their handgun carry permit in their immediate possession all times when carrying a handgun and display the permit at the request of a law enforcement officer.
3. Employees shall not carry a weapon other than a handgun.
4. Institutions of higher education may provide additional guidelines and requirements to carry on campus. It is the employee's responsibility to be familiar and comply with additional policies.
5. Failure to comply with Tennessee Law or Queen City College, LLC's policy may result in criminal charges and the college disciplining the employee up to and including termination of employment.

Crime Statistics

Crime statistics for the three (3) most recent calendar years of the following crimes that occurred on or within Clery geography that were reported to a local agency or campus security authority:

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sex offenses: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary action for liquor law violations, drug law violations, and weapons law violations
- Hate crimes for all of the above crimes and crimes of larceny-theft, simple assault, intimidation, vandalism/damage/destruction of property, motivated by a bias from one of the bias categories;
- Dating violence, domestic violence, and stalking

Student Right to Know Policy

All criminal activity and accidents that occur on the school premises must be reported to the Director of Campus Security who must keep a confidential file of the circumstances surrounding each incident. The Director of Campus Security must make the information available to the employees and students, although he or she will keep personal information, such as names, confidential. The Director of Campus Security shall use the following procedures for informing students and employees of criminal activity and accidents:

- Each week during weekly announcements, a general account of any criminal activity that may have occurred will be given.
- Each week, a general account of any criminal incident and/or accident will be posted in the lounge for student access. Confidential information will not be available.
- During the announcements, emphasis will be placed on accident and crime prevention.
- Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request. Any and all personal identifying information about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking or any other information that would serve to identify any individual will not be disclosed.
- Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, negligent manslaughter, and non-negligent manslaughter during three most recent calendar years are listed in this section.
- A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, and all agencies notified.

Incident Definitions

An incident must meet three conditions to be classified as a burglary. First, there must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry — no force is counted. Second, the unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. Finally, the unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

• **Referred for disciplinary action** is defined as: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

• **Weapons: Carrying, Possessing, Etc.**, is defined as: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

• **Drug Abuse Violations** are defined as: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

• **Liquor Law Violations** are defined as: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Arrests	2016	2017	2018
1. Weapon Law Violations	0	0	0
2. Liquor Law Violations	0	0	0
3. Drug Violations	0	0	0

There were zero (0) arrests for Weapons Law, Liquor Law, or Drug Violations that occurred on campus, in or on a non-campus building or property, or on public property immediately surrounding the school's campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

Referrals for Disciplinary Action	2016	2017	2018
1. Weapon Law Violations	0	0	0
2. Liquor Law Violations	0	0	0
3. Drug Violations	0	0	0

There were zero (0) Referrals for disciplinary action for Weapons Law, Liquor Law, or Drug Violations that occurred on campus, on a non-campus building or property, or public property immediately surrounding the school’s campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Each of these events is supervised by instructors and staff of the institution.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 § 14071(j)), we are notifying you that you can obtain information concerning registered sex offenders by going to www.familywatchdog.us for a list of registered offenders near the school premises. Or you can visit the U.S. government’s website that links public state, territorial, and tribal sex offender registries into one national search site at www.nsopw.gov.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed., nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Violence Against Women Act

This document has been designed to inform all students and employees of the Violence Against Women Act (VAWA) and outlines Queen City College, LLC’s commitment to the health and safety of its students and employees. This annual disclosure document is updated each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school’s policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training in October of each year when the new statistics are available.

This Institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Training and information is provided to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for risk reduction of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. The school’s Director of Campus Security is LaShannon Sanders and the Title IX Coordinator is Brandie Gross.

In October of each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Queen City College, LLC is committed to making your school a safe place.

What is Sexual Assault?

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Anyone affected by sexual assault, weather it happened to you or someone you care about, can find support by contacting the National Sexual Assault Hotline at 1-800-656-4673.

What is Consent?

The term “consent” means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent.

A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.

Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person’s actions.

What is Domestic Violence?

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. The state of Tennessee defines a "domestic abuse victim" as any person who falls within the following categories: (1) Adults or minors who are current or former spouses; (2) Adults or minors who live together or who have lived together; (3) Adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context; (4) Adults or minors related by blood or adoption; (5) Adults or minors who are related or were formerly related.

Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc., are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual abuse: Sexual abuse is coercing or attempting to coerce any sexual contact or behavior without consent. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional abuse: Undermining an individual’s sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one’s abilities, name-calling, or damaging one’s relationship with his or her children.

Economic abuse: Economic abuse is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one’s access to money, or forbidding one’s attendance at school or employment.

Psychological abuse: Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner’s family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses, and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society’s next generation of victims and abusers.

Anyone affected by domestic violence, weather it happened to you or someone you care about, can find support by contacting the National Domestic Violence Hotline at 1-800-799-7233.

What is Dating Violence?

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination of those.

Controlling behavior: May include not allowing you to hang out or go out with your friends. Calling and/or texting you frequently to find out where you are, who you are with, and/or what you are doing.

Verbal and emotional abuse: May include calling you names and belittling you. Threatening to hurt you, someone in your family, or themselves if you don't do what they want. Jealousy is also a sign of emotional abuse.

Physical abuse: May include shoving, punching, slapping, pinching, hitting, kicking, hair pulling, and/or strangling by your partner.

Sexual abuse: May include unwanted touching and/or kissing, forcing you to have sex, not allowing you to use birth control, or forcing you to do other unwanted sexual acts.

Anyone can be a victim of dating violence. Dating violence crosses all racial, age, economic and social lines. The Center for Relationship Abuse Awareness describes dating abuse as a "pattern of abusive and coercive behaviors used to maintain power and control over a former or current intimate partner."

Anyone affected by dating violence, weather it happened to you or someone you care about, can find support by contacting the National Teen Dating Abuse Hotline at 1-866-331-9474.

What is Stalking?

Stalking is a dangerous crime that affects an estimated six.six (6.6) million women and men each year. Stalking is generally defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is a crime under the laws of all fifty (50) states, the District of Columbia, the U.S. territories, and the federal government. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, mail, and/or email.
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
- Following or waiting for the victim at places such as home, school, work, or recreational places.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing the victim through the Internet.
- Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work, or neighbors, etc.

If you feel you are being stalked and are in immediate danger call 911 for assistance.

Please visit victimsofcrime.org/our-programs/past-programs/stalking-resource-center for valuable resources regarding stalking including a fact sheet and a victim's handbook.

All crimes are reported to the local police department for investigation and action. The school encourages all students and employees to report all crimes in a timely manner to the Institutional Director who will promptly contact the local authorities to address the issue.

Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your first priority should be to get to a safe place. You should then obtain necessary medical treatment.

How to be an Active Bystander

A bystander can play a critical role in the prevention of domestic violence, dating violence, sexual assault, and stalking. A bystander is anyone who plays a role in the act of sexual assault, or dating violence, but is neither the victim nor the perpetrator. An active bystander is a person who is in a position to discourage, prevent, or interrupt problematic situations by safely intervening, speaking up, or stepping in. Queen City College, LLC wants to promote a community culture where bystanders are actively and safely engaged in the prevention of violence without promoting further harm. Remember that your safety is of utmost concern. If you or someone else is in immediate danger call 911. Do not put yourself or someone else at risk.

Tips for Bystander Intervention

- Notice something is not right; be aware of our surroundings
- Identify that someone needs help; see yourself as part of the solution
- Decide to act and develop an intervention strategy; educate yourself on what to do
- Intervene safely, either alone or with others; be sure to keep yourself safe

Ways to be An Active Bystander

- Ask Directly – Talk directly to the person who might be in trouble.
- Create a Distraction – Do what you can to interrupt the situation
- Refer to an Authority (Delegate) – Seek assistance from a neutral party with the authority to change the situation, such as staff, a faculty member, or a campus official
- Enlist Others – Ask another person to support you

Risk Reduction Tips

The following are some strategies to reduce one's risk of sexual assault or harassment. The following strategies have been adapted from the Rape, Abuse, and Incest National Network (RAINN)

- Know your resources – Know who to contact if you need help, where you should go (on and off-campus)
- Know your surroundings – be aware of where you are and who is around you; if you are alone, only use headphones in one ear so that you are aware of your surroundings
- Be careful about posting your location on social media sites; consider disabling this function
- In social settings, go with people you trust; agree to go together and leave together;

If you are in an uncomfortable situation:

- Remember being in this situation is not your fault. You did not do anything wrong, it is the person who is making you feel uncomfortable that is to blame
- It is okay to leave a situation immediately if you feel uncomfortable, pressured, or threatened; do what feels right to you and what you are comfortable with
- Have a code word with your friends and family in order to communicate any discomfort conspicuously
- Create a plan – think of an escape route out of a room or area; where are the doors

Being aware of your surroundings and those individuals in your area are key in risk reduction. The U.S. Department of Justice is the only U.S. government Website that links public state, territorial, and tribal sex offender registries into one national search site. The National Sex Offender Public Website is: www.nsopw.gov.

Please visit www.rainn.org or call 800-656-4673 for more information and website links regarding all forms of sexual assault and abuse for women, men, children, lesbian, gay, or those persons with physical or mental disabilities.

Reportable Criminal Offenses

Criminal homicide - These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

- **Murder and Non-negligent Manslaughter** is defined as: the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is defined as: the killing of another person through gross negligence.

Gross negligence is: the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Sex Offenses (Sexual Assault)

There are five (5) types of Sex Offenses:

- **Rape** is: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is: the touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is: sexual intercourse with a person who is under the statutory age of consent. **Tennessee statutory rape law** is violated when a person has consensual sexual intercourse with an individual under age eighteen (18). A close in age exemption allows teens ages thirteen to eighteen (13-18) to consent to partners less than 4 years older. Punishments differ depending on the ages of victim and offender.

Robbery is: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary is: the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is: the theft or attempted theft of a motor vehicle.

Arson is: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc

Criminal Offenses	2016	2017	2018
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Sex Offenses	2016	2017	2018
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0

There were zero (0) reported crimes of murder and non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, and arson that occurred on campus, on a non-campus building or property, or on public property

immediately surrounding the school's campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

There were zero (0) crimes of murder and non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, and arson that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national Origin, or , disability as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus, in or on a non-campus building or property, or on public property immediately surrounding the school's campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

There were zero (0) reported crimes of rape, fondling, incest, and/or statutory rape that occurred on campus, on a non-campus building or property, or on public property immediately surrounding the school's campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

There were zero (0) reported crimes of rape, fondling, incest, and/or statutory rape that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national Origin, or , disability as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus, in or on a non-campus building or property, or on public property immediately surrounding the school's campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a report is false or baseless. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed., nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Hierarchy Rule

When counting multiple offenses, you must use the FBI's *UCR* Hierarchy Rule. This rule requires you to count only the most serious offense ***when more than one offense was committed during a single incident***. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the following list shows the hierarchy for *Clery Act* reporting:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arrests
- Referrals for Disciplinary Action

Student and Employee Procedures in the event of a rape or sexual violence on campus:

1. Remain calm.
2. Calm the victim; notify the Director of Campus Security.
3. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the Director of Campus Security to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Director of Campus Security and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including, where applicable, restraining orders, orders for protection, or no-contact orders.

4. The school and police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
5. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the Director of Campus Security.
6. If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in his or her academic or employment schedule, such as moving from night to day classes, from a full-time to a part-time schedule, etc., regardless of whether or not the victim chooses to report the crime to the police; please notify the Director of Campus Security of such a request.

Student and Employee Disciplinary Procedures

1. If a student and/or employee is alleged to having committed a sex offense (Rape, Fondling, Incest, Statutory Rape, Dating Violence, Domestic Violence, Sexual Assault), that student and/or employee will have the right to a prompt, fair, and impartial investigation and hearing before the Director of Campus Security and two additional employees of the school's administration who have received annual training on issues related to the listed offenses and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the disciplinary proceedings. The institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, and the restrictions will apply equally to both parties. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred.

A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.

An employee found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspension, or terminated for the first offense.

2. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any school disciplinary proceeding, the opportunity for appeal, and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final.
3. The school will protect the confidentiality of the victim(s) in accordance with the law. In addition, the Director of Campus Security will maintain all records of the incident. All accommodations or protective measures provided to the victim(s) will remain confidential to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require reporting of specific criminal act reports - not necessarily convictions. Because a criminal act or suspicion of an act was reported, does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity or suspected criminal activity and classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*.

Hate Crimes

A *hate crime* is: a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. *Bias* is: a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** –A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate crimes can be any of the previously mentioned criminal offenses and also include the following:

- **Larceny-Theft** is: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) *Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.*
- **Simple Assault** is: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** is: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** is: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

Hate Crimes	2016	2017	2018
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0

There were zero (0) reported hate crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property that occurred on campus, in or on a non-campus building or property, or on public property immediately surrounding the school’s campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

There were zero (0) crimes of murder, rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national Origin, or , disability as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school’s campus, in or on a non-campus building or property, or on public property immediately surrounding the school’s campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

An institution must report to the Department and disclose in its annual security report statistics the total number of crime reports that were “unfounded” and subsequently withheld from its crime statistics report during each of the three most recent calendar years. Only a sworn or commissioned law enforcement personnel can make a formal determination that a report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed., nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

The Violence Against Women Act (VAWA) requires Queen City College, LLC to disclose crime statistics involving:

- a) Domestic Violence;
- b) Dating Violence; and
- c) Stalking.

Violence Against Women Act Criminal Offenses	2016	2017	2018
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

There were zero (0) reported crimes of rape, fondling, incest, statutory rape, dating violence, domestic violence, or stalking that occurred on campus, in or on a non-campus building or property, or on public property immediately surrounding the school’s campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

There were zero (0) crimes of rape, fondling, incest, statutory rape, dating violence, domestic violence, or stalking that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national Origin, or , disability as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school’s campus, in or on a non-campus building or property, or on public property immediately surrounding the school’s campus. There were zero (0) unfounded reports that were subsequently withheld from this report.

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The school educates the student community about sexual assaults and date rape through mandatory orientation. The police department offers sexual assault education and informational programs to students and employees. Literature on date rape education, risk reduction, and the school’s response are available through the Institutional Director.

Any student or employee who reports to the school that he or she has been the victim of one of the previously listed offenses, whether the offense occurred on or off campus, shall be provided with a written explanation of the student’s or employee’s rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act (VAWA).

All designated Campus Security Coordinators will review the *Campus Safety and Security Reporting Training Module* in January each year to stay abreast of changes to the regulations. Other interested individuals can access the training module at: http://www2.ed.gov/campus-crime/HTML/cc_off/Contents.html

U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2016. <https://www2.ed.gov/admins/lead/safety/campus.htm>

Fire Safety Reporting

As a part of the U.S. Department of Education's reporting requirements, we are required to notify our student body of any fires that have occurred on our campus. Should you have any questions regarding our statistics or policies, please see Tracy Petsch, the Fire Safety Officer, for assistance.

Fire Reports	2016	2017	2018
Unintentional Fire	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0
Number of injuries resulting in treatment at a medical facility	0	0	0
Deaths related to fire	0	0	0
Property damaged caused by fire	0	0	0

A copy of our fire safety report is provided to the U.S. Department of Education yearly and to our students at the time of enrollment and by October 1st of each year.

The school does not have on-campus housing, therefore we do not have fire statistics to report for student housing.

In the event of a fire:

1. All occupants should proceed to the nearest available exit in an orderly, calm manner.
2. Leave all personal belongings behind.
3. Assist the elderly, handicapped, and children to the nearest exit.
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
5. Once safely outside, stand in a group at a safe distance from the building. Instructors will take a count to ensure no one is still inside.
6. The Fire Safety Officer should call fire officials or delegate it to one (1) person. Also he or she should notify the other building occupants, if applicable.
7. When reporting the fire to the officials:
 - Indicate the name of the institution.
 - Indicate the location of the institution.
 - Indicate your name.
 - Indicate possible injuries (need for paramedics/ambulance).
 - Indicate the suspected cause: i.e., electrical, chemical, gas, etc.
 - Remain calm and help calm others.

The school during student orientation reviews the school's fire safety procedures and exit plans. Emergency evacuation plans are posted throughout the school and are reviewed with students and staff.

The school held two (2) fire drills during the last calendar year. During all drills a whistle is blown throughout the school to signify the "fire alarm". Students exit the building in an orderly fashion and gather in the parking lot past the light poles, where role call is taken by each instructor for each department.

The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances are limited to appliances used in the practice of cosmetology and cosmetology-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

If a fire should occur, please pull the fire alarm and inform the nearest staff member who in turn will notify Brandie Gross, the Chief Administrator, Tracy Petsch, Fire Safety Officer, or LaShannon Sanders, Director of Campus Security. The Administrator will call 911 to alert the local fire department. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the school has no plans to make any changes to its policy or procedure.

ACKNOWLEDGEMENT OF STUDENT/EMPLOYEE:

I acknowledge that I have read and understand the policies and procedures explicated in this report titled: *“2018 Annual Security and Fire Safety Report”* I also acknowledge that I accept and agree to abide by the conditions and responsibilities outlined within this document.

Printed Name of Student/Employee _____

Signature of Student/Employee _____

Date _____

Signature of Administration _____

Date _____