



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of ACTIVA Training Center's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to ACTIVA Training Center's Drug and Alcohol Abuse Prevention Programs.

The information about the ASR and Drug and Alcohol Abuse Prevention programs can be found online at www.activatrainingcenter.com in the Consumer Information Section.

In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

ACTIVA Training Center's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at ACTIVA Training Center.

We believe student, faculty, and staff behavior, which promotes security awareness, is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other persons related to ACTIVA Training Center.

As you read the following report, comments, questions or concerns may be addressed to:

ACTIVA Training Center
Rafael Moreno, Chief Operating Officer (COO)
9580 Bird Road, 2nd Floor. Suite D
Miami, Fl. 33165

STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS

Students, faculty or staff who wish to report criminal actions, should immediately contact the Chief Operating Officer or other supervisory personnel responsible at the school. The criminal action should then be immediately reported by students, faculty or staff to the local law enforcement authorities for assistance and /or investigation. In an emergency, dial 911.

ACTIVA Training Center's Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the school Chief Operating Officer who will follow up on the report personally, or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students.

Rafael Moreno, Chief Operating Officer (COO)

Office phone: (786) 615-3790

Cell phone: (305) 772-1377

Additional copies of ACTIVA Training Center's Accident / Incident Report Form may be requested at the School Front Desk.

Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Crime Alerts – Crime Alerts are published when a crime occurs on or near the school and potentially threatens the school community. The crime alerts are distributed in a variety of methods, depending upon the incident (See Timely Campus Warnings below.)

How to Report Crimes on the school

Students, faculty and staff are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the Chief Operating Officer (COO) or other designated staff members, and then to local law enforcement at the non-emergency number, **305-743-7433**. In an emergency, dial **911**.

Immediately report any crimes or suspicious activity on the school by:

- Calling (786) 615-3790 (This should be the school number to which students and staff should report a crime).
- Completing the ACTIVA Training Center's Accident/Incident Report form and submitting to the Chief Operating Officer (COO).
- Stopping by the Office of Chief Operating Officer (COO).

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the COO, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists ATC in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep school officials advised of what you see and hear. Call (786) 615-3790 when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

STATEMENT OF CURRENT POLICIES CONCERNING SECURITY AND ACCESS TO SCHOOL FACILITIES

ACTIVA Training Center takes safety and security of students, faculty, staff and visitors very seriously. To create a safe learning environment, security cameras have been installed in strategic places in and out of the school facility. School access doors are locked from 10 pm to 8 am to prevent any individuals from entering the building. During business hours, front desk and other staff are responsible for interacting with visitors, most of the times current or prospective students, and remain vigilant of their behavior and attentive to individuals who need services from other entities in the same building or intruders.

GEOGRAPHICAL AREA

The **Clery Act** requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Examples of non-campus buildings could be officially recognized fraternity or sorority owned chapter houses, institution owned campus bookstores located off campus, apartment buildings that are owned and controlled by school, or campus owned event facilities. Examples of non-campus property could be owned or controlled by school, used in direct support or in relation to school’s educational purpose, frequently used by students, and not within a reasonably contiguous geographic area of the school. Our institution does not have such a property in this category for which we must report.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires reporting on the following offenses:

- murder;
- rape, fondling, incest, statutory rape
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- liquor law violations;
- drug abuse violations;
- domestic violence
- dating violence
- sexual assault
- stalking
- weapons possession, carrying, etc., law violations
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, crimes of larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS AUTHORITIES AND LOCAL POLICE

ACTIVA Training Center is a non-residential school, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. All crimes should be reported immediately in order to enhance the opportunity for a quick resolution.

ATC's Accident / Incident Report Form (referenced above) may be requested from the Administration Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As ATC is essentially a non-residential school, and does not have a campus police force; all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis. All victims are encouraged to report all crimes to the Chief Operating Officer (COO) and local law enforcement. In the event the victim is unable to make such a report, the school COO, a designated staff, or third-party witness is encouraged to report the crime promptly.

In very limited circumstances, an institution may remove from its crime statistics (but not from its crime log) reports of crimes that have been determined to be "unfounded" by law enforcement officials. ATC will report to the Department and disclose in the annual security report statistics of the number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years.

ATC does not have any procedures regarding pastoral and professional counselors, nor pastoral and professional counselors at school.

ATC does not have any written memorandum of understanding (MOU) or any other type of written agreement, such as a memorandum of agreement (MOA), with any law enforcement agencies for the investigation of alleged criminal offenses.

Crime is a serious problem with no easy solutions. Therefore, all members of the school community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

PREPARING THE ANNUAL DISCLOSURE

The school administration has the responsibility of gathering the data used to prepare the annual campus crime statistics report (known as the Annual Security Report – ASR). Campus crime data is gathered the same day that it is reported. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the school. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request at the Chief Operating Officer (COO).

Disciplinary Procedures Following a Complaint

The investigative process involves interviewing the parties involved and any witnesses while gathering documentary or other evidence. In cases involving alleged criminal conduct, the complainant may file a criminal complaint with the local police department. A complainant need not pursue a criminal complaint in order to seek, or to hold the respondent responsible through ATC's Student Code of Conduct. As soon as possible, the complainant will be offered appropriate assistance.

Based on the outcome of the investigation, the assigned Title IX Officer or their designee will determine if there is sufficient cause to proceed with the complaint. If so, the Title IX Officer or the designee will arrange for an informal resolution conference with the respondent. (There is a separate Title IX policy statement.) Complainants do not attend informal resolution meetings but are apprised of the meeting's outcome. If the respondent does not accept responsibility for the allegations and/or the proposed sanction, the Title IX Officer or their designee will determine if the evidence warrants a formal hearing before the Complaint Committee, formed by the School Director, a staff member and an independent third party.

The exact nature of the responsive action depends on the circumstances, but may include discipline up to and including suspension or dismissal from ATC for a student, staff or faculty who is found to have violated Institutional policies.

ATC will take appropriate action i.e., an investigation, adjudication and disciplinary and remedial/corrective steps in response to a complaint made pursuant to the complaint policies/procedures listed above. ATC will make every effort to handle complaints and investigations with sensitivity to both the rights of the person who complains, and the rights of the respondent.

ATC handles complaints discreetly and attempts to maintain privacy throughout the investigative process, to the extent practicable and appropriate under the circumstances. However, in order to conduct an investigation, it is generally necessary to discuss the allegations with the respondent and other potential witnesses. Additionally, ATC may have legal obligations to disclose information to law enforcement or in the context of legal proceedings.

Complaints may be made anonymously. While ATC endeavors to investigate all complaints, including anonymous complaints, the nature of anonymous complaints makes investigation, determination, and remediation more difficult and, at times, impossible. Further, while ATC attempts to protect the identity of complainants who do not wish to be identified, this may not always be possible.

In appropriate cases as determined by ATC, conflict resolution may be possible. This is permitted only where both the complainant and respondent voluntarily agree to participate, and either party may terminate informal resolution attempts and commence formal Grievance procedures at any time prior to reaching a mutually acceptable resolution. Depending on the circumstances, a mediated resolution may not necessarily involve face-to-face discussions between the complainant and the respondent. Certain cases are not appropriate for conflict resolution, such as complaints of particularly egregious sexual harassment or cases involving sexual assault or violence.

Occasionally, an individual makes a complaint and later wishes to revoke or discontinue the investigation or adjudication process. Similarly, it may occur that someone other than the victim reports an incident, and the victim declines to participate in the investigation or adjudication process. In other instances, complaints may be received anonymously and/or the victim may not wish to be personally identified. ATC endeavors to respect the wishes of a victim to either not be identified and/or not participate in the adjudication process. In these situations, the school attempts to investigate and address complaints in accordance with the victim's wishes.

If a victim wishes to talk about an incident with the assurance that the discussion will be confidential and will not result in an investigation or follow-up action, ATC will also proceed in this regard.

In determining whether sex discrimination, sexual harassment or sexual misconduct occurred, ATC does not apply the criminal standard of "beyond a reasonable doubt," nor do formal court rules of evidence apply. Instead, ATC uses a "preponderance of the evidence" standard, and the Institution may consider any evidence it deems relevant. A "preponderance of the evidence" means the evidence which is of greater weight or is more convincing than opposing evidence such that it is "more likely than not" that an act occurred.

If the applicable investigative or adjudication process allows for parties to offer witnesses and evidence, the complainant and the respondent will have an equal opportunity to do so. The complainant and the respondent will be informed in writing of the outcome of the complaint, to the extent permitted by law. A respondent that is a student may appeal the outcome to an impartial decision maker. An employee who is deemed guilty shall have whatever rights the law grants. The particular method and grounds for appeal are explained in the student policies listed above.

ATC endeavors to resolve complaints promptly. Ordinarily, the investigative stage will take no longer than 60 calendar days from the time the complaint is received. In exceptional circumstances (including but not limited to especially complex cases, or when the school is not in session), it may be necessary to extend these timelines. If that occurs, the parties will be informed of the expected timeline for completion.

ATC prohibits retaliation against any individual who in good faith makes a complaint of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other Institution policy. Retaliation is also unlawful pursuant to Title IX and other laws.

ATC's academic programs include training on preventing domestic violence, dating violence, sexual assault, and stalking, highlighting the following concepts:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity in the State of Florida.
4. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
5. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Risk Reduction/Warning Signs of Abusive Behavior

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or school.
8. Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with ATC’s Director and ask for a “no contact” directive from the school to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse and Incest National Network - RAINN)

- Try not to leave your drink unattended.
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.

- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Traveling around campus

- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.

ACTIVA Training Center has a sexual assault prevention program that includes, but is not limited to the following:

- If an assault occurs, notify the Chief Operating Officer (COO) immediately.
- Do not disturb the crime scene.
- Notify local law enforcement officials.
- Secure counseling for the victim.
- Change the academic schedule and/or living situation (on campus housing) if victim requests.
- Disciplinary actions include dismissal from the school.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

Important Phone Numbers

National Domestic Violence Hotline: **800 799 7233**

Lotus House Women's Shelter: (305) 438-0556

Miami Rescue Mission Center for Women and Children: (305) 571-2250

Camillus House's Project Phoenix: 24/7 Hot Line: (786) 631-2245

Miami Dade Advocate for Victims: 24/7 Hot Line: (305) 758-2546

YMCA South Florida: (305) 377-9922

TIMELY CAMPUS WARNINGS or ALERTS

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the ATC community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the Chief Operating Officer or other designated staff will post relevant warnings, updates and advisories on the appropriate school website (www.activatrainingcenter.com) and on the school bulletin boards. ATC officials may decide to issue an alert about a crime occurring off-campus but in a nearby location, even though such a crime would not be included in the annual report.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES – STATEMENT OF POLICY

- ATC has in place at the school facility an Emergency Preparedness Plan that includes a response protocol. In an emergency or a dangerous situation, upon confirmation with the school administrators or designated staff, of the need for mass notification, the Chief Operating Officer, or designee, will without delay, 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 the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, Sanitation (liquid wastes), hazardous wastes and materials, flood, hurricanes, fire, acts of violence and accident or sudden illness.

EMERGENCY NOTIFICATIONS

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, ATC may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school website (www.activatrainingcenter.com) and bulletin boards. The Chief Operating Officer, or designee, will simultaneously use the local means available to notify the students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., fire, hurricanes, acts of violence, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances or incident but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can call the ATC **(786) 615-3790** or visit the school website (www.activatrainingcenter.com).

Training, drills and tests will be conducted annually by the school administrators or designated staff on

the school level and by the individuals relevant to mass notification. The school administrators will document each test conducted.

Student Must Know – Emergency Information

ATC takes various precautionary measures to protect the students, staff, faculty, and visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the Chief Operating Officer or designated staff implement and oversee the school response to a crisis situation. The COO and designated staff receive training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

***** In case of emergency - dial 911 *****

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel’s (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation

- A non-fire evacuation will be initiated by the school COO or designated staff.
- Follow the school COO or designated staff instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous people in the vicinity of the school and in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions.
- Remain attentive to any change in status.

Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

- Follow staff and faculty instructions.
- Assist people with disabilities if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information

ATC takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the school COO or designated staff implement and oversee the campus response to a crisis situation. The COO or designated staff receive training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

***** In case of emergency: dial 911 *****

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous people(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: Create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

External Lockdown

Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place

Definition

Sheltering in place procedures is traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible, instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

ATC Emergency Preparedness Plan

Acts of Violence: To prevent acts of violence, a staff member (Administrative and Student Assistant) monitors entryways and deals with all persons visiting the school. In case an intruder is detected, greet, and make eye contact with him/her and show you are alert and aware in case behavior is suspicious. Efforts to remain calm and deescalate potential disruptive or dangerous situations must be made to keep everyone safe. If needed, the school will request assistance from law enforcement agencies.

Crime Definitions from the Uniform Crime Reporting Program (UCR)/ National Incident-Based Reporting System (NIBRS)

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device

Murder and Nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another

Negligent Manslaughter—The killing of another person through negligence

Robbery

The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm

Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparently broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.)

Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft

The theft of a motor vehicle.

Weapons: Carrying, Possessing, Etc.

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.

Drug/Narcotic Offenses— (Except Driving Under the Influence) 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.

Drug/Narcotic Violations—The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drug Equipment Violations—The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics

Liquor Law Violations

(Except Driving Under the Influence and Drunkenness) The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages

Sex Offenses

Any sexual act including Rape, Sodomy, Sexual Assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.

A - Rape

(Except Statutory Rape) The carnal knowledge of a person, without the 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 or physical incapacity.

B - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the 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.

C - Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D - Statutory Rape— Nonforcible sexual intercourse with a person who is under the statutory age of consent.

E - Sodomy—Oral or anal sexual intercourse with another person, without the 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 or physical incapacity.

F - Sexual Assault with an Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the 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 or physical incapacity.

Crime Definitions for Hate Crimes

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

A - Pocket-picking—The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft

B - Purse-snatching—The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person

C - Shoplifting—The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale

D - Theft from Building—A theft from within a building which is either open to the general public or where the offender has legal access

E - Theft from Coin-Operated Machine or Device—A theft from a machine or device which is operated or activated by the use of coins

F - Theft from Motor Vehicle— (Except Theft of Motor Vehicle Parts or Accessories) The theft of articles from a motor vehicle, whether locked or unlocked

G - Theft of Motor Vehicle Parts or Accessories—The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation

All Other Larceny—All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above

Simple Assault

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

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 (except Arson)

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.