



Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2016 and 12/31/2018.

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at Vogue College of Cosmetology located 2434 Cerrillos Rd Santa Fe, NM 87505.

Note: In complying with the crime statistical reporting requirements, Vogue College of Cosmetology provides a map to current and prospective students and employees that depict its campus. (Vogue College does not have non-campus building or property, and public property areas)

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Report Distribution Date: Updated October 2019

Occurrences within the 2016, 2017 and 2018 Calendar Years

*Non-Clery reported instances

Crimes Reported	2016	2017	2018	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
• Murder (Includes non-negligent manslaughter)	0	0	0	
• Negligent manslaughter	0	0	0	
Sex Offenses				
• Sex offenses - forcible	0	0	0	
• Sex offenses - non-forcible	0	0	0	

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Robbery	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Arson	0	0	0	
Larceny – Theft	0	1*	0	
Simple Assault	0	1*	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of property	0	0	0	
Any other Crime involving bodily injury	0	0	0	
Number of arrest made for the following crimes				
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Crimes Against Women				
	2016	2017	2018	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking	0	0	0	

Hate Offenses

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

Contact Information:

School	Vogue College of Cosmetology Santa Fe
Who to contact to report an incident at the Institution	School Administrator Amber McClure 505-473-5552 ext. 1104

Crimes Against Women – Definitions of

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim
 - A person with whom the victim shares a child in common
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA]
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction
2. “Dating violence” means “ violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the people involved in the relationship.”
3. “Stalking” *Criminal activity consisting of the repeated following and harassing of another person.* **Stalking is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside her place of work are actions that, on their own, are not criminal. When these actions are coupled with intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal. Anti-stalking laws are gender neutral.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

If you believe you are a victim of any of these situations you can and should seek out help and assistance

from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution	School Administrator Amber McClure 505-473-5552
Local Law enforcement agency to report an incident that occurred off campus	Santa Fe Police Department Non emergency 505-428-3710 General Info 505-955-5033
Agencies and contacts in our local area that can provide assistance to anyone who believes they are a victim and might need assistance.	See ‘Resources for Crimes Against Women’ attached

GENERAL INFORMATION

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

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution’s Financial Aid Director who contacts the correct police department District for statistics and the institution’s “Daily Incident Log”, and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, and students, entering the premises must have and display at all times a Vague identification name tag. All clients and prospect students must sign in at the entrance and identify their purpose of visit. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property

during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Students and staff are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students. All information is available upon request.
 - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. Incidents should be recorded in the Institutions Crime Log located on campus in the School Administrator's Office. The log includes the date, time, location, incident reported, and disposition of incident. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
9. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Resources are available to students and staff members providing counseling and help on drug and alcohol abuse*).
- 10. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's school administrator, who will report it to (911) or local police and file a police report. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in suspension, while investigations are being followed, termination and/or arrest. More information covered under VAWA Act 2013. Rape is defined as unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim. Although the overwhelming majority of rape victims are women, a woman may be convicted of raping a man, a man may be convicted of raping a man, and a woman may be convicted of raping another woman.**

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

- **Report the offense to the school administration.**
 - **Preserve any evidence as may be necessary to the proof of the criminal offense.**
 - **Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.**
 - **Request a change in the academic situation if necessary.**
11. On campus, disciplinary action in cases of alleged sexual assault will be based on the findings of the school administrator as well as the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
 12. These records are available upon request through the Administrator's office.
 13. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of

such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

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

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

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

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

Medical Attention

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

PERSONAL RESPONSIBILITY FOR SAFETY

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

Individual Responsibility

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

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

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

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

Accident Investigation and Reporting

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

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

Firearms

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

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.
- Personal safety items such as Mace spray, pepper spray and stun guns may be kept put away in vehicle

Good Housekeeping

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

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property. No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists. If a fire should occur, contact your school administrator/instructor immediately. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
<p align="center">Ordinary Combustible Materials Such As Paper, Wood, and Trash</p>	<p align="center">Water (Preferred) And Multi-purpose</p>
<p align="center">Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas</p>	<p align="center">Dry Chemical (Preferred) And Carbon Dioxide</p>
<p align="center">Electrical such as Electronic Instruments And Switchgear Installations</p>	<p align="center">Carbon dioxide (Preferred) And Dry Chemical</p>

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

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

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

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

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

First Aid

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

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

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

SEVERE WEATHER

Tornado

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

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

Flooding

Because of the elevation of the School, buildings at VCC are not likely to flood. However, during periods of flooding, the school administrator will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the school administrator may dismiss classes early or begin classes late to allow commuters safe travels to and from.

Closing the School as the Result of Severe Weather

Only the owner has the authority to close the School. When this action is taken, the owner will notify the school’s administrator to then notify students and faculty via phone, email and/or social media

Self-Determination Policy

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

EVACUATION PROCEDURES

Emergency Evacuation

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

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

CRITICAL INCIDENT RESPONSE PLAN

Objectives

1. To coordinate Vogue's response to critical incidents while paying special attention to the safety and security needs of members of our VCC community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

Definition of a Critical Incident

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

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

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The school administrator of VCC will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR VOGUE COLLEGE

Step 1 Vogue College- The owner is notified of a critical incident involving a VCC student or employee at (512) 916-0077 during the day, (512) 585-2883 after hours or holidays.

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

Step 2 Vogue College- The owner gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Administrator will contact the faculty. The owner will contact the Administrator to reach out to students and the closure will be posted on the college website. www.voguebeautycollege.com. Any media contact, press releases, email or website assistance must be coordinated through the school owner.

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

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

The owner goes to scene of the incident to assess the need for back-up personnel.

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

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the owner. CIRT includes owner, school administrator and director of compliance.
- **Step 3C** – Owner initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the director of compliance will assist the owner in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc

- **Step 4 Vogue College**– Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 Vogue College** – The director of compliance will recommend to the owner any policy revisions in procedures and will compile a Critical Incident Report to be filed in home office.

Members of the VCC Critical Incident Response Team

Critical Incident Response Team			
Owner	Teena Ball	512-916-0077	Ext 105
School Administrator	Amber McClure	505-473-5552	Ext 1104
Operations Manager	Liz Schalk	512-916-0077	Ext 101

Local Community Emergency Services

Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	
Santa Fe Indian Hospital	505-988-9821
St. Vincent Hospital	505-983-3361
Clinics:	
Santa Fe Family Health Center	505-474-0120
La Familia Medical Center	505-982-5460

EMERGENCY COMMUNICATIONS GUIDELINES

In the event of an emergency that directly affects Vogue College, all students and employees will be notified by telephone, e-mail and/or social media.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES

- **Examples: Buildings, Grounds, Automobiles**
 1. Call a school administrator or instructor to the site of the incident
 2. Clearly identify the location of the incident.
 - a. Physical location on campus
 - b. Room or area where fire is located
 3. Evacuate the area.
 - a. Gather in Parking lot
 4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornados)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - VCC faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

**Emergency evacuation signs are located in all classrooms and student break room*

Power Outage

If an electric power outage occurs, the following procedures need to be taken:

- Open doors and window coverings to take advantage of natural lighting
- If night, flashlights will be used
- Help those in need of assistance
- Carry flashlight to the Exits

Criminal Disturbance examples

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

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

Bomb Threats

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

Disruptive Behavior

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Administrator or staff in charge.

- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing VCC property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

**Always make written documentation of incident.*

Drug/Alcohol Intoxication

Immediately notify the School Administrator or instructor in charge

- School staff will document incident
- Staff in charge will determine whether student needs to be suspended or expelled depending on the situation and/or previous situations with student regarding intoxication or impaired mental or physical state.
- The staff will determine if the intoxication requires medical attention and seek it if necessary
- Student will be notified in writing if termination occurs due to the incident

Unusual Behavior

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

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

Medical Emergency

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School owner or Administrator should be notified of the location of the emergency.

ALWAYS document the incident

Minor First Aid

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

Evacuation Procedures

In the situation where a building must be evacuated, evacuation routes are posted in the classrooms and student break room. For instructors, follow the path indicated unless it endangers you or your students. Be aware of

alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

Lockdown Procedures

The lockdown process will only be initiated with the approval of the School owner or Administrator. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics

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

EMERGENCY RESPONSE AND EVACUATION DRILLS

Vogue College conducts a test of the emergency response and evacuation procedures quarterly. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Administrator's Office and includes the date, time and whether the Drill was announced or unannounced.