



The Art Institute of CaliforniaSM - Sacramento

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act July 2011 Report

I. INTRODUCTION

The Art Institute of California-Sacramento is providing the following information to all of its employees and students as part of the Institute's commitment to safety and security and pursuant to the requirements of The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have questions about any of the information provided in this report, please contact John Andersen, Director of Student Affairs at (916) 830-6973.

II. THE INSTITUTE'S SAFETY AND SECURITY POLICIES

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

Everyone at The Art Institute of California-Sacramento is encouraged to report all criminal acts or true emergencies promptly and accurately to the Office of the President and, if necessary, to other appropriate law enforcement agencies. You should report criminal activity or other emergencies to Terry Marlink, President, Sacramento Police Department at 911, and Property Management at (916) 569-1900 X 100. In Terry Marlink's absence, John Andersen, Director of Student Affairs, should be informed of emergencies or criminal acts.

Students, faculty, and staff also have the right to report incidents, criminal acts or other emergencies on a voluntary confidential basis. Any reports will be submitted to the proper authorities without disclosing the name(s) of the victim(s)/witness(es) for inclusion in the annual crime report. It is the policy of The Art Institute of California-Sacramento that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. Each Academic and Administrative Department Director will have incident reports available which they will assist in completing if you should be a witness or a victim or be informed of any criminal activity occurring at The Art Institute of California-Sacramento. It is the responsibility of the Department Directors to forward completed reports to the President or Director of Student Affairs, and all documentation of emergencies and incidents are kept in the Student Affairs office.

The reporting of crimes of a sexual nature should follow the same reporting method, with the following exceptions. In addition to reporting crimes of a sexual nature to the police, the victim may choose to report the crime directly to Terry Marlink, John Andersen or whomever the victim feels they would be more comfortable discussing the subject. School personnel will assist students in notifying authorities if so requested.

The Art Institute of California-Sacramento's fire alarm will sound in the event of a fire in the facility. Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes the following:

- Participation in regularly scheduled fire drills.
- Know two different escape routes.
- Know the number of doorways to the nearest stairwell.
- Stay low in smoky conditions.
- Never using elevators during a fire.
- Handicapped individuals should move to a stairwell for evacuation by fire department staff.
- Once outside, stay as far away from the building as possible.
- Keep all driveways clear.
- Remain quiet and calm.
- Follow fire drill procedure and evacuation plan as posted throughout the building.

The Art Institute of California-Sacramento also has a Crisis Management Team who is designated to respond to all emergencies.

Crime and Incident reports are completed by Academic Directors, Department Directors and the building Security Guards. The reports should be signed and returned to John Andersen directly after the occurrence of the incident.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on an Incident Report.

The reports are recorded and filed in the Student Affairs office and are compiled annually along with the reports gathered from the state and local police agencies on a quarterly basis. The annual crime report is prepared by gathering campus crime statistics and data from local law enforcement agencies by John Andersen, Director of Student Affairs. It is then distributed to The Art Institute of California-Sacramento campus community. For further information or a hard copy of the crime report please contact John Andersen, Director of Student Affairs.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of California-Sacramento that access to all campus facilities, is limited to authorized personnel, students and invited visitors. All visitors, including friends and family, must report to the receptionist. Visitors are at all times subject to school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors must be shared by their student or employee host. Consideration has been given to security by the grounds crew through keeping shrubs and hedges low and well trimmed. Many lights have been installed to the exterior of buildings and parking lots. The Art Institute of California-Sacramento also has video cameras located throughout portions of the building to monitor visitors and criminal activity.

CAMPUS LAW ENFORCEMENT

At the present time, campus law enforcement is handled by security guards employed by The Art Institute of California-Sacramento. The guards do not carry firearms nor do they have the authority to make arrests. In the case of an emergency, they are advised to call 911 on their cellular phones. The Security Company is on the FaxNet network that alerts members to any crime in the area and is shared with building tenants and security guards. The Art Institute of California-Sacramento campus is located in the Kinney Police Precinct located at 3550 Marysville Boulevard. The Crime Prevention Specialist assigned to this area is CSO Kurt McCray. He can be reached at 916-566-3639. An ongoing effort to maintain contact with State Police is also maintained. The purpose of these relationships is to ensure The Art Institute of California-Sacramento is aware of criminal offenses and arrests that have occurred in the state and the community and on campus crimes can be properly reported in the criminal statistics. Should The Art Institute of California-Sacramento, working with the State police and Sacramento police and/or campus security, determine that a particular criminal offense continues to be a threat to the campus community, information will be posted in the student lounge and addressed in classes.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of California – Sacramento (The Institute) is located in the city of Sacramento. The Institute maintains a working relationship with the Sacramento Police Department with periodic contact initiated by The Institute personnel to ensure that The Institute is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. The Institute does not have a written memorandum of understanding with the Sacramento Police Department for the investigation of alleged criminal offenses, but does comply with periodic requests for information regarding current and prior students in accordance with FERPA. Timely warning reports are provided via faculty and staff mailboxes and bulletins distributed to residents in the school sponsored housing complex.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY AND THE PREVENTION OF CRIME

All new Art Institute of California-Sacramento employees and students are instructed on crime awareness and prevention during the year. The program includes a description of campus security policies and procedures and is designed to encourage students and employees to be responsible for their own security and the security of others. These in-service programs are conducted throughout the year. Additionally, all students are given and should carefully review a copy of the student handbook that contains information on drug free campus, campus security, crime prevention, and the Institute's code of conduct. As the school is in an urban area, students are encouraged to follow a common sense approach to personal safety. Information about counseling referrals, sexual assault prevention, and safety referrals are available from Academic Affairs.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT PREVENTION OF SEXUAL OFFENSES, SEXUAL ASSAULT POLICIES AND THE RIGHTS OF VICTIMS

The Art Institute of California-Sacramento Student Affairs Department offers various types of printed information to students and employees on such topics as rape or date rape, self-defense, crime prevention, etc. Guest speakers from local agencies such as *Planned Parenthood* and the *Sacramento Police Department* will be utilized to cover discussions such as rape awareness, reducing the risk of being a rape victim, date rape, sexual harassment, what to do if you are attacked, and general self-defense tactics. These programs will be offered annually to staff, faculty, and students.

The Director of Student Affairs may make counseling referrals, if such services are needed. Victims of crimes of a sexual forcible and non-forcible sexual nature are encouraged to notify the Sacramento Police Department as well. The victim may choose to report the crime directly to John Andersen, Director of Student Affairs, Terry Marlink, President, or whomever the victim feels they would be more comfortable discussing the subject with. School personnel will assist students in notifying authorities if so requested. Remind the victim that reporting a rape is *not* the same thing as prosecuting a rape. WEAVE operates a Hotline that is in operation 24 hours a day. Their phone number is 916-920-2952. Victims of sexual assault or rape should immediately go to a safe place following the attack, should not shower, bathe, or destroy clothing worn during the attack, and should go to a hospital emergency room for medical treatment. Evaluations should be done for risks of venereal diseases and pregnancy. Should a crime of a sexual nature occur on campus, every effort will be made to take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants if the victim desires. The Institution will change the victim of a sexual assault's academic situation should the victim request it. On-campus disciplinary procedures against students will be in accordance with The Art Institute of California-Sacramento's published Student Conduct Policy and the Appeals Policies and Procedures that appear in the Student Handbook. Both parties have the right to be notified of the outcome of such proceedings and both parties are entitled to the same opportunity to have others present during disciplinary proceedings. Sanctions the Institute may impose as a result of a disciplinary proceeding include warning, probation, suspension, or dismissal.

CAMPUS SAFETY AND EMERGENCY RESPONSE – ALERTFIND (Planned Implementation Summer 2011)

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, The Art Institute of California – Sacramento will participate in an emergency notification alert program known as My Campus Alert. Students, faculty, and staff will be strongly encouraged to sign up for the complementary service which will notify students of an urgent message by electronic and cellular communication in whichever manner the recipient chooses. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an earthquake or fire), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. Sign-up will be done and further instructions will be obtained through the Department of Student Affairs or by logging on to the college's homepage.

Campus emergency response and evacuation procedures are publicized and distributed on an annual basis to all faculty, students, and staff. The My Campus Alert emergency notification system will be tested on an annual basis and emergency evacuation drills are held periodically through out the year.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

In accordance with the Violent Crime Control Act of 1994 section 170101(j) information regarding sex offenders can be found on the California's Department of Justice's Web site at <http://www.meganslaw.ca.gov> this site provides information to the public concerning the location of sex offenders within California.

DRUG AND ALCOHOL POLICIES

The Art Institute of California-Sacramento is committed to providing a drug free campus in accordance with local, state, and federal laws as well as Sections 120(a) through (d) of The Higher Education Act of 1965 as amended, which contains the Drug-Free School and Communities Amendments of 1989 (Public Law 101-226) a "Drug Free Schools and Campuses" publication. The Art Institute of California-Sacramento will distribute its own "Drug and Alcohol Information Booklet" to students and employees annually and at new student orientation. This publication includes effects and risks of the use of alcohol and/or drugs, a listing of local counseling agencies, the Federal Controlled Substances Act, and the California Received Statutes Annotated Title 4. The unlawful manufacturing, distribution, dispensing, possession, sale, or use of a controlled substance or alcohol and enforcement of Federal and State drug laws will be enforced on The Art Institute of California-Sacramento's properties and at any The Art Institute of California-Sacramento sponsored event. The Art Institute of California-Sacramento provides counseling referrals and awareness information on drug and alcohol abuse for students in need of such services, as well as a wide variety of printed information on substance prevention and abuse, located in the student lounge. California's legal drinking age of 21 will be strictly enforced.

STUDENT CODE OF CONDUCT/DISCIPLINARY PROCEDURES

The Art Institute of California-Sacramento Student Code of Conduct is located in the student handbook that is distributed at New Student Orientation and to current students on an annual basis. The Code of Conduct outlines the procedures for the accuser and the accused and their entitlement to the same opportunities to have others present during a disciplinary proceeding. In addition to prosecution by appropriate civil authorities if deemed necessary, students found in violation of The Art Institute of California-Sacramento Student Code of Conduct will be subject to disciplinary action up to and including termination.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of California-Sacramento does not have any off-campus organizations.

III. CRIME STATISTICS

The following statistics are provided in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth in the first box below are statistics available from The Art Institute of California-Sacramento concerning the occurrence on The Art Institute of California-Sacramento's campus, non-campus buildings, and public property of criminal offenses in the categories that were reported to campus security officials or local police agencies. The second box below set forth-available statistics concerning hate crimes. The third box below lists the number of arrests for the categories of criminal offenses and campus disciplinary actions occurring on The Art Institute of California-Sacramento campus, non-campus buildings and property and public property. The Institute first began offering classes to students on October 1, 2007 and therefore we do not have statistics to report for the time period prior to that date.

The Art Institute of California-Sacramento

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	1
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	2
Aggravated Assault	0	0	0	0	0	0	0	0	4
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	23
Arson	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	30

The crimes listed above plus any other crimes involving bodily injury 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 are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

Arrests	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	2
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	2

* Includes school-sponsored housing

**Public property includes the sidewalks

immediately adjacent to the campus, including the parking lot and walking path.

Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to John Andersen, Director of Student Affairs (916-830-6973 or jandersen@aii.edu). It is the policy of The Art Institute of California-Sacramento that the Student Affairs department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where he/she is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of California-Sacramento can identify, through their emergency contact form to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should Student Affairs not be able to locate a person reported missing within twenty-four (24) hours of the report, Student Affairs would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Student Affairs will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Fire Evacuation Policy

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify security or a member of the Executive Committee immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or executive committee members. No occupant will re-enter a building until clearance is given by fire and/or executive committee members.

Prohibited Items in School Sponsored Housing:

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

Community Responsibilities

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Executive Committee or fire officials during a drill or an actual alarm. In 2009, there was 1 fire drill performed
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the security or Executive Committee. Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact Student Affairs.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911 Public Safety at x800 or by cell phone at (413) 585-2490.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.

6. Follow the instructions given by the Executive Committee and the Sacramento Fire Department personnel.

School Sponsored Housing Fire Safety and Sprinkler Systems

Below is a listing of housing fire safety systems

The Art Institute of California-Sacramento Residential Fire Systems

Building	Smoke Detectors	Fire Extinguishers
Harbor Oaks	X	X



**The Art Institute
of CaliforniaSM - Sacramento**

Crisis Management Plan and Procedure



**THE INTERNATIONAL
CULINARY SCHOOLSM**

at The Art Institute of California–Sacramento

July 2011

Updated and Maintained at The Art Institute of California-Sacramento

Overview

In the event of a crisis situation, an organization like ours needs to be prepared to provide a swift and appropriate response. In the absence of a well-thought out plan, an urgent matter can erupt into a catastrophic mess. If communication lines are not clear, rumors fly, panic ensues, trust for management erodes and the organization's reputation can be irreversibly damaged.

This manual provides the guidelines to direct the Crisis Management Team (CMT) in crisis situations occurring at The Art Institute of California – Sacramento. By following these procedures, we can ensure that incidents are handled in an efficient, sensitive, professional and consistent manner. These procedures will be reviewed annually and revised as needed by the Campus President, with input from the Crisis Management Team.

A crisis can happen in a split second and in most cases requires an immediate, clear, calm response. In those crucial moments, staff members also need to be prepared. They need to know the protocol and need to feel empowered to provide an appropriate response. This manual will be used to conduct ongoing staff and faculty training in crisis situations by the CMT.

Copies of this Crisis Management Plan can be obtained in the Student Affairs Office.

Definition

For the purpose of this plan, an emergency/crisis situation is defined as any incident occurring on The Art Institute of California-Sacramento campus, at a sponsored event, or involves students, faculty or staff and jeopardizes the safety and security of The Art Institute community. Example situations may include: bomb threat, campus or school sponsored housing crime, sexual assault, death, fire, earthquake, power outage/flood, student or faculty issues, and --any situation that poses a threat of life, property.

While most people view a crisis situation as something that can't be foreseen, the contrary is more often the case. In many situations there are warning signs. Issues like employee relations, operational procedures, student/teacher conflict, programs being phased out, etc. The team needs to be well trained to anticipate and identify these warning signs and subsequently will be better prepared to handle issues or trouble spots before they erupt into crisis situations. This document will also outline key issues to monitor for crisis potential.

Crisis Management Team

The crisis team represents the school's department heads who will provide perspective on handling different audiences and functionalities—student affairs, legal, operations, communications management, employee relations and financial. This team will be responsible for assessing the situation/damage, organizing a response team and developing a response and communications plan.

The Core Crisis Management Team:

1. Terry Marlink, President
2. John Andersen, Director of Student Affairs
3. Larry Richman, Dean of Academic Affairs
4. Brett Daly, Director of Administrative and Financial Services
5. Rebecca Moreno-Byrne, Senior Director of Admissions
6. Ruth Jensen, Human Resource Generalist
7. Carmen Meeks, Director of Career Services
8. Jerry Graber, IT Supervisor

Trained CPR/First Aid Emergency/AED and Blood borne Pathogens:

1. Morgan Giles
2. Jerry Graber
3. Michelle Bernardo
4. John Andersen
5. Ruth Jensen
6. Conrad Lopez
7. Jeremy Calandri
8. John Mounier
9. Carol Thomas
10. Toussaint Potter

Fire Alarm System

The Art Institute of California-Sacramento fire alarm system is tested on a quarterly basis in conjunction with BTV Property Management. All tests are announced by BTV Property Management to The Art Institute and The Art Institute notifies the campus community.

General Guidelines, Dos/Don'ts

Any member of AiCA-Sacramento staff or faculty who witnesses or knows of a crisis should first contact and inform a member of the CMT in order of the chain of command outlined in this document and then wait for further direction. All rules have exceptions and considerations. Here are a few basics to follow:

- **Do not hesitate to call 911 in matters of life and death** and if you are uncertain about the severity of a situation. When in doubt, it is the school's policy to err on the side of caution. Please make sure to alert a member of the CMT in any emergency situation.
- In the event that the police, fire department, or other civil authority is dispatched to the school, the **CMT will act as contact**. If you call 911, immediately debrief a CMT member of the situation.
- In the event that violence occurs on campus, faculty and staff should try to diffuse the situation if possible, however, **no one should put themselves in harm's way**. Immediately notify (or in the event that you cannot leave the situation, dispatch someone to notify) a member of the CMT.
- In the interest of communicating clear, timely, and consistent messages to the public, The Art Institute has a policy of only communicating to the media through specified communications channels. At AiCA-Sacramento, the President is the designated liaison to the media.
- Furthermore, the Campus President will determine the appropriate communication and course for disseminating information to all audiences—students, staff, families, public. Please look to the CMT to prepare letters, statements and conduct communications briefings.
- Even in the event of a crisis, the entire campus does not necessarily need to know about it. ****Containing the crisis is essential****. Follow the notification chain of command and wait for direction from the CMT. The team will develop a communications plan and vehicles to disseminate appropriate information. Act responsibly and do not contribute to the rumor mill.
- **Use your judgment, be responsible, and act professionally**. Try not to panic. Panic will cloud your judgment and will alarm others. Remain calm. Think about how your reactions will be perceived by others. Follow the directions outlined in this manual.
- The Director of Student Affairs **logs all incidents and emergency situations** that occur on campus or at school sponsored activities. Always contact the Director of Student Affairs in any crisis to file an incident report.

Emergency Phone Numbers/Tree

Each department manager shall maintain a current list of his or her employees' home telephone numbers and a departmental phone chain. In the case that emergency contact is necessary, the CMT will initiate the phone chain. Departmental managers will, in turn, contact their respective employees. Each employee is directed to contact the next person on the list. If unable to contact that person, the caller should leap to the following person on the list in order that the chain is continued. The last person on the list contacts the top of the chain to report that the chain is complete. Up-to-date copies of phone trees should be provided by department managers and kept at each employee's residence and other spots where they can be accessed easily outside of the school. For CMT members, the entire school phone tree is Appendix A to this document.

Emergency CMT Contact

In the event of a crisis, immediately contact a CMT member. Start at the top of the list until you make contact with a CMT member. Stop once you have notified one member of the CMT. The following is an emergency phone list of the CMT. Please respect that these numbers are confidential and should not be made available to students or the public.

Contact	Primary	Secondary
Terry Marlink	503-806-3892	
Larry Richman <i>For all emergency matters pertaining to faculty.</i>	916-204-1713	
John Andersen <i>For all emergency matters pertaining to students and facilities.</i>	619-402-4170	
Brett Daly	916-225-1777	916-215-9120
Rebecca Moreno	916-860-9784	
Ruth Jensen <i>For all emergency matters pertaining to faculty and staff.</i>	916-339-2738	530-263-0384
Jerry Graber <i>For all emergency matters pertaining to technology.</i>	310-877-2256	

Emergency Resources & Facility Contacts

Function	Name	Address	Contact Name	Phone
Property Manager	BTV Property Management	Sacramento, CA	Elizabeth Jones	1-877-331-3629 (24 hour service)
Security	ABM Security			916-869-3772
Locksmith	Sacramento Valley Lock Works	10 Main Ave Sacramento, CA 95838	Caleb	916-569-1640
Urgent Medical Care	US Healthworks	4700 Northgate Blvd. Sacramento, CA 95834		(-916-929-6161)
Animal Control				916-808-PETS (7387)
Dead Animal Removal				916-808-PETS (7387)
Fire Dispatch (non-emergency)				916-264-5266
Hazardous Waste Disposal - Bio-Trauma 911, Inc				800-759-6960
Poison Control Center UC Davis Medical Center				800-342-9293
Sacramento Police Non-Emergency Line				916-264-5471
Water Department City of Sacramento (Emergency hotline)				916-264-5011
SMUD (emergency, i.e. power outage, lines down)				888-456-7683
First Aid Kit Supplier				Cintas
Sacramento Fire Department				916-808-1300

Crisis Management Steps

In the event of a true crisis, it is easy, almost natural, to begin reacting. The following are critical steps in assessing and managing a potential crisis.

#1 Assemble the Crisis Management Team

Upon notification of a crisis, the CMT member should assemble the appropriate crisis team members to handle the situation. Minimally, three members should be notified and assembled. Then the team should decide who else will need to be brought in on the crisis management. For example, if the event involves a student, the Director of Student Affairs would be necessary; if the matter relates to an employee, a Human Resources representative is essential.

Depending on the severity of the incident, the CMT should assemble as soon as possible in a central location to survey the situation and prepare an appropriate response. The team should have access to computers, the Internet, telephones, and fax machines. This location should be the school, however in the event that the school is inaccessible, choose a location with close proximity to the school—school sponsored housing, a residence of a CMT member or a temporary office space designated by BTV are possible meeting spots to run the crisis management.

#2 Assess and Define the Situation

The following are the basic questions that should be answered as the team tries to survey the situation.

Who is involved?

What happened?

When did it happen?

Where did it happen? On school property?

Once the situation has been assessed, the Campus President or the designee will notify EDMC and discuss the response and management plan.

#3 Develop the Response

The CMT will thoroughly discuss and deliberate appropriate response alternatives for the school, developing several courses of action, then thoughtfully select the best as determined by consensus. Develop action items and assign tasks to each member of the team based on job responsibilities. In a very serious case (serious damage to the structure—i.e. fire, earthquake), the team would assemble and work from a crisis headquarters

In the interest of preparedness, various potential crisis scenarios and appropriate responses are discussed later in this planning document and should be used in the event of a real crisis.

Important Considerations:

- Concern, care and compassion for the victim(s) and their families.
- Do not lie in an effort to diminish a situation. This will only get you in trouble later. If you do not know the answer, it's okay to say, "Let me get back to you on that."

- Full cooperation with authorities and investigators.
- Confidentiality and discretion when dealing with sensitive issues.
- Communicate how the college is handling the situation.
- Consistency and calm is essential.
- Use our strengths and network.
- Demonstrate a solid record of accomplishment.
- Demonstrate preventative measures that AiCA-Sacramento has taken to prevent such a crisis.
- Communicate what measures the college will take to prevent such an occurrence from happening in the future.
- Speed of response and completeness of information.

#4 Develop the Message and Establish Communications Lines

The CMT should look to the President to make recommendations on what information to release, to whom and how. In times of crisis, the school must be seen by ALL of its constituencies as actively managing the situation and not trying to hide. For this reason, it is especially important that we proactively communicate with our many audiences and provide appropriate information as soon as possible. This does not mean blurting out everything we know as soon as we know it. The communications need to be thoughtful, responsible yet timely and forthright.

Consider all audiences:

Internal Audiences:

- Staff
- Faculty
- Students
- Parents
- Board of Trustees
- Program Advisory Committee
- EDMC

Communications vehicles: meetings, e-mail, phone chains, alert find messaging system, department directors, telephone hot line, fax, newsletters, and website.

External Audiences:

- Media
- Employers
- Business community and partners
- Industry leaders
- Government
- Neighbors

Communications vehicles: Press statements, press conference, releases, media visits, telephone hot line, fax, email, newsletters, website, and letters.

#5 Crisis Audit

In the aftermath of a crisis, most just want to move forward and resume the normal activities of the school as soon as possible. However, in order that the school is best prepared to handle the

next crisis, the CMT must evaluate how the crisis plan was effective and useful, how well it was followed, where the plan fell short and what changes should be made to the plan. An audit of the plan, the execution and outcomes—including all positives and negatives, should be prepared and made as an addendum to this document. **This should be completed within two weeks of an incident.**

#6 Follow-up Communications

Once the CMT determines that the crisis has passed and an audit has been conducted, the school should communicate a follow-up message to both its internal and external audiences. The message can be disseminated in the letter form, a President's message in the next newsletter, and/or meetings with key constituents. The follow-up should outline how the crisis was handled, what we learned and how we are moving forward.

Basic First Aid Procedures

The following are basic first aid procedures.

- Be calm
- Assess the injury
- If the student/staff member is able to go with you, take them to the nearest first aid station and administer the necessary assistance. (Wear latex gloves for all first aid care)
- If the person is unable to go with you, have another employee get the first aid kit. Administer the necessary assistance. (Wear latex gloves for all first aid care)
- Someone should stay with the injured person at all times and pay attention to any changes in condition.
- If the person needs to go to the hospital or go home, Student Affairs can assist in arranging transportation if necessary.
- After the incident, please contact Student Affairs to complete an injury report.

Identified First Aid Stations

Basic First Aid kits are located as follows:

1st Floor

- Accounting Office
- Student Lounge
- Library

2nd Floor

- Employee Lounge
- One in Each of the Culinary Kitchens
- Cage

Members of the CMT will have emergency backpacks in their work areas that will include supplies in case of an actual emergency.

Emergency Medical Assistance (EMT Personnel Needed)

- Be calm.
- Check the scene for safety and eliminate any unsafe conditions. If necessary, ask another employee to assist you.
- Check the injured person and assess if emergency medical response is necessary. Use your best judgment and those staff members around you – if there is doubt, call 911.
 - Is there severe bleeding?
 - Is the person unconscious? Is there a head injury?
 - Is the person having trouble breathing?
 - Is the person turning colors?
- If yes, to any of these, call 911 immediately. A staff or faculty member should stay with the injured person at all times. When calling 911, you will need the following information:
 - Exact location of injured person.
 - Name and age of injured person.
 - Nature of the emergency (what happened?)
 - Condition of the injured person.
- **DO NOT HANG UP UNTIL THE 911 DISPATCHER HANGS UP.**
- Ask the student or employee if there is a person they would like to have notified.
- The injured person has the right to refuse paramedic or hospital treatment.
- After the incident, please contact the Student Affairs Department to complete an incident report. If injured party is an employee, also notify Human Resources.

Emergency Evacuation

- In situations such as fire or earthquake evacuate the building immediately. In questionable scenarios the CMT will determine if an emergency evacuation is warranted. In both cases, follow the steps below.
- Stay calm. Stop work immediately. Do not pack up work supplies, work in progress or personal belongings.
- Leave your area and if you know you are the last person in a room, close the door behind you.
- Do not run, walk in an orderly manner.
- Instructors are to accompany their class throughout the emergency. Instructors should advise students to stop working and leave immediately. Instructors should close the classroom door after the last student has exited the classroom. Instructor should notify CMT upon exit if any student was unable to evacuate.
- Follow posted directions for exiting your area. Exit building using nearest stairwell only. Do not use the elevator.
- Instructors are to assist physically challenged individuals and wait in the front stairwells for a safety team member to assist them. A staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately head to the designated muster area – the south-east section of the parking lot near Homestead Studio Suites. CMT members will be assisting with directing the campus population to this area.
- Faculty will be responsible to keep their class in specific areas and take role noting who may not be accounted for. Office staff will also muster together and take account of who may be missing.
- CMT members serve as Fire Marshals for their respective floors/areas and will conduct a thorough sweep of the building to ensure all persons have evacuated.
- Do not re-enter the building until emergency personnel provide authorization.
- Emergency evacuation routes are posted. Each area of the building will have designated persons to check that all offices, classrooms, and restrooms are evacuated.
- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm could activate the bomb. Key personnel will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- If evacuated, no one is allowed in the building until the authorities have deemed the property safe and the CMT will determine who can enter the building first.

- The President will develop public statement if necessary.
- Incident Report Form will be prepared and filed with the Director of Student Affairs.

Emergency Evacuation of Disabled

In the event of an emergency, occupants of wheelchairs and other persons mobility impaired should observe the following Emergency Evacuation Plan:

If you can move to the exit and have persons to assist you:

- Move to the exit stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.
- If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with you, while one person should inform the Sacramento Fire Department of your location. Make sure that the door is securely closed.
- Wait for your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary.
- If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass and the stairwell to clear.
- If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below.
- Assistants should **not** attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas.
- If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

If you are not able to leave the floor, observe the following survival rules:

- Use towels or clothing to block openings around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the Venetian blinds erratically.
- If smoke or fire enters your area, call 9-1-1 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside and will hamper rescue efforts below.

Emergency Evacuation Contingencies: Relocation

CRISIS: The crisis is such (fire damage, explosion, earthquake, no power, etc.) that students cannot return to the campus building following evacuation.

CRISIS MANAGEMENT OUTLINE:

Short-term (0-48 hours):

- If there are injuries, immediately transport injured parties to local hospital via ambulances and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team, determined by the CMT, will, as much as possible, maintain a list of students and employees transported from the site by emergency personnel.
- Establish an Information Center on site where information can be gathered and dispersed. Under the direction of the CMT, the center will be staffed by Department Directors and if needed, Student Affairs staff. If additional support is needed, employee volunteers will be used.
- Create and distribute an information sheet with instruction to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until additional instructions are received, learn the location and check in with the information center, go home etc.). Use bullhorns when necessary, but as sparingly as possible, so as not to diminish the effect.
- Depending on the condition of the building, set up a "Retrieval Unit." This would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with AiCA-SAC employees.
- Make phones available to enable evacuees to call home/family.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, the President will hire additional security to maintain watch over damaged buildings to protect any salvageable property.

If the emergency is such that evacuees can not get home:

- If the Emergency Services (fire, police) responded to the crisis, they may provide resources for emergency needs, including contacting the Red Cross (916) 368-3131. If needed, call 9-1-1 for additional resources.
- Student Affairs and Department Directors will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, school-sponsored housing community spaces, and local hotels/motels. Encourage those who live within walking distance to provide temporary housing for those who can not get home immediately.
- For those evacuees who can not get home, have them report in at the Information Center. Require them to give their name, social security number, home address/phone, and

emergency contact information and record where they will be temporarily staying. This information may be used to account for the whereabouts of all evacuees.

- The CMT will establish a voicemail box/information line with updates and information.
- All media inquiries are directed to the President.
- The President and Executive Committee will determine if the school will be closed on a long-term basis or if classes can be held in other academic locations.
- In the event that one or more of the school buildings is closed on a long-term basis, the Executive Committee will contact local community colleges/universities, and property management companies to establish alternative space.

Long-term (48+ hours):

- Work with the Property Management Company to contact contractors and/or architects, as the conditions dictate, to determine the extent of structural damage.
- Plan remodeling, renovation, or destruction and rebuilding as conditions dictate.
- Follow established corporate procedures to complete plans.
- Have prepared statements and updates available.

School Closing

Scenario: Extreme environmental conditions, loss of water or electricity for an extended time, gas line break, wildfires.

- The decision to close the school will be made by the Campus President and the Executive Committee.
- The information will be communicated to staff, faculty and students via the emergency phone tree including language to use on outgoing voicemail. Information will also be sent via email and AlertFind (Implementation Summer 2010).
- Staff members will need to change their outgoing voicemail to communicate the school closing.
- The President will notify local media to disseminate the information, if appropriate
- The IT Supervisor will have the outgoing phone message communicate the school closing.
- The IT Supervisor will monitor the phone voicemail and communicate any messages to the appropriate CMT member.

Workplace Violence: “Client Services”

Types of Workplace Violence

Researchers in the field of workplace violence have identified three types of workplace violence. These types are:

- **Type I: Criminal Intent**
The agent has no legitimate business relationship to the workplace and usually enters the affected workplace to commit a robbery or other criminal act.
- **Type II: Customer**
The agent is either the recipient or object of a service provided by the affected workplace, or the victim (e.g. the assailant is a current or former student or parent).
- **Type III: Employment Related**
The agent has some employment-related involvement with the workplace. Usually this involves an assault by a current or former employee, a current or former spouse, a boyfriend or girlfriend of a spouse, a relative or friend, or some other person who has a dispute with an employee of the affected workplace.

Procedures

In the event that an employee is in a Type I, II or III situation, Campus Security should be alerted as soon as possible. If you believe using the phone will escalate the situation, speak with the first Art Institute employee you see and say:

“Tell Client Services I want its help.”

This phrase or any phrase that includes **Client Services** is a code to alert employees that the CMT or Campus Security should be called immediately. The phrase may also be used if using the phone will allow the employee to contact Campus Security, but the employee does not want to alert the perpetrator of the call for assistance. When a phrase is used with **Client Services**, nothing else that is said in the course of the dialogue should be complied with. For example, a request by the caller asking that the school President be sent over or the Dean needs to be contacted and sent to the particular location immediately must be ignored. **“Tell Client Services I want its help”** is an alert to send assistance and nothing else.

Client Services is not an office nor does it have an official working function of the Art Institute nor is it an outside company or resource. It is code to alert that an employee is in need of assistance. The phrase should only ever be used when Type I, II, or III situations occur and not used in jest.

In the event of a life-threatening situation or event, employees should call 911.

Earthquake Disaster Plan

CRISIS: If AiCA-SAC were to experience an earthquake it is conceivable that it could force displacement of residents for a period of time as well as students, faculty, and staff.

CRISIS MANAGEMENT OUTLINE:

During the Earthquake:

- If indoors, stay there. Get under a desk or table, crouch in a corner covering the head and facing outwards, away from windows, glass and outside walls. Do not use elevators. Do not rush for the doors. Move away from display and book shelves containing objects that could fall.
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses/underpasses and power lines. Stay in your vehicle until the shaking is over.
- After the shock subsides, go to the ground floor of the building, and wait for further instruction.
- Proceed calmly to exits. Choose your exits carefully. Follow emergency evacuation procedures.
- Dress for possible prolonged time outside.
- Do not re-enter the building until advised to do so.

After the Earthquake (0-48 hours):

- The CMT and designated personnel will find ways to communicate (with bullhorns or other means) to tell people to remain where they are, keep calm, and avoid upsetting others by using positive language and speaking in a calm manner.
- Announcements will also contain information such as not using stairways or elevators and to remain calm if the electricity goes out or a fire alarm sounds.
- Do not use the phones unless it is a medical emergency.
- Designated safety representatives will check on students with disabilities by doing a thorough classroom/restroom/hallways.
- If injuries are reported, attempt to contact emergency services (9-1-1). If phone service is interrupted, immediately contact those with CPR/First Aid training to assist the injured parties. If possible, transport injured parties to local hospital by ambulance and rescue squads.
- Bullhorns are located in the Students Affairs Office and the Academic Affairs Office.

- The CMT members will check for safety - gas, water, sewage breaks; check for downed electric lines and shorts; turn off appropriate utilities; check for building damage and potential safety problems during after shocks.
- Turn on radio and listen for instructions from public safety agencies.
- Don't use the telephone except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" if evacuation or relocation of people is necessary.
- Using media statements prepared by the President, provide information to parents on the relocation sites for students and reassure them that everything is under control.

After the Crisis (48+Hours):

- Use email and voicemail for announcing programs that help ease emotional distress.
- Continue public service related programs for two weeks following the earthquake using campus and off campus media.
- Provide counseling services for those students/faculty/staff who may have lost a friend or a significant other and/or utilize bereavement services arranged by the CMT.
- The President or Executive Committee representative will hold an All School Meeting as soon as possible to thank everyone, give accurate information, get suggestions, reassure everyone, and provide the next steps.

Fire

CRISIS: A fire is discovered in one of the campus buildings.

CRISIS MANAGEMENT OUTLINE:

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may wish to fight it with a fire extinguisher or a building firehose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instruction on the extinguisher.
- Fire extinguishers located throughout the facility next to all emergency exits and near the restrooms.
- Call the front desk receptionist at "0". Give your name, location, telephone number, and location of the fire. The receptionist will notify the CMT.
- If the fire is large, or rapidly spreading, sound the building fire alarm. Evacuate the building immediately. CMT will inform others in the building that may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- The CMT will sweep their posts for all building occupants.
- Walk, do no run, to the nearest stairway exit. Follow Emergency Evacuation Plan.
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative and you may be trapped.
- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

Bomb Threat

CRISIS: A bomb threat is called into the school or a possible bomb is located on the premises.

CRISIS MANAGEMENT OUTLINE:

Bomb Threat Received by Telephone:

- Do not put the caller on hold.
- Treat all threats seriously. Follow the “Questions to Ask” form from the FBI Bomb Data Center.
- Do not delay reporting this incident directly to a CMT member. And wait for instructions from the CMT. We do not want to cause undo panic, therefore, do not discuss the incident with anyone else unless directed by the CMT.
- The CMT will call 911.
- The CMT will order the evacuation of the building, if necessary.
- Do not activate fire alarm for building evacuation, it may activate a bomb off. The CMT will go to classrooms and offices and notify people to evacuate.

- Bomb Threat Questions Next Page –

Suspicious Package Observed:

- If you spot a suspicious object, package, etc. report it to the CMT. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address, be delivered, or discovered in an unconventional way.
- Evacuate area-CMT will corden off the immediate area around the package.
- Wait for trained police squad to examine and dispose of suspicious package.

**Bomb Threat Questions to Ask
FBI Bomb Data Center (*Keep near phones*)**

Questions:

1. When is bomb going to explode?
2. Where is the bomb right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. If so, Why? If not, who did? Why did they do it?
8. What is your address?
9. What is your name?

Threat Language

- Well spoken (educated)
- Incoherent
- Foul
- Taped
- Message read by threat maker
- Irrational

Caller's Voice

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Loud | |

Who did he/she sound like? _____

Background Sounds

- _____ Street noises
- _____ Factory machinery
- _____ Crockery
- _____ Animal noises
- _____ Voices
- _____ Clear
- _____ PA System

- _____ Static
- _____ Music
- _____ Local
- _____ House noises
- _____ Long distance
- _____ Motor
- _____ Office machinery

Other comments: _____

Write the exact wording of the threat:

Sex of the caller: _____
Race: _____
Age: _____

Number at which call is received:

Time: _____
Date: _____

Remarks:

Name: _____
Position: _____ Phone number: _____

Report call immediately to a member of the CMT who will call 911.

Biohazards

Scenario: Employee or student is exposed to blood, vomit, or other potentially infectious substances.

Universal precautions will be observed by all Art Institute employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Contact the CMT for clean up of any blood and/or body substance spills. Spills are to be promptly cleaned by gloved personnel using a bleach solution.
- Latex glove use is required with any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10-second hand wash. Gloves are located in all first aid kits.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- The CMT will arrange to dispose of the contaminated gauze, gloves, and clean-up materials contained in a plastic bag and to secure/isolate the bag. The materials will be disposed directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call the CMT for removal and disposal of "sharp containers." Hypodermic needles should be handled carefully with tongs and gloved hands. Maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.
- An Incident Report Form should be completed.

Hazardous Materials Leaks/Spills

(Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

CRISIS: A gas cylinder or other chemical container should spill or begin leaking, and these Materials present a clear danger anyone within the premises or to other building occupants, the following steps should be taken:

CRISIS MANAGEMENT OUTLINE:

- Confine the fumes or fire by shutting the room door.
- Suspected gas leaks or suspicious odors should be reported to the CMT or Dial 9-1-1 (dial 9 first if using a campus phone). Give your name, department, and location of the emergency.
- If evacuation is necessary, sound the building fire alarm so evacuation can begin.
- Evacuate the building by following the Emergency Evacuation Plan.
- Do not reenter the building until instructed to do so.

Fights

- In the event that a fight occurs in the school, the staff/faculty member should try to diffuse the situation if possible. Once the situation is under control, escort the students to the Student Affairs office.
- If the fight cannot be diffused, the staff/faculty member should immediately seek a member of the CMT.

Suspect or Witness a Crime

- If an employee suspects students or employees are breaking the law, the employee should contact the Campus President, Director of Student Affairs, the Dean of Academic Affairs or another member of the CMT.
- If the crime is in progress, try to diffuse the situation if no foreseeable danger is apparent.
- If possible apprehend the perpetrator(s) and bring them to Student Affairs or an Administrative office.
- If the crime is a violent crime, call 911 immediately and notify a member of the CMT.

Violent Crime

Scenario: A violent incident occurs on campus such as gunfire or a stabbing or sexual assault.

- Do not attempt to apprehend or interfere with the assailant(s).
- Call 911 immediately and notify a CMT member. In the event of a reported sexual assault, the CMT will assist the victim in reporting violations at their request.
- If possible, have someone stay with the victim(s) to provide emotional comfort and to monitor their condition.
- Before the police arrive, the CMT will try to immediately isolate the incident or portion of the building and potentially evacuate the rest of the school.
- The police will determine the course of action to take to ensure the safety of those near the incident. If evacuation is necessary, no one is permitted back into the building until the police and the CMT authorize re-entry.
- The Campus President will serve as lead contact for the authorities.
- The President will act as liaison with the authorities. He will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, CMT, Academic, and Department Managers.
- The President will provide a copy of the floor plan of the building to the Police, upon request.
- The CMT will assist the authorities in collecting all evidence and obtaining witness statements. The school will provide complete cooperation with the investigation.
- A member of the CMT will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- The CMT needs to be available to assist and provide counseling, emotional support, and referral to local hospitals, crisis programs, and sexual assault programs.
- The President will prepare statements and plan for disseminating information to all audiences—students, parents/families, staff/faculty, media and the public.

Once the immediate crisis is contained:

- Student Affairs should be notified if the alleged perpetrator is a student, and Human Resources should be notified if it is an employee for further investigation and disciplinary action.

- For those indirectly affected by the incident, dismissal may be appropriate and should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be de-escalated by the CMT and given time to talk and express concerns or issues prior to dismissal. Counseling services should be retained.
- Review security measures and make any necessary adjustments.
- Corporate Legal Counsel should be notified of the situation for further guidance.

If injuries and/or death are involved:

- Family members of all casualty victims are notified as soon as possible. The CMT will determine and coordinate this communication. Follow procedures under “Medical Emergency” and or “Death of a Student/Employee”.
- Faculty and staff are advised by Student Affairs to identify and refer those students or employees at high risk for emotional disturbances. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.

Long-term:

- Periodic mandatory de-briefing meetings with those directly affected by the incident by the school counselors or an outside referral.
- Continued identification of high-risk students and referrals to schools counselors.
- Provide ongoing support for students and employees who will be giving testimony or dispositions.
- Ongoing training on sexual assault awareness, prevention, and procedures for staff, faculty, residence life staff, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sexual offenses.

Hostage

CRISIS: An employee, student, or visitor is taken hostage on campus.

Do NOT attempt to apprehend or interfere with the hostage taker(s)!

During the crisis:

- The first person aware of the incident calls 9-1-1.
- The CMT is to be notified immediately.
- The Police will determine the course of action to take to ensure safety of those near the incident. If evacuation is necessary, no one else is allowed back into the building until the Police authorize it.
- All communications with the authorities will be made by the President or his designee. This person will wait by the building entrance to meet and guide the emergency personnel. All other personnel and students will wait outside of the building and clear of any entrance/exit doors.
- The liaison will identify key personnel to assist with any authorities' directives. This might include staff members, Executive Committee members and Department Directors.
- The President will provide a copy of the floor plan of the building to the Police.
- If the situation involves an assailant on the grounds, key personnel will go to classrooms, offices, discreetly alert instructors, and staff of the situation and have them lock all doors to prevent entry.
- The President or CMT will instruct the front desk receptionists on how to respond to phone calls regarding the situation.
- The President or CMT will handle all media inquiries. Staff, faculty, and students will be instructed not to talk with the media.

Once the immediate crisis is resolved:

- For those indirectly affected by the incident: dismissal should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be deescalated by a crisis response team and given time to talk prior to dismissal. The emergency services/counselors can arrange for the teams.
- If injuries and/or deaths are involved:
 - A. Family members of all casualty victims are notified as soon as possible. The Dean of Education will coordinate this communication.

B. Follow procedures under “Medical Emergency” and/or “Death of a Student/Employee”

- The IT Supervisor will set up phone line information to those who are calling for information.
- The CMT will review security measures.
- An Incident Report Form will be completed and filed.
- Corporate and Corporate Legal Counsel must be advised of the situation.
- Faculty and staff will be advised by the CMT and refer those students at high risk for depression. These might include relatives and close friends of the deceased, students with a history of depression and/or suicide attempts, or classmates who might have witnessed or come upon the scene of death.

Long-term:

- Periodic mandatory debriefing meetings, with those directly affected by the incident, by outside resources.
- Continued identification of high-risk students and referrals to Student Affairs.
- Provide ongoing instructions for students and employees who will be giving testimony or dispositions.

Weapons

Scenario: Student, employees, or visitor has a weapon, such as a gun or knife on campus.

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation, proceed with caution, and consider the safety of those in the area.

Non-threatening situation: Possession of weapon is noted.

- Individual aware of the weapon possession reports the situation to Student Affairs or another CMT member.
- Student Affairs with the CMT will make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Security.
- If the individual declines to remove the weapon from the premises, Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Director of Student Affairs, if a student, or by appropriate Human Resources, if an employee. If the visitor was visiting students or employees, their host will be subject to disciplinary review by Student Affairs or Human Resources.

Threatening situation: A weapon is shown in a menacing manner or situation appears in any way dangerous

Caution: Do not attempt to apprehend or interfere with the person holding the weapon!

During Crisis:

- Attempt to retreat discreetly and assist others to do so likewise.
- As soon as is safely possible, call 9-1-1. Provide them with your name, location, and information about the situation including type of weapon, physical description and mental state of person with weapon.
- Security and the President, or designee, are notified immediately. The President, or designee, will notify the Executive Committee and the CMT.
- The police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it.

- If the situation involves an assailant on the grounds, police and or key personnel will go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The President or a designee appoints an AiCA-Sacramento liaison to communicate with the authorities. This person will wait by the building entrance to meet and guide the emergency personnel.
- All communications with the authorities should be through a designated liaison determined by the President or Executive Committee member. All media communications will be through the President.

Once the immediate crisis is resolved:

- Counselors should be contacted to assist those involved in the incident as needed.
- If injuries or death results, follow the procedures under **Emergency Medical Assistance** and **Death of a Student/Employee**.
- Incident Report Form completed, including the names of all witnesses.
- Follow-up disciplinary action will be taken by the Director of Student Affairs if a student and by the appropriate Department Director if an employee. The President prepares a statement.
- If appropriate, Corporate Office and Legal Counsel advised of the situation.

Incidents Involving Substance Abuse: Overdose

CRISIS: The person is having medical complications due to an overdose of substances either legal or illegal.

CRISIS MANAGEMENT OUTLINE:

- Anyone observing a drug overdose should call 9-1-1 for immediate medical assistance. Provide the operator with address, phone number, and if able to ascertain, what drug was taken, how much, how long ago, and symptoms.
- Follow the procedures for “ Emergency Medical Assistance.”
- Those observing the situation complete an Incident Report to be turned in to the Director of Student Affairs for follow-up, if a student or the appropriate Department Director if an employee.
- The Dean of Student Affairs will take disciplinary action if the incident involves a student or if an employee, by the appropriate Department Director and Human Resources.
- If deemed necessary, a public statement will be developed by the President.

Long Term/Preventative:

- Ongoing training for staff, faculty, housing staff, and students on AiCA-Sacramento’s Drug-Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among college students.
- Making appropriate and timely referrals to employee assistance program and other relevant resources

Incidents Involving Substance Abuse: Under the Influence

CRISIS: A person is acting drunk, high, or impaired while on school property.

CRISIS MANAGEMENT OUTLINE:

- In all cases an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the CMT should be contacted to determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the obvious influence of substances should not be permitted to stay in the building. They should be asked to leave by the staff or faculty member observing the impairment. The staff or faculty member observing the individual should ask the person to leave. If the individual is cooperative but appears to be potentially dangerous to him/herself or others due to the impairment, contact the CMT. The CMT will call someone (family, roommate, friend, etc.) to escort them home. If no one is available, or if the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete an Incident Report Form in as much detail as possible and submit copies to their Department Director and to the Director of Student Affairs if the impaired is a student. The Department Director and/or the Director of Student Affairs will determine who else needs to be involved to handle the problem based on the nature of the situation.
- The Director of Student Affairs may take disciplinary action if the incident involves a student. If an employee, the appropriate Department Director may take action.
- The CMT may be utilized in appropriate situations for counseling and/or referrals.

Long Term/Preventative:

- Ongoing training for staff, faculty, housing Staff and students on AiCA-Sacramento's Drug-Free environment policy and how to handle situations or consequences for infractions.
- Ongoing awareness programs on substance abuse issues particular among college students.

Elevator Breakdown

Crisis: The elevator has stopped operating and people are trapped inside.

- People trapped inside should push the call button inside the elevator. The elevator repair service is automatically dispatched by the pushing the call button.
- Individuals aware of the situation should immediately inform the CMT.
- The CMT will contact service to repair the elevator and will give directions to those inside the elevator informing them that repair has been notified and that the elevator will be repaired as quickly as possible. Instruct those trapped inside not to pry the doors open or otherwise crawl out of the elevator.

Physical Assault

CRISIS: A physical assault (defined as an assault with intent to inflict bodily harm) occurs on campus.

CRISIS MANAGEMENT PLAN:

- If you are a witness/victim of an assault:
 - 1) Do not attempt to interfere/apprehend the assailant
 - 2) Notify security on the first floor. 9-1-1 should be called immediately if the situation is dangerous or escalating.
 - 3) Follow Emergency Medical Assistance section procedures if warranted
- Security will gather information, inform the CMT, and complete an Incident Report Form.
- Staff can assist a student in reporting violations at the student's request. Counseling referrals are available to assist and to provide counseling, emotional support, and referrals to local hospitals and other services.
- If the alleged perpetrator is a student, Security should immediately inform the Director of Student Affairs for further investigation and disciplinary action.
- If deemed necessary, a public statement will be developed by the President.

Long Term/Preventative:

- Ongoing awareness of the school's policies on physical assault and the school environment.
- Early intervention and referral to Counselors, Education, etc. of students displaying inappropriate behaviors for conflict resolution and anger issues.

Sexual Assault

CRISIS: A sexual assault occurs on campus.

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant. Call 9-1-1 immediately.
- If you are a witness/victim of an assault:
 - 4) Do not attempt to interfere/apprehend the assailant
 - 5) Notify security on the first floor. 9-1-1 should be called immediately if the situation is dangerous or escalating.
 - 6) Follow Emergency Medical Assistance section procedures if warranted
- Assigned Staff will gather information, notify the CMT and complete an Incident Report Form.
- Campus authorities can assist a student in reporting violations at the student's request.
- If the alleged perpetrator is a student, involved staff will immediately inform the Director of Student Affairs, and Dean of Education for further investigation and disciplinary action.
- Counseling referrals are available to assist and to provide counseling, emotional support and referrals to local hospitals, crisis programs and sexual assault programs.
- Depending upon the nature and the circumstances of the incident, the President, with input from the Executive Committee might prepare a statement.

Long Term/Preventative:

- Ongoing training on sexual assault awareness, prevention, and procedures for staff, faculty, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sex offenses.

Death of an Employee

CRISIS: An AiCA-Sacramento employee dies.

CRISIS MANAGEMENT OUTLINE:

- Person aware of employee's death immediately notifies appropriate Department Director.
- Department Director (usually the supervisor of the deceased) notifies the corresponding Executive Committee member.
- The Executive Committee member notifies the Director of Human Resources, and the President's Office.
- The President's Office sends flowers or other remembrance to the family.
- The President, in conjunction with the Director of Human Resources, immediately prepares memo to faculty and staff regarding employee's death. In some instances, this memo may also be distributed to CS. Depending upon the circumstances, a public statement may also be prepared.
- If the deceased was a faculty member, the Academic Director attends each of the classes taught to notify students of the instructor's death. A Counselor should accompany the AD.
- The employee's Department Director notifies the Supervisor of Technology to deactivate the voicemail and email of the deceased. Confidential/sensitive information is removed from the office/locker and any personal items that could upset the family are removed prior to the family picking up belongings.
- Company property is retrieved from the employee's home by the Department Director of the deceased and the Director of Human Resources.
- The Director of Human Resources notifies insurance plans, gathers information for the family of the deceased including life insurance, retirement plan beneficiary and distribution process.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- Counselors are made available to provide assistance and support for employees and staff.
- If the death is sudden, unexpected, the result of violence or suicide, group debriefings may be warranted. Counselors can make arrangements for these meetings.

Death of a Employee's Family Member

CRISIS: Information that an employee's family member has died or is dying is received at school.

Per phone call: If a phone call with information about a family member's death, or impending death, is made to the school:

- Forward the call immediately to the Director of Human Resources. If the Director of Human Resources is unavailable, forward the call to CMT.
- The Director of Human Resources or designee will get information about the family member from the caller.
- The Director of Human Resources or designee will contact the employee immediately and assist him/her with calling the appropriate person to get the information privately.
- The Director of Human Resources and/or the CMT will provide emotional assistance to the employee as needed. They might also assist the employee with arrangements for getting home, etc.
- The Director of Human Resources will contact the employee's immediate supervisor and President.

In-person notification: If a family member comes to the school to notify an employee of the death, or impending death, of a family member:

- The Director of Human Resources will arrange for the notification to occur in a private office.
- Notify the appropriate supervisor and President of the situation.

Death of a Student (On/Off Campus)

- The Director of Student Affairs will verify that the deceased student has been properly identified.
- Verify notification of family. Initial notification should impart only the essential information identifying the administrator by name and title and telephone number for further contact, the cause of death, and the locality of the deceased student. The family should be asked to begin making arrangements for someone to come to the campus. The administrator should make a second contact with the family in a short time to answer questions and learn of travel and other arrangements made by the family.
- The Director of Student Affairs will notify the Campus President who will determine if a public statement is necessary. If there is a student with an identical name, The Art Institute should ask the student to call his/her family so they will not be alarmed.
- Student Affairs will notify the student's Academic Director, Registrar, Student Financial Services, and Accounting.
- Academic Director will notify the student's instructors.
- Student Affairs will handle the collection and packing of all personal belongings including school projects. If necessary, AiCA-Sacramento should cover the cost of shipment of the personal belongings if taken from AiCA-Sacramento or school sponsored housing.
- Student Affairs will handle the paperwork and paper flow involved in notifying all campus officials which might send information to the student's home address, officially withdrawing the deceased student from the institution, notifying the student's instructors arranging for appropriate refund of tuition and fees.
- The President's office will issue a sympathy letter to the family.
- Student Affairs will serve as host to the family while on campus.
- The EC will consider the appropriateness of a campus memorial service.
- Student Affairs will explain (a) any local or state ordinances involving autopsies, death certificates, bank accounts, or moving of the deceased, (b) institutional policies on tuition refunds (c) how memorial scholarships are established (d) what costs AiCA-Sacramento will cover (e) institutional policy concerning posthumous degrees.
- For the off-campus residents living with student friends or parents, notification is generally handled by the family or the friends. It would remain the responsibility of the Director of Student Affairs to ascertain that such notification has taken place. If it has not, and an inquiry of emergency services personnel suggests it would be appropriate, the Director of Student Affairs should notify the next of kin. The notification of on-campus offices for administrative purposes still rests with the Director of Student Affairs. Depending on the proximity of the next of kin, it may be necessary to work through city police to contact the nearest police agency to the next of kin. Local police services can access the appropriate counseling services or clergy to support the next of kin.

Collection of Personal Property/Living Quarters:

- When a person dies, survivors are not likely to be immediately concerned about the personal belongings and the living quarters of the deceased, but they should be given attention. The Art Institute should cooperate fully with the family in an efficient and timely manner handling the personal property of the student.
- If the student was a resident of school sponsored housing, the Director of Student Affairs will collect stored and safeguarded personal effects until such a time when the family can claim it. For example if the family is unable to come to the campus to claim the property or if the property must be held by AiCA-Sacramento pending investigation of unusual circumstances, The Art Institute may pay the shipping costs for the property with the approval of the Campus President. Student Affairs should establish whatever claims The Art Institute may have on the property in the living quarters or determine whatever housing obligations the student might have to The Art Institute.

Follow-up:

- For a reasonable period of time after the student's death, the Director of Student Affairs should follow-up with The Art Institute offices originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains notation of the student's death, that the student will not receive mail, notifications, and billings that are no longer appropriate.

Student's Family Member

- If a phone call with information about a family member's death, or impending death, is made to the school forward the call immediately to the Director of Student Affairs. Do not forward the call to voicemail. Make sure that someone can take the call.
- Director of Student Affairs will get information about the family member from the caller.
- Director of Student Affairs will contact the student immediately and assist him/her with calling the appropriate person to get the information privately.
- Director of Student Affairs will provide emotional assistance to the student as needed and may assist the student with arrangements for getting them home etc.
- Student Affairs will notify the student's Academic Department Director who will notify the respective instructors.

If a family member comes to the school to notify a student of the death of a family member.

- Contact Director of Student Affairs to meet with the family member.
- Student Affairs will arrange for the notification to occur in a private office.
- Student Affairs will notify the appropriate Academic Department Director who will notify the respective instructors.

Death of an International Student

CRISIS: An international student dies. International students are defined as non-immigrant, visa-holding students. These students have a permanent residence outside the country.

- The Director of Student Affairs will notify consulate to establish standard procedures.
- Determine if the consulate can contact the parents. If not, the President will notify the parents. Have a translator available at the time of the call, preferably an outside agent or staff member if necessary.
- If it is a holiday or weekend, the consulate might be closed. If this is the situation, the President should call the family directly.
- The Director of Student Affairs should be aware of the cultural responsibilities for identification, autopsy and disposition of the body if the consulate or parents are not available to complete these tasks.
- The Director of Student Affairs will check the student's insurance coverage in their International Student Services file for repatriation coverage.
- Follow all other procedures for "Death of a Student".

Death of an International Student's Family Member

CRISIS: Information that an international student's family member has died or is dying is received at school.

- In many countries and cultures, the death of a family member is a major family event that will require all the time and attention of the student, often requiring the student to withdraw from school and return at a future quarter.
- If the student has an established relationship with the Director of Student Affairs or a counselor, they may be the person who notifies the student of the family member's death.
- The Director of Student Affairs will determine the financial impact on the student. The student may need assistance (food, lodging, tuition, work permission, etc.) until the situation stabilizes.
- The Director of Student Affairs will refer the student to the counselors, to friends, and to community resources that can be of help.
- Follow all the other procedures listed above.

Appendix B – Incident Report Form

INCIDENT REPORT
The Art Institute of California – Sacramento

INCIDENT DATA:

Date _____ Location _____ Time _____

NATURE OF INCIDENT:

Conduct violations *Under influence of Alcohol on Campus* Criminal offenses _____
 Crisis/Counseling Injury/Illness Maintenance Other _____

PERSON FILING REPORT:

Name _____ Job title _____
Phone _____ Witnessed Incident? Yes No

PERSONS INVOLVED/WITNESSES:

<input type="checkbox"/> Involved	<input type="checkbox"/> Witness	<input type="checkbox"/> Involved	<input type="checkbox"/> Witness	<input type="checkbox"/> Involved	<input type="checkbox"/> Witness
Name _____		Name _____		Name _____	
ID# _____		ID# _____		ID# _____	
Address _____		Address _____		Address _____	
_____		_____		_____	
Phone _____		Phone _____		Phone _____	
DOB _____ Age _____		DOB _____ Age _____		DOB _____ Age _____	

<input type="checkbox"/> Involved	<input type="checkbox"/> Witness	<input type="checkbox"/> Involved	<input type="checkbox"/> Witness	<input type="checkbox"/> Involved	<input type="checkbox"/> Witness
Name _____		Name _____		Name _____	
ID# _____		ID# _____		ID# _____	
Address _____		Address _____		Address _____	
_____		_____		_____	
Phone _____		Phone _____		Phone _____	
DOB _____ Age _____		DOB _____ Age _____		DOB _____ Age _____	

DETAILS OF INCIDENT:

Actions taken: Full-time housing staff notified Security/police contacted Maintenance notified
 Director of Student Services notified Medical services provided Other _____

Detailed description of incident (attach typed Narrative Page if needed):

