



The Nurse Academy

ANNUAL SECURITY REPORT 2023

ANNUAL DISCLOSURE OF CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" is a federal law that requires institutions of higher education (colleges and universities) in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. All institutions of post-secondary education (both public and private) that participate in federal student aid programs must publish and disseminate an annual campus security report in addition to providing timely warnings of any criminal activities.

To comply with the Clery Act, The Nurse Academy (TNA) is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students of the school.

CAMPUS CRIME REPORT

The Nurse Academy is required to provide the Department of Education with an annual report containing the number and types of criminal offenses committed within the jurisdiction of the school. The Clery Act requires the college to provide additional information to the community, including instances of murder, manslaughter, sex offenses (forcible and non-forcible), domestic violence, dating violence, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations, illegal weapon possession, and VAWA amendment offenses such as domestic violence, dating violence, and stalking.

STUDENT'S RIGHT TO KNOW

This Annual Security Report is the school's student right to know report. The report is posted on the school web site and an updated hard copy is printed and available to all students and employees. Please see the Financial Aid Office for more information on how to obtain a copy. An electronic daily crime log is maintained in the Financial Aid Office and published on the school website.

CRIME REPORTING PROCEDURES

The Nurse Academy endorses a reporting policy that strongly encourages community members, students, staff, faculty, and guests to report all criminal activity and emergencies to The Nurse Academy.

The designated school officials will be dispatched to all calls that are reported and will investigate them in a proper and timely manner. The designated school officials will assess the situation and will call for the appropriate emergency personnel (fire and medical), if necessary. Crimes or emergencies in progress or those that have just occurred should be reported to the school by dialing 619-488-3460 or 9-1-1 from any campus phone. The school has the primary jurisdiction and responsibility to provide police services to the college community.

Emergency Contact Persons and Phone Numbers (24/7) Campus Security Authority:

- Sherry Do 714-332-7016
- Roselle Campos 619-483-7959
- Alfie Ignacio 310-897-7945
- Shalani Albayalde 562-650-5893

It is our goal to provide assistance wherever needed and to make sure we include any crime in our annual disclosure of crime statistics report. Under Clery Act guidelines, a crime is "reported" when it is brought to the attention of a Campus Security Authority by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a Campus Security Authority receives the crime information and believes it was provided in good faith (means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information, he/she should document it as a crime report.

Voluntary and confidential reports of criminal activity from either the victims or witnesses, particularly crimes of sexual violence, may be made allowing the victims or witnesses to remain anonymous. Individuals may also report incidents or information anonymously to the Campus Security Authority or can email to sherry@thenurseacademy.com. The purpose of confidential or anonymous reports are to comply with a victim's or witness wish to keep their identity anonymous,

while taking steps to ensure the future safety others in the college community. The campus community is also encouraged to report unsafe physical conditions along with environmental health and safety issues to the school at 619-488-3460.

COUNSELORS AND CONFIDENTIAL CRIME REPORTING

The Nurse Academy encourages pastoral and professional counselors to report all crimes when, in their professional judgment, it is consistent with the best interests of the individual who notified the counselor of a crime.

The school has no pastoral nor professional counselors, but students and employees are provided with a list of available counselors. The school encourages these counselors when they deem appropriate to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual statistics.

A pastoral counselor is the one who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is the one whose official responsibilities include providing psychological counseling or health services to members of the institution's community and who is functioning within the scope of his or her license or certification.

MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCY

The Nurse Academy relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students on campus. The school will actively investigate any crime information it receives concerning or involving a member of the campus community. If the school is notified of a situation in which a campus community member is the victim of a crime, the school will issue a campus safety alert detailing the incident and providing tips so that other community members may avoid similar incidents.

The school has no officially recognized fraternities, sororities and student organizations and the school does not provide off-campus housing facilities as well.

SECURITY AND ACCESS TO CAMPUS FACILITIES Administrative and academic buildings are accessible Monday through Friday from 9:00 a.m. to 5:00 p.m. and on Saturday from 9:00 a.m. to 3:00 p.m. These times are subject to change. Request for access to facilities outside of normal operational hours may be subject to verification of identification in order to determine or confirm proper authorization. The school building is protected by video surveillance cameras with security and fire alarms.

It is the responsibility of those who use classrooms, offices, and computer labs to close doors and windows, turn off lights, turn on alarms, and secure access doors. Unauthorized persons are not allowed into buildings. If an individual or group wants to use a facility, they must complete a facility request application. Keys are issued to authorized staff and faculty.

SECURITY AWARENESS AND CRIME PREVENTION

The Nurse Academy is dedicated to promoting safety awareness. The school develops and coordinates activities to help meet the safety needs of the college community. The school does facility tour on a regular basis during student and employee orientations. The school, if needed, issues crime alert flyers and other various brochures describing incidents that impact the security and safety on campus. The school encourages everyone in the college community to take responsibility for their safety by taking a proactive approach to reduce crime.

CRIME PREVENTION TIPS

1. ROBBERY AND ASSAULT PREVENTION

- WALK in groups whenever you can; there is safety in numbers. If possible, don't walk alone during late night hours.

- STAY in well-lit and heavily traveled areas as much as possible.
- WALK confidently, directly, and at a steady pace. If you feel you are being followed, walk quickly to areas where there are other people.
- WEAR clothing and shoes that give you freedom of movement.
- CONCEAL your valuables at all times.
- BE AWARE of your surroundings and the people around you. Know the neighborhoods where you live, work, and attend school.
- LISTEN by removing headphones or turning down the volume on audio devices such as cell phone.
- TRUST your instincts. If something or someone makes you uneasy, avoid the person or leave.
- DON'T RESIST if someone tries to rob you. Give up your property; don't fight and
- REPORT the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.

2. THEFT PREVENTION

- Do not leave backpacks, books, or other personal property unattended.
- Never leave valuables in your vehicle. If you absolutely need to leave valuables in your car, lock them in your glove box or trunk.

ALCOHOL AND DRUGS POLICIES

The Nurse Academy complies with the Drug Free Schools and Campuses Regulations. The Nurse Academy is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of college students and on school's educational environment. The Nurse Academy is committed to providing its students and employees a drug and alcohol free workplace and learning environment. The school has developed and implemented guidelines in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The school aspires to educate, call our community to action, help those in need, and be in full compliance with

the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).

The Nurse Academy prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campuses, or at any school activities.

The school complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on school premises including the sale or use of alcoholic beverages.

It is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug-Free Schools and Campuses Regulations, the school will conduct an investigation to determine the appropriate course of action. An Incident Report detailing alleged violations of the Standards of Conduct by any student or employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

Any student or employee in violation of this policy is subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension, expulsion, and/or termination from employment. The possession, transportation, and/or consumption of alcohol by individuals under the age of 21 is strictly prohibited. The school strictly enforces the College's zero-tolerance policy, as well as federal, state and local laws, concerning the use and sale of illegal drugs. All students who feel that they have a drug or alcohol problem are urged to voluntarily seek assistance through their program directors. Employees are referred to the Human Resource Department and eventually to the proper service agencies.

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

Under current California state law, “a person shall not knowingly or intentionally possess a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment. A minor may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

The Drug and Alcohol Abuse Prevention Program is available to all faculty, staff, and students. As part of this program, the school has implemented several measures:

1. Annually, employees and students are made aware of the Drug and Alcohol Abuse Prevention Program and Policy by means of electronic mail.
2. Additionally, employees are provided a copy of the policy at the beginning of each academic year.
3. New staff and faculty members are informed of the policy during the employee orientation.
4. Students are sent the policy through electronic mail annually to ensure the content is conveyed to all students attending the school.
5. In addition to the annual notification, students and employees are offered written material including pamphlets and literature on drug and alcohol abuse. Such material is available at the Offices of Admissions Office and Human Resources as well as online at the school website.
6. Notification of the information contained in the DAAPP is distributed to all enrolled students registered in classes for academic credit in the following methods:
 - a. During admission/enrollment process
 - b. During orientation sessions
 - c. Catalog
 - d. School website

As part of the commitment to the provision of high quality and effective service to our students and employees, The Nurse Academy has a Drug and Alcohol Abuse Prevention Program in operation that is accessible to all members of the college community.

CONVICTED SEXUAL OFFENDER REGISTRATION LAWS

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the Police Department. Convicted sexual offenders are required to register under Section 290 if they are:

1. Enrolled as a student of The Nurse Academy
2. Employed by the school, either full-time or part-time

Persons listed above must register with the school within five working days of commencing enrollment or employment with the school. Registrants are also required to notify the school within five working days of ceasing to be enrolled or employed. AB 1313 amended 290.01(d) (1), which allows sex offender registration to be released to members of the college community. Public information regarding sex offenders in California may be obtained by viewing the Department of Justice web site at www.meganslaw.ca.gov. You can also obtain information by contacting the National City Police Department, which is located at 1200 National City Blvd, National City, CA 91950, 619-336-4411.

WORKPLACE VIOLENCE

The Nurse Academy is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior. Any person who observes or is the victim of workplace violence should call the National City Police Department, which is located at 1200 National City Blvd, National City, CA 91950, 619-336-4411.

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate school administrator. Employees who act in violation of this policy and or the law will be subject to discipline, up to and including dismissal.

HATE CRIMES

Hate crimes, as defined by the California Penal Code, are any act of physical intimidation, physical harassment, physical force, physical violence, or the threat of physical force and/or physical violence that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs of that person or group. Additionally, hate crimes may include the following: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property. The Nurse Academy does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people, regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs. Incidents of hate violence can be reported to:

1. National City Police Department 619-336-4411.
2. School Administrator at 619-488-3460

VIOLENCE AGAINST WOMEN ACT (VAWA) RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

The Nurse Academy considers sexual assault, domestic violence, dating violence, and stalking as serious crimes. The school will not tolerate acts of sexual assaults or other assaults on any of its campuses and will take appropriate action to prevent, correct, and discipline behavior that violates law, policy, or regulations regarding rape and other sexual assaults.

School policy prohibits sexual assault and other sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

PROMOTING AWARENESS AND PROGRAMS TO PREVENT SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

The school has developed a number of procedures and protocols that require the interaction of a number of school offices and departments in order to address

sexual assault and other sexual misconduct. These departments include but are not limited to: the Campus Security Authority, Chief Academic Officer and Program Directors.

The school will provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault or stalking. The information shall be developed in collaboration with campus-based and community- based victim advocacy organizations.

The school plans to initiate comprehensive training for all new incoming students and new employees that is designed to prevent incidents of sexual violence including sexual assault, domestic violence, dating violence, and stalking. The training may include a number of specific modules meeting the requirements of the statute, including: consent/sexual assault, bystander intervention, verbal defense, effects of the use/abuse of alcohol, dating/domestic violence, sexual harassment, stalking, and how the victim can/should address any of these issues as they arise.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for all students. Crime prevention awareness shall be part of student and employee orientation prior to the first day of school and employment. The school shall maintain a campus environment that represents a community of diverse ideas, people and services, is free from all aspects of unfair, unequal and/or discriminatory treatment, complies with labor and employment laws and encourages training and education as an opportunity to learn and prevent discriminatory treatment and sexual misconduct. The school provides a variety of programs and avenues for students, staff and faculty to not only increase awareness of dating violence, domestic violence, sexual assault, stalking and non- discrimination but also, information on how to intervene and report concerns.

SEXUAL ASSAULT

Sexual Assault is a general term that covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that

involves the use of threats of force, violence, or immediate and unlawful bodily injury, or threats of future retaliation and duress.

Sexual intercourse is considered non-consensual and therefore rape when the person is incapable of giving consent. This could range from situations where the victim is incapacitated due to alcohol and/or drugs, or if a mental disorder or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape. Consent, with regard to sexual activity, is defined as: Positive, unambiguous, and voluntary agreement throughout a sexual encounter to engage in sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes", verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

DOMESTIC VIOLENCE

Domestic Violence is a "felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Reauthorization Act of 2013, VAWA), or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

DATING VIOLENCE

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration

of the following factors: • the length of the relationship • the type of relationship • the frequency of interaction between the persons involved in the relationship

Stalking is defined by California Penal Code 646.9 as any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family. This type of behavior could include actions like repeated (two or more) instances of physical proximity, nonconsensual verbal or written communication (including virtual communications such as email, texting, social media, etc.), or implied threats. These could cause a person to fear for his or her safety or the safety of others and suffer substantial emotional distress.

STALKING

Stalking is defined by the California Penal Code (P.C. 649.9) as "any person who willfully, maliciously and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety or the safety of their immediate family is guilty of the crime of stalking. Stalking is a behavior or a series of behaviors that alarm, annoy, or torment a person. These actions or series of actions by the perpetrator make the victim feel fearful, anxious, stressed and targeted. In most cases, the majority of the stalkers know their victim in some capacity before the stalking begins.

This involves engaging in a course of conduct directed at a specific person, involving repeated (two or more) instances of visual, physical proximity, nonconsensual communication, or verbal, written (including virtual communications such as email, texting, social media, etc.), or implied threats (or combination thereof), that would cause a person to-fear for his or her safety or the safety of others; or suffer substantial emotional distress.

If you believe that someone is stalking you ask yourself if any of the following is taking place:

1. Someone observing and/or following you
2. Cyberstalking using GPS, Keystroke Capture Devices, etc.
3. Someone gathering information about you and your personal life
4. Repeated non-threatening calls or emails

5. Threatening telephone calls, letters or e-mails
6. Appearing at a place of residence, school or work
7. Inappropriate approaches, confrontations or threats
8. Physical attack
9. Vandalism

SEXUAL ASSAULT PREVENTION

1. Always remember that NO means NO
2. Take part in Rape Aggression Defense Training
3. Use the Buddy System
4. Avoid drugs and or alcohol use

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

1. Get to a safe place
2. Contact the National City Police Department 619-336-4411.or call 9-1-1.
3. Make every effort to preserve any physical evidence of the assault that includes not showering, or disposing of any clothing or other items that are present after or during the assault.
4. Seek medical attention
5. Seek emotional support from the Rape Treatment Center.

SIGNS OF AN ABUSIVE PERSON

1. Past abuse
2. Threats of violence or abuse
3. Braking objects
4. Any force during an argument
5. Jealousy
6. Controlling behavior
7. Quick involvement (claims love at first sight)
8. Unrealistic expectations
9. Isolation (victim no able to have friends)

10. Blames others for problems
11. Blames others for their feelings
12. Hypersensitivity
13. Cruelty to animals or children
14. "Playful" use of force during sex
15. Rigid sex roles
16. Jekyll-and-Hyde personality (explosiveness and mood swings)

WHAT DO TO IF YOU ARE ABUSED

1. Get to a safe place
2. Contact the National City Police Department 619-336-4411 or call 9-1-1
3. Talk to someone you trust; it is important to break the silence
4. Obtain a restraining order
5. If you decide to leave the relationship, develop a safety plan. This plan can include asking a trusted friend for help, choosing a safe place to stay, and collecting money, emergency phone numbers, and clothing so you can leave quickly.
6. Seek support

WHAT TO DO IF YOU ARE STALKED

1. If you have not already done so, assertively communicate that you want the behavior to stop and set/maintain personal boundaries
2. Try not to allow yourself to be isolated with the person
3. Tell family, friends, roommates, and co-workers about the stalking and seek support
4. Don't walk alone, particular at night.
5. Contact the National City Police Department 619-336-4411 or call 9-1-1
6. Ask someone for escort service to your vehicle or any other type of transportation
7. Make plans for friends to accompany you.
8. If you feel you are unsafe, you probably are and should seek help.

9. Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when the victim tries to leave or end the relationship.
10. Don't confront a stalker.
11. Go to a safe place and call the police.
12. It is also a good idea to make a record of the stalking behavior. Keep a log including the date, time, what happened, and the names of anyone who witnessed the incident. Save any packages, letters, messages or gifts from the stalker. Save all voicemail or text messages from the stalker.

BYSTANDER INTERVENTION

1. If you see someone being physically abused or in potential danger, call 911 immediately
2. In many cases, the first step to safety is the knowledge that the victim is not alone. They may feel isolated, but many others experience abuse and there are resources to get help.
3. Be supportive and respectful. Make clear statements about your friend's value and rights as a person, such as "No one deserves to be abused or assaulted."
4. Listen
5. Don't push your friend to leave. Support the choices she/he makes. She/he already has someone in her/his life that is controlling. She/he will feel empowered by not being told what to do.
6. Don't criticize the abuser. A victim often has conflicting feelings about the abusive partner. If you're critical of the abuser, the victim may become defensive or may shut down.
7. Find out about the resources that are available
8. Learn as much as you can about dating abuse
9. Encourage your friend to make a safety plan if they have decided to leave the relationship.
10. Your part in a safety plan can include walking home together, checking in at certain times of the day, and having a code word your friend can use if they need immediate help.
11. Also encourage your friend to make a safety plan if she/he chooses to stay.
12. Do not confront the abuser; this can result in an escalation of violence against the victim

13. Do not slip a hotline card or any other information about abuse into someone's bag or under a door. This can escalate the violence against the victim.
14. Do not send a voicemail message or an email message about the abuse to your friend. You do not know if the abuser is monitoring the phone or the computer.
15. Be careful for yourself. Let your friend know what you are comfortable doing and what your boundaries are.

RESOURCES

After an alleged sexual assault incident occurs, the school will make every effort to assist the victim in changing their academic situation, if so requested. Additionally, the school will also assist the victim in obtaining a restraining order against the perpetrator, if desired. Disciplinary actions may be imposed on recognized individual students, faculty, and/or staff found responsible for sexual assault, domestic violence, dating violence, and stalking.

There are many resources for victims who are unsure what to do when dealing with domestic violence. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, call 9-1-1. Tell the dispatcher that you are in danger and that you need help immediately. The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused. Alternatively, you can contact a domestic violence and dating violence hotline at any time.

BULLYING

- Unwanted aggressive behavior by another person or group of people
- There is always an actual or perceived power imbalance, and the aggression is repeated multiple times or is highly likely to be repeated.
- includes cyberbullying, a type of aggression that is carried out through electronic means, such as through the Internet, e-mail, or mobile devices.
- People of all ages can be bullied, and bullying may take place at home, school, or work.
- Because of cyberbullying, bullying can occur almost anywhere at any time.
- To be considered bullying, the behavior in question must be aggressive.
- The behavior must also involve an imbalance of power (e.g., physical strength, popularity, access to embarrassing details about a person) and be repetitive, meaning that it happens more than once or is highly likely to be repeated.

BULLYING BEHAVIORS:

- Physical: punching, beating, kicking, or pushing; stealing, hiding, or damaging another person's belongings; forcing someone to do things against his or her will
- Verbal: teasing, calling names, or insulting another person; threatening another person with physical harm; spreading rumors or untrue statements about another person
- Relational: refusing to talk to someone or making them feel left out; encouraging other individuals to bully someone.
- Cyberbullying has increased with the increased use of the social media sites, the Internet, e-mail, and mobile devices.
- Unlike more traditional bullying, cyberbullying can be more anonymous and can occur nearly constantly. A person can be cyberbullied day or night, such as when they are checking their e mail, using Facebook or another social network site, or even when they are using a mobile phone.
- Workplace bullying refers to adult behavior that is repeatedly aggressive and involves the use of power over another person at the workplace. Certain laws apply to adults in the workplace to help prevent such violence. Read more from CDC about occupational violence and laws to prevent it (<http://www.cdc.gov/niosh/topics/violence/>).

WHAT ARE COMMON SIGNS OF BEING BULLIED?

- Depression, loneliness, or anxiety
- Low self-esteem
- Headaches, stomachaches, tiredness, or poor eating habits
- Missing school, disliking school, or having poorer school performance than previously
- Self-destructive behaviors, such as running away from home or inflicting harm on oneself
- Thinking about suicide or attempting to commit suicide.
- Unexplained injuries
- Lost or destroyed clothing, books, electronics, or jewelry.
- Difficulty sleeping or frequent nightmares.
- Sudden loss of friends or avoidance of social situations

SCHOOL PREVENTIVE MEASURES AND STUDENT SUPPORT:

- Counseling is available to students by Admin and Faculty Team.
- School Administrator (s) will meet with class regularly throughout the program to discuss Bullying and Prevention and Consequences
- Grievance Form accessible to students to encourage reporting of bullying behavior or other concerns.
- Anti-Bullying Policy is always enforced. Academic probation will be discussed with the student. Students who are not meeting the academic probation will result to dismissal from the program in accordance to the School Catalog.

NOTIFICATION OF RIGHTS AND OPTIONS

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options.

These rights and options include the right(s) of a victim to:

1. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
4. Request the police remain at the scene until your safety is otherwise ensured;
5. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
6. Obtain a copy of the police incident report at no cost from the police department.
7. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

REPORTING AN INCIDENT & FILING A COMPLAINT

The Nurse Academy encourages any student, faculty or staff member who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the School Management. Students or employees who feel they have been a victim of sexual misconduct have the right to file a complaint with the school at any time. If you are a victim of any of these crimes, you are strongly encouraged to notify National City Police Department 619-336-4411 and the School Administrator at 714-332-7016 as soon as possible and to make every effort to preserve any physical evidence. The school will contact other appropriate police agencies as needed and utilize any available resource, including assisting the victim in obtaining medical services and making crisis counseling available.

VOLUNTARY AND CONFIDENTIAL REPORTING

If the victim would like to maintain confidentiality and do not wish to pursue action within the school or criminal justice system, he/she is encouraged to consider filing a confidential report for purposes of inclusion in the annual disclosure of crime statistics. By filing a confidential report, the victims contact information will be registered confidentially and only accessible to authorized campus officials. This information can only be disclosed to law enforcement personnel in furtherance of a missing person investigation. These types of reports can be made to the Police Department. The information can enhance community safety by allowing the school to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists and alerting the campus to potential danger.

Victims, third-parties, or bystanders may also file an anonymous/confidential complaint where disclosure of the sexual misconduct does not trigger an official investigation and the victim can still receive medical treatment, advocacy services, legal assistance, and counseling. The school shall protect the confidentiality of victims and other parties. Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or school officials.

Reports of sexual assault, domestic or dating violence, or stalking which are shared with the school officials will be treated with the greatest degree of respect and privacy possible while under investigation. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary.

DUE PROCESS PROTOCOL

A Campus Security Authority can assist a victim if he/she decides to notify the authorities.

If the victim chooses to report the crime, the school will initiate a criminal investigation and every effort will be made to criminally prosecute the perpetrator(s). These procedures are designed to provide uniform standards to assure due process when a student or employee is charged with a alleged dating violence, domestic violence, sexual assault, or stalking. Once the incident occurs,

the perpetrator will receive a notice of a hearing which shall specify the date, time, and place of the hearing, plus a statement of the charges against the perpetrator, and the date, time and location that the tangible evidence will be made available for inspection. The accuser and accused are entitled to the same opportunities to have others present during a school disciplinary proceeding.

Sanctions following disciplinary procedures will depend on due process in order for prompt, fair, and impartial investigations conducted by school officials and authorities. The disciplinary sanctions can range from, but are not limited to:

1. Warning
2. Reprimand
3. Probation
4. Removal from classes/program/activity
5. Suspension
6. Expulsion

Every effort will be made to criminally prosecute perpetrators of these or any other crimes. Both the accuser and accused shall be informed simultaneously in writing of the outcome of the proceeding.

ACCOMMODATIONS, ASSISTANCE AND PROTECTIVE MEASURES

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Nurse Academy will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations). At the victim's request, and to the extent of the victim's cooperation and consent, the school will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic

situation may be to transfer to a different batch or class, withdraw and take a class at another time if there is no option for moving to a different batch or class. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort.

ON AND OFF-CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Nurse Academy will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

These resources include the following:

On-Campus	Type of Services Available	Service Provider	Contact Information
Counseling	Counseling and Consultation	Student Counselor	619-488-3460
Legal Assistance	Legal Services	School Legal Adviser	619-488-3460
Student Financial Aid	Financial Aid Eligibility and Status	Financial Aid Administrator	619-488-3460
Health	Hospital	Paradise Valley Hospital	619-470-4321

CRIMES THAT MUST BE REPORTED AND DISCLOSED

The Nurse Academy reports to the Department of Education and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

I. Primary crimes, including

- A. Criminal homicide:
 - a. Murder and non-negligent manslaughter; and
 - b. Negligent manslaughter.
- B. Sex offenses:
 - a. Rape;
 - b. Fondling;
 - c. Incest; and
 - d. Statutory rape.
- C. Robbery.
- D. Aggravated assault.
- E. Burglary.
- F. Motor vehicle theft.
- G. Arson.

II. Arrests and referrals for disciplinary actions, including

- A. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- B. Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

III. Hate crimes, including

- A. The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and
- B. The number of the following crimes that are determined to be hate crimes:
 - a. Larceny-theft.
 - b. Simple assault.
 - c. Intimidation.
 - d. Destruction/damage/vandalism of property.

IV. VAWA amendment offenses: Dating violence, domestic violence, and stalking.

DEFINITIONS OF REPORTABLE CRIMES AND OTHER ASSOCIATED TERMS (Source: Final Regulations Published October 20, 2016)

Murder and Non-negligent Manslaughter:

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sexual Assault: Any nonconsensual sexual act proscribed by federal or Illinois law, including when the victim lacks capacity to consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Forcible (Rape, Fondling):** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
- b. **Forcible (Incest, Statutory Rape):** Unlawful, non-forcible sexual intercourse.

Rape: The penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence:

1. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or

family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (42 U.S. Code Section 13925 (a)(8)); or

2. Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member, which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a child.

Dating Violence:

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
2. Threatening to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person.
3. The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

For the purposes of this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; (ii) Reasonable person means a reasonable person under similar circumstances and

with similar identities to the victim; (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; (iv) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(30)) or 2. (A) Knowingly and without lawful justification, on at least two separate occasions, following another person or placing the person under surveillance or any combination thereof and (i) at any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person, or (ii) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person; or (B) when, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion, (i) follows that same person or places that same person under surveillance; and (ii) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person (720 ILCS 5/12-7.3). 3. Stalking may be accomplished by physical act or electronic means, such as computer or cell phone.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases are classified as motor vehicle theft where automobiles are taken by persons not

having lawful access even though the vehicles are later abandoned, including joy riding.)

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

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness.

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

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Destruction/Damage/Vandalism of Property To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

TIMELY WARNING PROTOCOLS

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. A warning is being issued as soon as the pertinent information is available. In the event of a situation which, in the judgment of the campus security authority, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the school designated official.

Events that qualify for timely warnings include, but are not limited to, the following:

1. Burglary
2. Homicide
3. Motor Vehicle Theft
4. Arson
5. Hate Crimes
6. Manslaughter
7. Sex Offenses
8. Robbery
9. Aggravated Assault
10. Any crime considered to represent a threat to the public

In order to determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and police department.

The school will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

- a. the nature of the incident;
- b. when and where the incident occurred;
- c. when it was reported;
- d. the continuing danger to the school community and (e) the risk of compromising law enforcement efforts.

Upon confirmation of an emergency affecting the school community, the School Administrator or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

The following forms of communication may be used to provide timely warnings:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

EMERGENCY NOTIFICATIONS

Emergency notification is triggered by an event that is currently occurring on or imminently threatening the school facilities. Emergency notification procedures are initiated for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. Upon confirmation of a serious or emergency situation that poses an immediate threat to the health or safety of the campus community, a campus-wide notice will be disseminated, unless issuing a notification will, in the judgment of the responding authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency events that qualify for emergency notifications include, but are not limited to:

1. Outbreak of Meningitis, Norovirus, or other serious illness
2. Approaching extreme weather conditions
3. Earthquake
4. Gas leak

5. Terrorist incident
6. Active Shooter/Armed Intruder
7. Bomb Threat
8. Civil Unrest
9. Explosion
10. Nearby chemical or hazardous waste spill
11. Aircraft crash
12. Fire

The notification will be distributed as soon as possible. The authorized designee will determine an incident's extent and scope, and whether it meets the criteria for an emergency notification. Once requested by a designated authority, notifications will be made as soon as practicable. All messages should include the type of situation, the location of the situation, the time and date, instructions for the recipient and an additional method for the public to obtain information.

The following forms of communication may be used to provide emergency notifications:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

MISSING PERSON NOTIFICATION

If any member of the school has reason to believe that a student may be missing for a period of more than 24 hours without any known reason or if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety, this should be immediately reported to the police authority. No later than 24 hours after determining that a person is missing, the School Administrator or his designee will notify the emergency contact of a missing person. If the student is under 18 years of age and is not emancipated, the school will notify the student's custodial parent or guardian within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the school will inform the local law enforcement agency that has jurisdiction in the area within 24 hours.

Students are advised that their contact information be registered confidentially with the Admissions Office and that this information be accessible only to authorized school officials, and that this may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Regardless of whether they name a contact person, unless the local law enforcement agency is the entity that made the determination that student is missing, The Nurse Academy will notify the local law enforcement agency within 24 hours of the determination that the student is missing.

SHOOTING ON CAMPUS GUIDELINES FOR FACULTY, STAFF, AND STUDENTS

IMMEDIATE ACTIONS

If someone on campus starts shooting, take whatever actions are necessary to:

1. Save your life
2. Seek means of escape
3. Seek physical protection

ONCE YOU ARE OUT OF DANGER

1. Call the National City Police Department 619-336-4411 or call 9-1-1
2. Have the following information available:
 - a. Your name
 - b. The location of the incident (address, building name, room number)
 - c. Number of shooter
 - d. Identification of shooter
 - e. Number of people involved
 - f. Your location

IF SAFE

Provide assistance to others

FOLLOW DIRECTIONS

Follow directions given by the police, fire, medical and other emergency personnel on scene

IN THE EVENT OF EVACUATION

1. Exit area immediately in a safe manner
2. While exiting, tell anyone you see to exit the area also

WHEN EVACUATION AND EXIT ARE NOT AN OPTION

1. Shelter in place in the nearest room or office.
2. If it is safe to do so, secure the areas as follows:
 - a. Close the door (but use extreme caution if someone knocks or asks for help; it could be the shooter trying to trick you)
 - b. Barricade the door with furniture; try to keep your body clear of the doorway
 - c. Turn off the lights
 - d. Close the blinds
 - e. Stay silent
 - f. Turn off radios, AV equipment, and computer monitors; place your cellular phone on silent
 - g. Stay calm, quiet and out of sight
 - h. Use whatever you can to take adequate cover (concrete walls, thick desks, filing cabinets, etc.)
 - i. Place signs in the windows advising First Responders you need help and the number of wounded (DO THIS ONLY IF YOU ARE POSITIVE THE SHOOTER WILL NOT SEE THE SIGN)
 - j. Apply first aid but keep your safety in mind
 - k. Stay in place until help arrives or until circumstances allow you to exit

IF OUTSIDE WHEN A SHOOTING OCCURS

1. Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it
2. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
3. When you reach a place of relative safety, stay down and do not move. Wait and listen for directions from public safety and/or law enforcement personnel.

IF SUSPECT IS IN CLOSE PROXIMITY

1. An individual must use his/her own discretion about when he or she must engage a shooter for survival
2. Generally, one can lie motionless and pretend to be unconscious or confront the individual
3. Make a plan as to how you will survive the situation
4. Make a total commitment to action and act as a team with others if possible
5. Do whatever is necessary to survive the situation

IN THE EVENT THAT THERE ARE HOSTAGES

Call the police and be prepared to give the following information:

1. Identify hostage location in building or area
2. Number of assailants, if known
3. Number of hostages, if known
4. Identity of assailant(s), if known
5. Any description of assailants and weapons
6. Any demands made by the assailant(s)
7. If you are at a distance, move away from the location to a safer area
8. If you can do so safely, evacuate area to a safer location
9. If possible provide the above information to a public safety or law enforcement officer once you are in a secure location

AFTER INCIDENT

1. Seek medical attention if needed
2. Assist police by offering any information you know about the shooter(s) and tell them what you saw and did during the incident
3. Seek Counseling if needed

EMERGENCY PREPAREDNESS PLAN (RESPONSE & EVACUATION)

HOW TO USE THIS PLAN

This Plan is designed as a reference to assist school in providing a safe learning environment.

PREPAREDNESS:

Focuses on the steps that can be taken to plan for various emergency scenarios. Preparedness involves the coordination of efforts between the school and the

community at large. Good planning will facilitate a rapid, coordinated, effective response when a crisis actually occurs.

1. DETERMINE what crisis plans exist in the school and community
2. IDENTIFY all stakeholders involved in crisis planning
3. DEVELOP procedures for communicating with staff, students, families, and the media
4. ESTABLISH procedures to account for students during a crisis
5. GATHER information about the school facility, such as maps and the location of utility shutoffs
6. ASSEMBLE the necessary equipment needed to assist staff in a crisis

SCHOOL EMERGENCY TEAMS

Site-based teams of individuals with specific duties to perform in order to prepare for and respond to emergencies. The School Emergency Teams develop the plan to meet individual school needs and implement the plan in the event of an emergency.

Team Leader: Ms Roselle Campos

Members:

1. Glynda Rotoni
2. Elise Oleas
3. Patricia Looper

INSTRUCTORS: Teachers shall be responsible for the supervision of students and shall remain with students unless directed otherwise. They will:

1. Supervise students under their charge
2. Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols
3. Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification according to established emergency procedures
4. Give appropriate action command during an emergency
5. Take attendance when class relocates to an outside or inside assembly area or evacuates to another location
6. Report missing students
7. Send students in need of medical attention

8. Render first aid, if necessary

STAFF

1. Survey and report building damages
2. Control main shut-off valves for gas, water, and electricity and assure that no hazard results from broken or downed lines
3. Provide damage control as needed
4. Assist in the conservation, use, and disbursement of supplies and equipment
5. Keep the Team and Management informed of condition of school

TRAINING

Training is important on at least three levels:

1. General awareness training for all staff;
2. First Aid, CPR and School Emergency Response Training
3. Team training to address specific emergency response or recovery activities, such as Student Release, Search and Rescue, Shelter Management

PRACTICE

Practicing the plan consists of drills, tabletop and functional exercises, orientation for staff, etc. It is generally recommended that schools start with basic orientation and tabletop exercises prior to engaging in full-scale simulations or drills.

PERSONAL EMERGENCY PLANS

Staff members should develop personal and family emergency response plans. Each family should anticipate that a staff member may be required to remain at school following catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their job more effectively

OPERATIONS SEARCH AND RESCUE

Objectives:

Sweep quickly through the school buildings to identify location of trapped or injured students and staff. Rescue those who are trapped and injured. Coordinate with local authorities for treatment of the injured

Safety Rules:

Buddy system: 2-3 persons per team; team leader identified. Take no action that might endanger you. Do not work beyond expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures.

Operational Duties:

1. Before entering a building, walk around and inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
2. If building is safe to enter, search assigned area using orderly pattern. Check rooms first that are marked for injured person left behind (e.g., red ribbon on door handle).
3. Systematically check all rooms.

SCHOOL EMERGENCY PLANNING

Effective emergency preparedness involves “institutionalizing” the planning, i.e., engaging in certain activities year after year. These annual activities include:

1. Assessing site hazards
2. Scheduling fire drills
3. Arranging for staff training
4. Updating/replacing emergency supplies

The development of an Annual Emergency Planning assures that all the routine tasks are not overlooked. This includes:

1. School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves)
2. Review School Emergency Management Plan
3. Update School Emergency Team Assignments
4. Staff Skills Survey for new teachers
5. New assignments as needed
6. Staff orientation of School Emergency Management Plan
7. Plan annual training schedule
8. Update resource agreements and contacts
9. Fire Drill
10. Staff meeting: Review winter storm and flooding preparedness
11. Earthquake Drill

12. CPR/ First Aid training w/ Fire Department
13. Conduct facility hazard assessment
14. Check fire extinguishers, batteries
15. Review equipment needs

The final step in the emergency management planning process is to communicate and practice the plan. Orient new personnel as they arrive on campus and review all changes with local public safety agencies.

Keep multiple copies of the plan in accessible locations. Ensure that the Team has a copy of the plan. The school needs to determine when is the best to conduct the training and implementation process.

WHAT TO DO BEFORE, DURING, AND AFTER AN EMERGENCY

The information below is intended to assist individuals: students, faculty, and staff

BEFORE AN EMERGENCY

Become familiar with the campus Emergency Preparedness information and resources including:

1. Emergency Phone Numbers
2. Emergency Procedures
3. Evacuation Assembly Points
4. Emergency Communications and Notification Emergency Operations Plan
5. Become familiar with your building floor plans, building exits, and doors
6. Become familiar with your building safety coordinators
7. Maintain department phone trees
8. Maintain individual preparedness supplies
9. Complete an Emergency Action Plan
10. Cooperate during campus emergency drills.
11. Share this information with students at the beginning of each Term

DURING AN EMERGENCY

1. Remain calm
2. Dial 9-1-1 for emergencies
3. Alert emergency responders (police, fire, medical) to situations requiring their attention
4. If you are evacuating a building, move to the designated Assembly Point by the safest route available

5. Assist individuals with disabilities
6. Walk; do not run
7. Use stairs; do not use elevators
8. Follow instructions from emergency personnel or your building safety coordinator
9. If you are sheltering in place, stay inside the building or find a safe place
10. If you are in a room with a door, make sure the door is closed
11. If applicable and time permits, lock doors. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all
12. If you are in a room with a window, make sure the window is closed
13. Remain where you are until further direction from emergency personnel or building safety coordinators

AFTER AN EMERGENCY

1. Follow instructions from emergency personnel or building safety coordinators.
2. Follow campus updates which may be communicated through a variety of sources
3. Refer to your Emergency Action Plan
4. Essential services for campus response and recovery activities will be identified and communicated through division vice presidents or auxiliary organization directors
5. Normal campus operations will resume as soon as possible following an emergency

The following is a suggested list of items for your Emergency Preparedness Kit:

1. Water - store one gallon of water per person per day
2. Food - store a three-day supply of non-perishable food. Rotate your stored foods every six months
3. Select foods that require no refrigeration or preparation
4. Ready to eat canned meats, fruits and vegetables
5. Select food items that are familiar to your children
6. Comfort/stress foods - cookies, hard candy, etc.
7. High energy foods - peanut butter, crackers, granola bars
8. Manual can opener
9. First aid and medicines kit
10. Flashlights and extra batteries

11. Matches and a lighter
12. Chemical light sticks
13. Small radio and extra batteries
14. Fire extinguisher
15. Clothing and bedding – blankets and sleeping bags
16. Sealable plastic bags
17. Walking shoes and socks
18. Jacket, clothes and gloves
19. Toiletries and personal hygiene items
20. Sanitation supplies
21. Small tool kit
22. Entertainment pack - family photos, books, games
23. Mirror or Whistle for signaling help
24. Prescription medications
25. Tools
26. Local maps
27. Coins and cash
28. Copies of vital personal documents and information
29. Recent photos for identification purpose

General information about the emergency response and evacuation procedures are publicized each year as part of the institution's Clery Act compliance efforts.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides an opportunity to test the operation of fire alarm system components.

FIRE/EVACUATION DRILL

Evacuation drills are monitored by the school emergency team leader. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately during meetings and during other educational sessions that they can participate in throughout the year. Annually, The Nurse Academy conducts announced or unannounced drills to test the emergency

response and evacuation procedures and to assess and evaluate the emergency evacuation plans and capabilities.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides an opportunity to test the operation of fire alarm system components.

The Nurse Academy will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year following this table:

Testing Dates of the Emergency Notification System:

Date	Time	Announced	Unannounced



ANNUAL REPORT ON CRIME AND FIRE SAFETY REPORT

In compliance with The Clery Act and Drug-Free Schools and Communities Act, The Nurse Academy provides the following Annual Report on Crime and Fire Safety Report on Campus Security and Fire Safety Report. The following information is date compiled:

Year	2020	2021	2022
Criminal Offenses			
Murder and Non-negligent	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	1	2	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Sex Offenses			
Forcible (Rape)	0	0	0
Incest	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Hate Crimes	0	0	0
Domestic Crimes			
Dating Violence	0	1	0
Domestic Violence	0	1	3
Stalking	0	0	0
Categories			
Drugs	3	3	0
Liquor	0	0	0
Weapons	0	0	0
Fire Statistics	0	0	0

I have read and understand the above annual security and fire safety report.

Student's/Employee's Initials: _____ Date: _____