

Security Report

Phipps Academy of Barbering

ANNUAL CAMPUS SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the school collects crime statistics as the basis for this Annual Security Report, which is made available to students, employees and applicants for enrollment or employment. Campus is defined as “any building or property owned or controlled by the school within the same area used by the school in direct support of, or related to, its educational purposes.”

Statistics

Campus crime, arrest, and referral statistics include those reported to the Richton Park Police Department as well as those reported to senior administration of Phipps Academy of Barbering. The campus includes the facilities located 3732 Sauk Trail Road, Richton Park, IL the parking lot, the alley space located directly behind Phipps Academy of Barbering, the sidewalk in front of the school, and the gangway along the side of the school.

Offenses	On Campus	Public Property		On Campus		Public Property
	On Campus 2017	Public Property 2017	On Campus 2018	Public Property 2018	On Campus 2019	Public Property 2019
Murder/ Non-negligent manslaughter	0	0	0	0	0	0
Criminal Sexual Assault	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Battery/Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Battery	0	0	0	0	0	0
Domestic Battery	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Criminal Damage Property	0	0	0	0	0	0
Weapons Offenses	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0
Arrests and referrals for disciplinary action	2017	2017	2018	2018	2019	2019
Drug Related Arrest	0	0	0	0	0	0

Campus Security

Awareness is the first defense against crime. Phipps Academy of Barbering advises all students and staff to be aware of their surroundings by paying attention to who does and does not belong on the premises, and by keeping track of your personal belongings. Being aware will go a long way to preventing theft and other crimes. **Lock Your Car and put your personal items in your locker and Lock Your Locker!** Report any suspicious activity on campus to the staff immediately.

Physical Demands

Barbers remain upright mostly throughout the day. They walk or stand while performing most operations. The upper body is utilized 100%. Individuals who have problems with their neck,

back arms, hands, wrists, or fingers need to consider their physical limitations before they decide on a career in this field.

Safety Demands

Almost all hair care professionals on the job encounter health and safety hazards. Students will be exposed to chemicals, hazardous or not, which are found in shampoos, conditioners, hair colorings, hair bleaches, chemical hair relaxers, permanent wave solutions, and nail products. Certain tools such as thermal irons, hair dryers, manicure instruments, razors, and scissors may cause skin cut, skin burn, and/or electric shock, if proper precautions are not taken into consideration.

School Safety & Security Policy

This document has been designed to inform all students and employees of Phipps Academy of Barbering about its safety and security procedures and policy. The safety of our students and employees is an important concern of the administration. This document explicates this institution policy regarding crime and accident prevention, public safety, and criminal and accident reporting procedures. Read this document carefully and ask questions if you feel confused or uncertain. Phipps Academy of Barbering, herein referred to as “school” or “institution”, uses the following policy and procedures:

Crime and Accident Prevention

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the full extent of the state and U.S. federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery/Theft

- Simple or Aggravated Assault
- Unlawful Consumption or Possession of Alcohol or other Controlled or Illegal Substance
- Hate Crime including Larceny-Theft, Simple Assault, Intimidation, or Vandalism

Further Crime and Accident Preventative Measures Includes:

- Students and employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
- Students and employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and employees must park in the designated areas and should always keep their cars securely locked. Do not leave valuable items in clear view.
- Students and employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at all times, and the student or employee must not allow any unauthorized individual entrance.
- All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
- Student and employees shall report hazardous conditions (i.e., faulty or broken equipment, chemical spills, exposed electrical wires, etc.) to a staff member for immediate attention.
- The staff members shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the director to notify the appropriate agencies (i.e., the poison control center, the fire department, the electric company, etc.)
- Students and employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
- Damaged or dangerous structural conditions shall be reported to a staff member immediately.
- Students and employees should handle all equipment correctly (i.e., within the manufacturers specifications). The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- Students and employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.

- Students and employees with unusual, serious health conditions must report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.

Criminal and Accident Reporting Procedures

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to report all crimes in a timely manner to a staff member, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis.

1. In the event of a fire:

- All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do not attempt to contain the fire. Evacuate immediately and leave contamination to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building.
- Instructors and staff should take a count to ensure no one is still inside.
- The school director should call fire officials or delegate the task to one person.
- The school director should notify other building occupants.
- When reporting the fire to the officials:
 1. Indicate the name of the institution
 2. Indicate the location of the institution
 3. Indicate your name
 4. Indicate any possible injuries
 5. Indicate the suspected cause
 6. Remain calm and help calm others
 7. In the event of all emergencies notify owner at (708)228-9908

2. In the event of a burglary:

- Remain calm and agreeable with the culprit(s)
- Do not attempt any heroic measures
- Report all burglaries to the local police
- When reporting a burglary:
 1. Indicate the name of the institution

2. Indicate your name
 3. Indicate date and time of the incident
 4. Indicate any known injuries
 5. Indicate the number of suspects involved
 6. Indicate any descriptive information
3. In the event of a rape or aggravated assault:
- Remain calm
 - Calm the victim and call 911
 - If you are the victim, call 911
 - Report all such crimes to the proper local officials. Seek professional counseling or contact the school administration for a counseling referral
4. In the event of an accident:
- Report the event to a staff member
 - The staff member should do the following:
 1. Determine if emergency help is needed. If so, he or she should call 911
 2. Fill out an accident report and include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses
 3. Report all of the information to administration
 4. If necessary, notify the parents and family of the victim(s)
5. In the event of a general emergency within the school premises, please notify the school administration immediately and remain calm. If the school administration determines that students and staff are in danger and need to leave the school premises, an immediate verbal announcement will be made. Do not exit the building unless you have been directly instructed to do so. Please listen to all announcements, remain calm, and follow the directions of the school staff. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

The school will review its evacuation plans and procedures during orientation on the first day of class and yearly with the student body and staff. The school will also conduct emergency evacuation tests annually in order for the staff and student to clearly understand the procedures.

2019 Safety and Security Survey

The U.S. Department of Education is committed to assigning schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus safety and security. Data collected in this survey will be published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website

located at <http://ope.ed.gov/security>. The survey was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parent's research criminal offenses on college campuses. It was reauthorized by the 2008 Higher Education Opportunity Act (HEOA). Public Law 110-315, in accordance with paragraphs 668.46 and 668.49 of the Federal Registrar/Vol. 74. No.208/Thursday, October 29, 2009/Rules and Regulations. Hard copies are available upon request.

Policy and Procedure for School Security

Phipps Academy of Barbering established a school security policy in the unlikely event that the security of the school is breached either by their students, their employees, or the public. The school is equipped with security cameras that provide a record of activity inside the building during all hours as well as an alarm system.

How to Report a Breach of Security

Any breach of security should be reported to administration. A written report will be prepared and presented by the instructor on duty to administration. The written report will be investigated by the administration and may be forwarded to the Richton Park Police Department or other authority as appropriate. Warning reports will be issued to students and employees within 24 hours of a notice of a breach of security.

Crimes may be reported confidentially by making an anonymous phone call or submitting a written report anonymously. The school encourages accurate and prompt reporting of all crimes to the administration office and appropriate police agencies from all students and employees. This will help to foster a safer and more pleasant environment for everyone. The report will be investigated and submitted to the proper authorities if necessary.

Sexual assault crimes should be reported immediately to administration and the local police. Any person found guilty of a sexual crime by the court of law will be terminated from enrollment or employment.

Campus Alerts and Emergency Response

The campus will call the number on file regarding any emergency response and when evacuation may be necessary. The administration will confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification

would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

The school will take the actions describe above without delay and the administration staff is responsible for carrying out the actions described above. The school will also test the emergency response and evacuation procedures on an annual basis.

Safety Policies and Procedures

Phipps Academy of Barbering encourages all students and employees to constantly be aware of their surroundings, stay in groups when possible, and encourage students and employees to be responsible for their own security and the security of others. To help create a safe environment, the following has been set in place:

- The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas are for student use only.
- Students shall not invite non-students into the classrooms, or break room areas, as those are restricted areas to students and staff only.
- Students should lock valuables in their assigned lockers and not leave them unattended.
- Students are advised not to leave valuables in their cars.
- Students are prohibited from sitting or loitering in or around vehicles during the school day.
- All students must smoke at least 15 feet from the entry door.

Crime Statistic Reports

Crimes that will be included on the annual security report includes, but are not limited to: murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and crimes of prejudice and discrimination. Additionally, liquor law violations, drug law violations, and illegal weapons possession will be included in the report.

The annual campus security statistics are posted on the website for inspection and is updated annually.

Additional Information

Being Alert is “A mindset that leads you to notice unusual or suspicious behavior / circumstances and reporting your observations to authorities in a logical, rational and timely manner.”

Be Aware of and Report:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- People requesting information with no apparent need for that information.
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

Be Alert to:

- Abandoned vehicles
- Vehicles parked near buildings or public common areas
- Unexpected / unfamiliar delivery trucks
- Unfamiliar vehicles parked for long periods
- Vehicles containing unusual / suspicious parcels or materials
- Vehicles arriving and being left behind at odd hours
- Substances leaking or spilling from vehicles

Building / Office Security:

- Don't prop open building or windows. Rectify these situations when you observe them.
- Account for and secure keys. Don't leave them unattended or give to unauthorized persons. Report lost keys to the public safety police department.
- Account for and secure all sensitive material / information when not able to attend to it.
- Account for and secure all sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Protect access codes, combinations and cards, change codes regularly.
- Be prepared: Take time out to familiarize yourself with building evacuation plans / routes.
- Report suspicious tampering with physical security (doors, locks etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items etc.)

Campus Security

Campus security and safety are important issues in postsecondary education today. As required by the U.S Department of Education, Phipps Academy of Barbering is committed to ensuring we

are in compliance with the act known as the Jeanne Clergy Disclosure of Campus Security Policy and Crime Statistics Act, or Clergy Act. This act provides students and families, as higher education consumers, with the information they need to make informed decisions. The Jeanne Cleary Act requires colleges and universities, including Phipps Academy of Barbering, to:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools to make the report available to all current students and employees, and all prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to Networks Barber College. The statistics must be gathered from local law enforcement and other school officials who have "significant responsibility for student and campus activities."
- Issue timely warnings about Clergy Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report.
- Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clergy Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their Annual Security Report. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Geography

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its

educational purpose." The campus includes the facilities located at 3732 Sauk Trail Road Richton Park, IL 60471. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution. However, public property that is within Phipps Academy of Barbering campus would include our parking lot, as well as the sidewalk in front of the school, the gangway alongside the school, and the alley directly behind the school building.

Off-campus Locations and Student Organizations

Phipps Academy of Barbering does not own any off-campus locations for student organizations.

Timely Warning Policy

Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning will be prepared when a crime is reported to or brought to the attention of the Phipps Academy of Barbering senior administration team. Senior administration is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. Information for alerts may also come from other law enforcement agencies or other officers.

Timely Warning Procedure and Emergency Notification

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to senior administration. We will issue "timely warnings" for the following:

- Criminal homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
- Sex offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- Robbery
- Aggravated assault
- Burglary

- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including:
 - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

This communication is prepared as part of the timely warning requirement of the Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Phipps Academy of Barbering will issue a timely warning when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation.

We will issue a timely warning of off-campus crimes which are reported to senior administration by local police that may present a serious or continuing threat to the campus community. This will be determined by senior administration on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by the local police

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.

3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning will be issued through email, memos, texts, or announcements to students, faculty and staff by a member of the administrative personnel listed above.

Who to Contact

Anyone with information warranting a timely warning should report circumstances to any of the following senior administrators:

Owner/Director – Kevin Phipps; phippacademy@yahoo.com

Instructor - Calvin Kelly: (708) 759-8792

Emergency Response and Evacuation Procedure

Building Evacuation

Campus buildings may be evacuated in order to protect the health and safety of occupants from a possible threat; i.e.; fire, utility failure, flooding, bomb threat, chemical spills, noxious / toxic fumes and campus disorders. Occupants may also be directed to a different location, if that location is more secure.

- Building evacuation will occur when an alarm sounds and/or upon notification by Public Safety. Leave by the nearest marked exit. Follow the **Emergency Evacuation Procedure/FIRE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- Faculty should clear their classrooms and close the door.
- Assist any disabled persons exiting the building. Remember that elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify Public Safety to assist a disabled person exiting the building.
- Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Staff should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)

- **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A PUBLIC SAFETY OFFICER OR THE RICHTON PARK FIRE DEPARTMENT.** Security should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by university administrators. In most cases, we will return to the building.)
- If you can hear the fire alarm you should evacuate whether it is in your building or not. This is because when there is a fire you can also have an explosion which can affect surrounding areas very quickly. It is always better to act with caution during any alarm or emergency situation that happens on campus.

Fire Response

In all cases of fire, Public Safety must be notified **IMMEDIATELY**. Dial 911

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, **IMMEDIATELY** activate the building alarm and contact Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm and also report the fire by phone.
- In the case of large fires that do not appear controllable, **IMMEDIATELY** notify the Office of Public Safety, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen — **DO NOT LOCK DOORS!**
- When the building evacuation order is given, follow the Building Evacuation Procedures. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic. Emergency Notification System Notification of an emergency and the response can occur by 2 means; either individually or in conjunction with one another:
- Visual / Audible Fire Alarms
- Telephone
- When the visual and audio signals of the Fire Alarm Systems sound, all occupants should follow the evacuation procedures as outlined.

Telephone notification shall be made by Public Safety if the emergency is minor and affects a very small area.

Fire Evacuation Procedure

In case of fire in the school itself or in any building that the school is connected to, school faculty will verbally announce and verbally notify all students and clients.

STAY CALM

Students/Staff:

- Advise all clients that you are not sure of the emergency, but need to evacuate the building. Assure all clients that their needs will be taken care of when faculty secures the safety of all students and clients.

- All students should take their client, and help other students and clients if need be, and proceed to the nearest exit.
- Students, clients and faculty will meet in the parking lot across from the school. It is imperative that all students and clients go to this location so that faculty can do a head count to make sure everyone has made it out of the building.
- Once all students and clients are accounted for, the needs of the clients will be addressed.

Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a hallway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary call Public Safety. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Public Safety and Physical Plant. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

When the building evacuation order is given follow the Building Evacuation Procedure.

Violent or Criminal Behavior

Public Safety is located on the first floor of the parking Garage, and provides the campus with 24-hour help and protection. This service is provided 7 days a week and 365 days a year. For on-campus emergencies, dial 911 from any campus phone.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or witness to any on-campus offense, **AVOID RISKS.**
- Promptly notify Public Safety at 911 as soon as possible and report the incident including the following:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
- If you observe a criminal act or you observe a person behaving in a threatening manner on campus, immediately notify Public Safety and report the incident.
- Assist Public Safety staff when they arrive by supplying them with all additional information and ask others to cooperate.
- Should gunfire or discharged explosives be heard on campus, you should take cover immediately. After the disturbance, seek emergency first aid, if necessary.

Responding to an Active Shooter on Campus

An active shooter is a person who is actively threatening lives or is prepared to threaten lives in a populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These dynamic situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Below are guidelines for faculty, staff and students who may be caught in an active shooter situation. The main goals are to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:

1. Proceed to a room that can be locked.
2. Close and lock all the windows and doors, and turn off all of the lights.
3. If possible, get everyone down on the floor where no one is visible from outside the room.
4. Have one person in the room call 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
5. Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter is in the same building with you:

1. If possible, safely exit the building.
2. If escape is not possible, lock the room you are in.
3. Turn off all of the lights.
4. If possible, get everyone down on the floor where no one is visible from outside the room.
5. Have one person in the room call 911, advise the dispatcher of what is taking place, and inform the dispatcher of your location.
6. Remain in place until the police, or a campus administrator known to you, gives the “all clear.”

If an active shooter enters your office or classroom:

1. If possible, get out of the room.
2. If escape is not possible, try to remain calm and seek cover.
3. If possible, dial 911 from any phone and alert police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place because 911 can often determine a location from the call.
4. If there is absolutely no opportunity to escape or hide, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a last resort, after all other options have been exhausted.
5. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooter situation

1. Do not attempt to carry anything while fleeing.
2. Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
3. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

IMPORTANT: Before any emergency occurs, become familiar with the buildings you frequent. Make sure you have an escape route and plan ahead for how you could respond.

BOMB THREAT

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT.** Clear the area and **IMMEDIATELY** call Public Safety at 911

- Telephone Bomb Threat: Any person receiving a telephone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
- Why did you place the bomb?
 - Keep talking to the caller as long as possible and record the following:
 - Time of call.
 - Age and sex of caller.
 - Speech pattern or detectable accent.
 - Emotional state of caller.
 - Background noise.
- Immediately notify Public Safety and report the incident.
- Fire Department personnel and Public Safety Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off. **NOTE: DO NOT USE THE RADIO COMMUNICATIONS. USE OF RADIOS MAY ACTIVATE SOME TYPES OF EXPLOSIVES.**
- If the building evacuation order is given, follow the evacuation procedure outlined in Building Evacuation Procedure.

Tornado Response

In the Village of River Forest the civil alert siren sounds for severe weather. You should proceed to an interior portion of the building, away from glass or other such debris that could cause injury, and crouch under a sturdy object for safety. If you happen to be in a building with a basement, you should proceed to that location (if the basement is accessible). Depending on the severity of the situation, personnel from Security may or may not be available to assist you in this process. As a general rule, if the weather looks ominous, take it upon yourself to relocate to a safe area and do not wait for university personnel to notify you.

NOTE: A Tornado Watch means conditions are favorable for a tornado to exist.

NOTE: A Tornado Warning means that a funnel cloud was sighted in the sky or has actually touched down on the ground.

NOTE: If the campus sustains damage where occupants are no longer safe, building evacuation procedures as already related will be enacted and followed.

ADDITIONAL INFORMATION AND PROCEDURES

Electrical / Light Failure:

At present time there is minimal emergency lighting to provide sufficient illumination in corridors and stairs for safe exiting. Do not evacuate or dismiss employees or students unless told to do so and if no other danger exists. In most cases, power will be restored or classes will be relocated to another section with power

Gas Leak:

Cease all operations. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion. Notify Public Safety immediately.

Plumbing Failure / Flooding:

Do not use any electrical equipment.

Weapons:

Defined as any weapon as described in the Illinois Criminal Code. This definition also refers to any weapon described in other provisions of the Illinois Criminal Code of 2012, including but not limited to the following:

- any gun, bow, crossbow or other weapon designed or intended to propel a missile or projectile of any kind, including any pistol, revolver, rifle, musket, long gun or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
- any air gun, air pistol, spring gun, spring pistol, B-B gun, paint ball gun, pellet gun or any implement that is not a firearm which impels a breakable paint ball containing washable marking colors or, a pellet constructed of hard plastic, steel, lead or other hard materials with a force that reasonably is expected to cause bodily harm.

- any stun weapon, including any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person;
- any knife, including any dirk, bowie knife, switchblade knife, ballistic knife, machete or razor, except a pocket knife having a folding metal blade of less than three inches;
- any slingshot, spring stick, metal knucks or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken or fighting chain;
- any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- any frame, receiver, muffler, silencer, missile, projectile or ammunition designed for use with a dangerous weapon, including any cartridge, pellet, ball, missile or projectile adapted for use in a firearm;
- any explosive substance or explosive device, if such substance or device is intended to be used as a weapon;
- any tear gas, mustard gas, phosgene gas or other noxious or nauseating gases or mixtures of chemicals designed to, and capable of, producing vile, injurious or nauseating odors or gases, if such gas or chemical is intended to be used as a weapon; and
- any weapon of like kind as those stated. Procedures:
- Dominican University employees, students, visitors, independent contractors and vendors are prohibited from bringing or harboring firearms or dangerous weapons of any kind on the property.
- Authorized individuals of law enforcement agencies of local, state or federal government may maintain personal weapons in their possession while on the property only in the course of official business. Such weapons may not be used or un-holstered except in extreme cases where public safety or human life may be endangered.
- Security Officers who observe individual(s) with a firearm or dangerous weapons shall call 911

In the event that a significant emergency or dangerous situation were to be confirmed on campus involving an immediate threat to the health or safety of students or employees, Phipps Academy of Barbering will use the following procedures to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus:

- An emergency or dangerous situation will be confirmed by senior administration of the school prior to notifying students and staff.
- Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed.

- In the situation that such an event arises, senior administration of Phipps Academy of Barbering will initiate the notification of staff and students through verbal announcements.
- The content of the notification will depend on the emergency taking place.
- If the owners are unable to be contacted, all staff members will have the authority to carry out a notification to staff and students.
- Phipps Academy of Barbering will, without delay, and taking into account the safety of the students and staff, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
- Evacuation of the school will take place if deemed necessary and beneficial by the senior administration.
- Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients and other staff members.

Any of the senior administration listed above are responsible for confirming an emergency and initiating the notification system.

To disseminate information to the larger community emergency, senior administration will notify local police and the local emergency service and disaster agency.

Missing Student Notification

Our schools do not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

Statistics from Local Law Enforcement Agencies

Phipps Academy of Barbering will make a good-faith effort to collect crime statistics for all Clergy Act crimes committed in the included geographic locations from the Richton Park Police Department. Phipps Academy of Barbering will contact the Richton Park Police department via letter, email, or in person requesting local crime statistics.

Once a year, senior administration will review the local crime statistics compiled by the Richton Park Police Department and make it available upon written request to any student or staff that requests a copy. This report will specify if any of the documented crimes had occurred on the school's campus.

The Annual Disclosure of Crime Statistics:

Senior administration at Phipps Academy of Barbering prepares this report to comply with the Jeanne Clergy Disclosure of Campus Security and Crime Statistics Act. The full report is located in our administrative offices and a paper copy will be made available to anyone makes a request. The students and staff of Phipps Academy of Barbering will be notified annually, by October 1 of each year, of the availability of an updated report via email or memo and it can be found [website information/](#). This report is prepared in cooperation with the Richton Park Police Department data as well data reported to the senior administration at Phipps Academy of Barbering. Sources of crime statistics that are taken into consideration include those reported to Richton Park, and also reports provided directly to the senior administration at Phipps Academy of Barbering. Statistics are submitted to the Department of Education through their web-based data collection site.

All paper requests for the report can be made by email or in person to:

KEVIN PHIPPS

Administration Office: 3732 Sauk Trail Road, Richton Park, IL 60471

Email: phippacademy@yahoo.com

Crime Reporting

For non-emergencies, please contact senior administration (708) 283-1204 or the Richton Park Police Department non-emergency line (708) 481-8911. For emergencies only, please dial 9-1-1 and inform a senior administrator of the emergency. Any suspicious activity or person seen in the parking areas or loitering around vehicles, inside the building or outside the building should be reported to either a senior administrator at Phipps Academy of Barbering or Richton Park Police Department non-emergency.

Phipps Academy of Barbering encourages anyone who is a victim or a witness to any crime to promptly and accurately report the incident to the police. Police reports in the state of Illinois are public records, a senior administrator at Phipps Academy of Barbering cannot hold reports of crime in confidence. Crimes should be reported to a senior administrator to ensure inclusion in the Crime Statistics Report and to aid in providing timely warning notices to the students, staff and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be kept confidential.

All incidents are reviewed by a senior administrator and owners of Phipps Academy of Barbering and potential action will then be taken if, after investigation, it is deemed appropriate. Upon receipt of this report Phipps Academy of Barbering will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency, dial 911 immediately.

Reporting Procedures

Anyone with information warranting a timely warning should report circumstances to a senior administrator.

All reports will be investigated. Phipps Academy of Barbering has procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the local law enforcement agency, Richton Park Police Department, and when deemed appropriate. When a potentially dangerous threat is reported to Phipps Academy of Barbering, a timely report or warning will be issued through e-mail announcements, the posting of flyers, in class announcements, memos or other appropriate means.

Security and Access Policy

During business hours, Phipps Academy of Barbering will be open to students, parents, employees, contractors, clients and invitees. During non-business hours, access to Phipps Academy of Barbering is by key, if issued. Contractors needing access after-hours will gain access by a senior administrator. Doors will be locked so that no one can get in, but in the case of emergency contractors will be able to unlock the doors internally in order to exit.

Security cameras are currently present in the front entranceway/receptionist area, clinic floor, classroom, back hallway, and office.

Phipps Academy of Barbering also has a security system installed.

Campus Residences

Phipps Academy of Barbering does not have any campus residences.

Campus Law Enforcement and or Security

Phipps Academy of Barbering does not employ security personnel or Campus Police.

Pastoral Counselors and Professional Counselors

Phipps Academy of Barbering does not employ any Pastoral or Professionals Counselors.

Security Awareness Program

Phipps Academy of Barbering invites local authorities to talk to students and staff about safety and ways to reduce crime during orientation as part of the Security Awareness Program. Topics discussed are how to prevent dating violence, domestic violence, sexual assault, and stalking. A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following Safety Tips are distributed to new students at the time of orientation.

- A. Do not allow the opportunity for a crime to occur—avoid placing yourself in environments in which it's easier for criminals to commit a personal crime.
- B. Always keep your doors and windows locked.
- C. If possible, let a friend or roommate know where and with who you'll be and when you'll be back when you go out.
- D. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
- E. Use well-lit and busy sidewalks.
- F. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
- G. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
- H. Lock your car doors and roll up the windows completely – even if you're only running a quick errand. Do not leave valuables such as MP3 players and GPS units in plain view.
- I. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over consumption of alcohol.
- J. Stay alert at all times and call the police immediately to report suspicious activity.
- K. Never leave personal property – including book bags and laptops – unattended.
- L. Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
- M. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
- N. Utilize crosswalks at all times and obey the signals at intersections when walking. Under Illinois law, as a pedestrian, you DO NOT have the right of way until you establish yourself in the crosswalk. If you are crossing at any location other than a crosswalk, you MUST yield to vehicular traffic.

- O. When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

Procedures for what you should do if you have been a victim of dating violence, domestic violence, sexual assault, or stalking:

1. If you are a victim of a sexual assault your first priority should be to get to a safe place.
2. Victims are strongly encouraged to report the incident to the local police.
3. Seek emergency medical care.
4. The victim should not change clothes or bathe before going to a hospital in order to preserve physical evidence that may be needed for investigation and prosecution.
5. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
6. Contact personnel at Phipps Academy of Barbering to report the incident. Personnel at Phipps Academy of Barbering will assist the student in notifying the local police if the students requests assistance.
 - a. Victims may decline to notify authorities
 - b. Victims will be assisted by senior administration in notifying law enforcement if victim so chooses
7. Where applicable, Phipps Academy of Barbering respects the rights of victims and it is the school's responsibilities to help enforce for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school

Counseling for Victims

Phipps Academy of Barbering does not offer on-campus counseling for victims of sex offenses. However, there are a variety of off-campus services available, such as:

RAINN – Rape, Abuse & Incest National Network Hotline

(800) 656-4673

Changes available at Phipps Academy of Barbering for Victims of Sex Offenses

Personnel at Phipps Academy of Barbering can assist the victim with issues including, but not limited to, class schedule changes, leave of absence procedures, or withdrawal procedures. Requests can be made by the victim by notifying senior administration in person in

the office or by phone. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the personnel at Phipps Academy of Barbering may take interim disciplinary action against the accused student as appropriate.

Rights of the Accused and Accuser

Any student or employee who wishes to file a disciplinary complaint may do so by contacting the Campus Security Authority at Phipps Academy of Barbering regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a Phipps Academy of Barbering student or employee, disciplinary action may be imposed through a campus disciplinary proceeding. During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Disciplinary sanctions may be imposed on students or employees who commit a sexual offense on campus or in connection with Phipps Academy of Barbering activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from Phipps Academy of Barbering or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

Disclosures to an alleged victim

Phipps Academy of Barbering will simultaneously notify, in writing, to accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

Sex Offenders Information

A list of all registered sex offenders in Illinois is available at www.isp.state.il.us/sor/.

Weapons

The possession and/or use of weapons on school property are strictly prohibited. The carrying of a weapon on college property is a violation Phipps Academy of Barbering Policy and state and

federal law. Carrying a weapon on campus will result in campus discipline and the offender may be referred to local law enforcement for criminal charges.