

This Campus Security Disclosure / Annual Security Report (ASR) is given to the student prior to contract signing. All staff members receive a copy prior to hiring. The purpose of the ASR is to inform prospective students, currently attending students and staff of the past three calendar years crime statistics so they are aware of the environmental safety of The Institute. The source(s) of crime statistics are derived by contacting local law authorities and internet research. The ASR report is prepared by Michelle Stone, Financial Aid Director. The last page of this document is the acknowledgment signature page for each student / staff member to sign. Currently enrolled students and staff members in the building will receive an updated copy of this Disclosure / ASR with the Annual Notice, no later than October 1 each year. The updated copy will include the three most recently completed calendar years crime statistics. Updates will be received by paper copy or electronic email. The terms “staff”, “employee” and “school personnel” are interchangeable in this document.

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. Elevate Salon Institute hereinafter known also as “The Institute” is committed to providing a violence-free campus.

General Information

- Elevate Salon Institute is committed to providing safety to all of its students, staff, and student salon training area guests.
- Violence, including, but not limited to: intimidation, sexual harassment/ sexual assault / misconduct, bullying or implied threat of violence is not tolerated at The Institute.
- No weapons (concealed or visible) are allowed in Elevate Salon Institute parking lots or Institute building(s).
- Elevate Salon Institute prohibits any retaliation against anyone who in good faith reports any violations of this policy.
- If you suspect or see unusual threatening behavior, report it immediately to the Title IX Coordinator .
- The Title IX Coordinator / Compliance Officer/ Campus Security Authority for The Institute is Michelle Stone, 5236 Detroit Road, Sheffield Village; 440-934-3353; titleIXcoordinator@esicleveland.com.
 - The Title IX Coordinator is the designated person students and employees should report criminal offenses for the purpose of making timely warning reports and annual statistical disclosure.
- When both Clery Act and Title IX crimes are in question, The Institute will meet the regulations of both laws.
- Title IX is mandated by the Office of Civil Rights and includes any and all unwelcomed sexual violence.
 - The Institute does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner.
 - Questions regarding Title IX may be referred to The Institute’s Title IX Coordinator or to the Office of Civil Rights.
- When The Institute becomes aware of a Title IX situation, The Institute will investigate and will not delay, even if a police investigation is involved.
 - The Institute will take reasonable, prompt, equitable, and necessary steps to end the sexual violence and / or eliminate a hostile environment.
 - Necessary steps may include, but may not be limited to: stopping the violence, disciplining and measures to prevent reoccurrence,
 - All investigation information will be documented and will be contained in the student’s file.
- The procedures for a Clery Act, Title IX or accreditation grievance are contained in the Student Handbook under the Complaint / Grievance Policy and Procedures section.

- If there is an imminent threat or harm **call 911 immediately.**
- For the purposes of timely warning reports and statistics disclosures, if an occurrence of crime happens to you or your property or if there is an emergency occurring on campus report it to the Title IX Coordinator immediately.
 - A Timely Warning will be issued for all imminent threat situations.
 - Assessment of the situation will include next steps of action.
 - See Timely Warning Policy located within this document.
 - If there is an immediate threat occurring to the health or safety of students, staff or student salon training area guests on campus or Clery geography perimeters, The Institute will follow its Emergency Notification Procedures and will provide adequate follow-up information to the community as needed.
 - The Title IX Coordinator may assist the student or guest in reporting the crime to the local police or other appropriate security force.
 - If the incident is a sexual offense, procedures will follow the “**Sexual Assault and Misconduct**” section of this document.
 - If the occurrence of crime represents one of the Crime Statistics listed on the following pages, this Campus Security Disclosure / ASR will be updated by the administrative personnel responsible for this document immediately upon receipt of the crime information.
 - The crime(s) will be included in the yearly Campus Crime Report and Campus Security Disclosures / ASR for the year in which the crime was reported to the Title IX Coordinator / Compliance Officer / or another staff member.
 - The newly updated Campus Security Disclosure will be circulated to all staff, enrolled students and prospective students.
- The Institute provides a copy of the Campus Security Disclosure / Annual Security Report (ASR) to all incoming students and newly hired staff.
- The Institute will provide current students and staff members with a copy of this updated Campus Security Disclosure / ASR at the beginning of each new calendar year.
 - This update will include the previous calendar year statistics to comply with the Department of Education’s Consumer Reporting requirement of the most recent three (3) completed calendar years.
 - Statistics will be gathered from the local police and compiled in this Disclosure.
 - The Institute staff member responsible for updating this document makes a good faith effort to collect all crime data from the local Police Department as well as collects all data for any on-campus crime and updates the Campus Security Disclosure annually, at a minimum. The exception being if a crime is committed on campus, the Disclosure is updated immediately and distributed.
 - These same statistics will be entered on the Campus Crime Report due in October of each year.
 - All students and staff will be notified in the event of any changes, revisions, or updates made to this document during the year.
- **If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Michelle Stone in the Financial office.**
- The facilities are open Tuesday through Saturday according to assigned class/student salon training area schedules.
 - The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner.
 - Only educators, owners and The Institute’s cleaning service have keys to the building thus preventing internal crimes to as great an extent as possible.
 - All campus maintenance occurs during daytime hours when staff is present to monitor safety procedures.
- We encourage students and employees to be responsible for their own security and the security of others.

- The Institute provides annual programs to inform students and employees about campus security safety procedures and practices.
 - A description of the campus security procedure / practices program is as follows:
 - Annual tornado, fire & shooter drills; safety videos; police officer speakers
- The crime statistics in this report cover an area of **Detroit Road in Sheffield Village**, and include any incidents on campus at the physical location of The Institute (**5236 Detroit Road**), including The Institute parking lot, adjacent sidewalks and streets. It also contains noncampus crime statistics regarding properties: owned or controlled by The Institute; used in direct support of, or in relation to the Institute's educational purposes; frequently used by students within a one mile radius, such as parks; and, property not within the same reasonably contiguous geographic area of The Institute.



Disclosure / Reporting of Statistics

- The procedures for preparing the Annual Security Report / Campus Security Disclosure include collecting information from the Sheffield Village Police Department and the reporting of any crime or attempted crime to Institute officials.
- The Campus Security Report / ASR is prepared by Michelle Stone.
- The Annual Security Report contains information related to Institute-wide policies and procedures involving security, safety, and criminal activities.
- The crime statistics below are reported in accordance with the FBI's Uniform Crime Reporting (UCR) Handbook when not in conflict with the Clery Act and relevant Clery Act federal law.
 - The information below reflects the number of on campus and public, off campus occurrences reported of **both attempted and completed crimes**, using the Clery geography statistics reported each year, for the three most recently completed calendar years.
 - The following categories do not include identification of the victim or the accused.
 - All confidential accommodations or protective measures provided to the victim, to that extent, will not impair The Institute's ability to provide those accommodations as only administrative staff affected by the changes to accommodate will be made aware of the situation.
- If two crimes are committed in the same incident, both crimes will be counted in The Institute's statistics according to the Hierarchy Rule in the "Summary Reporting System User Manual".
- Statistics are categorized as either **On-Campus** (core main campus location), **Public** (adjacent sidewalks, streets and parking lots surrounding the campus) and **Noncampus** as described above.
- The Institute does not offer on campus housing.

Occurrences in:

2014 2015 2016 On-Campus Public Noncampus

Criminal Offenses – Primary Crimes (As defined by FBI’s UCR Program, “Summary Reporting System User Manual”, (SRS))

• Criminal Homicide:						
○ Murder and non-negligent manslaughter	0	0	0	<u> 0 </u>	0	<u> 0 </u>
○ Negligent manslaughter	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Sexual Assault / Sex Offenses: (As defined by the FBI’s UCR Program, “National Incident-Based Reporting System User Manual”, (NIBRS))						
○ Rape	0	0	0	<u> 0 </u>	0	<u> 0 </u>
○ Fondling	0	0	0	<u> 0 </u>	0	<u> 0 </u>
○ Incest	0	0	0	<u> 0 </u>	0	<u> 0 </u>
○ Statutory Rape	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Robbery	0	0	2	<u> 0 </u>	0	<u> 0 </u>
• Aggravated Assault	0	0	1	<u> 0 </u>	0	<u> 0 </u>
• Burglary where:	0	0	0	<u> 0 </u>	0	<u> 0 </u>
○ There is evidence of unlawful entry which may be forcible or non-forcible						
○ Unlawful entry must be of a structure/four walls, roof and door						
○ There is evidence that entry was made in order to commit a felony or theft						
• Motor Vehicle Theft	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Arson	0	0	0	<u> 0 </u>	0	<u> 0 </u>

Arrests and referrals for disciplinary actions, per revised FBI definitions, including

• Liquor Law Violations	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Illegal Weapons Carrying and Possessing	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Drug Abuse Violations	0	0	0	<u> 0 </u>	0	<u> 0 </u>

Persons who were referred to campus disciplinary action

• Liquor Law Violations	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Drug Abuse Violations	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Illegal Weapons Carrying and Possessing Etc. Law	0	0	0	<u> 0 </u>	0	<u> 0 </u>

Hate Crimes

Reported statistics under **Criminal Offenses** by category of prejudice-hate crime or bias. (A Criminal Offense that is motivated by a Hate Crime must be counted in both sections):

• Race	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Gender	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Gender identity	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Religion	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Sexual orientation	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Ethnicity	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• National origin	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Disability	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Any other crime involving bodily injury	0	0	0	<u> 0 </u>	0	<u> 0 </u>

Statistics are also required for four additional crime categories if the crime attempted / committed is classified as a hate crime. (As defined by the FBI’s UCR Program, “Hate Crime Data Collection Guidelines and Training Manual”)

• Simple Assault	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Intimidation	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Larceny-Theft	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Destruction, damage or vandalism to property motivated by bias	0	0	0	<u> 0 </u>	0	<u> 0 </u>

Statistics continued on next page

Occurrences in:

2014 2015 2016 On-Campus Public Noncampus

Violence Against Women Act (VAWA) (Sexual Assault is included under "Criminal Offenses-Primary Crimes")

• Domestic Violence	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Dating Violence	0	0	0	<u> 0 </u>	0	<u> 0 </u>
• Stalking	0	0	0	<u> 0 </u>	0	<u> 0 </u>

If applicable, the number and category of any above crimes that were considered "unfounded" as described later in this document, are as follows: _____.

Confidentiality: The Institute ensures all personally identifiable information is not included when it completes the publicly available crime record keeping for the purposes of Clery Act reporting by utilizing the following procedures:

Crime statistics in any of the above categories may not include the identification of the victim or the person accused of committing the crime.

- Although The Institute does not employ outside campus security officers, Elevate Salon Institute has a working relationship with the local police / law enforcement agencies who are able to support and provide services promptly in the event of an incident.
- The Institute encourages accurate and prompt reporting of all crimes to local law enforcement agencies when the victim elects to or is unable to report an incident.

Timely Warnings

- The Institute will issue a **timely warning** about Clery Act crimes, listed above, which pose a serious or ongoing threat to students, employees or student salon training area guests. The Institute will provide the timely warning in a manner that is most 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 (ASR). There are differences in what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard Institute students, staff and student salon training area guests.
- As soon as The Institute Title IX Coordinator becomes aware of a crime, all students, employees and student salon training area guests will be notified in the timeliest manner possible including but not limited to: verbal notice, using Emergency Codes; text message; email; Facebook social media; and / or posting a notice on doors.
 - Note: Elevate Salon Institute is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warning Policy

- As soon as The Institute Title IX Coordinator becomes aware of a crime, all students, employees and student salon training area guests will be notified in the timeliest manner possible including but not limited to: verbal notice, using Emergency Codes; text message; email; Facebook social media; and / or posting a notice on doors.

Missing Students

- Elevate Salon Institute does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 5236 Detroit Road, Sheffield Village, OH 44035.
- Elevate Salon Institute does not offer on-campus housing therefore; does not have a Missing Student Policy but does implement a **Missing Student Procedure**.

Missing Student Procedure

- **To report a missing student, contact, the Title IX Coordinator, Michelle Stone, 440-934-3353.**
- A missing student is defined as a student who no-calls / no-shows for class or is a student who does not return from an approved Leave of Absence.
- The Institute does not provide on campus housing for students therefore is not required to establish official notification procedures for a missing student.
- In the event The Institute determines a student is missing, the below **Procedures** will be taken to initiate contact with the missing student.

- If no contact is established with the student after fourteen (14) calendar days, this policy will be applied to define the date of determination for an unofficial withdrawal notification.

Procedural Process:

- Student attendance at The Institute is tracked on a daily basis by using the Icon Time Clock system.
- The time clock is used to determine attendance records for all students and to alert staff of student absences.
- The Institute staff makes every effort to contact a missing student if the student has made no attempt to contact The Institute to report an absence.
- If the student fails to report an absence, Institute officials reference the student's voluntary contact information from the Enrollment Application to initiate contact which may include but are not limited to:
 - Calling the student's cell phone number
 - Calling the emergency contact person(s) references / or parental contact information
 - Attempting to contact the student via email or text messaging
- In the event The Institute is unsuccessful in making contact with the student over fourteen (14) calendar days, The Institute will start the unofficial withdrawal proceedings.
- The date of determination will be the date The Institute determines a student is withdrawing whether by official or unofficial notification.
- The withdrawal date will be the student's last date of attendance in The Institute and will be used in the refund calculation(s).
- If a student was on an official LOA and did not return from the LOA on the agreed scheduled day, The Institute will attempt to contact the student.
 - If The Institute is unsuccessful in their attempt, The Institute will start the withdrawal procedures.

Drug Free Campus

- Elevate Salon Institute prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on The Institute premises or as part of any Institute activities.
- The compliance with this *Drug Free Campus* section is mandatory for all students and all staff.
- The Institute has adopted a policy that includes the expectation that Institute students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics and other drugs.
- Elevate Salon Institute reviews its Drug Prevention Policy and effectiveness of sanctions imposed every **two** years during the Biennial Drug Review.
 - If changes are identified, they will be implemented during a staff meeting and all students will be informed in writing of the recent necessary changes for Alcohol and other Drug Abuse and Violence Prevention.
 - Newly enrolled students will receive this information during the orientation process.
 - If a new staff member joins after the annual distribution, all drug related material will be given as part of the new hire program.
- The Institute will impose sanctions for violation of standards of conduct.
 - The Institute will terminate any student or staff member involved in unlawful possession, use or distribution of illicit drugs and alcohol on Institute premises.
 - The Institute will refer such cases to the proper authorities for prosecution.
 - A student or staff member may be reinstated upon completion of an appropriate drug rehabilitation program.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- If an arrest for drug or alcohol related incidences occurs off site, the student/staff member is urged to inform The Institute so the Title IX Coordinator may assist with providing resources to aid the student/staff member.
- As a condition of employment, employees must notify the owners of any criminal drug statute conviction for a violation occurring in the workplace **no later than five days** after such conviction.
- Institute policy supports and enforces state underage drinking and illicit drug laws.

- The Institute will make available, upon request, to the U. S. Department of Education and to the public, information distributed to students and staff regarding the results of the biennial review of The Institute's program that:
 - Determines the effectiveness of the program and implements needed changes;
 - Determines the number of drug and alcohol-related violations and fatalities that occur on The Institute property or as part of The Institute's school related activities and are presorted to Institute officials;
 - Determines the number and type of sanctions that are imposed and;
 - Ensures that sanctions are consistently enforced.
- All students receive the results of the biennial review during a monthly jump celebration.
 - To ensure all students will receive a copy, students who are absent on the day of jump celebration will be handed a copy by their team coach upon the student's return.
 - Team coaches will take an attendance role call during this jump celebration to determine missing students.
- The Biennial Review distribution for staff is conducted annually during a staff meeting.
 - Absent staff members will be given a copy upon their return.
 - If new staff member joins after the annual distribution, all drug and alcohol related material will be given as part of the new hire program.

Drug and Alcohol Abuse Prevention

- The Institute will immediately contact law enforcement officials to report all unlawful activities.
- The health risks of the use of illicit drugs and alcohol include:
 - Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.
- The Institute provides drug and alcohol-abuse prevention education (including but may not be limited to: health, legal and social consequences of drug and alcohol use and providing techniques to resist peer pressure to use illicit drugs or alcohol) and distribution of materials annually, which refers students and staff to local services.
 - Description of the drug and alcohol prevention program is as follows:
 - The Institute provides education and distribution of drug related materials annually and refers students and staff to local services.
- The area drug abuse, counseling, referral, treatment and rehabilitation center information below is available to all students or staff members.
 - Alcohol & Drug Addiction Services (ADAS) Board of Lorain County, (440) 282-9920
- The Institute may also be required to meet local, state federal and judicial drug abuse rulings.
 - All local, state, federal and judicial requirements, if applicable, are located in the *Consumer Information* given to the student with The Institute documents.

Federal Drug Trafficking Penalties / Health Risks of Drug Abuse

- A Federal Drug Trafficking Penalties Handout is provided as an attachment in the Student Handbook.

Sexual Assault and Misconduct (Including Title IX and Violence Against Women Act (VAWA))

- There are four primary categories of sexual assault: Dating Violence; Domestic Violence; Sexual Assault and Stalking. The primary definition for each of these categories is as follows:
- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim.
 - A social relationship is defined as a relationship of a romantic or intimate nature and is based upon the reporting party or third party statements taking into consideration the length of the relationship, the type of the relationship and the frequency of the relationship.
- **Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner; a person with whom the victim shares a child in common; a person

cohabitating or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

- **Sexual Assault** is defined as an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program included in Appendix A of Subpart D or Part 668.
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or safety of others or suffer substantial emotional distress. Course of conduct is defined as engaging in 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. A reasonable person is defined as someone reasonable under similar circumstances and with similar identities to the victim. Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
- Definitions of the following sexual misconduct / VAWA related offenses are according to local jurisdiction governing Elevate Salon Institute, Sheffield Village, Ohio and are as follows:
 - **Domestic Violence is defined as:** "Domestic violence" means the occurrence of one or more of the following acts against a family or household member:
 - Attempting to cause or recklessly causing bodily injury;
 - Placing another person by the threat of force in fear of imminent serious physical harm or committing a violation of section 2903.211 or 2911.211 of the Revised Code;
 - Committing any act with respect to a child that would result in the child being an abused child, as defined in section 2151.031 of the Revised Code;
 - Committing a sexually oriented offense.
 - **Dating Violence** is defined as: the perpetration or threat of an act of **violence** by at least one member of an unmarried couple on the other member within the context of **dating** or courtship. It is also when one partner tries to maintain power and control over the other through abuse/**violence**
 - **Sexual Assault** is defined as: any type of **sexual** contact or behavior that occurs without the explicit consent of the recipient. Falling under the **definition of sexual assault** are **sexual** activities as forced **sexual** intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape
 - **Stalking** is defined as: the willful and repeated following, watching and/or harassing of another person. Unlike other crimes, which usually involve one act, **stalking** is a series of actions that occur over a period of time
- The Institute prohibits all sexual misconduct and related VAWA offenses: crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the final regulations of VAWA or the definitions of these terms in the applicable jurisdiction.

Consent as defined by local jurisdiction in reference to sexual activity:

- The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by an individual who is asleep, or mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force, or inferred under circumstances in which consent is not clear, including but not limited to the absence of "no" or "stop" or the existence of a prior or current relationship or sexual activity.

Bystander Intervention as defined by local jurisdiction:

- Safe and positive steps a bystander may take to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person could include, but is not limited to:
 - Understanding institutional structures and cultural conditions that facilitate violence; Information about recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action, such as reporting incidents to appropriate authorities, information on how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
- *The Institute defines the following based on the local jurisdiction in which The Institute is located:*
 - *Awareness programs are defined as:* Actions directed at people to improve understanding and skills, and influence behavior
 - *Bystander Intervention is defined as:* developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Bystander intervention allows individuals to send powerful messages about what is acceptable and expected behavior in our community.
 - *Ongoing prevention and awareness campaigns are defined as:* programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing Prohibited Conduct
 - *Primary prevention programs are defined as:* a systematic process that promotes safe and healthy environments and behaviors, reducing the likelihood or frequency of an incident, injury or condition occurring
 - *Risk Reduction is defined as:* options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
 - The Institute will ensure proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs and Risk reduction is handled according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v).

Warning Signs of Abusive Behavior

- Information regarding risk reduction by recognizing warning signs of abusive behavior can be found at: <http://www.ncadv.org/learn-more/what-is-domestic-violence/abusive-partner-signs>

Rape

- The definition of “Rape” as defined by the FBI UCR Summary Reporting Systems is as follows: “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

Unfounded Crime Data

- The number of “unfounded” crime data that is withheld from The Institute’s crime statistics during the most recent three years will be reported to the Department through its annual security reporting (Campus Crime Report).
 - Institutions may only exclude a reported crime from its upcoming annual security report or remove a reported crime from its previously reported statistics only after a full investigation. Only sworn or commissioned law enforcement personnel (this does not include a district attorney who is sworn or commissioned) can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded”. Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.
- A case cannot be designate “unfounded” if:
 - No investigation was conducted or the investigation was not completed
 - Merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

- Recovery of stolen property.
- Low value of stolen property.
- Refusal of victim to cooperate with law enforcement.
- The prosecution or the failure to make an arrest.
- The findings of a coroner, court, jury (either grand or petit) or prosecutor do not “unfound” crime reports of offenses or attempts as listed in this Disclosure / ASR.
- If a crime is not included in the Clery Act statistics because it was “unfounded”, The Institute will still maintain accurate documentation of reported crime and the basis for “unfounding” the crime.
 - Documentation must demonstrate that the determination to “unfound” the crime was based on the results of the law enforcement investigation and evidence.
- In conclusion, all reports of crimes must be included in the statistics and applicable crime reports, except in the rare case that crime report is “unfounded”.

Sexual Offense

- If a sexual misconduct / sexual offense has occurred, please notify the Title IX Coordinator as soon as possible.
- Elevate Salon Institute will do everything possible to assist in this serious matter.
- Rights, Disciplinary procedures, sanctions, protective measures and grievance procedures are outlined below.

Rights of the Victim / Accused:

- When a student or employee reports to The Institute Title IX Coordinator that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, The Institute will provide the student or employee a written explanation of the student’s or employee’s rights and options.
 - Under Title IX requirements, if an offense that happens off campus is reported to school personnel and this offense affects the student’s education, The Institute will take action and follow through with an investigation.
 - Criminal proceedings do not negate The Institute from performing an investigation under Title IX.
- Safeguarding the victim and accused identity is a priority.
- Written notification regarding the following will be provided to the victim regardless of whether the victim chooses to report the crime to local law enforcement:
 - Local counseling agencies, including but not limited to, health, mental health, victim advocacy, and / or legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within The Institute and in the community.
 - Area counselor / facilities that counsel victims regarding sexual assault / mental health include:
 - **The Nord Center at 1.866.888.NORD (6673)**
 - The Institute will provide written notification regarding options for and available assistance in, changing academic schedules (i.e., allowing the victim to take a leave of absence or enroll in a later program, etc. if the change is requested by the victim and the change is reasonably available), living arrangements, transportation, or protective measures if requested by the victim and such accommodations are reasonably available.
 - National Hotlines available to counsel sexually assaulted students such as but not limited to:
 - National Sexual Assault Hotline at 1-800-656-4673
 - Love is Respect Hotline at 1-866-331-9474
 - National Domestic Violence Hotline at 1-800-799-7233
- Time is of the essence for evidence collection and preservation.
 - Ideally, a victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam.
- The preservation of evidence is of the utmost importance to assist in proving the alleged criminal offense or obtaining a protective order; therefore, all evidence will be protected and forthcoming during an investigation.

- Alleged offenses can be reported to any of the administrative / educational staff within The Institute if the Title IX Coordinator / Compliance Officer is not readily available.
 - If a student feels more comfortable with a particular staff member, the student has the right to report the alleged offense to the staff member of their choice.
- The victim has the right to decline Institute assistance, but upon request, a staff member will assist in notifying local law enforcement agencies.
- The victim has the right to contact or decline local law enforcement notification.
- If applicable, the rights of the victim and The Institute's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be followed.
 - The aforementioned will be performed to the best of The Institute's ability in order to protect its involved student(s) and / or employee(s).
- Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to judgment from others.
- If a sex offense happens where both the accused and the accuser attend Elevate Salon Institute, the accused and the accuser are entitled to the same opportunity to have others present during an Institute disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- The accused and accuser are given timely notice of meetings at which one or the other or both may be present.
- The accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
 - The outcome of The Institute disciplinary proceeding and sanctions imposed against the accused.
 - The Institute will allow the accused / accuser to appeal the result of The Institute disciplinary proceedings.
 - Any change in the results that occur prior to the time the results become final.
 - When the results become final.
- Appeal proceedings are as follows:
 - Appeals will be reviewed on a case-by-case basis.
 - Appeal must be provided in writing to owner(s) of The Institute within 10 business days of the date the final outcome was delivered to the student.
 - Owners will review the student's appeal and will respond to the appeal within 14 business days.
 - All appeal determinations are final.
- The appeal decision and all appeal related documents will be placed in the student's file.

Disciplinary Procedures

- Procedures for Institute disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are included in the chart below.
- The Institute disciplinary proceedings are identified as all activities related to non-criminal resolution of an institutional disciplinary complaint including but not limited to, fact-finding investigations, formal or informal meetings and hearings.
- Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to provide to a victim.
- The student or employee may file a disciplinary complaint by: filing a grievance with administration..
- The Institute will follow the below criterion to determine which type of disciplinary proceeding to implement based on the circumstances of an allegation of:
 - Dating Violence: review allegations; talk to possible witnesses; talk to all parties involved
 - Domestic Violence: review allegations; talk to possible witnesses; talk to all parties involved
 - Sexual Assault: review allegations; talk to possible witnesses; talk to all parties involved

- Stalking: review allegations; talk to possible witnesses; talk to all parties involved
- The standard of evidence that will be used during The Institute conduct proceeding arising from the report will include: any and all evidence provided by accuser

Type of Disciplinary Proceeding	Steps Used for Disciplinary Proceeding	Anticipated Timeline to Resolution	Decision Making Process for each Type of Disciplinary Proceeding
Sexual Assault	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and/or by the victim /accused request	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator
Domestic Violence	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be

	necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and/or by the victim /accused request		reviewed and considered before a decision is made by the Owner / Title IX Coordinator
Stalking	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and/or by the victim /accused request	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator
Dating Violence	A written request for an internal disciplinary proceeding will be given to	60 calendar days or less	Information will be gathered throughout the internal disciplinary

	<p>involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and/or by the victim /accused request</p>		<p>proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator</p>
<p>Bullying</p>	<p>A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if</p>	<p>60 calendar days or less</p>	<p>Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator</p>

	necessary, based on facts and circumstances present and/or by the victim /accused request		
Cyber Stalking / Bullying	A written request for an internal disciplinary proceeding will be given to involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts /circumstances and as determined by the discretion of the Owner / Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this local hearing. Local authorities may be notified, if necessary, based on facts and circumstances present and/or by the victim /accused request	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceeding(s) will follow the general guidelines as outlined within this policy. As a result, each party's statement /information /facts /evidence will be reviewed and considered before a decision is made by the Owner / Title IX Coordinator

- The Institute will provide a fair, and an impartial investigation and proceeding.
- Disciplinary proceedings, if applicable, will follow with the ultimate goal of a final consequence / result.
- The Institute will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator.
 - The Institute will disclose results, upon written request, to a victim's next of kin in cases where the crime resulted in the victim's death.
- The Institute will allow for an extension of timeframes for good cause with written notice to the accuser and the accused regarding the delay and the reason for the delay.
- "Proceeding" is defined as an orderly process in which participants or their representatives are able to present evidence in support of their claims and to argue in favor of particular interpretations of the law in which a fact finder makes a determination of the factual and legal issues.
- "Result" is defined as the final consequence of a sequence (ordered list) of actions or events expressed qualitatively or quantitatively. Possible results include advantage, disadvantage, gain, injury, loss, value and victory. There may be a range of possible outcomes associated with an event

depending on the point of view, historical distance or relevance. Reaching no result can mean that actions are inefficient, ineffective, meaningless or flawed.

- No retaliating, intimidating, threatening, coercing, or otherwise discriminatory actions by any employee or officer against any individual for exercising their rights or responsibilities regarding sexual misconduct / assault will be tolerated.
- Safeguarding the identity of the victim and the accused will be ensured by the following Institute procedures: keeping all documents relating to case secure and confidential
- The investigation will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking regarding how to conduct an investigation and impartial hearing process that protects the safety of victims and promotes accountability.
- Officials who conduct the proceedings may not have a conflict of interest or bias for or against the accuser or the accused.
- All proceedings are conducted with consistency and are transparent to the accuser and the accused.
- The Institute anticipated timeline for the decision-making process and disciplinary proceedings would be no later than 60 days.

Sanctions

- Sanctions that may be imposed following the result of The Institute disciplinary proceedings for an allegation of any sexual offense include but may not be limited to:
 - A dismissal from The Institute following a final determination of said proceedings surrounding sexual assault / misconduct or any Title IX / VAWA related offenses, including but not limited to, rape, acquaintance rape, or other forcible or non-forcible sex offenses, dating violence, domestic violence, sexual assault or stalking.

Protective Measures

- The range of protective measures offered to a student or employee following an allegation of dating violence, domestic violence, sexual assault, or stalking includes but may not be limited to:
 - **possible leave of absence during investigation to protect “victim”**

Grievance / Complaint Policy and Procedure

- Any person who files a grievance regarding Clery Act / Title IX regulations must follow The Institute’s Complaint / Grievance Policy found in the Student Handbook.
- The grievance must be made in writing and contain all relevant names and dates and a brief description of the basis of the complaint.
- The Title IX Coordinator will be responsible for addressing the complaint.

Additional VAWA Information

- **Compliance with VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).**
- The Institute will notify proper authorities regarding any reasonable suspicion of an Institute student being a victim of sex trafficking.
- The Institute will recommend culturally appropriate victim services / shelters to assist women in the event of a domestic violence, dating violence, sexual assault, or stalking, including electronic stalking.
 - If a minor or a person with a legally appointed guardian is permitted by law to receive victim services without the parent’s or guardians consent, the minor or person with a guardian may release information without additional consent.

Information for Crime Victims about Disciplinary Proceedings

- Information will be disclosed upon written request, to any alleged victim of any crime of violence or forcible / non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by The Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

Primary Prevention Programs

- Primary prevention and awareness programs provided by The Institute will include the statements: The Institute prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the final VAWA regulations; the definitions of these terms in the applicable jurisdiction; the definition of “consent”, in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention information on risk reduction; and information on The Institute’s policies and procedures after a sex offense occurs.
- Primary Prevention Program is defined as programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur, through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourages safe bystander intervention and social norms in health and safe directions.
- The Primary Prevention Program(s) focus on changing the social norms and stereotypes that create conditions in which sexual violence occurs, are tailored and inclusive to the student body and staff community, use a range of strategies throughout The Institute to convey the Primary Prevention Program requirements and are sustainable over time.
- An annual educational program designed for the prevention of crime and to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for the purposes of primary prevention and awareness for incoming students, new employees, current students and current employees includes:
 - A yearly calendar plans out various safety drills, outside self-defense classes are arranged, videos are shown on various safety topics; police officers speak to students
- The program is videoed so all new students and staff may have access to this preventative education.
- If a student or staff member wishes to learn more about the prevention of sexual assault, contact the local Police Department at 440-949-6155
- Individuals wishing to learn additional information about registered sex offenders may go to <http://www.icrimewatch.net/index.php?AgencyID=55149> or check website information for the City of Sheffield Village.

Ongoing Prevention Awareness Programs

- The Institute will provide ongoing prevention and awareness campaigns for their students and staff that is concurrent with the primary prevention and awareness programs presented to staff and students from outside entities.
- The purpose of the ongoing prevention campaigns is to increase understanding of topics relevant to and skills for addressing: dating violence, domestic violence, sexual assault and stalking. These programs are tailored to meet the needs of staff and students so they are culturally relevant.
 - Yearly calendar plans out various safety drills, outside self-defense classes are arranged, videos are shown on various safety topics; police officers speak to students

Emergency Response / Procedures / Evacuation

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. Emergencies may be related to natural disasters such as earthquakes, criminal activity such as armed robberies, environmental disasters, or highly contagious health concerns.

The Director or School Manager will create a notification and will be responsible to notify students/employees. The School Manager will be responsible for ensuring any guests / students with disabilities are assisted. If deemed necessary, the outside of the campus community will be notified of the emergency through local law enforcement and/or public health agency. In addition, Elevate Salon Institute administrative staff will contact parents, guardians, spouses and those listed as emergency contacts by the student via phone. Other staff and faculty members may be designated as back-ups and to assist with assigned tasks.

Emergencies are identified by campus staff, emergency alert radio, and forms of public media and notification. Anyone wishing to report an emergency should contact the Director or School Manager or other available administrative staff as soon as safely possible using the most efficient means available.

Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so.

Evacuation routes are identified in each classroom and other areas the Director deems necessary.

Alerts:

In the event of an emergency, employees and students are alerted by: **Verbal Announcement**

- No one is to leave until instructed by administration or emergency personnel.

An Emergency Procedures binder is found in The Institute Admissions Office and at the Student Salon Training Area front desk.

Emergency Phone Numbers

- Immediate Help (Fire, Police, Rescue Squad) - 9-1-1
- Administrative Offices – 440-934-3353
- Sheffield Village Police Department - 440-949-6155
- Sheffield Village Fire Department - 440-949-6032

Emergency Notification

- If a dangerous or emergency situation has been confirmed on campus involving a direct threat to the health and safety of students, student salon training area guests or employees, immediately notify Institute officials of this unforeseen circumstance that calls for immediate action.
- The Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.
- Emergency procedures will be followed if an immediate threat to the health or safety of students or employees occurs on campus.
- Updates relevant to community safety will be released as information becomes available.
- Every educator, administrative staff, and front desk personnel have received training on how to handle a pending emergency.

Emergency Situation(s)

- All staff members have been trained in the Emergency Codes. **Codes for an Emergency Situation include:**

Code 1: A lock down situation has occurred. Staff and students are to remain calm and do not leave the classroom.

Code 2: Indicates a need to evacuate the classroom immediately and exit through a front entrance only.

Code 3: Indicates a need to evacuate through the back entrance only.

Code 4: Indicates a dangerous situation has occurred outside the building and no one is allowed to leave the building.

Code 5: A hostage, criminal or terrorist threat / situation

Lock Down Procedures

Procedures to follow include but are not limited to:

- If you hear “**LOCKDOWN**” announced by an administrator:
 - Everyone in a classroom, lounge, office, or restroom is to stay where they are.
 - Anyone in the Student Salon Training Area and Front Desk area should move to the nearest closet, classroom or office. Students and educators should assist guests in moving to these areas as well.
 - Instructors/administration are to:
 - Lock the classroom door.
 - Place students against the wall so the intruder cannot see them looking into the door.
 - Turn out lights and computer monitors.
 - Keep students quiet.
 - Anyone in the hallways should move to the nearest classroom immediately.
 - Anyone in the restrooms should move to a stall, lock the stall door and stand on the toilet.

- Remain in safe areas until directed by law enforcement or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. Law enforcement officers and administrators will have keys to open the doors for further directives.
- An administrator will signal all personnel when the lockdown has been lifted.
- If an evacuation occurs, all persons will be directed by law enforcement officers or administrators to a safe location.
- Once evacuated from the building, educators should take roll to account for all students.
- Front desk should attempt to account for guests and notify authorities if someone cannot be located.
- Administrators and educators will keep in communication by cell phones.

Emergency Response Procedures

- Procedures to follow include but are not limited to:
 - Confirm there is a significant emergency or threat
 - At the time of an urgent unanticipated event, staff members without delay, will assess the situation to determine the extent of the emergency.
- Without delay will:
 - Contact authorities, 9-1-1
 - Determine appropriate code for the emergency
 - Assist any victim(s)
 - Respond and / or contain the emergency at hand
 - Diffuse the dangerous situation if possible
 - Determine course of action in order to protect entire Institute population
 - Account for the safety of all students, student salon training area guests, and other staff
 - Roll call will be taken as soon as reasonably possible to ensure all students and staff have been accounted for at the time of the emergency.
 - Begin the notification process
 - Will determine the content of the notification and initiate the notification system unless initiating the notification system will, in professional judgment of Institute staff, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency
 - Institute staff will determine appropriate segments of The Institute community to receive a notification
 - Student salon training area guests will be notified by verbal communication and these guests are the responsibility of every student and staff member
- **Command Decision Team (CDT).**
 - **The responsible members of the CDT consist of:**
 - **Owner**
 - **Title IX Coordinator**
 - **Financial Aid Administrator**
 - **Admissions Director**
 - **Educators**

Initiation of the Notification System

- The CDT will identify who should be notified and determine the extent of the emergency and enact appropriate means of notification by but not limited to:
 - Fire alarms to alert the campus community
 - Emergency Code alerts
 - Telephone
 - Email / Social Media / Emergency Blog
 - Text messages
 - Posting written notices as more specific information becomes available.
 - Disseminating emergency information to the city / larger community, when applicable
 - Procedures for disseminating information is as follows:

- Phone calls; social media
- The CDT will determine the extent of information that needs to be released to the public and will disseminate information to staff, students, and student salon training area guests / public as appropriate while protecting the victim(s) identity.
- The verbal/written communication will include:
 - Type of emergency
 - Steps to be taken for the emergency situation

Emergency Procedures

- Testing of emergency procedures will take place annually and is scheduled by the Owner / Operations Director.
- Staff will be alerted to the scheduled date(s), however; the students will be unaware until the actual emergency test occurs to ensure proper evaluation of emergency procedures.
- Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.
- The testing exercise will be documented including a description of the exercise, the date, time and whether it was announced or unannounced.
 - The Institute will publish the emergency response and evacuation procedures in conjunction with at least one test per calendar year.

Emergency Procedures Due to Criminal or Terrorists Threats

- Upon receipt of information pertaining to a criminal or terrorist threat during business hours, the person receiving the information should notify a staff member(s) of the impending or occurring emergency.
- Response
 - Immediate assessment of situation to determine response needed to address the threat at hand.
 - Trained staff members will respond to the situation using Emergency Codes if necessary.
 - Conduct risk assessment of vulnerability of all areas of the building including classrooms.
 - Contact civil authorities to determine appropriate action.
 - All telephones have local law authorities programed into the system.
 - Advise students to take shelter in pre-defined areas, based on threat and safety of students
 - Possible evacuation of entire campus for a length of time to be determined based on the situation at hand.
- Incident Management
 - Have current facility maps available for local authorities
 - A copy is kept readily available off sight
 - Video tape of Institute recording of all areas of the building for hostage situations
 - Readily accessible at an off-sight location
- When applicable, The Institute will post the time class will resume on outside doors.

Tornado Warning

- When a tornado warning is issued:
 - A tornado has actually been sighted
 - Or has been indicated by radar
 - Public warning will come over the radio.

Tornado Warning Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Locate a posted SEVERE WEATHER SHELTER AREA sign. If you do not have time to locate:
 - Go to an inner hallway or a smaller inner room such as a bathroom or closet
 - Vacate any exterior rooms and close the doors to those rooms.
 - Stay away from windows.
 - Take shelter under tables, if possible.
 - Avoid places with wide-span roofs and windows such as the student salon training area
 - Go to the center of the room.

- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.

Security Plan

- All staff members and students are knowledgeable of defined plan
- Staff members and students have clearly defined roles
- Practiced unannounced drills
 - Fire
 - Intrusions
 - School Shootings
 - Terrorist Attacks
 - Hostage situation
 - Tornado

In A Fire Emergency

If you smell smoke or see fire, report it immediately to an Institute staff member. A staff member will then give an emergency warning. Do not panic. Proceed as follows:

- Students in the student salon training area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Institute, proceed safely away from the building.
- Support staff at front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students in the classrooms, student lounge, conference room, and spa area should exit through the nearest door, single file.
- Locate and join the students and guests from the student salon training area.
- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found in the student's lounge.
- **VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO OHIO STATE LAWS.**

Drills

- Drills will be practiced annually and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.
- There will be one announced drill annually and one unannounced drill annually.
- The Institute will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year.
- The Institute documents a description of the drill, (date, time and whether it was announced or unannounced) and evaluates all drills and records the results in writing and conducts an evaluation of improvements needed.

In case of serious accident or illness:

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure:

- Remain calm
- Do not move
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

On this final page of the Campus Security Disclosure / Annual Security Report I,
_____ (print name) acknowledge that I have received and read
The Campus Security Disclosure / Annual Security Report (ASR) information from Elevate Salon Institute
(hereinafter known as “The Institute”) Sheffield Village, OH, 44035. I understand if I have any questions
regarding this information, I can follow up with The Institute Title IX Coordinator, Michelle Stone, 440-934-
3353, titleIXcoordinator@esicleveland.com

My signature below indicates that I have received a copy of this document at the time of my enrollment, during
contract signing procedure, and that I understand I will receive an update to this document no later than
October 1 for each year that I am enrolled (or for staff members, employed) at The Institute. This document is
updated per the footer below with the date of ____ (month) ____ (year). I acknowledge that this original
signed copy is being placed in my student file. I understand I can request a paper copy for my records.

Student / Staff Signature

Date