

**Summit Salon Academy  
Campus Security Act Information Disclosure**

Under the Crime Awareness Campus Security Act of 1990, the Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. The Academy keeps a Daily Crime Log. The log is kept online and maintained by our school director. The information collected in the Daily Log is compiled and reported to the Department of Education in our Annual Campus Safety and Security Survey. A [Crime Statistics Report Form](#) is kept in our Educators office and in the Directors office to ensure that accurate reporting is being entered in our crime log. The Educators and staff have been instructed on completion of the forms.

<b>Reporting Person:</b>	<b>Phone:</b>	
<b>Classification (See Below):</b>	<b>Date:</b>	
<b>Brief Description:</b>		
<b>Did the crime occur in the building or in the parking area?</b>	<b>Building</b>	<b>Parking Area</b>
<b>Did the crime occur at an academy sponsored activity or event?</b>	<b>Yes</b>	<b>No</b>

**Crime Definitions:**

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

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

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)\

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

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

victim fear.

**Weapon Law Violations:** The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing dealing weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transport of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations

**PLEASE FORWARD COPIES OF THIS REPORT TO:**

Jean Rice, Director  
Summit Salon Academy  
5335 S Scatterfield Road  
Anderson, IN 46013  
tspa\_anderson@comcast.net

Example of Crime Log:

The Salon Professional Academy Crime Log 2015						
Nature (classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Comments

The facilities are open Monday through Saturday according to assigned class/salon 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 owners and employees have keys to the building.

A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local police speakers will be scheduled at least once annually for all staff and students.

## Crime Statistics

### Crime Statistics Procedure

Crime statistics are requested from the Chief of Police at the Anderson City Police Department annually by the Academy Director, Jean Rice. Crime statistics are updated by October 1<sup>st</sup> each year and are posted in the Catalog and Consumer Information and on the Academy website, [www.andersonsalonacademy.com](http://www.andersonsalonacademy.com).

### Crime Statistics Report

In 2014, there were no reports of the following:

- Aggravated assault
- Arson
- Burglary
- Motor vehicle theft
- Murder and non-negligent manslaughter
- Robbery
- Weapon law violation
- Manslaughter by negligence
- Drug abuse violations
- Liquor law violations
- Sex offense-forcible
- Sex offense-non-forcible
- Hate crime
- Domestic Violence
- Sexual Assault
- Stalking

In 2013, there were no reports of the following:

- Aggravated assault
- Arson
- Burglary
- Motor vehicle theft
- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Robbery
- Weapon law violation
- Drug abuse violations
- Liquor law violations
- Sex offense-forcible
- Sex offense-non-forcible
- Hate crime

### Crime Statistics Report

In 2012, there were no reports of the following:

- Aggravated assault
- Arson
- Burglary
- Motor vehicle theft
- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Robbery
- Weapon law violation
- Drug abuse violations
- Liquor law violations.

## Emergency Procedures

### Timely Warning

Notification is provided in a suitable manner to students, staff, and salon area guests or community neighbors if necessary, of an impending or occurring emergency situation.

### Emergency Response and Evacuation Procedures

#### Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

#### If Time Allows

- Call or email your family.
- Secure Summit Salon Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Summit Salon Academy and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

#### 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 Director or Safety Committee

If instructed to evacuate, use designated emergency exits ONLY.

## Emergency Notification

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff has received training on how to handle a pending emergency and trained in the following Emergency Code.

## Codes for an Emergency Situation

- Code Lock Down: A lock down situation has occurred. Staff, students and guests are to remain calm and do not leave the academy.
- Code Evacuate Front: Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- Code Evacuate Back: Indicates a need to evacuate through the back entrance only.
- Code Dangerous: Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- Code Hostage: A hostage, criminal or terrorist threat / situation.

## Emergency Response Procedures

At the time of an urgent unanticipated event, SAFETY COMMITTEE MEMBERS will assess the situation to determine the significance of an emergency. Without delay, the SAFETY COMMITTEE MEMBERS will take into account the safety of its staff, students, guests and community neighbors.

- The SAFETY COMMITTEE MEMBERS will identify / determine the extent of the emergency and enact appropriate means of notifications.
- The SAFETY COMMITTEE MEMBERS will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.
- The SAFETY COMMITTEE MEMBERS will determine the extent of information that needs to be released and will disseminate to staff, students, and guests / public as appropriate.
- In the event of a dangerous situation and without delay, the SAFETY COMMITTEE MEMBERS will assess the situation and will contact authorities or determine the course of action in order to protect the entire academy population.
- SAFETY COMMITTEE MEMBERS will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the SAFETY COMMITTEE MEMBERS will notify the radio and local television stations.
- **The verbal/written communication will include the type or types of emergency and steps for the emergency situation.**

In the event of an emergency, staff and students will be notified by staff members by either verbal communication (for students currently in the building), or written

communication (for students not in attendance) to notify them of the particular situation. For written communication, an attempt will be made to email or text the student using the Smart Management System and/or a message will be posted via the social networking site, Facebook.

Summit Salon Academy will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events that may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to and do tour and walk through the campus regularly.

At least annually during student training, the staff will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. Annually the Anderson Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all staff and students have been accounted for at the time of the emergency.

For closing and delays, a notification will be reported to Channel 13 news and is posted on their website at [www.wthr.com](http://www.wthr.com).

### **Emergency Procedures Due to Criminal or Terrorists Threats**

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact the civil authorities to determine appropriate action which may include evacuation of the Academy for a length of time to be determined based on the situation at hand. If necessary, the Academy will post on the outside doors the time class will resume.

### **Tornado Warning**

When a tornado warning is issued:

- A tornado has actually been sighted
- A tornado has been indicated by radar
- Public warning has come over the radio
- The local emergency sirens have sounded

### **Tornado Warning Procedure**

- DO NOT leave the building.
- Move away from the perimeter and exterior of the building.
- Go to an inner hallway or a smaller inner room.
- 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 salon 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.
- If you have a guest at that time, the guest is your responsibility.

### **Fire Drills**

Fire drills will be practiced annually. A student representative and a member of the Safety Committee will sign and verify the fire drill was practiced and completed. A floor plan with exit routes is posted in each class room and in public areas. All exits must be in working condition and unobstructed.

### **In A Fire Emergency**

- If you smell smoke or see fire, report it immediately to a staff member. A warning will then be given by staff. Do not panic. Proceed as follows:
- Students in the salon area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility.
- After exiting the Academy, proceed safely away from the building.
- Support staff at the front desk will help guest in reception area out the front doors.
- Proceed to safety away from the building.
- Students and staff in the classrooms, student lounge, conference room, restrooms, offices, and spa area should exit through the nearest door, single file.
- When outside, locate the students and guests from the salon area.
- Familiarize yourself with the evacuation route and the location of all emergency and regular exits.
- All exits are shown to students during the tour at orientation.

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 Indiana state laws.

### **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 them 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.

### **First Aid**

A first aid kit is located in the laundry room.

### **Emergency Phone Numbers**

Immediate Help (Fire, Police, Rescue Squad):	911
Madison County Sheriff:	765-642-0221
Anderson Police Department	765-648-6711
Anderson Fire Department:	765-648-6600
Poison Control Center	1-800-222-1222