

Allgood Beauty Institute, LLC
Campus Security Act Disclosure Statement
Clery Consumer Report

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2015 and 12/31/2017 (THREE MOST COMPLETED CALENDAR YEARS).

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at Allgood Beauty Institute, LLC

Note:

1. In complying with the crime statistical reporting requirements, Allgood Beauty Institute, LLC provides a map to current and prospective students and employees that depict its campus.
2. Allgood Beauty Institute, LLC (does not have non-campus building or property, and public property areas)
3. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.

4. **Distributing the Annual Security Report:**

- a. Who gets the annual security report?

The Institution will distribute the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1 each year.**

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of April 30, 2018.

Report Distribution Date:

Crimes Reported	2015	2016	2017
Location codes which should proceed the incident number(s)			

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OC=On Campus NC=Non-campus NP= Non-campus property P=Public Area			
Criminal Offenses			
Notes:			
#1 Also referred to as Primary Crimes			
#2 also referred to as sex offenses			
Criminal Homicide #1			
(these offenses are serrated into two categories)			
• murder	0	0	0
• non- negligent manslaughter	0	0	0
• Manslaughter by Negligence	0	0	0
Sexual Assault #2			
• Rape	0	0	0
• Foundling	0	0	0
• Incest	0	0	0
• Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Hate Crimes Reporting			
Notes:			
1. Any of the above –mentioned offenses & any of the following incidents			
2. a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.			
3. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability			
	2015	2016	2017
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Gender Identity	0	0	0
Violence Against Women Act			
	2014	2015	2016
Domestic Violence	0	0	0
Dating Violence	0	0	0

Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Arrests and Disciplinary Referrals			
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.			
Arrest:	2015	2016	2017
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Disciplinary Referrals:	0	0	0
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Arrest:			
• Drug Abuse Violations	0	0	0
Disciplinary Referrals:			
• Drug Abuse Violations	0	0	0
Arrest:			
• Liquor Law Violations	0	0	0
Disciplinary Referrals:			
• Liquor Laws Violations	0	0	0

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information	Allgood Beauty Institute, LLC Office of the Director
Who to contact to report an incident at the Institution	Dee Ferguson, Director, beautyexpert57@yahoo.com : 469-252-1747

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking

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in accordance with section 40002(a) of the VAWA of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by —
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the VAWA,
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”

2. “Dating violence” means “violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the individuals involved in the relationship.”

3. “Stalking” means “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 the safety of others; or
 - Suffer substantial emotional distress.”

**See Appendix at the bottom of this document for more definitions*

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution	Any top management personnel, which consists of the Allgood Beauty Institute, LLC Director or his/her designee
Local Law enforcement agency to report an incident that occurred off campus	Frisco Police Department 7200 Stonebrook Parkway Frisco, Texas 75034 Non-Emergency phone #:972-292-6010
List agencies and contacts in your local area that can provide	Rape Crisis Center of Collin County 3325 Silverstone Drive Plano, TX 75023

assistance to anyone who believes they are a victim and might need assistance.	Crisis Line 24/7: 800-886-7273 www.theturningpoint.org
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General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s Director who contacts the correct police department District for statistics and the institution’s “Daily Incident Log”, and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Prospective students or any person entering the premises must be accompanied by a member of the staff or faculty. All rear access doors leading to the campus are closed and locked and for emergency use only. When the school closes for the day, the school’s official or supervisor will inspect each area to see that it is empty and secure then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or

emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The “*Crime Awareness and Campus Security Act*” is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions daily Incident Log located on campus in the Directors Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

8. This institution does not permit the unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.
 - Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the Director.
16. An institution must provide simultaneous notification, in writing, to both the 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

17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.countyoffice.org/tx-collin-county-sex-offender-registry>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's Director but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Emergency Response & Evacuation Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

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Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Director.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

The School prohibits any unlawful behaviors involving alcohol, drugs, or controlled substances including, but not limited to underage drinking, public intoxication that impacts the School, driving under the influence of alcohol or drugs, and manufacturing, distributing, and using false identification.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall immediately report such injury to the Instructor or School Director.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the School Director.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.
- Designated and approved staff personnel with a License to Carry

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, extension cords, and other objects which create hazards. Cleaning

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up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your Instructor or the School Director.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases Such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100-degree F.

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are

not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the School Director or his/her designee in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior rooms and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Director or his/her designee in charge the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, building Allgood Beauty Institute, LLC is not likely to flood. However, during periods of flooding, the Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Director has the authority to close the School. When this action is taken, the Director or his/her designee will notify the students and faculty via text or email of the school’s closure.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each Instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the Instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the Allgood Beauty Institute community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves Allgood Beauty Institute student(s) and/or employee(s) that

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creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The Director of Allgood Beauty Institute will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR Allgood Beauty Institute, LLC

Step 1 Allgood Beauty Institute - School Director is notified of a critical incident involving an Allgood Beauty Institute student or employee at (469) 252-1747 during the day, and after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Allgood Beauty Institute – School Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director or his/her designee in charge will contact the faculty, staff and students via text or email.

Any media contact, press releases, email or website assistance must be coordinated through the School Director.

Step 3 Allgood Beauty Institute – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Allgood Beauty 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 the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The Director goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with the Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Director. Current contact information for the CIRT is posted around the school.
- **Step 3C** – The School Director initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the Directors Office. The Crisis Center (if activated) will be located in the Admission Office. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the Director in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.
- **Step 4 Allgood Beauty Institute** – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 Allgood Beauty Institute** – The CIRT will recommend to the Director any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Director.

The Allgood Beauty Institute Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Admissions Office. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Member of the Allgood Beauty Institute CRITICAL INCIDENT RESPONSE TEAM

Critical Incident Response Team			
Director	Dee Ferguson	beautyexpert57@yahoo.com	469-252-1747

Director of Education	Liz Moreno	allgoodbeauty@yahoo.com	214-843-5992
Sub-Instructor	Sheri Iranmahd	allgoodbeauty@yahoo.com	214-957-2490
CPA	Ahmed Morsey	Teamaker3@yahoo.com	817-437-1307

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	Phone number
Medical City Frisco Downtown	214-618-0500
Baylor Scott & White Medical Center Frisco	214-407-5000
Clinics:	Phone numbers
Care Now Urgent Care Frisco (Preston Road)	972-529-4545

Figure 1

Figure 2

Emergency Communication Guidelines

In the event of an emergency that directly affects Allgood Beauty Institute all students and employees will be notified by telephone, and e-mail.

EXAMPLES OF LIFE THREATENING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
 1. Call the appropriate school official at the location.
 2. Clearly identify the location of the incident.
 - a. Building address
 - b. Physical location on campus
 - c. Room or area where fire is located
 3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
 4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornadoes)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - Allgood Beauty Institute faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down

- Drawing your knees up under you
- Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN EACH ROOM OF THE SCHOOL

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:
 - Robbery

 - Assault (verbal or physical)

 - Theft in progress

 - Hostage situation

 - Gang activity

 - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School Director immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time, you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Notify the School Director immediately.
5. The School Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director.
- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School Director.
- Make written documentation of incident.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies

- Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the location of the emergency.
 2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the designated sanitation area of the school with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the building. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior rooms and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

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- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Allgood Beauty Institute, conducts a test of the emergency response and evacuation procedure at least once annually. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the School Directors Office and includes the date, time and whether the Drill was announced or unannounced.

Appendix (Definitions):

34CFR 668.46 (a)

(a) *Definitions.* Additional definitions that apply to this section:

Business day. Monday through Friday, excluding any day when the institution is closed.

Campus. (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus security authority. (i) A campus police department or a campus security department of an institution.

(ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

(iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

(iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Clery geography. (i) For the purposes of collecting statistics on the crimes listed in paragraph (c) of this section for submission to the Department and inclusion in an institution's annual security report, Clery geography includes—

(A) Buildings and property that are part of the institution's campus;

(B) The institution's noncampus buildings and property; and

(C) Public property within or immediately adjacent to and accessible from the campus.

(ii) For the purposes of maintaining the crime log required in paragraph (f) of this section, Clery geography includes, in addition to the locations in paragraph (i) of this definition, areas within the patrol jurisdiction of the campus police or the campus security department.

Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement

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and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence. (i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program. A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.

Hate crime. A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Hierarchy Rule. A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Noncampus building or property. (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(ii) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

Professional counselor. A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking. (i) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that—

(A) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and

(B) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

(ii) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in

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paragraph (j)(2) of this section.

Public property. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for campus disciplinary action. The referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

Sexual assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of this subpart.

Stalking. (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

(C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Test. Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.