



Campus Crime Report 2021/2022

Updated

08/30/2022

INTRODUCTION

Message from school owner

Stacey James Institute provides a safe and secure environment to achieve the best possible educational and professional atmosphere. Within this report are tools for safety and awareness. I may be contacted by telephone or email with any questions pertaining to the information within this report.

Contact Information: stacey@staceyjamesinstitute.com 303-810-1033

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right to Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report”, requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students upon request. The report contains annual specific campus crime and arrest statistics, campus policies and practices intended to promote crime awareness, campus safety and security.

Copies of this report may be obtained by visiting the Stacey James Institute website:

www.staceyjamesinstitute.com

A copy of this report can be obtained in person by contacting:

Patty Westra

patty@staceyjamesinstitute.com

303-810-1033

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 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 an institutional official promptly. If a student or employee wished to report a crime on anonymous 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).

Information for the Annual Disclosure of Crime Statistics report is obtained by the institution's Administrator who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. 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 may refer students to a professional source such as a pastoral or professional counseling services (mental health or otherwise). The student or employee is encouraged to seek such aid.

4. This institution offers annual crime awareness/prevention programs, safety awareness programs, self-defense programs, drug and alcohol abuse/awareness programs, dating violence, domestic violence, sexual assaults and stalking and active shooter situation awareness and prevention annually. Students are encouraged to exercise awareness for 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 an 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 will close and lock all doors, windows, lockers and blinds turn off lights.

f.) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees, (staff and faculty) and prospective students.

g.) The school recommends students visit: <http://parkerpd.org/487/Community-OutreachCrime-Prevention> to educate themselves on crime awareness. New students will be introduced to this website at orientation so that they are aware of 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 or 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.

5. The institution offers annual crime awareness or prevention programs with the Parker Police Department annually. The institution's policies and regulations are disclosed appropriately to all new and prospective students.

6. All incidents shall be recorded in the institution's Daily Incident Log located on campus in the administrative office of the school director. 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 or would endanger the confidentiality of the victim.

7. This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property. The institution adheres to and enforces all state underage-drinking laws.

8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students. The institution adheres to and enforces all state and Federal drug laws. Violation of these policies by students or employees may result in expulsion, termination and/or arrest.

9. Drug and alcohol abuse/awareness educational programs are conducted annually and information concerning them is posted on campus and distributed annually to students and staff.

Stacey James Institute will review the Drug and Alcohol Abuse Prevention

Program on an annual basis to determine its effectiveness and to ensure sanction enforcement. The review will include the following:

- The number of violations and fatalities that occur on campus and that are reported to the school officials
- The number and type of sanctions that were imposed by the school official

Stacey James Institute will make available the results, the data and methods supporting its conclusion upon request

10. Sexual assaults (criminal offenses) 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 assaults and the violation of this policy by students or employees may result in expulsion or suspension while investigations are being followed, termination and/or arrest.

11. 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.

12. 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 academic situation if necessary.

13. On campus disciplinary action in cases of alleged sexual assault will be based on the finding of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

14. These records are available upon request through the administration offices.

15. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution 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. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

16. 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 <https://apps.colorado.gov/apps/dps/sor/>

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

EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the Stacey James Institute Handbook. 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 to 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 a reasonably possible, the Administration/Director 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 to 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.

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. All injuries and accidents should be reported to the Supervisor/ Instructor by the end of the day.

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

Alcoholic beverages are not allowed on the school property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

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 or oil, 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 promptly report such injury to the Supervisor/ Instructor no later than the end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a reoccurrence. It shall be the responsibility of the Supervisor/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 Administration/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

STACEY JAMES INSTITUTE STATISTICAL SUMMARY OF KNOWN CRIMINAL OFFENSES BY YEAR

Criminal Offenses-On Campus

| Criminal Offense | 2019 | 2020 | 2021 |
|-----------------------|------|------|------|
| Murder/Non-negligent | 0 | 0 | 0 |
| Manslaughter | | | |
| Negligent | 0 | 0 | 0 |
| Manslaughter | | | |
| Sex Offenses-Forcible | 0 | | |
| Rape | | 0 | 0 |
| Fondling | | 0 | 0 |
| Sex Offenses-Forcible | 0 | | |
| Incest | | 0 | 0 |
| Statutory rape | | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

Criminal Offenses-Public Property

| Criminal Offense | 2019 | 2020 | 2021 |
|-----------------------|------|------|------|
| Murder/Non-negligent | 0 | 0 | 0 |
| Manslaughter | | | |
| Negligent | 0 | 0 | 0 |
| Manslaughter | | | |
| Sex Offenses-Forcible | 0 | | |
| Rape | | 0 | 0 |
| Fondling | | 0 | 0 |
| Sex Offenses-Forcible | 0 | | |
| Incest | | 0 | 0 |
| Statutory rape | | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | | | | | | | | |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

VAWA Offences - On Campus

| Crime | 2019 | 2020 | 2021 |
|-------------------|------|------|------|
| Domestic violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

VAWA Offences – Public Property

| Crime | 2019 | 2020 | 2021 |
|-------------------|------|------|------|
| Domestic violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

Arrests – On Campus

| Law Violation | 2019 | 2020 | 2021 |
|--|------|------|------|
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Arrests – Public Property

| Law Violation | 2019 | 2020 | 2021 |
|--|------|------|------|
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Disciplinary Actions– On Campus

| Law Violation | 2019 | 2020 | 2021 |
|--|------|------|------|
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Disciplinary Actions – Public Property

| Law Violation | 2019 | 2020 | 2021 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

Unfounded Crimes

| | 2019 | 2020 | 2021 |
|------------------------|------|------|------|
| Total unfounded crimes | 0 | 0 | 0 |

Violence Against Women (VAWA) – 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 in accordance with section 40002 (a) of the Violence Against Women Act of 1994 as follows:

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

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

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear for his or her safety, the safety of others or substantial emotional distress.

Sexual Harassment is defined as unwelcome sexual advances, towards anyone (no matter what gender) requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Stacey James Institute will respond to reports of any such conduct in accordance with District Policy on Sexual Harassment.

- a. Unwanted sexual misconduct which may lead to a complaint of sexual harassment:
 - Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person
 - Falsifying a posting on an electronic site involving sex or sexual activity

Sexual Assaults

Rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.

Sexual battery is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.

Forcible sodomy is oral or anal sexual intercourse with another person, by force or fear, and against their will, and also when the person is incapable of giving consent because of age or mental or physical incapacity.

Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

Consent

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity.

Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

How to File a Disciplinary Complaint

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

Contact information:

| | |
|---|---|
| Who to contact to report an incident at the Institution | Director: Nacole Turner turner@staceyjamesinstitute.com 303-810-1033 |
| Local Law Enforcement agency to report an incident that occurred off campus | Police Department: (303) 841-9800 Or whatever local area you are in. Emergency call 911 |

- Stacey James Institute students and employees are encouraged to be responsible for their own security and the security of others. Our programs include various speakers from relevant agencies annually to educate the students. There are also brochures and flyers regarding this available at the school.
- Programs are designed to inform students and employees about the prevention of all crimes.
- Description of drug and alcohol abuse programs, otherwise known as the Drug-Free Schools and Communities Act of 1989 are available to all students. Please visit for more information <https://ncadd.org/> there are also brochures and informational flyers available at the school.
- Any and all records of any person reporting a crime will be kept in a locked file cabinet in the Administrators office which is kept locked at all times.
- All Records of any victim will be handled by the local law enforcement agency.

In the event a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the school will provide the student or employee what ever resource are needed.

Disciplinary Action

The procedures for the school’s disciplinary action in cases of alleged dating violence, sexual assault, or stalking, as required by 34 CFR 668.46(k) are as follows;

- Local law enforcement will be called to take a report and investigate the allegation.
- The alleged offender will be put on leave until allegations are investigated and proven correct.
- Upon allegations being proven correct the offender, whether it be a student, employee or client, will no longer be allowed to come back to the school for any reason.

Types of Disciplinary Proceedings

Stacey James Institute is committed to providing a prompt, fair, and impartial process from the initial investigation to the result for an institutional disciplinary proceeding of reported domestic violence, dating violence, sexual assault or stalking. These proceedings will be conducted by officials who receive annual webinar training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Stacey James Institute officials may not have a conflict of interest or bias for or against the accuser or the accused.

The institution may determine which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.

Disciplinary proceedings may be conducted for both students and employees. The school director and other administrative staff are responsible for conducting hearings involving students and employees.

Student disciplinary proceeding will be conducted in accordance with the Standards of Student Conduct Administrative Regulations 5500. Employee disciplinary proceedings will be conducted in accordance with legal guidelines and established collective bargaining agreements.

The accuser and the accused may have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or disciplinary proceeding however the institution may restrict the extent to which the advisor may participate. Any restriction will apply equally to both parties.

Stacey James Institute will simultaneously notify, in writing, 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 institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available.
- Any change of the result
- When such results become final
- The accuser and accused are given timely notice of meetings at which one or the other or

- both may be present; and
- The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings
- A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the student conduct policy at or near the time of the incident, unless it is determined that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

Standards of Evidence

The standard of evidence used during an institutional disciplinary hearing will be an Affirmative Consent standard, meaning a preponderance of evidence. This definition is the same as is used in most civil courts, and is not the standard of beyond a reasonable doubt. The preponderance of the evidence means that the offence “more likely than not” occurred—i.e., greater than 50% likelihood.

In evaluation of complaints involving sexual assault, it is not a valid excuse that the accused believed the complainant consented if: (A) the accused’s belief arose from his or her own intoxication or recklessness, or (B) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented.

Sanctions

The Owner/Director may impose sanctions following a final determination of an institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault, and stalking. For students, this may include but not be limited to being placed on probation, a suspension or expulsion. For employees, disciplinary action may include but is not limited to a reprimand, suspension, or release from employment.

The decision-making process in evaluating complaints and sanctions is conducted by a campus board comprised of faculty members, classified staff members, and one administrator. The Board is authorized to recommend a student’s suspension and a permanent expulsion to the school Director. An evidentiary hearing will be held prior to issuing a suspension or expulsion recommendation. The school Director shall exercise final review and approval of all student expulsions.

Protective Measures

Changes in Academic/Work/Living/Transportation Situation

The school will provide written notification to victims about options for available assistance both within the school and in the community and how to request changes to academic, living, transportation, and working situations or protective measures. The school will make accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Protective measures may include but are not limited to safety escorts, adjusting class schedules and or work schedules. All efforts will be made to minimize the burden on the victim.

Appeal

The institution does not offer an opportunity for the accused or the accuser to appeal the result of the institutional disciplinary procedure. All results are final.

Time Line

All efforts will be made to complete the proceedings in a reasonably prompt time frame, within 90 days after receipt of the complaint. In the event it is deemed necessary the time frame may be extended for an additional 30 days for good cause. Written notice of the extension and the reason for delay will be provided to both the accuser and the accused.

GOOD HOUSEKEEPING

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning 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 supervisor/instructor or the school President.

Stay calm. If the fire is small, select proper extinguisher and attack the fire (if this can be done safely). If fire is not small call 911 immediately. Evacuate premises and go to predetermined meeting place.

The following chart describes the different types of fire normally encountered and the

proper extinguisher to use in each case.

| Types of Fires | Types of Extinguisher & 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 Switch gear 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 or call 911. You may also call Poison Control 1-800-222-1222

SEVERE WEATHER

Tornado

If (in the judgment of the President or administrator 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 hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President 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 at Stacey James Institute are not likely to flood. However, during periods of flooding, the Administrator will remain in contact with appropriate authorities and will keep both students and employees advised of local road closures.

Ice and Snow

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

Closing the School as the Result of Severe Weather

Only the Administrator has the authority to close the school. When this action is taken, the Administrator will notify students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

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

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

- 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 pay special attention to the safety and security needs of members of the Stacey James 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 Stacey James Institute student(s) and/or employee(s) that 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.

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The owner and administration of Stacey James Institute will act as the referral agent for

student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR STACEY JAMES INSTITUTE

Step 1. Stacey James Institute – The president or School Director is notified of a critical incident involving a student or employee at 303-810-1033 during the day, 303-229-8573 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. Stacey James Institute – The school President gathers information concerning the critical incident and responds accordingly.

In the event of scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The Administrator will contact the student's and the closure will be posted on the school website. www.staceyjamesinstitute.com

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

Step 3 Stacey James Institute - Depending on the evaluation of the situation, one or more of the following may occur:

- Step 3A – Stacey James Institute will without delay, a 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 President goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or 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 President and/or director. Current contact information for the CIRT is posted around the school facilities at Stacey James Institute and is provided to all Stacey James Institute faculty.
- Step 3C – President initiates family contacts.
- Step 3D- CIRT Command Headquarters is activated in the Director's Office. The Crisis Center (if activated) will be located in the main classroom A. The CIRT Command Headquarters 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 President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or school employees, gathering additional information, etc.
- Step 4 Stacey James 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 Stacey James Institute – The CIRT will recommend to the President any policy revision in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Stacey James Institute Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Director’s office. The CIRT 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 Owner 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 Stacey James Institute Critical Incident Response Team

| Critical Incident Response Team | | |
|--|---------------------|---------------------|
| Owner | Stacey Meyer | 303-502-4217 |
| Owner | James Meyer | 303-502-4218 |
| Director | Patty Westra | 303-229-8573 |

LOCAL COMMUNITY EMERGENCY SERVICES

| | |
|---|----------------|
| All Emergencies (Fire, Police, Sheriff, Ambulance) | 911 |
| Poison Control Center | 1-800-222-1222 |
| Suicide Hotline | 1-800-273-8255 |
| Hospital | 303-269-4000 |

Emergency Communication Guidelines

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

Fires:

1. Call the appropriate school official at the location.
2. Clearly identify the location of the incident
 - a. Building where fire is located
 - b. 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 911
 - a. Remain in parking lot until the Fire Department has indicated it is safe to reenter the building.

Severe Weather:

- **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: SCHOOL NAME 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 cannot be reached, move away from windows to an inside hall or take cover under desks, tables.

Protect yourself by:

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

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:

- 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 President 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. Call the School president or Director.
5. The School President or 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 president or Director.

Examples of disruptive behavior:

- Throwing rocks at 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 a written documentation of incident.

Drug/ Alcohol Intoxication:

Immediately call the School Administrator or Director: Patty Westra 303-810-1033

Unusual Behavior:

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

1. Contact the School Administrator/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 First Aid Kit is maintained in the lady's restroom 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 buildings. 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 offices and protect themselves, if possible.

Lockdown Basics:

- 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

Stacey James Institute conducts a test of the evacuation procedures at least once a year. 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, including the description of the exercise is maintained in the Administrators office and includes the date and the time.