

# Campus Crime Reporting, Policies, and Procedures

## Annual Crime Statistics Reporting

Each year, Pinnacle Institute of Cosmetology, Inc. (Pinnacle Institute of Cosmetology) prepares a crime statistics report to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full report is located at:

[http://downloads.stylenet.com/\\_mcgeea/Crime\\_Data%202014.pdf](http://downloads.stylenet.com/_mcgeea/Crime_Data%202014.pdf)

This report is compiled by our staff, in cooperation with local and state law enforcement agencies. Pinnacle Institute of Cosmetology informs each student and employee how to access the crime statistics report annually. Prospective employees may obtain printed copies of the report during their interview process. Prospective students receive copies prior to enrollment.

## Reporting Crimes

Pinnacle Institute of Cosmetology encourages its staff, students, and salon guests to report crimes or potential crimes that occur on or near our campuses. In case of an emergency, the person witnessing the crime should dial 9-1-1 immediately and then inform the School Director. In the case of a non-emergency, staff, students, and salon guests should notify the School Director of the crime immediately.

The following is a list of crimes to be reported:

### Offenses

- Murder and non-negligent manslaughter • Negligent manslaughter • Forcible sex offenses
- Non-forcible sex offenses • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson • Hate crimes • Domestic Violence • Dating Violence • Stalking

### Arrests

- Weapons possession • Drug law • Liquor law

### Referrals

- Weapons possession • Drug law • Liquor law

Pinnacle Institute of Cosmetology does not maintain a procedure for allowing victims or witnesses of a crime to report the crime on a voluntary, confidential basis. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and the city police are deployed to solve and prosecute for these serious felony crimes.

Pinnacle Institute of Cosmetology does not employ pastoral or professional counselors for victims or witnesses of crimes to report the crime on a voluntary, confidential basis. Violations of the law will be referred to law enforcement agencies.

## Timely Warnings Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through e-mails, in-class announcements, and flyers. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the School Director may also request to have a notice posted on the school’s home page at: <http://www.pinnacleinstitute.edu>, providing the community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the School Director. The Timely Warning Notices will include the campus, location of incident, day of incident, date of incident, time of incident, details of incident, suspect description, and disposition of incident.

## Monitoring of Off-Campus Activities

It is our policy to monitor and record, through local police agencies, of criminal activity engaged in by our students while participating in school-recognized, off-campus activities. These activities include hair shows, photo shoots, and competitions. Local community law enforcement agencies are encouraged to monitor and respond to criminal activities engaged in by off-campus students. If a student is apprehended for a violation of a law, it is the school's position not to request or agree to special consideration based on the student’s status. Students who violate a local ordinance or any law risk the legal penalties prescribed by civil authorities.

## Access to Campus Facilities

Pinnacle Institute of Cosmetology is accessible to staff, students, and salon guests during the approximate hours of 8:30 AM to 4:00 PM Mondays, Fridays and Saturdays, and 8:30 AM to 8:00 PM Tuesdays, Wednesdays and Thursdays. During all other times, the school doors are kept locked and are only admissible to specific staff members who possess a key. Most campus maintenance issues are addressed by our staff during normal hours of operation.

Pinnacle Institute of Cosmetology does not maintain on or off campus housing.

## Background Checks

All prospective employees of Pinnacle Institute of Cosmetology must undergo a criminal background check as well as a DMV check. Background checks are used to determine employment eligibility. No prospective employees will be hired who have been convicted of any of the Clery Act crimes as listed above.

## Campus Security

Pinnacle Institute of Cosmetology does not employ campus security.

## Missing Persons Reporting and Procedures

Pinnacle Institute of Cosmetology does not maintain on-campus student housing and therefore is not required to maintain missing persons reporting and procedures.

## Criminal Activity Related to Off-Campus Facilities/Organizations

Pinnacle Institute of Cosmetology does not maintain off-campus facilities or organizations. Therefore, we do not retain criminal activity data for locations away from the campus.

## Security Awareness and Crime Prevention

Pinnacle Institute of Cosmetology does not provide security. Students are apprised of The Sexual Misconduct Policy, campus crime prevention, security, and the campus crime reports both prior to enrolling and additionally at new class orientation. New employees are informed during the new hire orientation. The school encourages students to become actively safety conscious. To help students and employees protect themselves, and their property, we are providing the following tips:

### General Safety Tips

- Be aware of your surroundings.
- Travel in groups at night whenever possible, especially when walking.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Do not wear dangling jewelry when traveling. Keep purses and backpacks close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.

### Safety When Coming and Going

- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock, occupying yourself with bags, books, or keys; staying alert can help prevent your becoming a target for crime.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Plan ahead, always, even if you are late or in a rush.

## Report Suspicious Activity or Persons

Report any suspicious incidents, activities, or persons to School Staff as quickly as possible. Instant crime reporting or reporting suspicious behavior as soon as possible is essential in reducing campus crime and promoting campus safety.

## Alcohol and Drugs

The possession, sale, manufacturing, or the furnishing of alcohol or drugs, is grounds for immediate termination whether a student or employee. Pinnacle Institute of Cosmetology is designated as “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to institutional sanctions, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Students and staff are given a resource referral card at orientation. The information is also easily accessible in the lobby of the school and in the student break room. Staff and students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs.

## Sexual Misconduct Policy and Reporting

This policy is now a separate document. See “Sexual Misconduct Policy” located in the Disclosures section of our website.

## Sex Offender Registry

Pinnacle Institute of Cosmetology is providing the link below concerning registered sex offenders in our state. The North Carolina Department of Public Safety is responsible for maintaining this registry. Follow the link below to access the registry:  
<http://sexoffender.ncsbi.gov>

## Emergency and Response Evacuation

Pinnacle Institute of Cosmetology maintains an Emergency and Response Evacuation plan. The response plan is based on the specific type of emergency.

### EMERGENCY TYPE

Minor Emergency – Minor incidents typically occur in localized areas. They affect a small segment of the school; they can be quickly contained or resolved with existing school resources. These incidents do not require the implementation of an Emergency and Response Evacuation Plan. Examples include: localized fires, plumbing failure in buildings, sewer stoppages, etc.

In a Minor Emergency, the School Director will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students.

Intermediate Emergency – Intermediate incidents can affect sizable segments of the school community and/or its surrounding areas. These situations require a coordinated response. The Emergency and Response Evacuation Plan may or may not be activated based upon an assessment by the School Director as to whether or not there is immediate threat to the health and safety of students, staff, and the public. Only the owner/s of Pinnacle Institute of Cosmetology, or in their absence their Executive member designee, may declare an Intermediate Emergency. Examples include: Major structural damage, severe flooding, extensive utility outages, major fires, etc.

In a Major Emergency, the owner/s of Pinnacle Institute of Cosmetology will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students.

Major Emergency – Major incidents that affect the entire school and the surrounding community. Such situations cannot be handled through the School’s normal resources. They require a school-wide response and extensive coordination with external entities. The School’s Emergency and Response Evacuation Plan is activated and linked to those of surrounding external entities such as Fire Stations and Police Departments. The Executive Board will coordinate the School’s activities with those of local, state, and/or federal authorities. Only the owner/s of Pinnacle Institute of Cosmetology or an Executive Board Member acting on their behalf, can declare a Major Emergency. Examples include: Hurricanes with major damage to the school, major earthquakes, chemical spills, major fires, terrorist attacks, etc.

## EMERGENCY NOTIFICATION

Minor Emergency - During a Minor Emergency, the School Director will contact the appropriate external entities, i.e., Fire Department, Plumber, Electrician etc., to notify them of the affected locations. This can be accomplished in person or by telephone, according to the circumstances. Periodic updates will be provided to affected areas as necessary and appropriate.

Intermediate and Major Emergency - During an Intermediate or Major Emergency, making timely announcements requires a broader approach involving many participants. Students, staff, guests, and individuals within the vicinity, should know what happened, where it happened, and what to do next.

A Pinnacle Institute of Cosmetology staff member (designated by the owner/s) will be responsible for coordinating all internal and external communications during an emergency. This person may use all available resources and personnel to accomplish this task. Other staff members will assist with communicating emergency information as necessary.

Pinnacle Institute of Cosmetology will contact the news media for dissemination of information as directed by the owner/s prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency.

Telephones and Cell Phones will be used to notify other affected staff members. All locations maintain emergency contact information for emergency notifications of employees and/or students. Periodic updates are made to the emergency contact information binder.

The School's web page, [www.pinnacleinstitute.edu](http://www.pinnacleinstitute.edu), will also be used to broadcast emergency information, status reports, and information about reporting to work or class.

## EMERGENCY UPDATES, DRILLS AND TRAINING

The Executive Board has overall responsibility for coordinating and implementing the Emergency and Response Evacuation Plan. The Executive Board will meet annually to evaluate the emergency procedures outlined in the Plan and to consider revisions and updates.

The School Director will ensure that the school's emergency evacuation procedures have been informed to the students and staff. The School Director will conduct fire and tornado drills annually which may be both announced and unannounced. Feedback from these drills will be used to determine the modifications necessary to the evacuation plans.

The School Director is responsible for training employees as appropriate and necessary. This training, which will include the School's Emergency and Response Evacuation Plan, will be made available to all school employees.

## BOMB THREAT

Anyone who receives a bomb threat should follow these procedures in the order shown:

Important: Do not touch any suspicious object or potential bomb.

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
- Record the conversation if at all possible.
- Call 911, give your name, location, and telephone number. Inform the police of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call.
- Do not evacuate the building, but wait for further instructions. Law Enforcement personnel will be responsible for evacuations of buildings if necessary.
- If you spot something out of the ordinary that appears suspicious, report it to the School Director. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
- Immediately cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2- way radios).

- If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by Law Enforcement personnel.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
- Report bomb threats received by means other than the telephone to police by calling 911.

## CRIMINAL BEHAVIOR

Help make the school safe by avoiding risks, being alert to suspicious situations, and promptly reporting them to the School Director/Instructor. Follow the procedure on REPORTING CRIMES that is printed above.

## FIRE

In case of fire, direct someone to call 911 immediately to notify the fire department and inform the School Director and nearby staff persons.

Observe the following procedures:

- Know the location of fire exits in the building. Know the location of fire extinguishers and know how to use them.
- If a minor fire appears controllable, immediately contact the Fire Department. Then promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher.
- For large fires that do not appear controllable, evacuate all rooms by closing all doors to confine the fire and reduce oxygen. Do not lock the doors. Notify the Fire Department of the location of the fire.
- When notified to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to the designated. Stay there until an accurate headcount is taken. The Staff will take attendance and assist in accounting for all building occupants.
- Assist emergency crews as requested.

- Do not return to an evacuated building unless told to do so by the School Director.

## EMERGENCY LOCKDOWN POLICY

If there is an ongoing public threat, the School Director may initiate an emergency lockdown or evacuation procedure. The notice will be issued to all students, faculty, staff, and clients in the utmost timely manner. In a lockdown, all students, faculty, staff, and clients must move quickly to a secure area and lock all doors immediately. Anyone with information about any community threat should report the circumstances by calling 911.

## HOSTAGE TAKING

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, and be alert. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

## Earthquake

During an earthquake, remain calm and quickly follow these steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines. Know your assembly location and proceed there as soon as it is safe to do so.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services personnel at 911. Do not panic, but protect yourself at all times and be prepared for after-shocks.
- Report damaged facilities to available staff/School Director. Note: gas leaks and power failures create special hazards. Refer to the section on Utility Failures.
- Assist the disabled in exiting the building.



- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews if requested.
- Do not return to an evacuated building unless told to do so by an authorized school official.

## Hurricane

Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland as well. Hurricanes may also spawn tornadoes.

A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season lasts from June through November.

## Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and sometimes a hurricane. Tornado season is generally March through August; however they can occur at any time of year. They tend to occur in the afternoons and evenings. If a tornado is approaching, seek shelter in an interior room on the lowest level of a building, preferably a basement. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

## Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.
- Continue normal activities, but be alert to the weather outside. Monitor a radio/television/computer or watch the sky for worsening weather conditions.

## Tornado Warning

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Stay away from windows and other glass.
- In multi-story buildings, move to the basement or ground level. Inner hallways are usually safe areas.

## Winter Storms

In North Carolina, severe winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages.

A winter storm watch means severe winter weather is possible. A winter storm warning signals that severe winter weather is expected. A blizzard warning signals severe weather with sustained winds of at least 35 miles per hour, and a traveler's advisory means that conditions may make driving difficult or dangerous.

Occasions may occur when weather-related conditions necessitate that the School announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only. In all cases, employees and commuting students must use their best judgment in determining their personal safety when traveling between home and the campus.

In some instances, School officials may opt to cancel classes although the School's administrative offices remain open.

When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, the School Directors will be notified by e-mail or telephone of the official time of opening or closing by the school owner/s.

During off-duty hours delayed openings will be transmitted to the news media. Announcements will be made on the School's website and Facebook as well. Local television stations make regular announcements of any school closings as well.

## UTILITY FAILURE OR EMERGENCY

Notify the School Director in the event of a major utility failure or if there is potential danger to building occupants. Follow the standard evacuation procedures if a building emergency exists. Always observe the following procedures if utility emergencies arise:

Electrical/Light Failure - Buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Have a flashlight available for emergencies.

Natural Gas Leak - Cease all operations. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion. Call 911 and evacuate the area.

Plumbing Failure/Flooding - Cease using all electrical equipment. Contact the Head of Maintenance. If necessary, vacate the area.