

CAMPUS SECURITY DISCLOSURE AND EMERGENCY PROCEDURES / EVACUATION

This Campus Security Disclosure / Annual Security Report (ASR) is given to the student prior to contract signing. All staff members receive a copy prior to hiring. The purpose of the ASR is to inform prospective students, currently attending students and staff of the past three calendar years crime statistics so they are aware of the environmental safety of The Academy. The source(s) of crime statistics are derived by the Fort Wayne Police Department from Officer Richard Wurm Richard.wurm@cityoffortwayne.org and Indiana State Police Officer Brian Walker bwalker@isp.IN.gov both via email. The ASR report is prepared by Lisa Hogan; Director of Operations. The last page of this document is the acknowledgment signature page for each student / staff member to sign. Currently enrolled students and staff members in the building will receive an updated copy of this Disclosure / ASR with the Annual Notice, no later than October 1 each year. The updated copy will include the three most recently completed calendar years crime statistics. Updates will be received by paper copy or electronic email. The terms “staff”, “employee” and “school personnel” are interchangeable in this document.

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

GENERAL INFORMATION

- The Salon Professional Academy is committed to providing safety to all of its students, staff, and student salon
- Violence, including, but not limited to: intimidation, sexual harassment / sexual assault / misconduct, bullying or implied threat of violence is not tolerated at The Academy
- No weapons (concealed or visible) are allowed in The Salon Professional Academy parking lots or Academy building(s)
- The Salon Professional Academy prohibits any retaliation against anyone who in good faith reports any violations of this policy
- If you suspect or see unusual threatening behavior, report it immediately to the Title IX Coordinator / Compliance Officer / or another staff member

- Title IX Coordinator / The Compliance Officer / Campus Security Authority for The Academy is:
Lisa Hogan, Director of Operations
10264 Coldwater Road, Fort Wayne, IN 46825
260-755-3374
lhogan@tspafortwayne.com

- When both Clery Act and Title IX crimes are in question, The Academy will meet the regulations of both laws
- Title IX is mandated by the Office of Civil Rights and includes any and all unwelcomed sexual violence
 - The Academy does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner
 - Questions regarding Title IX may be referred to The Academy’s Title IX Coordinator / Compliance Officer or to the Office of Civil Rights

- When The Academy becomes aware of a Title IX situation, The Academy will investigate and will not delay, even if a police investigation is involved
 - The Academy will take reasonable, prompt, equitable, and necessary steps to end the sexual violence and / or eliminate a hostile environment.

- Necessary steps may include, but may not be limited to: stopping the violence, disciplining and measures to prevent reoccurrence
 - All investigation information will be documented and will be contained in the student's file
- The procedures for a Clery Act, Title IX or accreditation grievance are contained in the Student Handbook under the Complaint / Grievance Policy and Procedures section
- If there is an imminent threat or harm **call 911 immediately**
- For the purposes of timely warning reports and statistics disclosures, if an occurrence of crime happens to you or your property or if there is an emergency occurring on campus report it to the Title IX Coordinator / Compliance Officer / or another staff member immediately
 - A Timely Warning will be issued for all imminent threat situations
 - Assessment of the situation will include next steps of action
 - See Timely Warning Policy located within this document
 - If there is an immediate threat occurring to the health or safety of students, staff or student salon training area guests on campus or Clery Act geography perimeters, The Academy will follow its Emergency Notification Procedures and will provide adequate follow-up information to the community as needed
 - The Title IX Coordinator / Compliance Officer / or another staff member may assist the student or guest in reporting the crime to the local police or other appropriate security force
 - If the incident is a sexual offense, procedures will follow the "**Sexual Assault and Misconduct**" section of this document
 - If the occurrence of crime represents one of the Crime Statistics listed on the following pages, this Campus Security Disclosure / ASR will be updated by the administrative personnel responsible for this document immediately upon receipt of the crime information
 - The crime(s) will be included in the yearly Campus Crime Report and Campus Security Disclosures / ASR for the year in which the crime was reported to the Title IX Coordinator / Compliance Officer / or another staff member
 - The newly updated Campus Security Disclosure will be circulated to all staff, enrolled students and prospective students
- The Academy provides a copy of the Campus Security Disclosure / Annual Security Report (ASR) to all incoming students and newly hired staff
- The Academy will provide current students and staff members with a copy of this updated Campus Security Disclosure / ASR at the beginning of each new calendar year
 - This update will include the previous calendar year statistics to comply with the Department of Education's Consumer Reporting requirement of the most recent three (3) completed calendar years
 - Statistics will be gathered from the local police and compiled in this Disclosure
 - The Academy staff member responsible for updating this document makes a good faith effort to collect all crime data from the Fort Wayne Police Department as well as collects all data for any on-campus crime and updates the Campus Security Disclosure annually, at a minimum. The exception being if a crime is committed on campus, the Disclosure is updated immediately and distributed
 - These same statistics will be entered on the Campus Crime Report due in October of each year
 - All students and staff will be notified in the event of any changes, revisions, or updates made to this document during the year
- **If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Lisa Hogan in the Admissions office**
- The facilities are open Monday through Saturday according to assigned class / student salon training area schedules
 - The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner

- Only educators, owners and The Academy's cleaning service have keys to the building thus preventing internal crimes to as great an extent as possible
- All campus maintenance occurs during daytime hours when staff is present to monitor safety procedures
- We encourage students and employees to be responsible for their own security and the security of others
- The Academy provides annual programs to inform students and employees about campus security safety procedures and practices
 - A description of the campus security procedure / practices program is as follows
 - Fire Drills: Unannounced fire drills will be held annually
 - Personal Safety: A personal safety presentation covering avoiding being the victim of a crime, including sexual assault, by being aware of one's surroundings and what do to if approached / attacked will be given annually by local law enforcement. We also invite representatives from local women's shelters to come and discuss prevention and where to get help if needed. We have a series of YouTube videos that we show to the students that contain information on how to handle and survive if there is an active shooter

<https://www.youtube.com/watch?v=DFQ-oxhdFjE>
<https://www.youtube.com/watch?v=eydFlxX-1dQ>
<https://www.youtube.com/watch?v=ZwULI5wMtuY>

- The crime statistics in this report cover an area of Coldwater Road, Fort Wayne, IN 46825, and include any incidents on campus at the physical location of The Academy (10264 Coldwater Road), including The Academy parking lot, adjacent sidewalks and streets. It also contains non-campus crime statistics regarding properties: owned or controlled by The Academy; used in direct support of, or in relation to The Academy's educational purposes; frequently used by students within a one-hundred-foot radius, such as parks; and, property not within the same reasonably contiguous geographic area of The Academy



Disclosure / Reporting of Statistics

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

Occurrences in
On-Campus **Public**
2021 2022 2023 **2021 2022 2023**

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

• Criminal Homicide:								
o Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
o Negligent manslaughter	0	0	0	0	0	0	0	0
• Sexual Assault / Sex Offenses: (As defined by the FBI’s UCR Program, “National Incident-Based Reporting System User Manual”, (NIBRS))								
o Rape	0	0	0	0	0	0	0	0
o Fondling	0	0	0	0	0	0	0	0
o Incest	0	0	0	0	0	0	0	0
o Statutory Rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0	0	0	0
• Motor Vehicle Theft	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0

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

• Weapons; Carrying and Possessing	0	0	0	0	0	0	0	0
• Liquor Law Violations	0	0	0	0	0	0	0	0
• Drug Abuse Violations	0	0	0	0	0	0	0	0

Persons who were referred to campus disciplinary action

• Weapons; Carrying and Possessing Etc. Law	0	0	0	0	0	0	0	0
• Liquor Law Violations	0	0	0	0	0	0	0	0
• Drug Abuse Violations	0	0	0	0	0	0	0	0

Hate Crimes

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

On Campus Hate Crimes 2021-2023

2023	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Destruction, damage or vandalism	0	0	0	0	0	0	0	0

	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• 2022								
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Destruction, damage or vandalism	0	0	0	0	0	0	0	0

	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
2021								
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0
• Simple assault	0	0	0	0	0	0	0	0
• Larceny-theft	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0
• Destruction, damage or vandalism	0	0	0	0	0	0	0	0

Public Hate Crimes 2021-2023

	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
2023								
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0
• Rape	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0
• Statutory rape	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0
• Motor vehicle theft (not theft from a vehicle)	0	0	0	0	0	0	0	0

• Arson	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Simple assault	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Larceny-theft	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Intimidation	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Destruction, damage or vandalism	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>

2022	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Rape	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Fondling	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Incest	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Statutory rape	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Robbery	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Motor vehicle theft (not theft from a vehicle)	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Arson	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Simple assault	<u> 1 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Larceny-theft	<u> 3 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Intimidation	<u> 2 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Destruction, damage or	<u> 1 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>

2021	<u>Race</u>	<u>Religion</u>	<u>Sexual Orientation</u>	<u>Gender</u>	<u>Gender Identity</u>	<u>Disability</u>	<u>Ethnicity</u>	<u>National Origin</u>
• Murder and non-negligent manslaughter	<u> 0 </u>	<u> 1 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Rape	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Fondling	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Incest	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Statutory rape	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Robbery	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Motor vehicle theft (not theft from a vehicle)	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Arson	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Simple assault	<u> 1 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Larceny-theft	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Intimidation	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>
• Destruction, damage or vandalism	<u> 0 </u>	<u> 0 </u>	<u> 1 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>	<u> 0 </u>

	<u>Occurrences in:</u>					
	<u>On-Campus</u>			<u>Public</u>		
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Violence Against Women Act (VAWA) (Sexual Assault is included under “Criminal Offenses-Primary Crimes”</u>						
• Domestic Violence	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Dating Violence	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Sexual Assault	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
• Stalking	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

If applicable, the number and category of any above crimes that were considered “unfounded” as described later in this document, are as follows: N/A

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

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

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

TIMELY WARNING

- The Academy will issue a **timely warning** about Clery Act crimes, listed above, which pose a serious or ongoing threat to students, employees or student salon training area guests. The Academy will provide the timely warning in a manner that is most likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report (ASR). There are differences in what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard Academy students, staff and student salon training area guests
- As soon as The Academy Title IX Coordinator / Compliance Officer becomes aware of a crime, all students, employees and student salon training area guests will be notified in the timeliest manner possible including but not limited to: verbal notice, using Emergency Codes; text message; email; Facebook social media; and / or posting a notice on doors

Note: The Salon Professional Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

TIMELY WARNING POLICY

The Salon Professional Academy regards campus crime and the timely warning of a crime as a serious matter. The goal of a timely warning is to alert staff, students and student salon training area guests of certain crimes that represent a threat to students, employees, and /or student salon training area guests and to aid in the prevention of further similar crimes. The intent of the warning is to enable people to protect themselves regarding a criminal incident, thus a timely warning is critical and will be issued as soon as pertinent information is available while withholding the name(s) of any victims as confidential. Even if all the facts are not readily available, The Salon Professional Academy will issue a warning and when additional information becomes available, a follow up of the situation will be issued.

- A timely warning will be issued for any Clery Act Crime outlined in the Campus Crime Annual Report that is reported to local police agencies and is considered by The Academy to represent a serious or continuing threat to students, staff or student salon training area guests
- A timely warning will be issued for any situation that is considered to represent a serious crime or threat to students, student salon training area guests, or staff
- These timely warnings are not limited to violent crimes or crimes against persons but could also include threats to property
 - Examples could include, but not limited to, a rash of car burglaries or a number of incidents involving the possession of date rape drugs or a local kidnapping situation
 - The information regarding the crime that triggered the timely warning will be included in the timely warning notification
- Notification will be provided in a timely manner to students, staff, and student salon training area guests or community neighbors if necessary, of an impending threat or occurring emergency situation
- Notification will be delivered in a verbal form for those persons in attendance in the building
- Notification to those students, staff and / or student salon training area guests not in the building may be distributed by Facebook. Student Face book page: TSPA Fort Wayne Students. Public Facebook: The Salon Professional Academy – Fort Wayne, in the event of a website homepage failure, and / or by posting a notice on the front and / or back door of The Academy depending on the determined effective method of distribution related to the seriousness of the crime
 - All timely warnings will be posted on the information board in the student entrance hallway
- Timely warnings will not be issued for crimes reported to a pastoral or professional counselor
- Every “timely warning” situation will be evaluated on a case-by case basis
 - Decision will be based on:
 - The nature of the crime
 - The continuing danger to the campus community
 - The possible risk of compromising law enforcement efforts
- If there is an immediate threat to the health or safety of students or staff, occurring on campus, The Academy will follow its emergency notification procedures