

AMERITECH COLLEGE OF HEALTHCARE ANNUAL SECURITY REPORT

I. DEFINITIONS

Clery Geography includes buildings and properties that are part of the institution's campus and public property within and immediately adjacent to or accessible from the campus, which includes parking lots surrounding the campus.

Consent is permission for something to happen or agreement to do something.

Draper Campus Location:
12257 Business Park Dr. Suite 100, Draper, Utah 84020

Employee is an individual who is currently employed by Ameritech College.

On-campus includes any building or property owned or controlled by Ameritech College within the same contiguous area and used by the college in direct support of or related to its educational purposes.

Provo Campus Location:
2035 North 550 West Provo, UT 84604

Public Property includes thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Reasonable Person means a person under similar circumstances and with similar identities to the victim.

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

Student is an individual who is currently enrolled in a program at Ameritech College.

II. CAMPUS SECURITY PERSONNEL

Designated Campus Security Officers are as follows:

Executive Director, Provo Campus, is located in the main office on the Provo Campus.

Executive Director, Draper Campus, is located in Suite 100, Draper Campus.

Alternative Contact: Provo Campus, Dean of Academic Affairs, located in the main office.

Alternative Contact: Draper Campus, Dean of Academic Affairs, located in the main office, Suite 108.

All incidents that occur after regular business hours will be reported to the Campus Security Officer.

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AUTHORITY OF CAMPUS SECURITY PERSONNEL

The above-listed individuals do not have the authority to make arrests, but rather will receive information concerning an incident, assist with the completion of the Incident Report Form, and notify the appropriate authorities, if needed. Local police have the authority to investigate crimes committed on the campus and to make arrests.

III. POLICY STATEMENT

Ameritech College of Healthcare (Ameritech College) is committed to providing a learning environment that ensures the safety and encourages the personal health and productivity of its students and employees. Ameritech College recognizes crimes against any student or employee (i.e., murder, sex offenses, dating violence, domestic violence, hate crimes, sexual assault, stalking, robbery, aggravated assault, burglary, and motor vehicle theft), substance abuse and weapons possession at College to be a threat to the safety, health, and job performance of all students and employees. It is, therefore, the policy of Ameritech College that the following activities are strictly prohibited during College hours, on College property, at College-sponsored activities, and when performing College business, regardless of the time or location.

DRUG AND ALCOHOL POLICY

Any activity involving an illegal substance, including use (defined as the presence of an illegal substance in a person's system, per NIDA standards), possession, manufacture, or distribution (purchasing, giving away, or otherwise dispensing) on College property, on a clinical/externship site, or on the job, will have a direct bearing on a student's or an employee's standing within the organization. Any conviction by a law enforcement agency for illegal drug activity is cause for dismissal from the College.

The abuse of a legal substance including alcohol, prescription, and over-the counter drugs includes the following:

The use, possession, distribution, or being under the influence of alcohol or drugs that are legally obtainable, but have not been obtained legally; and use of a drug in a manner, or for a purpose other than that for which it was intended or prescribed.

Use of a prescription drug that has been prescribed by a student's or an employee's physician is permissible during work hours, but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student should notify his/her instructor and the employee should notify his/her supervisor if use of a properly prescribed drug will affect school or work performance. If a student or an employee is found to be under the influence of any substance mentioned above (except prescription drugs) on campus, the Campus Security Officer will notify local enforcement officials. Please refer to the College's Drug and Alcohol Abuse Prevention Program posted on the College's website for additional information.

VIOLENCE, HATE CRIMES, AND STALKING POLICIES

The College also strictly prohibits the following activities during College hours, on College property, at College-sponsored activities, and when performing College business, regardless of the time and location.

Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim (**dating violence**). The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence applies to both student-to-student and employee-to-employee relationships.

Any violence committed –

- a. By a current or former spouse or intimate partner of the victim;
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with, or who has cohabitated with, the victim as a spouse or intimate partner;
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

A crime reported to local police agencies that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (**hate crime**). The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress (**stalking**).

SEXUAL ASSAULT POLICIES

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used by FBI's Uniform Crime Reporting (UCR) program. The UCR is a nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

Students wishing to obtain a report of registered sex offenders in the area may do so through the Utah Department of Corrections website: <http://corrections.utah.gov>.

HARASSMENT AND SEXUAL MISCONDUCT POLICY

One of the goals of Ameritech College is to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the college community without being subjected to harassment or sexual misconduct. Harassment is a type of discrimination prohibited by College policy and by federal laws such as Title VII and Title IX. The College affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals.

Ameritech College is a community that values freedom of speech and expression. As conveyed by the U.S. Constitution, these rights have limitations. Limitations on free speech include: 1) endangering or threatening someone, 2) inciting violence, using speech directed at an individual or group that directly provoke violence, 3) defamation, 4) obscenity, and 5) discrimination that limits someone's educational or employment access and/or opportunities. Ameritech College does not consider visual and/or aural demonstrations, depictions, or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Ameritech College believes in a zero tolerance policy for sexual misconduct. When a person is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Ameritech College Harassment Policy, see the College Catalog, has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

- **Harassment** is verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive/persistent or patently offensive that it has the purpose or effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the alleged victim's) and an objective (any reasonable person's) viewpoint.
- **Sexual Harassment** is gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. *Quid pro quo* sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement.

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- **Zero tolerance** extends to those who retaliate for complaints of harassment. Ameritech College views retaliatory harassment to be just as severe as the initial harassment itself.

VIOLATIONS

Any student or employee who violates this policy is subject to penalties of the law as well as disciplinary action, which may include termination from the College or employment.

IV. PROCEDURES

PROCEDURES FOR REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING CRIMES

The College has a formal policy and procedure for reporting any dating violence, domestic violence, sexual assault, or stalking crimes that occur on the Ameritech College campus. A student or employee, who is a victim or witness to any of these crimes, will immediately report the crime to the Campus Security Officer or other College administrator as necessary. The crime is reported on the Ameritech College of Healthcare Incident Report Form (see Appendix A) by the person(s) reporting the crime as well as any witness(es). The Campus Security Officer and/or College administrator will follow the procedures, as listed below. The Incident Report Form is filed in the Incident Report File which is confidentially maintained by the campus Office Manager.

For a victim of these crimes, the first step is to get to a place of safety. Next, obtain medical treatment. It is vital that a report is made in a timely manner. Time is a critical factor for evidence collection and preservation. It is vital that evidence be preserved that may assist in proving that the alleged criminal offense occurred, or it may be helpful in obtaining a protection order. Completion of the Incident Report to the Campus Security Officer will:

- Ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of dating violence, domestic violence, or sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of violence and sexual assault crisis intervention.

At the time of reporting, the Campus Security Officer or other College administrator will review with the victim the options about the involvement of local law enforcement including the option to:

1. Notify proper law enforcement authorities on the victim's own volition;
2. Be assisted by campus authorities in notifying local law enforcement authorities if the victim so chooses; or
3. Decline to notify such authorities.

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The College will notify only the appropriate staff, such as front desk personnel, to help enforce any orders of protection such as: “no contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. All such orders will be kept in strict confidence to preserve the victim’s dignity and anonymity.

PROCEDURES FOR REPORTING ALL OTHER CRIMES

1. The Ameritech College employee who is informed, witnesses, or is a participant in an incident on campus, will complete the attached Incident Report Form.
2. The completed form is given to a campus administrator for any required follow-up.
3. The form is filed in the Incident Report File maintained by the campus Office Manager.
4. Information reported by victims of, or witnesses to an incident/crime will be held in strict confidence.
5. The Campus Security Officer or other College administrator will assist the reporting party in contacting the local police or medical professional if necessary.

V. RESOURCES

The Student Services Department provides information to students and employees about the availability of external resources on counseling, health, mental health, victim advocacy, and assistance with rape, violence, and abuse. Some of the information is available by handout from the Student Services Department as well, students are provided with website addresses and contact information on a variety of resources is available.

Victims of dating violence, domestic violence, sexual assault, and stalking will be provided written notification about options for, available assistance with, and how to request changes in academic course schedules as well as assistance with any protective orders. Even though Ameritech College is a commuter College, upon request, the Student Services Department will provide assistance to victim’s with respect to changing their living and transportation circumstances. These requests will be honored regardless of whether the victim chooses to report the crime to local law enforcement.

Ameritech College will provide support and guidance in cases of dating violence, domestic violence, sexual assault, or stalking. There are also counseling and support services outside of the Ameritech College system.

Local Facilities and Hotlines:

Utah County Division of Substance Abuse, (801) 370 8429; Utah State Division of Substance Abuse and Mental Health (801)538 3939; Salt Lake Country Division of Substance Abuse, (801) 468 2009.

The Center for Women and Children in Crisis, Provo, UT (801)377-5500
Rape Recovery Center, Salt Lake City, UT (801)467-7282 24-Hour Hotline: (801) 467 7273
Family Support and Treatment Center, Orem, UT (801) 229 1181
Division of Child and Family Services, Draper, UT (801) 281 5151

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Intermountain Specialized Abuse Center, Provo, UT (801) 373 0210
Wasatch Mental Health Center, Provo, UT (801) 373 4760
Valley Mental Health, Salt Lake City, UT (801) 263 7100
Provo Police Department (801) 852 6210
Utah County Dispatch (801) 375 3601
Draper City Police Department (801) 840 4000

VI. INSTITUTIONAL DISCIPLINARY PROCEDURES

When a student or employee as a victim brings an allegation of dating violence, domestic violence, sexual assault, or stalking against another student or employee of the College, the following procedures shall be adhered to.

1. The victim is asked to complete an Incident Report Form.
2. If not already reported, the victim is encouraged to contact local law officials to commence an investigation of the alleged crime.
3. The Campus Security Officer will form a Disciplinary Committee composed of five unbiased employees who can render an impartial decision.
4. The victim will be notified in writing of the Disciplinary Committee meeting to be held as soon as practical, but not later than three business days. That notification will include information regarding the victim's rights to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. During the Committee meeting, the victim will present details of the alleged crime together with any evidence, as defined in Section III, paragraph 2 of this document, to support the allegations.
5. After meeting with the victim, the Campus Security Officer will notify the accused in writing of the allegations brought forward as well as a request to attend a Disciplinary Committee meeting. Again, this meeting will be scheduled as soon as practical, but not later than three business days. That notification will include information regarding the rights of the accused to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees.
6. Time frames provided in sections four and five are based on College policy and may be extended for good cause upon written request from either party. If an extension is warranted, parties will be simultaneously notified of the delay and the reason for the delay.
7. Following the meeting with both the victim and the accused, the Committee will deliberate the statements and evidence to determine institutional actions, including possible sanctions. Sanctions may include one or more of the following: short or long term suspension, course failures, reassignment of duties and/or position, and/or termination or expulsion. Sanctions can and may be imposed even if it is a first offense.
8. Depending upon the duration of the deliberations and the proximity of the victim and the accused, both may be asked to remain off campus, with no contact, until a decision is rendered. The victim and the accused will be simultaneously notified in writing regarding the decision of the Committee as soon as practical, but not later than three business days following the decision. The notification will include details of any sanctions to be imposed up

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to and including termination from the College. The notification will also include information regarding the College appeal process.

9. In the event the victim has obtained a protective order against the accused, the College would likely terminate the accused. Due to the small size and structure of the College, it would not be practical to uphold the protective order without interfering with the studies or job duties of the accused.
10. If a legal investigation results in a conviction against the accused, the College would terminate the accused immediately.
11. If the victim has not obtained a protective order and if the Committee determined that the accused could remain as a student or an employee, the College would make any reasonable accommodations such as changing class or work schedules and possibly physical office location for the victim to eliminate or at least severely limit any contact between the victim and the accused.

APPEAL OF DISCIPLINARY ACTIONS

Once a Disciplinary Committee decision has been rendered, either the victim or the accused may appeal that decision. The following procedures govern the appeal process.

1. A written appeal must be received as soon as practical, but not later than three business days. The appeal must include the reason(s) for the appeal, including documentation or evidence applicable to the request.
2. The Campus Security Officer will convene a Disciplinary Committee meeting with five new unbiased members. The Campus Security Officer serves as chair of the Committee, but acts as a non-voting member.
3. Written notification of the appeal meeting will be sent to both the victim and the accused as soon as practical, but not later than three business days.
4. The Committee meets with the petitioner to discuss the details of the appeal.
5. Following the meeting with the petitioner, if deemed necessary, the Committee will meet with the other party in the action.
6. The Committee will deliberate the statements and evidence to determine the result of the appeal.
7. Both parties will be simultaneously notified, in writing, of the outcome of the appeal, as soon as practical but not later than three business days.
8. If the original Disciplinary Committee decision is upheld, no further action is needed.
9. In the event that the original Disciplinary Committee decision is overturned, the new decision could lead to either reversal of or an addition to the original sanctions, up to and including termination or expulsion.

NOTICE REGARDING RETALIATION

An institution, or an officer, employee, or agent of an institution, or a student of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities related to allegations of and/or proceedings on dating violence, domestic violence, sexual assault, or stalking.

VII. CRIME PREVENTION PROGRAM

Students receive a copy of the Ameritech College Drug and Alcohol Abuse Prevention Program and the Annual Security Report at orientation. The same information is given to new employees. As well, annually, after the campus crime statistics have been updated, students and employees have access through the College's website to the Annual Security Report. The College collects data on crimes committed on the campus each year. This data is reported on an annual Campus Safety and Security Survey and is also available on the College's website as part of the Annual Security Report. The College discloses in its Annual Security Report statistics for the most recent three years for the following crimes:

Criminal Homicide

- a. Murder and non-negligent manslaughter
- b. Negligent manslaughter

Sex Offenses

- a. Rape
- b. Fondling
- c. Incest
- d. Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions

- a. Arrests for liquor law violations, drug law violations, and illegal weapons possession
- b. Persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate Crimes including

- a. The number of each type of crime listed above
- b. The number of the following crimes that are determined to be hate crimes
 1. Larceny- theft
 2. Simple assault
 3. Intimidation
 4. Destruction/damage/vandalism of property
 5. Dating violence, domestic violence, and stalking

Ameritech College has established the following safety rules for all students and employees:

- Only students and employees are allowed in the lunchroom or break areas.
- All windows are to be locked and blinds are to be closed in all classrooms after sundown.
- When classrooms are unoccupied, the lights are to be turned off and the doors locked.
- Anyone waiting for students (for rides, emergencies, etc.) will wait in the designated waiting area only.

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- Only students and employees are allowed in the classroom and lab areas.

COMPLETING THE ANNUAL SECURITY REPORT

In order to complete the Annual Security Report, the Incident Report File is reviewed by the Campus Security Administrator (CSA) to gather data on any crimes to be reported. The CSA makes a reasonable, good-faith effort to obtain statistics for crimes within the institutions' Clery geography from the local police. The Annual Security Report only includes statistics on reportable crimes committed during the recent calendar year on the Campus and on the surrounding property controlled by the Campus. This data is then reported to the Department of Education on a Campus Safety and Security Survey through a data collection website. The information contained in the Incident Report File is kept confidential without the inclusion of personally identifying information about the victim or the accused.

POLICY ON ALCOHOLIC BEVERAGES

Ameritech College supports the Utah State Department of Alcohol and Beverage Control rules and regulations that govern the possession, sale or the provision of alcoholic beverages on the Ameritech College campus, as well as the enforcement of the State underage drinking laws. The Ameritech College campus has been designed as both a drug-free and alcohol-free area. Please refer to the Ameritech College Drug and Alcohol Abuse Prevention Program for more information.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Ameritech College offers sexual assault education and information to students during new student orientation. The College also assembles all students and staff on an annual basis for training on prevention of dating violence, domestic violence, sexual assault, and stalking. Finally, once per year the College hosts a "Crime Prevention Week" during which students and employees are provided with information, brochures, tips, and activities to increase awareness and knowledge of crime prevention. Additional information is available through the local government enforcement agencies.

BYSTANDER INTERVENTION

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander intervention is encouraged and discussed during all College crime prevention trainings and activities.

VIII. TIMELY WARNING

In the event that a situation arises on campus, that, in the judgment of the Campus Security Officer constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The timely warning must be related to a crime that is reportable under the Clery Act, or that represents a threat to the campus community, i.e. arson, burglary, aggravated assault, criminal homicide,

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motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes as deemed appropriate.

The decision to issue a timely warning shall be decided on a case by case basis and in an effort to prevent similar crimes from occurring. When a determination has been made that a timely warning should be issued, the Campus Security Officer will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, text messaging, the website, and written bulletins. Such warnings may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Anyone with information warranting a timely warning should report the circumstances to the office of the Campus Security Officer, by phone or in person.

IX. EMERGENCY RESPONSE, COMMUNICATIONS AND EVACUATION PROCEDURES

In the event a situation arises on campus that, in the judgment of the Campus Security Officer constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and will initiate the institution's notification system, unless the notification will, in the professional judgment of the Campus Security Officer and other members of the campus management team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community and/or family members of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Officer will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Officer will confer with the Director of the Nursing Program (Draper Campus), or the Director of the Medical Assistant Program (Provo Campus) to determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. If the community at large may be affected by the College emergency, the Campus Security Officer will disseminate the pertinent information following the media guidelines discussed in section XI.

When a determination has been made that an emergency notification should be issued, the Campus Security Officer will inform the campus community and/or family members by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty, staff and family members include email, voicemail, text messaging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

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Once emergency notification has been given, all students and employees must exit the building immediately and in an orderly manner, following the emergency exit routes posted in various locations throughout the building. Once outside the building, assemble at least one hundred (100) feet away from the exit. Remain at that site and report to a designated staff member so that all persons may be accounted for. Only when an emergency or law enforcement official gives the “all clear” message may individuals return to the building.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Students, faculty, and staff will be notified of the annual test, together with the procedures to follow when responding to the emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

In the event of a student specific emergency, the administration will attempt to contact the student’s emergency contact as listed in their student file. Upon the resolution of a campus incident, the College will notify the appropriate individuals affected by the same manner that it issues the alert.

X. RISK ASSESSMENT

Ameritech College has a Safety Committee that consists of the campus Executive Director and five additional members of the campus representing the various departments including Administration, Academics, Faculty and Human Resources. The Safety Committee meets on a quarterly basis and will review the results of a campus assessment.

XI. MEDIA RELATIONS

Media Relations will respond according to the level of crisis using the following rankings:

1. Crisis media response
2. Timely media response
3. Routine or non-media response

Response level 1 will always be in effect when major, community or state/national emergencies are in effect. Response level 2 will be in effect in most cases for minor emergencies. By definition, response level 3 would not be used in any case in which the Emergency Response Plan is activated.

1. Crisis Media Response

These incidents are certain to have a high media interest and an expectation for immediate reporting, along with a concomitant impact on College public image. Immediate

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notification must be made to Media Relations and immediate action taken, 24 hours a day, 365 days a year.

Every reasonable effort should be made to release an alert to the news media within an hour, or less, giving bare minimum details of the time, place and nature of the event with an assurance that the alert will be followed as quickly as possible with a more detailed report. In the highest level of crisis operations, immediate communications may be limited to on-campus and local media, as well as to wire services, but will be expanded as quickly as possible. Follow-up news releases will be made as needed and as quickly as essential ***confirmed*** details can be compiled. Depending on the nature of the event and the media's interest, continued follow-up reporting will be done as information becomes available and as official statements can be prepared. For major events, this stage of crisis response may continue for days or even weeks. Technical support may be requested from elsewhere on campus to prepare and process communications to the on-campus and off-campus communities. Crisis communications will take precedence over other activities as needed, until the crisis is over or the urgency moves to a lower level.

2. **Timely Media Response**

These incidents can generally be handled on a next-business-day basis. Good faith efforts will be made to meet media deadlines and to report in a timely manner as defined by journalistic standards. News releases will be processed and disseminated according to regular policy.

3. **Routine or Non-Media Response**

These incidents pose no need for crisis communications, either by their nature or magnitude, and therefore will not involve activation of the Emergency Response Plan. The matter will be handled by the Chief Executive Officer (CEO), who will use best judgment on whether reporting to the media is needed. News releases will be processed and disseminated according to regular policy.

NEWS MEDIA COMMUNICATIONS PROTOCOLS & PROCEDURES

As soon as possible, the Executive Director will prepare basic facts, clearly and concisely. News people will always want to know: who, what, when, where, why and how. The same facts must be communicated to all news media so access to the information is consistent.

News media personnel should be directed to the pre-designated News Media Center.

The Executive Director will identify staff members to go to the News Media Center in a field team capacity.

This team will:

- Manage onsite news media relations.
- Check social media sources (Google Realtime, Facebook, or Twitter)
- Allow law enforcement and system administrator to recover and secure the site.
- Coordinate with any joint information center established by police, fire and any other public agencies before Ameritech College gives any releases to the news media.

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- Maintain a communications log including date, time, message and audience. Track all questions and answers to ensure consistency in message.
- Schedule follow-up briefings to communicate new information.
- The Executive Director or designee will prepare a release for the news media, including: Script a draft statement in advance of the media briefing. Include information that will assist the campus in communicating important information (e.g., campus closing, cancellation of campus activities, relocation to emergency shelter, public health information, counseling services, etc.).
- Script messages to address all audiences including the community, parents, news media, faculty, staff, regulators and others. Consider how to communicate to a multilingual community.

The Executive Director or CEO will present the news media release in person. All questions that are directed to other faculty, staff or students, should be referred to the Executive Director or CEO.

XII. EMERGENCY MANAGEMENT AND PREPAREDNESS

Emergency management and preparedness training presentations are offered to faculty, staff, students and affiliated community members on an annual basis and upon request. Additionally students receive training for proper emergency response during orientation and how to properly document any issues. Staff members when hired also review emergency procedures while reviewing the employee handbook.

Additional trainings for staff are recommended by the Safety Committee for specific needs that they have identified.

ARMED INTRUDER/ACTIVE SHOOTER PROCEDURES:

The likelihood of an active shooter is extremely remote, however, if the unthinkable happens, it's essential to be prepared. Know your surroundings, stay calm, plan for evacuation. The first objective is to remove yourself from the situation as quickly and safely as possible, run. If escape is not possible, your next plan is to hide from the intruder. Lastly, if an armed intruder/active shooter discovers your hiding area, you must prepare to fight.

A. Run:

If the unthinkable happens, every second counts. Not sure if it's gun fire? Check for crowd reactions, shouts, screams; trust your intuition, if it sounds like it could be a gun, react as if it is.

- Planning could save your life. Be familiar with your environment and remember the plan doesn't have to be complicated.
- Scan and assess your situation.
- Consider your options.
- If you can get out do so, always try to escape or evacuate even when others encourage you not to.

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- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what's important, you, not your stuff.
- Follow the directions of police.
- Choose a safe exit.
- Don't attract the shooter's attention.
- Protect yourself first before helping others.
- Get out safely, trying to get yourself out of harm's way needs to be your top priority.
- Once you are out of the line of fire try to prevent others from walking into the line of fire and call 911.

Active shooter situations are unpredictable and evolve quickly. You will need to act fast. If you believe you can escape safely, do so immediately. Then Call 911!

B. Hide:

If you can't get out safely you need to find a place to hide. Act quickly and quietly. Silence your ringer and vibration mode on your cell phone.

- Find a secure room or space.
- Hide behind large objects, under desks and under tables.
- Lock the door and barricade your hiding place (i.e. flip up the tables to block the door and cover the windows.).
- Turn off the lights, cover windows, and hide out of sight away from doors and windows.
- Mute phone and be quiet.

C. Fight:

AS A LAST RESORT, YOU MAY NEED TO FIGHT. Whether you are alone or working together as a group, mentally prepare yourself to fight:

- Be ready to fight for your life and commit to an aggressive course of action.
- Improvise weapons from nearby objects.
- Disarm and incapacitate the shooter anyway you can.
- Stop the threat.
- Try to be aware of your environment, always have an exit plan, know that victims are generally chosen at random, and that the event is unpredictable and may evolve quickly.

The first responders are not there to evacuate or to attend to the wounded. They are well trained and are there to stop the shooter; then and only then can they attend to any casualties. If you are safe in your hiding place, stay there and let police come to you. Remain calm and follow instructions. Keep your hands visible at all times. Avoid pointing or yelling.

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.

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- If you come into possession of a weapon, do NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

Know that help for the injured is on its way.

LOCKDOWN GENERAL GUIDELINES/PROCEDURES

- Utilize the following lockdown announcements to inform faculty and staff to go into the lockdown mode defined as follows:
 - **LOCKDOWN**: “Students, faculty and staff, we are in a LOCKDOWN mode. Please lockdown immediately.”
 - **This means there is an immediate threat to the campus. This is a complete campus lockdown.**
- Faculty and Staff will immediately begin locking the entry and classroom doors, and assist, as the situation allows, in ushering persons in open spaces and corridors into the facilities before the doors are locked, but without jeopardizing the safety of those already inside those facilities.
- All faculty, staff and students working in individual or shared offices, as well as faculty and students in classrooms, should immediately lock entry doors, turn off lights, close blinds or shades, obscure windows embedded in entry doors, and take cover and remain quiet in a remote corner of the room, away from windows and doors as much as possible.
- Anyone in interior or exterior open spaces should seek shelter/cover immediately.
- Everyone should crouch down and remain quiet. People who are physically unable to crouch down may use a low chair.
- If necessary, moveable furniture can be used as a buffer between people and doors/windows.
- No one should allow entry into locked spaces until an “all clear” is issued by Public Safety or the Incident Commander.
- Doors that are not lockable should be barricaded with desks, chairs or other objects close by and/or tied or held closed with items such as a belt.

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DRAPER CAMPUS CRIME REPORT

The following information details criminal offenses and arrests which occurred on the campus between January 1st and December 31st for each of the years reported.

<u>Criminal Offenses</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<u>Sex offenses – Forcible</u>	0	0	
Rape	NA	NA	0
Fondling	NA	NA	0
<u>Sex offenses – Non-forcible</u>	0	0	
Incest	0	0	0
Statutory Rape	0	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
 <u>Violence Against Women</u>			
Domestic Violence	NA	NA	0
Dating Violence	NA	NA	0
Stalking	NA	NA	0
 <u>Arrests</u>			
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
 <u>Disciplinary Actions</u>			
Weapons, carrying, possessing	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

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APPENDIX A

**Ameritech College of Healthcare
Incident Report Form**

(Please print legibly or type)

Date of Incident: _____

Report Date: _____

Name(s) of Person(s) Reporting Incident:

Name:
Address:
Phone:

Witness (es):

Name:
Address:
Phone:

Location of Incident: (room#/building): _____ **Campus:** _____

Time: _____ a.m. /p.m.

Police contacted? Yes No
If yes, please provide case #: _____

Name of Officer(s): _____

Medical treatment required? If yes, please provide the following information:

Name of treatment facility: _____

Briefly describe type of treatment: _____

Was medical treatment refused? _____

Details of Incident: *(Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)*
