



**Annual Security Report Reference:**

**Building Location:** 1222 Bronson Way N, Suite 230; Renton, WA 98057

**Local Police Department:** Renton Police Department

**Campus Director:** Chandra Crosby

Phone: (425) 243-2372

Email: [chandra.crosby@evergreenbeauty.edu](mailto:chandra.crosby@evergreenbeauty.edu)

**Appropriate Gathering Location:** Pike Place Bakery

**Evergreen Beauty College – Annual Security Report**

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

**Campus Security/ Cleary Act:**

The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

***For specific Emergency, Evacuation and Lockdown Procedures see the handout. Attached to this report.***

To find this information, utilize any of the following resources:

- Campus Director
- Administration Office

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## **1. Policies for Reporting Crimes and Emergencies**

Evergreen Beauty College prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents and staff may access this report in full at any time. A complete copy of this report is available in the Administration Office. This report is prepared in cooperation with the city police department.

Campus crime, arrest and referral statistics include those reported to the city police department, and the Evergreen Beauty College designated campus officials.

Each year, the administrative representative for Evergreen Beauty College will compile a crime statistics report from the incident and crime reports given to the campus security authorities (Campus Director). Evergreen will annually submit the security report each year after the letter and certificate requesting is sent to the Director. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>.

Crime statistics from the area surrounding Evergreen Beauty College will also be requested from the local police department and will be disclosed in the annual crime report.

Each year, an announcement will be presented to all enrolled students reviewing this report and allowing access to this updated report. A typed-up notice will also be posted by the student time clock for all enrolled students to view, which will include the URL to access the Annual Security Report as well as an overview of what is included in the report. Staff will be notified via companywide e-mail. Copies of this report may also be obtained at the Campus Directors office or by calling 425-243-2372.

At Evergreen Beauty College, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

### **Scope of the Report**

This report will represent statistical information on crimes that occurred at or around Evergreen Beauty College during 2015, 2016 and 2017. Evergreen Beauty College does not offer any type of campus housing or recreational facilities.

## To report a crime:

Contact the campus security authorities immediately in the event of a crime. The campus security authority for Evergreen Beauty College is the Campus Director. If not available by phone, then e-mail (only in non-emergent cases). The campus security authorities do not have arresting authority.

**For emergencies, dial 9-1-1.**

Every crime that is reported to the security authorities will be investigated. Please note that due to the public nature of police reports, Evergreen Beauty College cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director.

Evergreen Beauty College does not have a campus police department. The local police department has sole arresting authority on the campus and the surrounding areas.

Students, Educators, Guest Services, Administrative Staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately.

This publication contains information about on-campus and off campus resources. Information is made available to provide students, and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are "reporting entities" for Evergreen Beauty College.

## 2. Timely Warning

Crimes should be reported to the Evergreen Beauty College campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

If students and staff are still in the building and the Director determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alarm.

A campus-wide "timely warning" will be made by the appropriate staff member with the following statement: *"Evergreen is now in a lock down procedure. All staff, students and guests should report to the nearest classroom immediately."*

This announcement will be made by the security authority (director) via the intercom or megaphone. In the Director's absence, the **Guest Services** would notify the appropriate security authority and determine the content of the notification.

- Time and safety permitting, **Guest Services** will lock the front doors, and the back door.
- **Educators** in the classrooms are to close the classroom doors. Tables in the classrooms should be

tipped on their sides to form a barricade on a corner spot of the classroom, far away from windows. **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.

- **Administrative staff** should close their offices if unable to evacuate and remain as far back from windows as possible.
- The classrooms and offices will be closed until emergency personnel arrive and announce that the area is safe to evacuate.
- **All Educators** and clients will report to the nearest classroom or office. **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- After evacuation employees, students, and guests are to gather in the parking lot across from the building. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.

After evacuation, a member from each department will ensure all staff is present and accounted for. Educators will ensure their students are present and accounted for.

Upon notification from the authorities, a “*All Clear*” message will be announced over the intercom or mega phone system by senior management.

All safety procedures will be tested on an annual basis.

### **3. Missing Student Notification**

The campus has no on campus housing and therefore is not required to provide missing student notifications.

### **4. Security and Access to Campus Facilities**

During normal business hours, Evergreen Beauty College is open to all students, parents, employees, contractors, clients, guests and invitees. During non-business hours, access to Evergreen Beauty College is by key, if issued. In periods of extended closing, access to Evergreen Beauty College will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

Emergencies may necessitate changes or alterations to any posted schedules. Students, and Staff may notified via Facebook. If in lock down mode, the Guest Service staff will post notices on the front doors (time allowing).

Any off-campus activities or events which are sponsored by the school are supervised by school employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.

## **5. Campus Security Officials**

Evergreen Beauty College does not employ campus security officials. The security of the campus is the direct responsibility of each employee and campus management. No such individuals have the authority to make arrests. Local police will be enlisted to support the requirements herein.

## **6. Security Awareness and Crime Prevention Programs**

Evergreen Beauty College is actively gathering information in order to provide students with safety and security training. This report will be updated when classes and/or training workshops are acquired

### **SECURITY TIPS**

#### **PERSONAL SAFETY: PROTECT YOURSELF**

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

#### **THINGS TO DO TO REDUCE THE RISK**

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

#### **AUTO THEFT PREVENTION: SECURING YOUR VEHICLE**

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well-lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.

- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

## **7. Drug and Alcohol Policy; Substance Abuse Resources:**

At Evergreen Beauty College, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit [www.drugfree.org](http://www.drugfree.org).

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Evergreen Beauty College campus or while engaged in the course curriculum is strictly prohibited. The College also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Evergreen Beauty College, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the College or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Evergreen will refer violators to the appropriate authorities for prosecution.

Washington statutes provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Learning Leader or supervisor (if staff) immediately so the Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

## **DRUG AND ALCOHOL TREATMENT FACILITIES**

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

AA Abuse Helpline-24 hours 1-800-299-6310

## **8. Sexual Assault, Domestic Violence, Dating Violence and Stalking**

### **Reporting a Sex Offense**

It is the policy of Evergreen Beauty College to immediately report any sexual offense to the local police department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the Evergreen security authorities and/or to the local police department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Wichita Police Department.

### **THINGS TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT**

2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Report ASSAULT to the Police.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes.

### **Disciplinary Action for Sex Offense Convictions**

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the Evergreen Beauty College campus, that individual is subject to disciplinary actions by Evergreen Beauty College. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses.

Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

## **Rape and Sexual Abuse Support**

At this time, Evergreen Beauty College does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance:

|  |                |
|--|----------------|
| Victim Connect Resource center                       | (855) 484-2846 |
| National Sexual Assault Hotline                      | (800) 656-4673 |
| Providence Intervention Center for Assault and Abuse | (425) 297-5774 |
| King County Sexual Assault Resource Center           | (425) 226-5062 |

## **Hate Crimes**

Evergreen Beauty College does not condone violence or hate crimes of any kind. Further, Evergreen Beauty College endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

## **9. Sex Offender Registration Policy**

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Washington is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities.

Evergreen Beauty College does not collect or report information on registered sex offenders. In order to determine where sex offenders are located, use either of the following link by the Washington Association of Sheriffs & Police Chiefs: <http://www.waspc.org/sex-offender-information>

## **10. Student Disciplinary Proceeding Results**

If you have reported a crime against you by another student or staff member, you will be notified of the results of the proceedings. In other words, you will be notified if the accused was found responsible by the school investigation committee.

## **11. Fire Safety Report:**

The campus does not have campus housing and therefore is not required to provide a fire safety report.

The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, employees are alerted by:



The sounding of an alarm: The building alarm system will sound in the event of a fire. Emergency alarm buttons on alarm system may be utilized in the event that police/fire/rescue is needed.

- Public address system announcement: Time permitting; an announcement will be made by senior management from the intercom or megaphone.
- Verbal announcement: Educators in each classroom and zone Educators will make a verbal announcement, time and situation permitting.
- ALL employees, students, and guests shall calmly evacuate by means of the **nearest** available marked exit. The campus has clearly posted exit diagrams. Attendance will be taken.
- Portable fire extinguishers are provided in the workplace.
- Employees or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, employees, students, and guests are to gather in the following location at the appropriate location. **Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.**
- After evacuation, the procedure for accounting for all employees is: A member of management will **ensure all staff is present** and accounted for. Each **Educator** will ensure their students are present and accounted for.
- For further assistance with emergency evacuation procedures, the following campus director may be contacted.

**Crime Statistics**

Crime statistics include all reports received by the Local Police Department and from the persons designated as *Campus Security Authorities* for Evergreen Beauty College.

**NOTE: Annual Campus Crime Posting**

**Annual Crime Report – Renton**

Statistics concerning the number of arrests for on-campus crimes of murder, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, and weapons possession during the calendar years 2015, 2016, and 2017 are listed below:

| <b>On Campus</b>           | <b>1/1<br/>/17<br/>to<br/>12/<br/>31/<br/>17</b> | <b>1/1<br/>/16<br/>to<br/>12/<br/>31/<br/>16</b> | <b>1/1<br/>/15<br/>to<br/>12/<br/>31/<br/>15</b> | <b>Off Camus<br/>Building/Prop<br/>erty</b> | <b>1/1<br/>/17<br/>to<br/>12/<br/>31/<br/>17</b> | <b>1/1<br/>/16<br/>to<br/>12/<br/>31/<br/>16</b> | <b>1/1<br/>/15<br/>to<br/>12/<br/>31/<br/>15</b> | <b>Public<br/>Property<br/>(Adjacent to<br/>Campus)</b> | <b>1/1<br/>/17<br/>to<br/>12/<br/>31/<br/>17</b> | <b>1/1<br/>/16<br/>to<br/>12/<br/>31/<br/>16</b> | <b>1/1<br/>/15<br/>to<br/>12/<br/>31/<br/>15</b> |
|----------------------------|--|--|--|---|--|--|--|---|--|--|--|
| Murder                     | 0  | 0  | 0  | Murder                                      | 0  | 0  | 0  | Murder  | 0  | 0  | 0  |
| Manslaughter               | 0  | 0  | 0  | Manslaughter                                | 0  | 0  | 0  | Manslaughter  | 0  | 0  | 0  |
| a. Negligent               | 0  | 0  | 0  | a. Negligent                                | 0  | 0  | 0  | a. Negligent  | 0  | 0  | 0  |
| b. Non-Negligent           | 0  | 0  | 0  | b. Non-Negligent                            | 0  | 0  | 0  | b. Non-Negligent  | 0  | 0  | 0  |
| Forcible Sex Offences      | 0  | 0  | 0  | Forcible Sex Offences                       | 0  | 0  | 0  | Forcible Sex Offences                                   | 0  | 0  | 0  |
| Non-Forcible Sex Offences  | 0  | 0  | 0  | Non-Forcible Sex Offences                   | 0  | 0  | 0  | Non-Forcible Sex Offences                               | 0  | 0  | 0  |
| Robbery                    | 0  | 0  | 0  | Robbery                                     | 0  | 0  | 0  | Robbery   | 0  | 0  | 0  |
| Burglary                   | 0  | 0  | 1  | Burglary                                    | 0  | 0  | 0  | Burglary  | 0  | 0  | 0  |
| Motor Vehicle Theft        | 0  | 0  | 0  | Motor Vehicle Theft                         | 0  | 0  | 0  | Motor Vehicle Theft                                     | 0  | 1  | 0  |
| Aggravated Assault         | 0  | 0  | 0  | Aggravated Assault                          | 0  | 0  | 0  | Aggravated Assault                                      | 0  | 2  | 0  |
| Arson                      | 0  | 0  | 0  | Arson                                       | 0  | 0  | 0  | Arson   | 0  | 0  | 0  |
| <b>Hate Crime Offences</b> | 0  | 0  | 0  | <b>Hate Crime Offences</b>                  | 0  | 0  | 0  | <b>Hate Crime Offences</b>                              | 0  | 0  | 0  |
| Murder                     | 0  | 0  | 0  | Murder                                      | 0  | 0  | 0  | Murder  | 0  | 0  | 0  |
| Manslaughter               | 0  | 0  | 0  | Manslaughter                                | 0  | 0  | 0  | Manslaughter  | 0  | 0  | 0  |
| a. Negligent               | 0  | 0  | 0  | a. Negligent                                | 0  | 0  | 0  | a. Negligent  | 0  | 0  | 0  |
| b. Non-Negligent           | 0  | 0  | 0  | b. Non-Negligent                            | 0  | 0  | 0  | b. Non-Negligent  | 0  | 0  | 0  |
| Forcible Sex Offences      | 0  | 0  | 0  | Forcible Sex Offences                       | 0  | 0  | 0  | Forcible Sex Offences                                   | 0  | 0  | 0  |
| Non-Forcible Sex Offences  | 0  | 0  | 0  | Non-Forcible Sex Offences                   | 0  | 0  | 0  | Non-Forcible Sex Offences                               | 0  | 0  | 0  |

|   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Robbery                                 | 0 | 0 | 0 | Robbery                                 | 0 | 0 | 0 | Robbery                                 | 0 | 0 | 0 |
| Burglary                                | 0 | 0 | 0 | Burglary                                | 0 | 0 | 0 | Burglary                                | 0 | 0 | 0 |
| Motor Vehicle Theft                     | 0 | 0 | 0 | Motor Vehicle Theft                     | 0 | 0 | 0 | Motor Vehicle Theft                     | 0 | 0 | 0 |
| Arson                                   | 0 | 0 | 0 | Arson                                   | 0 | 0 | 0 | Arson                                   | 0 | 0 | 0 |
| Aggravated Assault                      | 0 | 0 | 0 | Aggravated Assault                      | 0 | 0 | 0 | Aggravated Assault                      | 0 | 0 | 0 |
| Any Other Crime involving bodily injury | 0 | 0 | 0 | Any Other Crime involving bodily injury | 0 | 0 | 0 | Any Other Crime involving bodily injury | 0 | 0 | 0 |
| Crime Arrests                           | 0 | 0 | 0 | Crime Arrests                           | 0 | 0 | 0 | Crime Arrests                           | 0 | 0 | 0 |
| Liquor Law Violations                   | 0 | 0 | 0 | Liquor Law Violations                   | 0 | 0 | 0 | Liquor Law Violations                   | 0 | 0 | 0 |
| Drug Law Violations                     | 0 | 0 | 0 | Drug Law Violations                     | 0 | 0 | 0 | Drug Law Violations                     | 0 | 0 | 0 |
| Illegal Weapons Possession              | 0 | 0 | 0 | Illegal Weapons Possession              | 0 | 0 | 0 | Illegal Weapons Possession              | 0 | 0 | 0 |
| VAWA Offenses                           | 0 | 0 | 0 | VAWA Offenses                           | 0 | 0 | 0 | VAWA Offenses                           | 0 | 0 | 0 |
| Domestic Violence                       | 0 | 0 | 0 | Domestic Violence                       | 0 | 0 | 0 | Domestic Violence                       | 0 | 0 | 0 |
| Dating Violence                         | 0 | 0 | 0 | Dating Violence                         | 0 | 0 | 0 | Dating Violence                         | 0 | 0 | 0 |
| Stalking                                | 0 | 0 | 0 | Stalking                                | 0 | 0 | 0 | Stalking                                | 0 | 0 | 0 |

For additional Information and statistics for other colleges please go to [www.ope.ed.gov](http://www.ope.ed.gov)

CampusCrime Renton-2017

Complete Annual Campus Security Report is available for review in the Administration

## **EVERGREEN BEAUTY COLLEGE ACCIDENT & INJURY FORM**

At EVERGREEN BEAUTY COLLEGE, we strive to keep a safe and fun learning environment. However, accidents are inevitable. Accident and injury forms are available for students, staff and guests should any situation arise. We encourage the prompt use of these forms. Ask any Educator, Guest Services or Administrative Staff member for a form should the need arise.

