

# Annual Security Report

## **Building Location**

Evergreen Beauty College  
1222 Bronson Way N, Suite 230  
Renton, WA 98057

## **Local Police Department**

Renton Police Department  
1055 S. Grady Way  
Renton, WA 98057

## **Campus Director/Campus Security Coordinator/Campus Security Authority**

Chandra Crosby  
Phone: (425) 336-5123 x305  
Email: [Chandra.Crosby@evergreenbeauty.edu](mailto:Chandra.Crosby@evergreenbeauty.edu)

## **Appropriate Gathering Location**

Pike Place Bakery

### **Availability of Annual Security Report**

Evergreen Beauty College (referred to as “the College”, “the School” and “EBC”) has prepared this publication and made it readily available to all current students, faculty, staff and prospective students. This report is required by federal law and contains policy statements and crime statistics for the College. The policy statements address the College’s policies and procedures concerning safety and security, in example, policies for responding to emergency situations and sexual offenses. Three years' work of statistics as included for certain types of crimes that were reported to have occurred on the campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is additionally available online on the College’s website.

You may request a copy of this report from the Campus Director.

### **Preparation and Disclosure of Crime Statistics (4)**

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA). This report can also be accessed in its entirety at our website. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime statistics include those reported to Evergreen Beauty College, other campus officials, and those reported to us by local law enforcement agencies as a result of our request for pertinent data. These statistics may also include crimes that have occurred in public areas (not owned by the College) but utilized by our students, faculty and staff.

This report is disseminated electronically, via a link in the Student Catalog to students prior to enrollment. In addition, an e-mail notification is sent to all enrolled students, faculty and staff that provides the weblink to access this report.

Copies of the report may also be obtained by requesting it from the Campus Director.

### **Policy Designating Reported Locations**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that our Institution report crimes on campus, and campus buildings or properties that meet all of the following criteria:

- The Institute owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to the College’s educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of the campus address.

### **Policy Concerning How to Report a Crime (2)**

To report a crime or suspected crime, an individual may contact the local Police Department by calling 9-1-1, the non-emergency number at the front of this report, or contact the Campus Director/Campus Security Coordinator (3). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the

classrooms, spa or clinic areas should be reported to the Police Department.

### **Policy Concerning Voluntary Confidential Reporting**

If you are a victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. You may mail in your report or with your permission, the College can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to insure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Institute.

### **Policy Advising Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Director and to the local Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the community, students, faculty, staff and guests help insure increased safety for all.

To report a crime or an emergency on the campus, you may contact the Campus Director.

### **Policy Defining Crime Types**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require reporting of specific criminal act reports – not necessarily convictions. Because a criminal act or suspicion of an act was reported, does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act.

Crimes reported are for the most recent three (3) year period. The College does not have on-campus housing, so no Fire Statistics report is made nor is there any entry in the on-campus housing facilities.

### **Policy Concerning Timely Warnings (3)(30)**

For any Clery Act crime, either on or off campus that, in the judgment of the College, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by the Campus Director. The warning will be issued through the following ways: personal notification, then electronic and/or text message to students and staff. Anyone with information warranting a timely warning should report the circumstances to the Campus Director.

### **Policy Concerning Emergency Notifications (26)(27)(28)(29)**

Depending on the circumstances of the crime, the College may also issue an emergency notification. The notification will be announced by the Campus Director and will inform the campus community that as soon as they have confirmed that a significant emergency or dangerous situation exists, we will:

- Take into account the safety of the campus community,

- Determine what information to release about the situation, and
- Begin the notification process.
- Posting on the College's website will inform the community widespread.

The College will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or
- Otherwise mitigate the emergency.

(31) As directed by the Clery regulations, emergency notification methods are tested drills, exercises, and appropriate follow-through activities, for the purpose of assessment and evaluation of emergency plans and capabilities. These tests are conducted once a year that the test are announced or unannounced.

To comply with the Clery requirement the tests must:

- Be scheduled.
- Contain drills.
- Contain exercises.
- Contain follow-through activities.
- Be designed for assessment of emergency plans and capabilities.
- Be designed for evaluation of emergency plans and capabilities.

An evacuation drill is coordinated by the Campus Director for all buildings on campus. The emergency response and evacuation procedures are at least once a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation in the orientation.

#### **Policy Concerning Alcoholic Beverages (12)**

The College campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the local Police Department. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Institute Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Institute approval.

#### **Policy Concerning Illegal Drug Possession (13)**

The campus has been designated "Drug free". The unlawful possession, use, or distribution of any drugs on the campus or, in connection with any College activities is prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the local Police Department. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment.

In compliance with the U.S. Department of Education Drug Prevention Programs of the Higher Education Act, Publication 101-226-20 U.S.C. Section 1145g, the following Drug Free Prevention Program is incorporated into the policy of the College in recognition of drug and alcohol abuse.

The following legal sanctions for said illegalities are set forth by the State of Washington. Washington State laws regarding minor in possession (MIP) and use:

- Persons under the age of 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit underage consumption on premises within their control. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for University purposes. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: Maximum \$1,000 fine, 90 days imprisonment or both.
- Alcohol may not be opened or consumed in a public place. Penalty: Maximum \$1,000 fine.
- It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum \$10,000 fine, 5 years imprisonment, or both. The possession of 40 grams or less of marijuana is a misdemeanor (minimum \$250 fine and not less than 24 hours in jail).
- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum \$250 fine and not less than 24 hours in jail.

Washington State laws regarding driving:

- Any minor in possession (alcohol or drug) offense will result in loss of your driver's license for one year (1st offense) or for two years (2nd offense).
- Under age 21 Driving Under the Influence (DUI) with a .02-.07 BAC has the following penalties:
  - 1st Offense: 90-day license suspension, maximum 90 days in jail and \$1,000 fine
  - 2nd Offense: License revoked until age 21 or at least 1 year, maximum 90 days in jail and \$1,000 fine
- Any age Driving Under the Influence (DUI) with a BAC of .08 or higher has the following penalties:
  - 1st Offense: 90-day license suspension, 1-day jail or 15-day electronic home monitoring, fines \$8,125, possible ignition interlock
  - 2nd Offense: License revoked for minimum of two years, minimum 30 days in jail and 60 days electronic home monitoring, fines \$8,125, possible five-year ignition interlock.

Washington State law regarding false identification:

- Possession of a false identification card is a misdemeanor. Penalty: Minimum \$250 fine and 25 hours community service.

Students who need help can contact: Washington Recovery Help Line at 1 (866) 789-1511 via phone call or text.

### **Policy Concerning Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, The College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Policy Concerning Preventing and Responding to Sex Offenses (14)**

The College provides information from the Police Department about sexual assault education and information programs to students and employees upon request. Literature on date rape education, risk reduction, and Institute response is available through the Campus Director.

If you are a victim of a sexual assault at the College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The local Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Campus Director. Filing a police report with a local police department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault 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 sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College, or only the latter. A representative from the Police Department or the College Administration office will guide the victim through the available options and support the victim in his or her decision.

### **VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines the College's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. Victims or witnesses to a crime on the school premises may report the crime to the School Director on a confidential basis for inclusion into the in the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures.

This document will be provided to all prospective students and staff via weblink, as well as be reviewed with all students and with staff.

**(32) (37)** The College prohibits crimes of dating violence, domestic violence, sexual assault, and stalking.

The College promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating

violence, sexual assault, stalking, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully, and ask questions if you are confused or uncertain. The school's Campus Security Coordinator is the Campus Director.

**(14) (38)** To conduct awareness programs, the school provides our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. The College provides information on the Center for Disease Control (CDC) resource titled "[Principles of Prevention](#)" Training. Also, the National Sexual Violence Resource Center (NSVRC) programs for Bystander Intervention online learning opportunities and Campaigns and Programs. The College promotes the awareness of dating violence, domestic violence, sexual assaults and stalking by delivering annual student and staff in person training, lectures and discussions.

### **Consent Definition (34)**

"Consent" in reference to sexual activity must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

In Washington State, the age of consent is 16 years old.

### **Domestic Violence Federal Definition(33)**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 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 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. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Procedures for Victims of Domestic Violence (15) (39)**

If a student or staff member is a victim of domestic violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Campus Director/Campus Security Coordinator and/or a representative from the police department will guide the victim through the available options and support the victim in his or her



decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The College and police strongly advocate that a victim of domestic violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident. The student or staff member can file a complaint with the Campus Director/Campus Security Coordinator.

The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of domestic violence. The complaint should be filed as soon as possible after the occurrence of domestic violence has taken place.

**(18)(19)(20)(42)** If a student or employee is a victim of domestic violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the College may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The College may help with any other protective measures that may be deemed necessary. The College will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The College's Financial Aid Counselor will be available to meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options (e.g. exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, working situation, protective measures, etc.) will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Director/Campus Security Coordinator in person.

**(22)** Any student or employee who reports to the school that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **Sexual Assault Federal Definition (33)**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape, which includes sodomy, sexual assault with an object, is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the *victim* is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Incest is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

### **Hearing Process**

**(43) (44)** If a student is alleged to having committed sexual assault, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Campus Director/Campus Security Coordinator and two additional

employees of the school's administration, who have received annual training on issues related to sexual assault and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred (40). The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a *review* of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. (45)(46) The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. (47) Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

(21) (41) A student found guilty of violating the school's sexual assault policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

(17) The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

(22) Any student or employee who reports to the school that he or she has been a victim of sexual assault, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act

**Dating Violence Federal Definition (33)**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of section § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Procedures for Victims of Dating Violence (15)**

If a student or staff member is a victim of dating violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The Campus Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the Campus Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of dating violence. The complaint should be filed as soon as possible after the occurrence of dating violence has taken place.

**(18)(19)(20)(42)** If a student or employee is a victim of dating violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school may also help with any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Counselor will be available to meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These options (e.g. exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, working situation, protective measures, etc.) will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Director/Campus Security Coordinator in person.

**Hearing Process**

**(43)(44)** If a student is alleged to having committed dating violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional

employees of the school's administration, who have received training on issues related to dating violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred (40). The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. (45)(46) The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. (47) Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

(21) (41) A student found guilty of violating the school's dating violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

(17) The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

(22) Any student or employee who reports to the school that he or she has been a victim of dating violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

**Stalking Federal Definition (33)**

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 suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily lead to professional treatment or counseling. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

If you feel you are being stalked and in immediate danger, call 911 for assistance.

**Procedures for Victims of Stalking (15) (39)**

If a student or staff member is a victim of stalking, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance if needed and/or to alert the police. The Campus Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, if needed, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense.

A student or staff member can file a complaint with the Campus Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of stalking. The complaint should be filed as soon as possible after the occurrence of stalking has taken place.

(18)(19)(20)(42) If a student or employee is a victim of stalking, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school may also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Counselor will be available to meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These options (e.g. exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, working situation, protective measures, etc.) will be provided to the alleged victim in writing, regardless of whether or not the victim

chooses to report the crime to the police or file a complaint with the school; please notify the Campus Director/Campus Security Coordinator in person.

### Hearing Process

(43)(44) If a student is alleged to having committed stalking, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to stalking and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred (40). The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. (45)(46) The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

(21) (41) A student found guilty of violating the school's stalking policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

(17) The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974

(FERPA).

**(18)** Any student or employee who reports to the school that he or she has been a victim of stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **Rape Federal Definition (33)**

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### **Procedures for Victims of Rape (15) (39)**

If a student or staff member is a victim of rape, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the School Director/Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the School Director/Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of rape. The complaint should be filed as soon as possible after the occurrence of rape has taken place.

**(18)(19)(20)(42)** If a student or employee is a victim of rape, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school may also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Counselor will be available to meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options (e.g. exiting counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, working situation, protective measures, etc.) will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school; please notify the School Director/Campus Security Coordinator in person.

## Hearing Process

(43)(44) If a student is alleged to having committed rape, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to rape and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred (40). The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time in order to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. (45)(46) The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. (47) Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

(21)(41) A student found guilty of violating the school's rape policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

(17) The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

(18) Any student or employee who reports to the school that he or she has been a victim of rape, whether the



offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

### **Resources for violence, sexual assault or stalking**

For those that are a victim of dating violence, domestic violence, sexual assault, or stalking, please reach out the following organizations for assistance:

National Sexual Assault Hotline	(800) 656-4673
National Domestic Violence Hotline	(800) 799-7233
Love Is Respect (Dating Violence Hotline)	(866) 331-9474
Victim Connect Resource enter	(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

### **Bystander Intervention (35)**

Violence affects the entire community and all members have a responsibility to take action against sexual assault and relationship abuse. One major way that an individual can take action is by being an active bystander. Bystanders are individuals that witness either an act of violence or the actions that lead up to violence.

For instance, in a situation involving sexual assault, domestic violence, dating violence, or stalking, a bystander should minimize risk and:

- Approach everyone as a friend;
- Not be antagonistic;
- Avoid violence;
- Create a distraction;
- Be honest and direct whenever possible;
- Recruit help, if possible;
- Keep safe; and
- If things get out of hand, contact the police.

Examples of warning signs that may be observe that give cause for to speak up and intervene are:

- A friend telling a sexist joke or saying something degrading or violent towards women.
- A person or group encouraging the excessive use of alcohol or other substances as a means to facilitate sex.
- A friend reporting being the initiator or recipient of controlling behavior in a relationship.
- A person who is sexually harassing someone and making them feel uncomfortable.
- A friend being followed or stalked in person, on the phone, or by use of technology.

Intervening in these situations may prevent actions and behaviors that lead up to a violent incident and keep an individual from having to intervene in a more dangerous situation. So not only does the individual have an opportunity to prevent violence immediately before it happens or during a violent act, but they also have opportunities to intervene on an ongoing basis.

## Risk Reduction (36)

The following area recommendations from the Violence Awareness and Response Program (VARP) on efforts to reduce risk.

In the Interpersonal Relationship:

- Define, respect, and communicate your own relationship and intimacy boundaries. Enhance assertiveness skills by articulating your opinions and setting boundaries in everyday situations. Don't allow someone to use guilt or pressure you to do something you don't want to do.
- Respect the boundaries of others. Do not assume desire for affection is the same as desire for intercourse. Body language can be interpreted in different ways: Ask rather than assume. Clarify any questions or doubts you have. Sex is something shared between people, not a goal or trophy of your prowess. Not having sex or not "scoring" does not mean you've been rejected - it means you have respected each others' boundaries.
- Date safely and respectfully. Find out about a new date-ask other people. Date with friends to get to know the other person in a more comfortable setting. It's okay to take time to show each other that you are trust-worthy and have a healthy approach to relationships. Take care of yourself-share expenses, meet in public places, and make sure you can get yourself home if you are uncomfortable and choose to end the date. Have enough money to take a taxi home if necessary.
- Trust your instincts. If you feel pressured, nervous, or unsafe, confront the person or get out of the situation immediately.
- Be aware that alcohol and other drugs compromise your (and your date's) ability to make responsible decisions. If you choose to do so, drink responsibly. Use a buddy system to keep track of each other's safety at parties.
- Intervene when you see someone insulted, put down, or sexually assaulted. Confront negative situations, including sexist or racist jokes. It may feel difficult, but it is an important part of making our community a better place.

On Campus

- Travel with friends in well-lit spaces.
- Be careful about giving out your contact and location information to someone you don't know & trust.

On the Street

- Plan ahead what you can do if you are attacked. Wear athletic shoes and clothes you can move comfortably in.
- Walk confidently, directly, and at a steady pace. Carry a whistle and use it if you feel you are in danger. If you carry other personal safety devices, be sure you know how to use them well. Be aware that these devices can also be taken and used against you.
- Be aware of your surroundings. Stay alert, and don't wear headphones. Travel with friends. If you fear danger, yell "FIRE" rather than "RAPE" or "HELP." People are more likely to respond.

In Your Car

- Park in safe places. Use campus escort services, keep your car keys locked, have your keys ready to open the door.
- Driving safety: Keep your car fueled and in good repair. When talking to strangers, crack your window slightly and keep your door locked. If you have mechanical trouble, stay in the car and ask passing motorists to call the Highway Patrol or service station. If you are being followed, go to safe public places.
- Use a buddy system. Let people know what your plans are, and let them know when you have arrived & returned safely - especially if you are traveling long distances or in unfamiliar places. When dropping someone off, wait until the passengers have safely entered their residents or destination.

## **Policy Concerning Sex Offender Registration (23)**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Washington State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Washington State Police is responsible for maintaining this registry.

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>

## **Emergency Control Measures**

### **Chain of Command (29)**

1. On duty supervisor should handle emergency or notify the Campus Director immediately.
2. If emergency is a serious medical issue or fire, call 911 and notify the Campus Director immediately.
3. If the Campus Director is not available, the Assistant Campus Director will assume the role.

## **Safety**

The safety and health of the employees and students is a priority. The College makes every effort to comply with all federal and state workplace safety requirements. The company's workplace safety rules and regulations are as follows:

1. Learn your job and how to be safe in the workplace.
2. Learn the location of fire alarm boxes, extinguishers and your duties in case of fire.
3. Promptly report all unsafe or potentially hazardous conditions, such as the following to your supervisor:
  - a. Wet or slippery floors
  - b. Trashy or unsafe areas at work
  - c. Equipment left in the hallways
  - d. Exposed or unsafe electrical wiring
  - e. Careless handling of equipment
  - f. Defective or shield-less equipment
  - g. Immediately report all accidents to your supervisor.
  - h. Use proper lifting procedures and get help when needed.
  - i. Wear safety glasses and protective clothing at all times.
  - j. Handle hazardous chemicals with proper safety equipment.

## **Safety and Security (7)**

In order to protect employees, students and guests, the College requires certain procedures be followed at the workplace. The company's workplace security rules and regulations are as follows:

1. Visitors to the workplace must be properly admitted by checking in at the reception desk. All visitors are to be escorted while at the campus. Employees are responsible for any guests they bring onto company property.
2. Visitors or guests may be required to submit themselves to a search before entering company property. Items being brought onto or removed from the property may be searched.
3. Report any suspicious or questionable conduct to your supervisor.

The College does not have on-campus housing, so no Fire Statistics report is made nor is there any entry in the on-campus housing facilities. There are no students organizations at non-campus locations, and no monitoring is applicable. (11)

### **Security Awareness and Crime Prevention Programs (9) (10)**

The campus will conduct an annual security and crime prevention training.

These trainings are completed at each campus that will cover prevention of crimes, lock down procedures, fire drills, etc. These training will include in person training, discussion and lectures. However the students and employees are encouraged to be responsible for their own security and the security of others.

### **Security Tips**

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 prevent 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

#### Fire Safety Report, Fire / Evacuation Procedures (24)

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 or necessary evacuation, 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 if 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 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 at the appropriate gathering location as identified on this report. 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.

### **Lock Down Procedure**

In an event that requires the campus to go into lock down, the procedures are as follows:

- Time and safety permitting, **Guest Services** will lock the front doors, and the 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.

### **Missing Student Notification (25)**

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

### **Campus Security Officials / Law Enforcement (8)**

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.

**NOTE: Annual Campus Crime Posting (1)****Scope of the Report**

This report will represent statistical information on crimes that occurred at or around Evergreen Beauty College during 2016, 2017 and 2018. Evergreen Beauty College does not offer any type of campus housing or recreational facilities.

**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 2016, 2017, and 2018 are listed below:

There were no reported hate crimes either on-campus or off-campus, at this location during the reporting period.

\*Crimes that manifest evidence of prejudice based on race, gender and gender identity, religion, disability, sexual orientation, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C 534).

These crime statistics are updated annually and redistributed to all current students and employees no later than October 1 of each calendar year.

This institution does not have any off-campus organizations, therefore no statistics are reported regarding criminal activity at off-campus organizations.

<b>On Campus</b>	<b>1/1/ 18 to 12/ 31/ 18</b>	<b>1/1/ 17 to 12/ 31/ 17</b>	<b>1/1/ 16 to 12/ 31/ 16</b>	<b>Off Campus Building/Prope rty</b>	<b>1/1/ 18 to 12/ 31/ 18</b>	<b>1/1/ 17 to 12/ 31/ 17</b>	<b>1/1/ 16 to 12/ 31/ 16</b>	<b>Public Property (Adjacent to Campus)</b>	<b>1/1/ 18 to 12/ 31/ 18</b>	<b>1/1/ 17 to 12/ 31/ 17</b>	<b>1/1/ 16 to 12/ 31/ 16</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	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	1
Aggravated Assault	0	0	0	Aggravated Assault	0	0	0	Aggravated Assault	0	0	2
Arson	0	0	0	Arson	0	0	0	Arson	0	0	0

<b>Hate Crime Offenses</b>	0	0	0	<b>Hate Crime Offenses</b>	0	0	0	<b>Hate Crime Offenses</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-2018

Complete Annual Campus Security Report is available for review in the Administration can be downloaded at <https://www.evergreenbeauty.edu/disclosures/>



**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.

**Evergreen Beauty College**

**INCIDENT REPORTING FORM**

**Name:**

**Date of Incident:**

**Supervisor:**

**Location of Incident:**

**Student (s):**

**SUBJECT:**      Injury              Discrimination              Harassment  
                         Retaliation              Grievance Form              Other

**Describe the incident including all dates, location, etc.:**

**Describe your actions in response to the incident:**

**List of Witnesses:**

**Recommendation:**