



**CALIFORNIA HAIR DESIGN ACADEMY**

**CAMPUS SAFETY &**

**SECURITY**

**8011 University Avenue, Suite A-2**  
**La Mesa, CA 91942**  
**(619) 461-8600**

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## **Message from the School President**

California Hair Design Academy is pleased to present the 2018 Campus Safety & Security Report. This annual security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the school community.

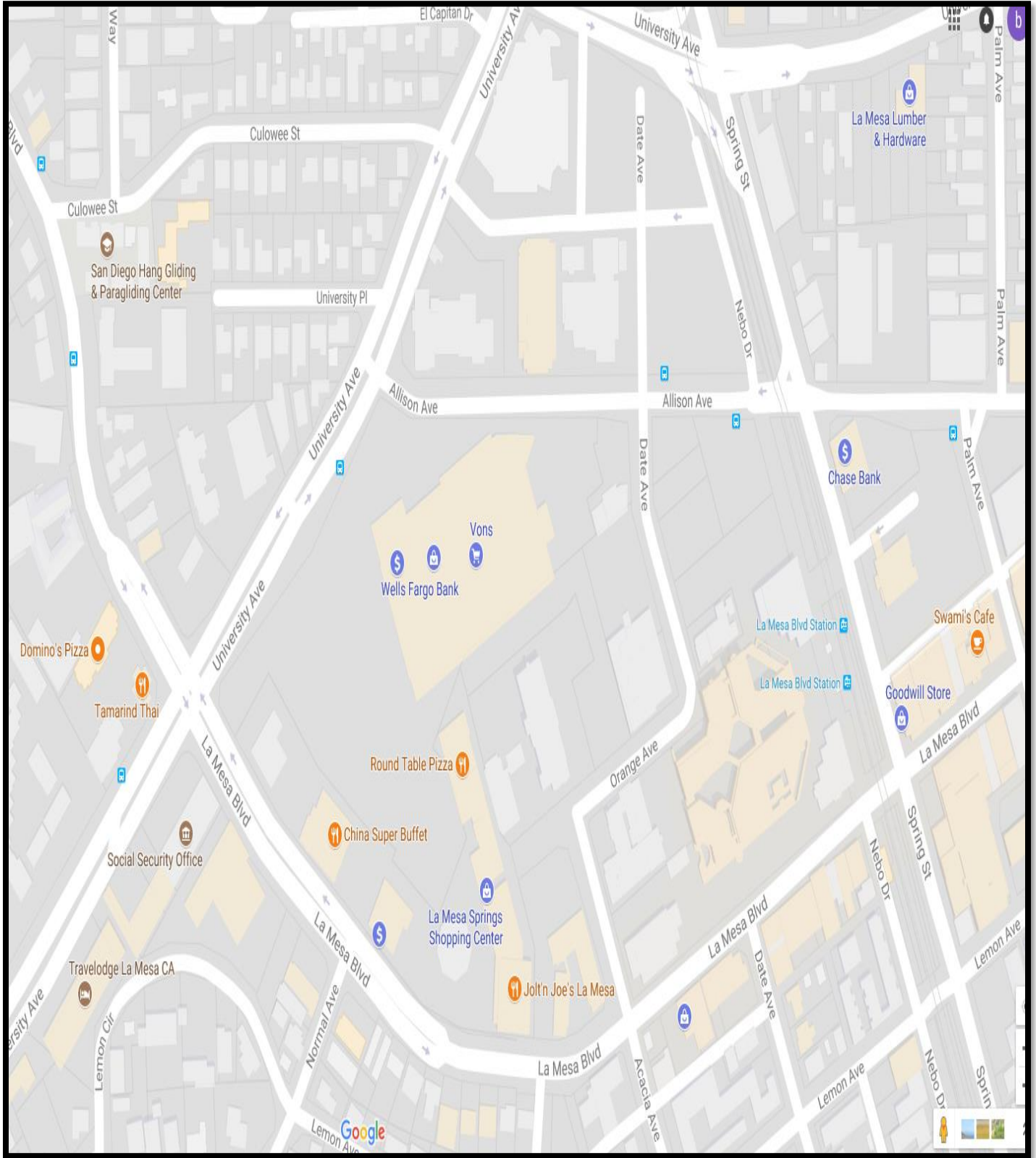
The statements enclosed in this document address the school's policies, procedures and programs concerning safety including sexual misconduct, safety awareness, crime prevention and emergency response. Crime statistics reported have occurred on campus, on property owned or controlled by the school or on public property within or immediately adjacent to the campus and are presented in this report for a three year period.

This report is available online at <https://chdaschools.com/consumer-information/campus-safety-security>.

You may also request a paper copy from our school safety officer, Brenda Garcia.



Len Steinbarth, School President



8011 University Avenue, Suite A-2  
La Mesa , CA 91942



**CAMPUS SECURITY ACT DISCLOSURE**

Any person witnessing some form of criminal action or other emergency should report it to the Supervisor on duty at California Hair Design Academy. The Supervisor on duty will investigate the incident and if needed, it will be reported to the La Mesa police department. The Supervisor will prepare a memorandum regarding the incident.

All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises. The receptionist, school manager or supervisor, instructor and/or the receptionist will lock up. There will always be two employees closing the facility.

California Hair Design Academy does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the La Mesa police department.

During orientation, theory and staff meetings, students and employees are informed about the importance of a secure premises. Students and employees are encouraged to group together when walking to their cars and the bus. They are also reminded that they can assist in crime prevention by ensuring that all doors are locked, not walking alone to their cars or to the bus and reporting any suspicious situation to the school's Supervisor. We also schedule local law enforcement to come into theory and give advice on crime prevention.

If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a school related activity, and wishes to report the offense, it is the school's policy that the offense be reported at once to the school director or administrator in charge who will also contact the Administration staff immediately so that an investigation can begin as soon as possible.

California Hair Design Academy does not recognize any off-campus student organization.

The institution's policy for our employees requires them to sign a drug policy prior to hiring. All students also sign a drug policy prior to enrollment. The sale or use of alcohol and illegal drugs are not permitted in California Hair Design Academy or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226.

In compliance with the Public Law 1025-26, the following information on campus crimes is reported for your review. The following criminal offenses were reported to campus security personnel or local police authorities as having occurred on campus:

<u>CRIMINAL OFFENSE – ON CAMPUS</u>			
	2017	2016	2015
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* SEX OFFENSES – FORCIBLE	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* SEX OFFENSES – NON-FORCIBLE	0	0	0
*INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSAULT	0	0	1
* BURGLARY	0	0	0
*MOTOR VEHICLE THEFT (Does not include theft from vehicles)0	0	1	0
* ARSON	0	0	0
<u>CRIMINAL OFFENSE – NONCAMPUS</u>			
	2017	2016	2015
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSAULT	0	0	0
* BURGLARY	0	0	0
*MOTOR VEHICLE THEFT (Does not include Theft from vehicles)	0	1	0
* ARSON	0	0	0

<u>CRIMINAL OFFENSES – PUBLIC PROPERTY</u>			
FOR EACH OF THE FOLLOWING CRIMINAL OFFENSES, THE NUMBER OF OCCURRENCES REPORTED TO HAVE OCCURRED ON PUBLIC PROPERTY.			
	2017	2016	2015
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0
*SEX OFFENSES – FORCIBLE	0	0	0
*RAPE	0	0	0
*FONDLING	0	0	0
*SEX OFFENSES – NON-FORCIBLE	0	0	0
* INCEST	0	0	0
* STATUTORY RAPE	0	0	0
*ROBBERY	1	0	3
*AGGRAVATED ASSAULT	2	1	0
*BURGLARY	1	0	0
*MOTOR VEHICLE THEFT (Does not include theft from a vehicle)	0	0	0
*ARSON	0	0	0
<u>HATE CRIMES - ON CAMPUS</u>			
FOR THE CRIMINAL OFFENSES LISTED BELOW THE NUMBER OF REPORTED TO HAVE OCCURRED ON CAMPUS THAT MANIFEST EVIDENCE OF PREJUDICE BASED ON RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY/NATIONAL ORIGIN OR DISABILITY. GENDER, DISABILITY THAT TOOK PLACE.			
	2017	2016	2015
*MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* RAPE	0	0	0
* FONDLING	0	0	0
* INCEST	0	0	0
* STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGREVATED ASSULT	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT (Does not include theft from vehicle)	0	0	0
* ARSON	0	0	0
* SIMPLE ASSAULT	0	0	0
* LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0
* DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
<u>HATE CRIMES – PUBLIC PROPERTY</u>			
	2017	2016	2015
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0
*SEX OFFENSES – FORCIBLE	0	0	0
*SEX-OFFENSES – NON-FORCIBLE	0	0	0
*INCEST	0	0	0
*STATUTORY RAPE	0	0	0
*ROBBERY	0	0	0
*AGGRAVATED ASSAULE	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT	0	0	0
* ARSON	0	0	0
*SIMPLE ASSUALT	0	0	0
*LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0

* DESRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
<u>VAWA OFFENSES – ON CAMPUS</u>			
	2017	2016	2015
DOMESTIC VIOLENCE	0	1	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
<u>VAWA OFFENSES – NON CAMPUS</u>			
	2017	2016	2015
DOMESTIC VIOLENCE	0	1	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
<u>VAWA OFFENSES – PUBLIC PROPERTY</u>			
	2017	2016	2015
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
IN ADDITION TO THE ABOVE CRIMES, THE FOLLOWING NUMBER OF ARREST WERE MADE IN THE FOLLOWING YEARS			
	2017	2016	2015
<u>ARREST – ON CAMPUS</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	1	0
LIQUOR LAW VIOLATIONS	0	7	0
<u>ARREST – NON CAMPUS</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	1	1	0
LIQUOR LAW VIOLATIONS	0	7	0
<u>ARREST – PUBLIC PROPERTY</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	3
LIQUOR LAW VIOLATIONS	0	13	0
<u>DISCIPLINARY ACTIONS –ON CAMPUS</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
<u>DISCIPLINARY ACTIONS –NON CAMPUS</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
<u>DICIPLINARY ACTIONS – PUBLIC PROPERTY</u>			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
<u>UNFOUNDED CRIMES</u>			
If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”. Only sworn or commissioned law enforcements personnel may un-found a crime			
	2017	2016	2015
UNFOUNDED CRIMES	0	0	0

This information on campus security, is updated on an annual basis, and is available to students, employees, and applicants upon request.

### **Preparation of Disclosure of Crime Statistics**

California Hair Design Academy (hereafter referred to as “the institution”) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://chdaschools.com/consumer-information/campus-safety-security>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus as well as the designated school safety officer. The designated school safety officer provides updated information on their educational efforts and programs to comply with the Jeanne Clery Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials including but not limited to the school safety officer, directors, supervisors, department heads, all staff members and local law enforcement agencies. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. A procedure is in place to anonymously capture crime statistics disclosed confidentially during counseling sessions should a student request such confidentiality. There is no time limit to report a crime or sexual assault to California Hair Design Academy.

Each year, all enrolled students are provided the direct website link to access this report, via e-mail. Faculty and staff receive the same notification via e-mail. The report is also available on the home page of the Pivot Point LAB portal, which is accessed daily by both students and staff. Paper copies of the report may be obtained at the administrative office located near the entrance of the school.

### **Security Awareness Programs for Students and Employees**

During orientation, which occurs prior to the commencement of classes, students are informed of services offered by the school safety officer. Students review Crime Statistics and Campus Safety disclosures prior to enrolling. This information is also presented to new employees. Crime Prevention and Sexual Assault Prevention is discussed on a continual basis. When the Annual Security Report is published each fall, current students are notified and given access to the new report.

Periodically during the academic year, the school presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism as well as educational sessions on



personal safety. Awareness classes are also held on the following topics: fire awareness, safety, being prepared for a disaster.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security.

### **Encouragement of 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 school safety officer in a timely manner. However, there is no time limit on reporting these incidents to California Hair Design Academy. To report a crime or an emergency on or near the school, call 619-461-8600 extension 204 to reach the safety officer directly. For emergencies call 911. If assistance is required from local police agencies, the school will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene can refer the victim to appropriate agencies. The school maintains a list of resources and publications containing information about on-campus and off campus resources. That information is made available to provide school community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for the school.

Crimes should be reported to the School Safety Officer to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Criminal Offenses**

- Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
- Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
- Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### **How to Report Criminal Offenses**

Contact **911** immediately for all emergencies. For non-emergencies, contact the La Mesa Police Department at 619-667-1400 (non-emergencies in La Mesa, CA.)

Any suspicious activity or person(s) seen in the parking lots, shopping center area, or inside campus buildings should be reported to the police department.

When making a report to authorities note to include the following information:

1. Date, time and location of the incident
2. A description of the incident
3. Description of the individuals involved in the incident and or vehicles
4. Detail of who was notified about the incident and the security of others

In addition you may report any criminal or sexual offenses, including suspected criminal activity, to the following Campus Security Authorities:

1. The supervising instructor or any instructor(s) on campus
2. Administration
3. The designated School Safety Officer: Brenda Garcia (619) 461-8600 ext. 204 or [brenda@chdaschools.com](mailto:brenda@chdaschools.com)

When a student or employee reports to the institution that the student or employee has been a victim of sexual misconduct, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

### **Voluntary Confidential Reporting**

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

### **Limited Voluntary Confidential Reporting**

The school encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the school cannot hold reports of crime in confidence.

### **Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined as: a) *Pastoral Counselor*: An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. b) *Professional Counselor*: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. The institution does not currently employ any Pastoral or Professional Counselors.

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

The institution 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 institution 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 school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sexual Offense and Sexual Harassment Policy**

California Hair Design Academy is committed to maintaining an environment supporting the students and staff. The educational mission is one to be free of exploitation and intimidation. All forms of sexual offense and /or sexual harassment of students, prospective students, or employees, including but not limited to crimes of dating violence, domestic violence, sexual assault and stalking is an unacceptable conduct and will not be tolerated. California Hair Design Academy enforces this policy through internal disciplinary and grievance procedures and encouragement of external prosecution through the appropriate law enforcement officials.

### **Sexual Offense Definition**

Sexual offenses include many sexual acts directed against another person forcibly and /or against that person's will. Sexual offenses also include acts not forcibly or against that person's will where the victim is incapable of giving consent due to his his/her youth or temporary, permanent or physical incapacity.

### **Sexual Harassment Definition**

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts, sexual harassment is illegal. "It is unlawful to harass a person (a student or employee) because of that person's sex." Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. In the workplace, harassment may be considered illegal when it is so frequent or severe that it creates a hostile or offensive environment .It includes a range of actions from mild transgressions to sexual abuse or sexual assault.

### **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic or psychological action or coercions of action that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures or wounds.

### **Dating Violence**

Dating violence is by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

### **Stalking**

Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his or others' safety or to suffer substantial emotional distress.

### **Consent Definition**

Consent is an informed, freely given agreement, communicated by clearly understandable words or actions to participate in any form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent must be given by a person with the ability and capacity to exercise free will and make rational, reasonable judgments.

A current or previous dating or sexual relationship is not sufficient to constitute consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that she or he has consent of the other to engage in the activity. Consent must be present throughout sexual activity and may be withdrawn at any time. Consent cannot be obtained by the use of physical force, intimidation, or coercion. Having sexual activity with someone you know or may not know when they are incapacitated is a violation of this policy.

*School policy: any staff or student convicted in any of these crimes will be immediately terminated.*

### **Evacuation Procedures**

In the event the campus is evacuated, the school has clearly marked exit signs and evacuation routes posted in each room of the campus.

1. Should an alarm be sounded or a supervisor, Emergency Plan Coordinator or CEO orders an evacuation of the building, please remain calm, walk to the nearest exit and leave the building immediately.
2. Should the evacuation allow an individual to retrieve his or her personal items please do so in an orderly manner.
3. After leaving the building meet in a safe designated area and do not leave the area or return to the building. Follow the direction of the supervisor or on-site manager's instructions.
4. Fire extinguishers are marked on the emergency evacuation exit notices in each room.

### **Designated Meeting Places**

The designated meeting place will be determined by the safety of the area and are as follows:

- Dirt lot north of campus
- Parking lot in front of campus

Once all staff and students are accounted for further instructions will be given.

### **Emergency Responses**

#### **Severe Weather and Civil Unrest**

- Stay inside and move away from windows
- Close and lock exterior doors and offices
- For extreme weather shelter in a lower level of the building if possible

## **Earthquake**

- If indoors, DROP down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) and stay where you are until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Do not run outside.
- Stay away from windows and objects that may fall.

## **Fire**

- Call 911 and report the location and nature of the fire.
- Activate or ask someone to activate the closest fire alarm.
- Isolate the fire by closing doors behind you (do not lock).
- Evacuate to a designated evacuation site and report to the California Hair Design Academy staff.

## **Medical Emergency**

- Call 911 and report the nature of the illness or injury and the location.
- Report to California Hair Design Academy staff.
- Provide medical care if trained and qualified, or seek help from trained personnel.

### **Procedures for Testing Emergency Response Evacuation Procedures**

Emergency response and evacuation procedures are tested as least once every year for each campus and are coordinated by the supervising staff along with the safety coordinator. The staff and students on campus are not notified in advance of the testing.

### **Example of Drill:**

Fire Drill: Evacuation of the school to a designated area outside where the staff takes role (students in attendance for the day) to confirm all have evacuated safely.

Periodic inspections are conducted by the safety coordinator along with meetings with school staff to discuss potential hazards throughout the campus and off campus.

## **Shelter in Place**

Sheltering in place provides protection from external hazards and minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small interior room if possible, with no windows or as few as possible. Should you be directed to shelter-in-place do not attempt to go outside, stay inside.

### **A Shelter in Place may be ordered for the following reasons:**

- Active Shooter
- Severe Weather
- Hazardous Material
- Civil Unrest
- Hostage situation
- Or any situation where it is best for you to stay where you are and avoid an outside threat

### **When this happens:**

- Stay calm
- Faculty should recommend to students and others to stay inside
- Select a small interior room if possible, with no windows or as few as possible
- Close and lock all doors and windows, exterior doors, and any other openings that lead to the outside.
- Stay away from the doors and windows
- If you are told there is danger from an explosion, close the window shades, blinds, or curtains
- Avoid overcrowding by selecting several rooms so individuals can sit calmly
- After the shaking stops, go to a designated evacuation site and report to the California Hair Design Academy staff.
- If outdoors, stay in an open area away from buildings, trees, street lights and utility wires. Do not enter buildings.

## **Responding to an Active Shooter on Campus**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Hide out If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement .

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.



### **Take action against the active shooter:**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### **What to Expect When Law Enforcement Arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety.

### **How to react when law enforcement arrives:**

- Remain calm, follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

### **Information to provide to law enforcement or 911 operators:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### **Relationship with Local Law Enforcement**

The school maintains a close working relationship with the La Mesa Police Department. Meetings are held between the leaders of these agencies on an informal basis. The School Safety Officer and supervising instructors communicate regularly on the scene of incidents that occur in and around the campus area.

- There is no written memorandum of understanding between school and the listed police agencies.
- There is no written memorandum of understanding between campus security personnel with state and local law enforcement agencies
- There are no officially recognized student organizations with non-campus locations

### **Issuing Timely Warnings**

Below are the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

In the event that an emergency situation arises either on or off campus, that, in the judgment of the School Safety Officer or other school official, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The warning will be issued either through email, phone call, text message, social media alerts, news media, Pivot Point LAB Announcement or by physical posting of a warning on the campus facilities.

Depending on the particular circumstances of the emergency, the school may attempt to personally contact individual students and employees, especially in situations that could pose an immediate threat to the community and individuals.

California Hair Design Academy follows local law enforcement, state law enforcement and FEMA when an emergency occurs that would endanger the students and staff of California Hair Design Academy.

The school safety officer is responsible for confirming there is a significant emergency or dangerous situation and will determine the appropriate segment(s) to receive a notification, the content of the information to be released and initiate the notification system. Segments that could receive notification include:

- President
- Manager/Assistant Manager
- CDC
- Executive Assistant to CEO
- Law Enforcement
- FEMA

### **Access to Campus Facilities**

California Hair Design Academy does not have any campus residences or an individual monitoring system.

During business hours, the school will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all school facilities is by key obtained from school staff members. In the case periods when there is an extended closing, the school will admit only those with prior approval of the school's staff.

### **Posted Campus Hours**

California Hair Design Academy is open to the general public for services Tuesday through Friday from 10:00 am to 9:00 pm and Saturdays from 9:00 am to 5:00 pm.

### **The institution is open for students:**

- 8:30 am to 10:30 pm, Mondays for Day/Evening Classes
- 8:30 am to 10:30 pm, Tuesday through Friday for Day/Evening classes
- 8:30 am to 5:00 pm, Saturday for Day Classes

Our campus is secured during non-business hours. The afterhours locking procedures secure the campus after all students have left and a sweep of the building has been performed. If any unauthorized individual is seen in the building, the staff member will contact their supervisor and/or security or police department.

Located in a strip mall, the outside of the building is monitored by landlord or property management companies. California Hair Design Academy monitors inside the school campus and requires all staff to ensure proper functions of school facilities.

### **Alcoholic Beverages and Drug Use and/or Possession**

The possession, sale or the furnishing of drugs and/or alcohol on the school campus is governed by the school's Drug & Alcohol Policy and California state law.

Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the school. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the school's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

California Hair Design Academy has been designated "Drug Free" and under no circumstances is the use of drugs permitted. The possession, sale, manufacturing or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to the school's disciplinary action, criminal prosecution, fine and imprisonment.

### **Local, State and Federal Regulations Governing Alcohol & Drugs**

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage.

Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the School Safety Officer.

1. Persons under age 21 found possessing alcohol may be given a fine and/or subject to incarceration.
2. Persons possessing illegal substances or drugs may be given a fine and/or incarceration upon conviction for possession of the illegal substance.

*A violation of any law regarding drugs or alcohol is also a violation of the school's Student Rules and Regulations and may result in termination from the program.*

### **Substance Abuse Education**

The school maintains a list of substance abuse prevention programs and posts these resources in public places in an effort to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs referenced provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and school college disciplinary actions.

#### **The institution provides the following:**

- **Alcohol and Drug Education:** Provision of drug and alcohol abuse publications to students and employees.
- **Referral and Counseling Services:** Reference of students and employees to community drug and alcohol counseling agencies upon request.
- **College Disciplinary Actions:** Review and action taken by school administration including suspension and possible termination

## Health & Welfare Prevention Resources

The institution makes the following information available to its student, staff, and instructors.

### Alcohol and Drugs:

<a href="#">Alcohol and Drug Services Access &amp; Crisis Line</a>	1-800-479-3339 www.sandiegocounty.gov/hhsa/programs/bhs/alcohol_drug_services	Crisis line. Information is also available on residential and non-residential treatment programs.
<a href="#">Al-Anon Alateen</a>	1-757-563-1600 / www.Al-anon.alateen.org	Designed to help families and friends of alcoholics
<a href="#">Facts on Tap</a>	www.campushealthandsafety.org	A comprehensive alcohol and drug education program for students.
<a href="#">Narcotics Anonymous</a>	1-800-479-0062 www.sandiegona.org	Information and counseling including meetings, sponsors, and recovery.
<a href="#">1-800-NO-BUTTS</a>	1-800-NO-BUTTS www.nobutts.org	An organization that provides support and treatment for those wishing to stop smoking.

### Women's Health:

<a href="#">Planned Parenthood</a>	619-881-4589 www.plannedparenthood.org/planned-parenthood-pacific-southwest	Pregnancy tests, birth control, emergency contraceptives and other women's health resources
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### Childcare:

<a href="#">YMCA Childcare Resource Service</a>	858-292-9622 www.ymca.org/crs	Can help you find child care near your work or home.
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### Eating Disorders:

<a href="#">Caringonline.com</a>	1-888-884-4913 www.caringonline.com	Resources for negative body image or Anorexia, Bulimia, or Compulsive Overeating.
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### Depression and General Mental Health:

<a href="#">Suicide Prevention Center</a>	1-888-724-7240 up2sd.org/resources/suicide-prevention-and-support/	24-Hour Crisis Line Links to prevention and mental health resources
<a href="#">Depression and Bipolar Support Alliance</a>	1-800-826-3632 www.dbsalliance.org	Support, information and resources for depression and bipolar disorders.
<a href="#">ULifeline</a>	1-800-273-TALK (8255) www.ulifeline.org	A mental health library, drug database, screening tests, how to support a friend and more.

### Domestic Violence:

<a href="#">California Partnership to End Domestic Violence</a>	1-800-799-SAFE (7233) www.cpedv.org	24-Hour Hotline for Victims Domestic violence resources
<a href="#">San Diego Domestic Violence Council</a>	1-800-799-SAFE (7233) www.sddvc.org	24-Hour Hotline for Victims of Domestic Violence
<a href="#">The National Domestic Violence Hotline</a>	1-800-799-SAFE (7233) www.thehotline.org/resources	National Domestic Violence Hotline, Resources for victims

### **Additional Resources**

National Domestic Violence Hotline: 1(800)-799-7233

National Resources Rape, Abuse & incest National Network: 1(800) 656-4673

National Child Abuse Hotline: 1(800)-422-4453 or- 1 (800) 344-6000

Access & Crisis Line: (888) 724-7240

Aging and Independent Services & Adult Protective Service: 1 (800) 510-2020

Center Community Solutions – Sexual Assault Crisis Line: 1 (888) 385-4657

Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ): 1 (858) 212-5433

Megan's Law: <http://meganslaw.ca.gov/>

### **Military Resources**

For referral for family services centers serving Camp Pendleton, MCAS, Miramar, MCRD, Naval Base, San Diego, NAS North Island and Sub Base Fleet; Call Military one Source at (800) -342-9647 (24 hour hotline not confidential) You may call the Family Justice Center Military Liaison 619-533-3592 (confidential.)

### **California Business and Professions Codes re: Drugs and Alcohol**

25602 Giving Alcohol to Intoxicated People

25604 Retail Establishments Serving Alcohol Must Be Licensed

25607 Limits on Alcohol Approved Retail Licenses

25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors

25662 Public Possession of Alcohol by Those Under 21 California Vehicle Code

13388 Under 21 Refusing a Blood Alcohol Test

13392 License Suspensions for Refusal of Blood Alcohol Test

23136 Under 21 Driving Under the Influence

23140 BAC Limit for a Driver Who is Under Age

23152 Driving Under the Influence

23220 Limits on Alcohol Use While Driving Off-Road

23221 Limits on Open Containers in Vehicles

23222 Consequences for Marijuana Use While Driving

23224 Limits of Under 21 Transporting Alcohol

23502 Alcohol Education Programs for Underage Offenders

23536 Consequences for DUI Conviction

23594 Consequences for Owner of Vehicle Used in DUI  
23645 Further Consequences for DUI Conviction California Health and Safety Code  
11153.5 Manufacture of Controlled Substances  
11350 Possession of Narcotics  
11351 Possession of Narcotics for Sale  
11352 Transportation of Narcotics  
11355 Sales of Narcotics 11357 Possession of Marijuana of Hashish  
11358 Cultivation of Marijuana  
11359 Sale of Marijuana  
11360 Transportation of Marijuana  
11364 Possession of Device for Consuming Narcotics  
11365 Aiding the Use of Narcotics  
11377 Consequences for Possession of a Controlled Substance  
11378 Possession for Sale of Controlled Substances  
11382 Aiding the Distribution of Controlled Substances  
11383 Possession of Materials Intended to Manufacture Methamphetamine  
Federal Code Title 21, Chapter 13 Lists Laws Pertaining to Possession of Controlled Substances and Illegal  
Trafficking