

# **NIMA: National Institute of Medical Aesthetics**

## **CAMPUS SAFETY AND SECURITY**

In accordance with the Crime Awareness and Campus Security Act of 1990, the National Institute of Medical Aesthetics (NIMA) collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment about its safety and security procedures and policies.

This report is distributed annually, in September, to all current and prospective students and employees. All data in this report is obtained from the South Jordan Police Department and the building management to compile the statistics used in the report. In addition, The report is provided to all individuals during enrollment or employment orientation that is conducted with each start class or upon hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The safety of our students and employees is an important concern of NIMA and we encourage all students and employees to be responsible for their own security and the security of others. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at administration offices. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than parking areas, at any time unless supervised by a staff member.

The school encourages professional counseling, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact the Dean for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

### **CRIME & ACCIDENT PREVENTION:**

Everyone should remember that personal safety begins with you. The following should be considered: When walking on campus, be aware of who and what is around you. Try not to walk alone. Do not carry large amounts of cash. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible. Do not leave books or personal property unattended in the classroom.

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft.

The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a

case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder – negligent and non-negligent
- Arson
- Forcible and non-forcible sex offenses
- Domestic violence
- Dating violence
- Stalking
- Robbery/theft
- Simple or aggravated assault
- Weapons possession
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism

***Victims are encouraged to exercise their rights, if desired, including:***

1. Proceeding to a place where it is safe from further attack and reporting offenses to proper local law enforcement, campus security authority, and health officials
2. Preserving any evidence of the assault that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
3. Obtaining immediate medical attention, including a forensic examination (completing a forensic examination does not require the victim to file a police report)
4. Receiving appropriate counseling referral information
5. Receiving information on services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid
6. Completing crime reports
7. Changing academic and work situations (e.g., student's course schedule; employee's work environment) · Applying for judicial no-contact, restraining and protective orders
8. Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide results of the disciplinary hearing to the victim's next of kin, if so requested.

***Further preventative measures include:***

9. Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
10. Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
11. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
12. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
13. Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at ALL times, and the student/ employee must not allow any unauthorized individual entrance.

14. Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both have entered their vehicles safely upon leaving the school premises.
15. Students and/or employees shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc., to an instructor or School Director for immediate attention.
16. The School Directors shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Directors to notify the appropriate agencies: i.e., the poison control center, the fire department, the power company, etc.
17. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the School Directors.
18. Damaged or dangerous structural conditions shall be reported to a spa floor instructor immediately.
19. Students and/or employees should handle all equipment correctly: i.e., within the manufacturer's specifications. The school will not be responsible for accidents caused by the inappropriate or negligent use of any of its equipment.
20. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
21. Students and/or employees with unusual or serious health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school management.
22. Employees shall be required to attend a workshop on first-aid care. The workshop will be organized by the Education Director and will involve accepted professional organizations.

#### **CRIMINAL & ACCIDENT REPORTING PROCEDURES:**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to timely report all crimes to the Dean of Aesthetic programs who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis.

#### **STUDENT RIGHT TO KNOW POLICY:**

All criminal activity and accidents that occur on the school premises must be reported to NIMA Administrators who must keep a confidential file on the circumstances surrounding each incident. NIMA Administrators must make the information available to the employees and students, although he or she should keep personal information, such as names, confidential. A confidential file will be kept that describes each accident and criminal incident in detail. The file must include dates, times, names, extenuating circumstances, agencies notified, etc. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and simple or aggravated assaults that occurred within the institution will be available to any and all students and/or employees upon request.

Statistics concerning the number of arrests for on-campus crimes of murder, forcible (rape, fondling, incest) and non-forcible sex offenses, robbery, domestic violence, dating violence, stalking, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, weapons possession, hate crimes, negligent manslaughter, and non-negligent manslaughter during the calendar year of 2017 and the 2 previous years are outlined below. (Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its

educational purpose. There are no buildings or properties owned or controlled by the school's student organizations which are recognized by NIMA.)

<b>Offenses</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Campus Occurrences</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Liquor Laws	0	0	0
Drug Laws	0	0	0
Weapons possession	0	0	0
<b>Offenses</b>			
<b>Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (Rape, Fondling)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Liquor Laws	0	0	0
Drug Laws	0	0	0
Weapons possession	0	0	0
<b>Hate Crime</b>			
<b>Campus Occurrences</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny/theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0

Destruction/Damage/Vandalism of property	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
<b>Hate Crime</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny/theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

In an effort to reduce crime, all employees and students are provided with handouts and procedures geared toward personal protection and the prevention of all related crimes during the orientation process. In addition, periodically, NIMA Executives are invited to speak to the staff and students about crime prevention methods.

**Drug and Alcohol** - Is prohibited at all times at the school. This is defined as unlawful manufacture, distribution, possession or use of a controlled substance, including alcohol. A copy of the Drug and Alcohol- Free School and Workplace Program Policy is provided to all individuals during enrollment of employment orientation. Drugs and alcohol are toxic to your body and if abused can have catastrophic consequences on your health. Health problems can occur such as severe anxiety, respiratory issues, immune deficiency, birth defects, and permanent damage of vital organs. Drug and alcohol abuse programs are available to those that are in need.

Off-campus services include Drug and Alcohol abuse information and treatment, counseling and mental health include:

University of Utah Neuropsychiatric Institute: 1-800-446-2673

The National Institute on Drug Abuse Hotline: 1-800-662-HELP

The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971

The National Clearinghouse for Alcohol and Drug Information: 1-301-468-2600

Department of Education Regional Centers Drug-Free Schools and Communities (Southwest Region):  
1-405-325-1454

**Missing Student Information** - It is the policy of NIMA to follow approved procedures and guidelines when a student is reported or declared missing.

Once the Administrators have confirmed that a student is missing, the following steps will be taken:

1. Notifies the staff and faculty that a student has been missing for more than 24 hours.
2. Files a missing person report with South Jordan Police.
3. Notifies the person designated as an emergency contact on the students Application form.
4. If the student is under 18, and not an emancipated individual, the student's custodial or legal guardian is notified.

**Dating Violence, Domestic Violence** - NIMA is committed to educating our students regarding dating, domestic violence, sexual assault and stalking by discussing and defining these issues in our student catalog and addressing that these violences are prohibited and not acceptable behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Dating and domestic violence includes actual or threatened economic control, physical injury, psychological abuse, progressive social isolation, and/or sexual assault. This includes any behaviors that blame, frighten, hurt, humiliate, intimidate, injure, manipulate or wound someone. Dating violence and domestic violence can and does affect those of any age, gender, race, religion, sexual orientation, education, or socioeconomic background. It can happen to those who are dating, living together, married and even those in roommate arrangements.

Below are just some examples of various forms of abuse: Using put-downs, insults, name-calling, humiliation; Controlling possessions like: a car, phone, clothes, jewelry; Excessive gift-giving with strings attached, for example "I gave you this, now you owe me"; Intimidation (blocking exits/doors, hitting things or throwing objects at or near partner.)

**In The Event of a Rape, Sex Offense, Aggravated Assault, Dating, Domestic Violence or Stalking the accuser has the right to take the following steps:**

1. Report the offense to School Administrator or Instructor on duty.
2. Preserve any evidence as may be necessary to prove criminal sexual assault so it is important to do not disturb the area surrounding the incident.
3. The Administrator will then inform the student or employee in writing 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 to notify these authorities, the School Director will call (911) for medical assistance and to alert the police.
4. The school encourages victims of sex offenses to seek professional counseling offered in the community. Please contact a School Director for a referral for off-campus counseling.
5. If a student is a victim of an alleged sex offense, the student may request a change in his or her academic schedule, such as moving from night to day classes, from a full-time to a part-time schedule, etc.; please notify the Dean of such a request.
6. Upon notification of any sexual offenses NIMA will provide the student or employee a written explanation of the student's or employee's rights and options, and a written notification with information on counseling, health, mental health, victim advocacy, legal assistance, visa immigration assistance, student financial aid, and others services for victims within NIMA and the community.
7. Immediately notify city officials if safety of the community is in jeopardy.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The school and police strongly

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

On campus disciplinary action in cases of alleged sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances, provided that:

The accuser and the accused may have others present during the campus disciplinary proceedings; both the accuser and the accused shall be informed in writing of the outcome of such disciplinary proceedings. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape or other forcible or non-forcible sex offense vary depending upon the final determination and could include termination.

To find a list of registered sex offenders who might be present of campus please visit: <http://www.RegisteredOffendersList.org>.

Rape Recovery Center (RRC) 801-467-7282 <http://www.raperecoverycenter.com/> The RRC offers the following services and resources free of charge:

- 24 hour crisis information hotline: (801)-467-7273
- 24-hour toll-free statewide crisis and information hotline: 1-888-421-1100
- 24-hour emergency hospital response
- Individual and family counseling
- Support groups
- Legal and criminal justice advocacy
- Community education

**Anti-Harassment and Discrimination Policy** - NIMA is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all student and employees are required to take our mandatory Sexual Harassment and Prevention Training annually. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972,

NIMA prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and NIMA has jurisdiction over Title IX complaints. NIMA's anti-harassment policy applies to all persons involved in the operation of NIMA, and prohibits unlawful harassment by any employee of NIMA, as well as students, customers, vendors or anyone who does business with NIMA. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom NIMA does business engages in unlawful harassment or discrimination, NIMA will take appropriate corrective action.

As part of NIMA's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to NIMA's community through publication, website, new employee

orientation, student orientation, and other appropriate channels of communication. The school provides training to key staff members to enable NIMA to handle any allegations of sexual harassment or sexual violence promptly and effectively. NIMA will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## Definitions

**Sexual Harassment** is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

**Sexual Violence** is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Dating Violence** is defined as 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 this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence** is defined and includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabitating with, or has cohabitated with the victim as a spouse, or by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

**Stalking** is defined as the engaging in a course or conduct directed at a person that would cause a reasonable person to fear for his or her own safety of others, or to suffer emotional distress. Stalking is a pattern of behavior that makes an individual feel afraid, in danger, harassed and/or nervous. A stalker can be almost anyone from a partner or former partner to a stranger. Stalkers become obsessed with their target and can be creative in the way they disrupt their target's life. Stalking is not limited to, but can include, the following: • Damaging or threatening to damage property • Using the Internet, social media, or other methods to post information, harass and spread rumors • Repeatedly sending unwanted and intrusive emails, phone calls or texts • Continuously and deliberately appearing at an individual's home, school, place of employment, business, or any other location to maintain visual or physical proximity • Other actions that control, track or frighten an individual.

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, surveils, 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, require medical or other professional treatment or counseling.

**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication). Sexual assault includes rape, fondling, incest, or statutory rape.

**Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally.

### **Protected basis if:**

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual

Materials, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Bystander Intervention**

An engaged bystander is someone who intervenes in a safe and positive way before, during, or after a situation or event in which they see or hear behaviors that promote dating violence, domestic violence, sexual assault, or stalking. The bystander approach attempts to teach community members

how to be engaged bystanders in a safe and effective way. Primary prevention activities take place before violence happens to prevent perpetration or victimization.

## **Everyone Can Help – Don't Be a Bystander**

There are five steps to helping when witness to a problematic or potentially problematic situation:

1. *Notice the Event*: People are busy, distracted, on their phones, talking, texting, not aware of their surroundings – some don't want to notice. Pay attention to what is going on around you.
2. *Interpret It as a Problem*: Sometimes it is hard to tell if someone is in need of help. Error on the side of caution and investigate. Don't be sidetracked by ambiguity, conformity or peer pressure.
3. *Assume Personal Responsibility*: If not you, then who? Do not assume someone else will do something. Have the courage and confidence to BE THE FIRST!
4. *Know How to Help*: NEVER put yourself in harm's way but DO SOMETHING! Help can be direct or indirect.
5. *Implement the Help - Act!*

**If not you, then who?** - Research shows that if you are alone you will help 80% of the time but if you are in a group you will help only 20% of the time because of the diffusion of responsibility-you think someone else will do something. NIMA students have both personal and community responsibilities. This means not only taking care of yourself, but also taking care of others. You are part of a larger community. When you notice something going on, DO SOMETHING!

## **Strategies for Doing Something**

### Involve Myself

Directly address the situation. Step in and say or do something to stop the situation.

- For example, if someone is trying to take an intoxicated student to a room, you can directly intervene by taking the person aside and saying, "Hey man, she looks drunk. I do not think that's a good idea."
- Interrupt the Situation
- Distract. Find a way to redirect the attention of those behaving inappropriately toward something else; making a simple (or elaborate) distraction to diffuse the situation.
- For example, if a couple is arguing and things are getting heated, you can call one of the person's cell phone or you can tell one of them that someone is outside urgently looking for him/her.
- Initiate Help
- Delegate. Work with someone else to do a part and you do a part so you are not in it all by yourself or find someone else to address the concern.
- This is a good option if you do not feel safe directly intervening, you are not sure what to do, or you simply do not want to get directly involved. Examples: If you are concerned about a friend's well-being, you can tell a professional. If you are at a party and someone is trying to get someone else intoxicated, you can alert the party host.

**Safe Responding** - Do not put yourself in a dangerous situation. For example, if you witness an altercation, it may be safer to call the Police rather than approaching the individuals involved.

**Early Intervention** - Intervening early can avoid a small problem from growing into an even bigger, more harmful problem. For example, it is easier (and safer) to convince your friend to stop drinking early in the evening than calling for an alcohol transport later.

### **Sexual Assault Risk Reduction Strategies**

General crime prevention strategies can help reduce the risk of falling victim to sexual related crimes. In addition, recognizing the warning signs of abusive behavior can serve as a deterrent to sexual related crimes. The following is an example of behaviors seen in people who abuse their partners. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated with past abuse; with threats of violence or abuse; with breaking objects; with use of force during an argument; with jealousy; with Controlling behavior; with quick involvement; with unrealistic expectations; with Isolation; Blames others for problems; Blames others for their feelings; with hypersensitivity; with cruelty to animals or children; and with Jekyll-and-Hyde personality.

Reduce the Risk of Committing Sexual Assault:

- Listen carefully. Take time to hear what the other person has to say. If you feel they are not being direct or are giving you a "mixed message" ask for clarification.
- Don't fall for the cliché "if they say no, they really mean yes." If your partner says "no" to sexual contact, believe them and stop. If they seem uncomfortable or uncertain, stop and check in. It is never acceptable to force sexual activity, or to pressure, coerce, or manipulate someone into having sex, no matter the circumstances.
- Don't make assumptions about a person's behavior. Don't assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your room. Don't assume that if someone has had sex with you before they are willing to do so again. Also don't assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities. Obtain clear consent for each sexual activity.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape. If you have sex with someone who is incapacitated due to alcohol or drugs, passed out, or is otherwise incapable of saying no or knowing what is going on around them, you may be guilty of rape.
- Remember sexual assault is a crime punishable via campus conduct, criminal, and civil proceedings.
- Be careful in group situations; resist pressure from friends to participate in violent acts.
- Get involved if you believe that someone is at risk. If you see someone in trouble or someone pressuring another person, don't be afraid to intervene - or get help to do so.

Reduce the Risk of Being Sexually Assaulted:

- Know your sexual intentions and limits. You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
- Communicate with your partner. Do not assume that someone will automatically know how you feel or will eventually "get the message" without you having to say anything. Just as it's okay to say "NO" to unwanted activities, it's okay - and important - to give clear consent to activities in which you would like to engage. Avoid giving "mixed messages"; back up your words with a firm voice and clear body language (e.g., if you consent, give a big smile and say "YES!").

- Be aware that some people mistakenly believe drinking, dressing provocatively, or going to your or someone else's room means you are willing to have sex. Be clear up front about your limits in such situations.
- Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
- If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings &/or leave the situation. If you are concerned about the other person becoming angry, it is okay to make up an excuse to leave or create time to get help.
- Attend large parties with friends you trust. Agree to "look out" for one another. Leave with the group, not alone. Avoid leaving with people that you don't know very well.
- Attend a workshop on sexual assault risk reduction or take a self-defense course such as the RAD (Rape Aggression Defense) class offered in Mt. Vernon and at other campuses and cities across the nation to learn additional general safety and risk reduction strategies.

### **Harassment or Sexual Violence Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, or a Administrator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the school is exempt from the prohibitions in this policy. Managers will refer all harassment complaints for student-related complaints to the Dean and/or President if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred the Administrators. Administrators are listed below and they have the responsibility of overseeing all complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

<b>Christina McGarvey</b>	<b>Rachel Johnstone</b>	<b>Becky Smith</b>
10694 S. Riverfront Prkwy.	10694 S. Riverfront Prkwy.	10694 S. Riverfront Prkwy.
South Jordan, UT 84095	South Jordan, UT 84095	South Jordan, UT 84107
801-462-2754	801-462-2772	801-890-6835
cmcgarvey@nima.edu	rjohnstone@nima.edu	bsmith@nima.edu

The School ensures that its employee(s) designated to serve as Administrators have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how NIMA grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on NIMA's grievance procedures and any other procedures used for investigating reports of sexual harassment.

### **Investigation of Complaints**

In response to all complaints, NIMA promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint.

NIMA shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, NIMA

will weigh the student's request for confidentiality against the impact on campus safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning NIMA will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. During the investigation, NIMA, will provide interim measures, as necessary to protect the safety and well-being of students and/or employees involved.

If NIMA determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by NIMA to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from NIMA's disciplinary process. To the extent that an individual is not satisfied with NIMA's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited**

NIMA will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your instructor, Human Resources or a Title IX Administrator.

### **Report Requirements**

Victims of sexual misconduct should be aware that NIMA administrators must issue timely warning for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. NIMA will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. NIMA reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Additional Information**

Employees and students should contact a NIMA Administrator for more information or any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>.

### **Notice of Nondiscrimination**

NIMA does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct. The following individuals have been designated as

the Administrator by NIMA to handle inquiries regarding NIMA policies, including receiving and responding to information about any incident of sex discrimination:

<b>Christina McGarvey</b>	<b>Rachel Johnstone</b>	<b>Becky Smith</b>
10694 S. Riverfront Prkwy.	10694 S. Riverfront Prkwy.	10694 S. Riverfront Prkwy.
South Jordan, UT 84095	South Jordan, UT 84095	South Jordan, UT 84107
801-462-2754	801-462-2772	801-890-6835
cmcgarvey@nima.edu	rjohnstone@nima.edu	bsmith@nima.edu

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by NIMA;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by NIMA; or
- Such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking...

These acts will not be tolerated at NIMA as such acts are inappropriate and create an environment contrary to the goals and mission of NIMA. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies. It is the responsibility of all persons within NIMA community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under NIMA's policies and procedures [cross-reference the procedures applicable to students and employees utilized by the School to investigate and discipline sexual discrimination (including sexual harassment and sexual violence) incidents].

All students and staff of NIMA are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Administrator.

### **Education Programs to Promote Awareness of Domestic Violence, Dating Violence, Sexual Assault and Stalking.**

NIMA educates the incoming and current student and employee community about sexual violence, violence prevention and all relevant NIMA policies and procedures during all orientations held for new and current students upon the onset of a class and once per calendar year thereafter. The Administrators are responsible for training all NIMA current students and employees, NIMA's policies regarding sexual violence and for conducting the new student and employee training. The new and current employee and student training sessions include:

### **Sanctions and Protective Measures**

Following a final determination of NIMA's institutional disciplinary proceeding regarding domestic violence, dating violence, sexual assault or stalking, NIMA may impose the following sanctions on the perpetrator and protective measures for the complainant:

#### **1. Sanctions** - Sanctions that may be imposed by NIMA include, but are not limited to:

- Written warning;
- Mandatory counseling;
- Mandatory education and training;
- No contact orders;
- Changes in academic, working or living arrangements;
- Revocation of certain campus privileges;
- Suspension or Expulsion

NIMA has flexibility in the type and range of sanctions to impose on the perpetrator depending on the severity of the incident, but has a process in place to ensure that sanctions imposed are consistent with sanctions imposed in past incidents of similar conduct and are not imposed unequally based on gender or gender identity.

**2. Protective Measures** - Protective measures that the school may utilize to protect the complainant include, but are not limited to: An order of protection, a no contact order, restraining order or similar lawful order from the institution; Changes to transportation, working, academic and/or living situations; Providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; Providing an escort to ensure that the complainant can move safely between classes and activities; Ensuring the complainant and perpetrator do not share classes or extracurricular activities; Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring; or Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty.

When determining what protective measures to establish, NIMA, will consider a number of factors including the specific needs and requests expressed by the complainant; the age of the students involved; the severity or pervasiveness of the conduct; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation, or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

### **Sexual Violence: Victim Procedures**

If you are victim of sexual violence, including sexual violence, dating violence, domestic violence or stalking, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institute's Administrators as soon as possible. Time is a critical factor for evidence collection and preservation.

NIMA strongly advocates that a victim of sexual violence report the incident to police in a timely manner and, if requested to do so by the victim, Administration will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

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 or establishing a no contact order, 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); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- When a victim contacts the Police Department, the local Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. The NIMA Administrators will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

### **Procedures for Disciplinary Action in cases of Sexual Violence**

NIMA Administrators have the primary responsibility for receiving, evaluating and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault and stalking. Staff is responsible for informing the School Administrators within 24 hours after receiving a sexual violence report for purposes of maintaining accurate Clery Act crime statistics.

NIMA Administrators have primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly and impartially and in accordance with these and other related institutional procedures.

Once the Administrators receives a report of sexual violence, the following steps will be followed:

1. NIMA Administrators will immediately assess whether the information in the report warrants a timely warning and, if so, will contact the president immediately to execute that procedure in accordance with the institution's timely warning procedures. The Administrators will immediately inform the victim of his/her right to "interim measures" during the pendency of an

investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; NIMA's obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim confidential to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

2. NIMA Administrators will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:

- A written copy of these procedures;



- Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and any other services available to the victim at NIMA or in the community;
- Information on the victim's right to report the incident to local police and the fact that NIMA's institutional investigation and disciplinary procedure and criminal proceeding may occur simultaneously; and
- Options to facilitate changes to transportation, working, academic and/or living situations, or additional protective measures, if requested, while the investigation is pending, even if the victim chooses not to report the crime to police.

3. NIMA Administrator will investigate the incident by interviewing: the individual filing the report, the accused, NIMA employees, witnesses and others as necessary to gather facts about the alleged incident. NIMA Administrator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in VAWA.

4. NIMA Administrator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. NIMA does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney.

5. In all cases, the NIMA Administrator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for NIMA to fully evaluate the alleged offense.

6. The NIMA Administrator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the NIMA Administrator.

7. The NIMA Administrator will inform both parties in writing of its final determination. NIMA does not provide for an appeal of final determinations.

8. The sanctions that may be imposed by NIMA following a determination that dating violence, domestic violence, sexual assault or stalking occurred include, but are not limited to, counseling, education, changes in academic or living arrangements, no contact orders, suspension or expulsion of a student or termination of employment.

9. Both the accuser and accused shall be simultaneously informed in writing of:

- The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking,
- The institution's procedures for the accused and victim to appeal the results of the institutional disciplinary proceeding (if any such appeal rights become available),
- Any change to the results that occurs prior to the time that such results become final; and
- When such results become final.

The NIMA Administrator will determine if the incident is indicative of systemic issue related to the sexual violence and, if so, work with NIMA employees, including NIMA Owners and Directors, to recommend changes to NIMA policies, procedures or training to prevent re-occurrence.

NIMA requires the Administrators and all employees involved in the investigation and disciplinary process to receive training at least annually on the issues related to dating violence, domestic

violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### **Protection of Confidentiality of Victim of Sexual Violence**

There are no pastoral or professional counselors on campus. Confidential crisis, mental health and victim resource hotline numbers are posted on campus as well as listed in the Student Catalog should students need to contact these agencies. Victims of sexual violence reported to the Administrators will be provided with information regarding local rape crisis centers and other counseling services.

Reports about sexual violence or other crimes to NIMA Administrators may be provided informally and in confidence to the Administrators who will make every attempt to maintain privacy of the information in accordance with your request and Family Educational Rights and Privacy Act of 1974 (FERPA) regulations unless NIMA is under an obligation to disclose your identity to protect the safety of others. You will be informed if NIMA cannot maintain the requested confidentiality of the information.

NIMA strongly encourages persons who are victims of sexual violence who do not want to report the incident to police or file a complaint using NIMA procedures to report the incident to the Administrators voluntarily and on a confidential basis solely to permit the inclusion of that information in NIMA's annual crime statistics. With such information, NIMA can keep an accurate record of the number of similar incidents, 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. NIMA will make best efforts to maintain the privacy of that information and to comply with FERPA.

NIMA is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes. Reporting to the institution will also enable the victim to receive protective measures. At the victim's request, NIMA will maintain as confidential any protective measures provided to the victim, to the extent that making such information confidential does not impair the ability of the institution to provide those protective measures. The victim will be informed by the institution if providing a protective measure may reveal the identity of the victim.

NIMA encourages reporting of sexual violence to the police. 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); and Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

### **Victim Support Services**

Once the Administrator receives a report of sexual violence, the Administrator will provide the individual making the report with written information regarding victims rights and existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

### **Interim Measures**

Within 24 hours of a NIMA Administrator receiving a report of sexual violence, the Administrator will provide written notification to the victim about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such

accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The school encourages professional counselors, in instances where the student may need assistance in dealing with a particular situation, when appropriate. To avail yourself of this service, please contact Dean of Aesthetic Programs for assistance in obtaining help. We encourage students who may have been the victim of a crime to seek help. The counseling sessions are voluntary and confidential for the basis of inclusion in the annual disclosure of crime statistics.

There were no crimes of murder, forcible rape, non-forcible rape, or aggravated assault that show evidence of prejudice based on race, gender, religion, sexual orientation, disability, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534) on the school's campus or on public property immediately surrounding the school's campus.

The school monitors and records any criminal activity that takes place at a school event off campus by contacting local police agencies to ensure that all off-campus activities are conducted in safe and secure facilities. Teachers and/or staff of the school supervise each of these events.

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. § 14071 (j)), we are notifying you that you can obtain information concerning registered sex offenders by visiting [www.familywatchdog.us](http://www.familywatchdog.us) for a list of registered offenders near the school premises.

**Emergency Procedures** - The Dean, Rachel Johnstone, is responsible for carrying out emergency response and evacuation procedures. The school will review its evacuation plans and procedures during orientation on the first day of class. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

#### **In The Event of an Accident:**

1. Report the event to a School Director or Instructor on duty.
2. The School Director or Instructor on duty will do the following:
  - a. Determine if emergency help is needed. If so, he or she will call for it.
  - b. Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
  - c. Report all the information to the management.
  - d. If necessary, notify parents and family of the victim(s).

#### **In The Event of an Emergency Within The School's Premises:**

1. Notify a spa floor Instructor and/or School Director immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures.
2. The School Directors will determine whether a significant emergency exists by evaluating the situation and consulting with local police authorities.
3. If an emergency exists in which students and staff are in danger, an immediate announcement will be made over the school's intercom system by a School Director who will notify the student body and staff of the emergency and the steps to follow.
4. Police authorities will be contacted for assistance.
5. Do not exit the building unless you have been directly instructed to do so. It may be safer to stay in the school premises in a lockdown mode.

6. Please listen to all announcements from the School Director and follow the directions given over the intercom. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

### **In The Event of an Earthquake:**

1. Drop! Cover! Hold On! This will protect you from falling furniture, and flying objects that can become projectiles during ground shaking.
2. Once the shaking has stopped, meet in the lobby of the building. Instructors will take a count to ensure everyone is accounted for.
3. Stay calm and help calm others.

### **In The Event of an Fire**

The school does not have on-campus housing, so we do not have any fire statistics to report for student housing. The school has an effective plan for the implementation of fire safety and evaluates it yearly. At this time, the school has no plans to make any changes to its policy or procedure. The school is a non-smoking facility. Students at no time should have an open flame within the school premises. The use of portable electrical appliances are limited to appliances used in the practice of esthetics and esthetics-related services and are to be used only after training has been provided by the instructional staff and under instructional supervision.

#### **In The Event of a Fire:**

1. All occupants should proceed to the nearest available exit in an orderly, calm manner.
2. Leave all personal belongings behind.
3. Assist the elderly, handicapped, and children to the nearest exit.
4. Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
5. Front desk coordinators will immediately exit through the front doors and direct students, clients and staff in an orderly manner to the hotel parking area located in the SW corner of the parking lot. Instructors will take a count to ensure no one is still inside.
6. The School Directors will call fire officials or delegate it to (one) person. Also he or she should notify the other building occupants, if applicable.
7. Stay calm and help calm others.
8. When reporting the fire to the officials:
  - a. Indicate the name of the institution.
  - b. Indicate the location of the institution.
  - c. Indicate your name.
  - d. Indicate possible injuries (need for paramedics/ambulance).
  - e. Indicate the suspected cause: i.e., electrical, chemical, gas, etc.

### **In The Event of a Burglary or Robbery:**

1. Indicate the name of the institution.
2. Indicate your name.
3. Indicate the date and time of the incident.
4. Indicate any injuries if known.
5. Indicate the number of suspects involved.
6. Indicate any descriptive information.

During student orientation and new hire onboarding, the school reviews it's fire safety procedures and exit plans. Emergency evacuation plans are posted throughout the school. The school will also conduct announced emergency evacuation tests annually in order for the staff and students to

clearly understand the procedures. Students and staff are expected to be present on those days. Each test will be documented in the school's records as to the date, time, and whether it was an announced or unannounced test.

### **Crisis Resource List**

**Rape Recovery Center** - <http://www.raperecoverycenter.com/>

2035 South 1300 East

Salt Lake City, UT 84105

Office: (801) 467-7282

Fax: (801) 467-7280

Crisis Line: (801) 467-7273

### **Outreach and Sexual Assault Services Office**

1433 East 840 North

Orem, UT 84097

Business Phone: 801-227-5038

Fax: 801-227-5040

24 Hour Hotline: 801-356-2511

### **University of Utah Women's Resource Center**

200 S. Central Campus Drive, Rm 411

Salt Lake City, Utah 84112

801-581-8030

### **Other Resources**

#### **Utah Coalition Against Sexual Assault**

284 W. 400 N.

Salt Lake City, Utah 84103

801-746-0404

#### **Utah Domestic Violence Link Line**

1-800.897-5465

#### **Rape and Sexual Assault Crisis and Information Line**

1-888-421-1100/ 1-800-333-0358

#### **State Domestic Violence Info Line:**

1-800-897-5465

**Family Justice Center:**

801-236-3370

**YWCA:**

801-537-8600

**South Valley Sanctuary:**

801-255-1095

**Sexual Assault 24 Hour Hotline:**

801-356-2511 or 1-888-421-1100

**Suicide Prevention Hotline**

800-448-3000

**Abuse Hotline**

800-252-5400

**WHAT DO I DO IF I NEED HELP**

- Ensure your safety! Take all threats seriously. Call '911' if you are in immediate danger.
- Get medical care as soon as possible for injuries, or if sexual assault occurs, for pregnancy prevention or STD testing.
- Talk to the authorities about protective orders.
- Contact a hotline for safety planning. A safety plan is not a safety guarantee, but it can help. (800-787-3224, National Domestic Violence Hotline)
- Seek support from mental health professionals.
- Tell friends, instructors, and others you trust about your situation and develop a plan for when you need help. Provide them pictures of the perpetrator.
- Vary your daily schedule as much as you can and change your travel routes. Avoid being alone when possible.
- Limit the amount of personal information you put on social-networking sites such as Facebook or Instagram.
- Keep proof of every incident and report them to law enforcement and campus authorities.
- Keep evidence of the violence or stalking. When the offender follows you or contacts you, write down the time, date and place. Obtain the names and addresses of witnesses; log everything related to the incidents in order to help with prosecution.
- Keep all emails, Facebook/Twitter/other social media posts, notes, phone, and text messages. Photograph anything of yours the offender damages and/or any injuries the perpetrator causes.