

FOUNTAIN OF YOUTH



ACADEMY OF COSMETOLOGY

**2018 Annual Campus Security and Fire Safety Report  
Squirrel Hill Campus**

## Academy Operations Manual

### From the Dean

We at the Fountain of Youth Academy of Cosmetology are committed to providing a safe campus environment, and we ask that everyone takes ownership of this goal. Over the years the Academy has undertaken many important institutional efforts to address safety issues, including this publication. I urge you to review the information about campus safety measures, reporting crimes and other emergencies, as well as the procedures and policies designed to protect our school. We have no greater priority than the safety of our students, faculty, staff and visitors to our campus, but a truly safe campus can only be achieved through the cooperation of everyone. Thank you for attention to this very important mission.

Cheri Herold-Gall  
Dean

### PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Academy and information provided by local law enforcement agencies.

This report includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. Anyone, including prospective students and employees, may obtain a paper copy of this report by checking the school billboard.

#### *Safety, Our Number One Priority*

The Academy takes great pride in the community and offers students, faculty, and staff many advantages. However, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, the Academy has taken progressive measures to create and maintain a safe environment on campus. Though the Academy is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when studying, working or visiting on campus. Any person with information that potentially threatens the safety of those on campus must report this immediately to the individual listed below whom is most readily available:

The Dean of the Academy, Cheri Herold-Gall  
The Pittsburgh Police Department

724.625.3691  
412.422.6520

## Academy Operations Manual

### *Local Law Enforcement Agencies*

The Academy maintains that all notices of criminal conduct or behavior that potentially threatens the safety of the school will be reported to the Adams Township Police Department. All witnesses and victims are protected by Academy protocol to report criminal offenses on a voluntary and confidential basis. The Academy pledges its full cooperation with the police and will report those instances to the school's population within 24 hours or when permitted by law enforcement.

### REPORTING CRIMES AND OTHER EMERGENCIES

The Academy has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate Academy officials. Victims of crime are encouraged to report the incident to local police, the instructor on duty or the Dean. Regardless of how and where you decide to report these incidents, it is critical for the safety of the Academy community that you immediately report all incidents so that the Police can investigate the situation and determine if follow-up actions are required, including issuing a Crime Alert or emergency notification.

### *Voluntary, Confidential Reporting*

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage Academy community members to report crimes promptly and to participate in and support crime prevention efforts. The Academy community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the Academy or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the Academy to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Academy may not be able to assure confidentiality and will inform you in those cases. Anyone may call the Police at 412.422.6520 to report concerning information. Callers may remain anonymous.

### *Reporting to the Pittsburgh Police*

We encourage all members of the Academy community to report all crimes and other emergencies to the Police in a timely manner. The Pittsburgh Police building is located at 5858 Northumberland Rd, Pgh, PA 15217 and are available by telephone at 412.422.6520 round the clock. Although many resources are available, the Police should be notified of any crime, whether or not an investigation continues, to assure the Academy can assess any and all security concerns and inform the community if there is a significant threat to the Academy community.

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Police may issue

## Academy Operations Manual

“Timely Warnings.” The Academy may issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide, robbery; burglary, sexual assault, hate crimes; and stalking. The Academy may also issue a Timely Warning for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. The Academy will distribute these warnings through a variety of ways, including but not limited to posters, emails, and media. The Academy also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community. The purpose of a Timely Warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The Academy will issue Timely Warnings whenever the following criteria are met: (1) a crime is reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### *Emergency Management at the Academy*

The Academy has developing, maintaining, and implementing emergency operations plans, developing and conducting exercise, hazard and risk education, and building partnerships with external response agencies. These procedures are maintained and distributed in a variety of ways. The Academy posts the evacuation information in hallways and classrooms.

### *Drills, Exercises, and Training*

To ensure the campus’s emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campuses conduct after-action reviews of all emergency management exercises. In conjunction with at least one emergency management exercise each year, the Academy will notify the campus community of the exercise and remind the community of the Academy’s emergency response procedures.

### *Emergency Notification*

The Academy is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The Academy uses email, texting and messaging on its website to alert and inform the community of the emergency.

## SECURITY OF AND ACCESS TO ACADEMY FACILITIES

The Academy hours of operation are listed in the school catalog. Its facilities are intended for use by students, employees, and guests of the Academy. Access to an individual classroom, or clinic is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program. There are internal and external surveillance cameras that monitor the classrooms, clinics, break room, makeup room, media room and parking lot. The video from these cameras are controlled and recorded by a DVR and maintained by ADT.

### *Security Considerations for the Maintenance of Campus Facilities*

The Academy maintains the campus facilities with security as a primary concern. Authorized individuals have access to buildings for study, work, or teaching, but not unrelated functions. Therefore, only those who have demonstrated a need for them are issued keys to a building. Landscaping, emergency telephones, and outdoor lighting on campus are designed for security, with the attempt to provide pedestrians peace of mind. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

## OUR COMMITMENT TO ADDRESSING SEXUAL ASSAULT/RAPE AND STALKING

The Academy does not discriminate on the basis of sex in its educational programs and sexual harassment nor tolerate sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not. As a result, The Academy issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct; educational programs and procedures that address sexual assault and stalking, whether the incident occurs on or off campus, and how these events are reported to a Academy official. In this context, The Academy prohibits the offenses of sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the Academy community.

### *Our Commitment to Addressing Sexual Assault/Rape and Stalking.*

The Academy does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student code of conduct, the Academy admissions contract and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of the Dean and, possibly, through law enforcement.

Any person who is the victim of a sexual assault is encouraged to notify the Pittsburgh Police as soon as possible following the incident. It is important that any evidence pertaining to the assault, such as clothing and body fluids be preserved for collection by authorities. Victims of sexual assault and other crimes of violence will be assisted in changing academic situations if so desired and reasonably available.

### *What is Consent?*

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

### *Defining Sexual Assault/Rape, and Stalking*

**Sexual Assault:** Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's Effective Consent.

**Rape:** Is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

**Stalking:** Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. A person commits the crime of stalking when the person either:

(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances, which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

(2) engages in a course of conduct or repeatedly communicates to another person under circumstances, which demonstrate or communicate either intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

### *What to do if you have been the victim of sexual assault or stalking*

After an incident of sexual assault, it is important to seek medical collected even if a victim chooses not to make a report to law douche, smoke, change clothing or clean the bed/linen/area where that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or police. Although the Academy strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the Academy community, the victim has a right to proceed to seek Academy discipline against the offender. To criminally report an incident involving a sexual assault and stalking contact the Adam Township Police. The Academy will assist any victim with notifying local police if they so desire.

No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

## Academy Operations Manual

- Make sure your cell phone is easily accessible and fully charged
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain

The following information provides steps to follow should a sexual assault occur:

Get to a safe place as soon as possible!

Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from the Centre County Women’s Resource center are available to the victim to provide support.

Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.

Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District attorney.

Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

### *Possible sanctions or protective measures the Academy may impose following a final determination from the Office of the Dean*

Following a final determination of an institutional procedure regarding sexual assault or stalking, the Academy may impose the following sanctions or protective measures:

#### Students

- Sanctions up to and including expulsion from the Academy
- Mandated Psychological Evaluation and/or Counseling
- Mandated Education

Faculty/Staff

- Employee termination from the Academy

*Protecting the confidentiality of victims*

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The Academy does not publish the name of crime victims nor house identifiable information regarding victims or online.

*Sex Offender Registration —Campus Sex Crimes Prevention Act  
Megan’s Law*

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the Pennsylvania State Police is the primary law enforcement agency, members of the general public may make such requests at the local Pennsylvania State Police Station in that community. This information is also available on the Pennsylvania State Police “Megan’s Law” website at <http://www.pameganslaw.state.pa.us>.

*Weapons Policy*

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on Academy-owned or -controlled property. Failure to comply with the Academy weapons policy will result in disciplinary action against violators.

*Pennsylvania Crime Victim Rights*

Your Rights as a Crime Victim:

As a victim of crime in the Commonwealth of Pennsylvania, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told...

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate, or a support person

You have the right to provide input...

- Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement

## Academy Operations Manual

- Into post-sentencing decisions

Please see the resource list for local victim assistance options. For more information about your detailed rights or to file a complaint if you believe your rights have been violated, please contact: The Pennsylvania Crime Victims Office at [http://www.portal.state.pa.us/portal/server.pt/community/pcv\\_home/14554](http://www.portal.state.pa.us/portal/server.pt/community/pcv_home/14554).

**\*Source: Pennsylvania Crime Victims (2012). "Your Rights as a Crime Victim" at [http://www.portal.state.pa.us/portal/server.pt/community/your\\_rights\\_as\\_a\\_crime\\_victim/14555](http://www.portal.state.pa.us/portal/server.pt/community/your_rights_as_a_crime_victim/14555).**

### *Parental Notification Policy*

The Academy reserves the right to report student discipline information to the parents or legal guardians of students. Federal legislation authorizes the Academy to disclose disciplinary records concerning violations of the Academy's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21, regardless of whether the student is a dependent.

## THE ACADEMY'S POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

### *Academy's Alcohol and Drug Policy*

Federal law requires the Academy to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations. The Academy prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds, or property controlled by the Academy or used as part of Academy activities.

### *Policies Specific to Faculty and Staff*

As a condition of Academy employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to Academy sanctions, including dismissal, as well as criminal sanctions provided by federal, state, or local law. An employee may be required to participate in a drug abuse or drug rehabilitation program. An employee must notify his or her supervisor of any criminal drug conviction for a violation occurring in the Academy workplace no later than five (5) days after such conviction.

### *Policies Specific to Students*

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and/ or federal law. Disciplinary sanctions may include: Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the Academy.

## CRIME STATISTICS AT THE ACADEMY

Fortunately, there has never been a crime committed or reported in the entire history of the Academy. In addition, there has not been reported use or possession of illegal drugs on Academy

controlled property and facilities.

## ANNUAL FIRE SAFETY REPORT

### *Definitions*

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

**On-Campus Student Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### *Academy Fire Drills*

Fire drills are conducted in all on-campus buildings during the school year. Drills are conducted by the Academy's staff. All people inside the Academy during the drill are required to evacuate the building.

### *Fire Safety*

The Academy takes Fire Safety very seriously and continues to enhance its programs to the Academy community through education, engineering and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All Academy buildings have emergency evacuation plans and conduct fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills. All campus buildings are equipped with smoke detectors and building fire alarm systems to provide early detection and warning of a possible fire emergency. The Academy contracts with a third party that maintains and tests all fire alarms in accordance with the appropriate National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency.

### *Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames*

All on-campus housing facilities prohibit the following activities and items.

1. Smoking is not permitted in any building.
2. The presence or use of torchiere halogen floor lamps is not permitted in any building.
3. Individuals shall not obstruct or tamper with fire safety equipment (e.g., fire alarms, fire extinguishers).
4. The possession or use of fireworks is not permitted.

## Academy Operations Manual

### *Evacuation Procedures*

The Academy provides students and employees fire evacuation procedures and conduct fire drills during each semester. Each are informed of the following procedures.

If you discover a fire:

1. Immediately alert people to evacuate the building.
2. Call 911 from a safe location to report the fire and to give as much information as possible.

Evacuation from the building:

1. Upon activation of the fire alarm system, everyone shall immediately leave the building.
2. Feel the door. If it is hot, do not open it.
3. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present.
4. If the hallway is smoke-free or there is a light smoke condition, proceed to the nearest exit. If a light smoke condition is present stay below the smoke (crouch or crawl).
5. Leave the building and meet at your designated evacuation meeting site.

If you are trapped in a room:

1. Place material (e.g., clothing, rug) at base of door to prevent smoke from entering the room.
2. Open a window, wave a piece of material and yell to attract the attention of people outside.
3. Call 911 and report your location.
4. Stay low; breathe fresh air near the windows.
5. Await rescue.

### *Fire Safety Education and Training Programs for Students, Faculty, and Staff*

Topics addressed during this training include:

1. Fire prevention in the residence hall
2. What to do in the event of a fire
3. Evacuation planning
4. How to report a fire or other emergency

### *Fire Incident Reporting*

Students, faculty and staff shall first call 911 to report a fire emergency. Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to: Pittsburgh Police 412.422.6520. There has never been a reported fire at the Academy in its history.

### *Plans for Future Improvements in Fire Safety*

The Academy continues to monitor trends related to fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty, and staff.