



SAFETY AND SECURITY POLICY

Introduction

The purpose of this document is to inform you, the Future Professional, about the Safety and Security Policies and Procedures at THE TEMPLE Annapolis: A Paul Mitchell Partner School.

Obviously, the safety of our Future Professionals is one of the highest concerns of the Management and Owners. This document explains THE TEMPLE Annapolis: A Paul Mitchell Partner School’s policy regarding crime and accident prevention, public safety, & criminal and accident reporting procedures.

Please read this document carefully, and ask questions if you feel confused or uncertain.

Crime and Accident Prevention

THE TEMPLE Annapolis: A Paul Mitchell Partner School does not assume liability for stolen property. Therefore, Future Professionals should always keep their personal belongings locked in their assigned Future Professional lockers or assigned storage areas. In fact, we encourage Future Professionals NOT to bring expensive jewelry, money, or other valuables to THE TEMPLE Annapolis: A Paul Mitchell Partner School. Such items should be left at home in order to reduce the chance of theft.

THE TEMPLE Annapolis: A Paul Mitchell Partner School reserves the right to prosecute any Future Professional to the full extent of Maryland State and United States Federal Law for any criminal violation committed on the School premises. Criminal violations may include, but may not be limited to the following:

1. murder
2. rape
3. forcible sex offences
4. non-forcible sex offenses
5. robbery/theft
6. simple or aggravated assault
7. unlawful consumption or possession of alcohol or other controlled or illegal substance
8. hate crime including larceny-theft, simple assault, intimidation, or vandalism

Further preventative measures include:

1. Future Professionals shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during School hours or at School functions.
2. Future Professionals 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.

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3. Future Professionals must keep their property securely locked in the designated areas in order to prevent theft.
4. Future Professionals must park in the designated areas and should always keep their cars securely locked.
5. Future Professionals 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 Future Professional must not allow any unauthorized individuals entrance.
7. Future Professionals 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 Future Professional must not allow any unauthorized individual's entrance.
8. Future Professionals shall report hazardous conditions; i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc. to the School Management Team for immediate attention.
9. The School Management Team shall handle all such hazards with appropriate caution and expedience. Proper procedure may require the School Management Team to notify appropriate agencies: i.e., the poison control center, the fire department, the power company, etc.
10. Future Professionals shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the School Management Team.
11. Damaged or dangerous structural conditions shall be reported to the School Management Team immediately.
12. Future Professionals should handle all equipment correctly: i.e., within the manufacturer's specifications. THE TEMPLE Annapolis: A Paul Mitchell Partner School will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
13. Future Professionals shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
14. Future Professionals with unusual, serious health conditions must 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.

Crime and Accident Prevention

In 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 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. Once safely outside, stand in a group a safe distance from the building. Instructors should take a count to determine if anyone is still inside.
6. The director should call fire officials or delegate it to (one) person. Also he or she should notify the other building occupants.

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7. When reporting the fire to the officials:
 - a. indicate the name of TEMPLE Annapolis
 - b. indicate the location of TEMPLE Annapolis
 - c. indicate YOUR name
 - d. indicate possible injuries (need for paramedics/ambulance)
 - e. indicate suspected cause: i.e., electrical, chemical, gas, etc.
8. Remain calm and help calm others.

In the event of a burglary:

1. Remain calm and agreeable with the culprit (s)
2. Do NOT attempt any heroic measures
3. Report all burglaries to the local police
4. When reporting a burglary:
 - a. indicate name of TEMPLE Annapolis
 - b. indicate YOUR name
 - c. indicate date and time of incident
 - d. indicate any injuries if known
 - e. indicate number of suspects involved
 - f. indicate any descriptive information

In the event of a rape or aggravated assault:

1. Remain calm
2. Calm the victim and call (911)
3. If you are the victim, call (911)
4. Report all such crimes to the proper local officials. Seek professional counseling or contact the School administration for a counseling referral.

In the event of an accident:

1. Report the event to the Manager on Duty
2. The Manager on Duty should do the following:
 - a. determine if emergency help is needed. If so, he or she should call for it.
 - b. fill out an accident report. Include the cause, the name 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 a general emergency within the school's premises, please notify the school's administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. If the school administration determines that students and staff are in danger and need to leave the school's premises, an immediate announcement will be made over the school's intercom system. Do not exit the building unless you have been directly instructed to do so. Please listen to all announcements, remain calm, and follow the directions of the school's staff. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

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The school will review its evacuation plans and procedures during orientation on the first day of class and yearly with the student body and staff. The school will also conduct emergency evacuation tests annually in order for the staff and students to clearly understand the procedures.

The school encourages pastoral and professional counselors, in instances when the student may need assistance in dealing with a particular situation.

Student RIGHT TO KNOW Policy

All criminal activity and accidents that happen on the school premises must be reported to THE TEMPLE Management Team. TEMPLE Annapolis will keep a confidential file on the circumstances surrounding each incident. The School Director must make the information available to the Future Professionals, although he or she **SHOULD** keep personal information, such as names, CONFIDENTIAL. THE TEMPLE Management Team shall follow the following procedures for informing Future Professionals of criminal activity and accidents:

1. Each week during weekly announcements, a general account of any criminal activity will be given.
2. Each week, a general account of each criminal incident and/or accident will be posted in the lounge for Future Professional access. Confidential information will not be available.
3. A confidential file will be kept which describes in detail each accident and criminal incident. The file must include dates, times, names, extenuating circumstances, agencies notified, etc.
4. During the announcements, emphasis will be placed on accident and crime prevention.
5. Statistics regarding the incidence of rape, burglary, drug violations, motor vehicle theft, murder, and aggravated assaults that occurred within the institution will be available to any and all Future Professionals upon request.
6. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, illegal weapon possessions, arson, and negligent manslaughter during the calendar years **2010, 2011, and 2012** are listed below:

TYPE OF CRIME	# OF OCCURANCES	# OF ARRESTS
Murder	0	0
Sex Offenses (forcible OR non-forcible)	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	1	0
Motor Vehicle Theft	0	0
Arson	0	0
Liquor Law Violations	0	0
Drug Law Violations	0	0
Illegal Weapon Possessions	0	0
Negligent Manslaughter	0	0

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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.

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 accessing www.familywatchdog.us for a list of registered offenders near the school premises.

Signature and Witness

I acknowledge that I have read and understand the Policies and Procedures explained in this Document and I accept the Conditions and Responsibilities described herein.

Signature of Future Professional	
Name (printed)	
Date	
WITNESS for TEMPLE Annapolis	
Name (printed)	
Date	