

THE STRAND INSTITUTE OF BEAUTY & ESTHETICS

Campus Security Act Disclosure Statement

The campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or any property owned or controlled by this institution which is used for activities related to the educational purpose of the institute and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2021 and 12/31/2023.

See attached map for the campus which includes outlines of the building and parking lots that students use while attending classes at Strand Institute of Beauty & Esthetics (The).

Note: In complying with the crime statistical reporting requirements, Strand Institute of Beauty & Esthetics (The) provides a map to current and prospective students and employees that depict its campus. Strand Institute of Beauty & Esthetics (The) does not have non-campus building or property, and public property areas.

The following criminal offenses, published each year and must report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Date updated as of: **09/27/2024**

Report Distribution Date:

Occurrences within the 2021, 2022, 2023 Calendar Years

Crimes Reported	2021	2022	2023	Location: C=Campus N=Non-Campus P=Public Area
Criminal Homicide				
1. Murder(Includes nonnegligent manslaughter)	0	0	0	
2. Negligent manslaughter				
Crimes				
Robbery	0	0	0	

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Aggravated Assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	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	
Any other Crime involving bodily injury	0	0	0	
Sex Offenses				
3. Sex offenses – forcible	0	0	0	
4. Sex offenses – non-forcible	0	0	0	
Number of arrest made for the following crimes				
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting				
Larceny-Theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Gender Identity	0	0	0	
Violence Against Women Act				
	2021	2022	2023	
Rape & Forcible Foundling				
Sex Offenses – Forcible	0	0	0	
Sex Offenses – Non-Forcible	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Stalking (Including Cyber-Stalking)	0	0	0	

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Hate Offenses:
The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

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Contact Information:

Office Responsible to provide a copy of the Campus Security information	The Strand Institute of Beauty & Esthetics President Bobbi Wagoner
Who to contact to report an incident at the Institution	Bobbi Wagoner

Violence Against Women – Definition of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic Violence” means a “felony or misdemeanor crime of violence committed by-
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws or the jurisdiction receiving grant monies [under the VAWA]
 - 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”
2. “Dating Violence” means “Violence committed by a person-
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interactions between the person involved in the relationship
3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”
4. “Consent” in reference to sexual activity would be defined as-
 - An agreement between participants to engage in this type of activity
 - Consent should be clearly, freely, and voluntarily communicated. This can be a verbal agreement and may be withdrawn at any time.
5. “Bystander Intervention” may be described and acted out as-
 - Recognizing a potentially harmful situation and interacting or choosing to respond in a way that could positively influence the situation

- Direct – Call out negative behavior ; Distract- Interrupt or distract the perpetrator in order to get the victim away from the situation; Remove- If you are not able to connect with the potential victim offer to connect or refer them to a trusted individual or resource
- 6. Risk Reduction” is the practice of reducing the risk or exposure to becoming a victim of violence or sexual assault. Some examples of this may be-
 - Continuously being aware of your surroundings and environment.
 - Being aware of any drug or alcohol consumption, along with the effects or impairments you may start to feel.
 - Communicate with any potential partners the boundaries you have in place.
- These strategies are not to be confused with or lead to victim blaming

Sex offense Policy, Procedures and Programs

The Strand Institute of Beauty & Esthetics seeks to promote awareness amongst staff and students concerning the crimes of dating violence, domestic violence, stalking, and sexual assault, to better equip the community to prevent these crimes, to promote safety, to respond appropriately when these types of crimes are reported, and to provide meaningful assistance and resources to victims. Specifically, this institute provides training to new students in new student orientation, and to new employees. The Strand Institute of Beauty & Esthetics also encourages students and staff in our campuses to review this updated report at least once per year.

Procedures for campus disciplinary action in cases of an alleged sex offense

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. It is important for those who believe they have been subjected to the crimes of dating violence, domestic violence, stalking, and/or sexual assault to preserve evidence of the criminal behavior as it may be critical in proving the crime and/or obtaining a protective order. Victims of domestic violence, dating violence, and sexual assault may choose to go to the hospital where they can receive a medical examination to treat injuries — or, in the case of sexual assault, address concerns about sexually transmitted diseases and pregnancy. In addition, evidence can be collected that can be critical in documenting the injuries and/or proving the identity of the assailant. In Seeking out such an examination, a victim will not be required to file a police report; however, if such a victim ultimately decides to make a report, seek a protective order, and/or pursue criminal charges, such medical evidence may prove valuable. Victims of stalking are likewise urged to preserve evidence of the stalking conduct. Such evidence may include, but is not limited to, text messages, other relevant smart phone data or social media activity, and photographs and audio recordings. The Strand Institute of Beauty & Esthetics strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An Assault should be reported directly to local police and to the Campus Directors.

If an event or occurrence takes place at The Strand Institute of Beauty & Esthetics a disciplinary process will take place. The institute has no on campus housing and cannot assist with a change in living situations after an alleged sex offense. If a student wishes to change their academic situation after an alleged sex offense, the institution will explain all the options to the student and use every possible avenue to make the changes requested.

The accused and the victim, while involved in the disciplinary process, will be put on a Leave of Absence. All reports and meetings with the accused and victim will be properly recorded. Students still enrolled at the institution will be encouraged to refrain from speaking on the incident, and all private matters will be handled with discretion. When needed or required, both parties will have the opportunity to have counsel present during any meeting or hearing. The Strand Institute of Beauty & Esthetics will reserve the right to determine the restrictions of participation for any advisor in any involved hearings. Both the victim and accused will be informed of the outcome of the process at the same time and by an email notification. A student found guilty of a sex offense-related disciplinary proceeding could be criminally prosecuted in the state courts and may be expelled from the institution

Protective measures for victims may include, but are not limited to: a change in FERPA paperwork, restricted client access for the specified student, filing a leave of absence, or other approaches as needed and discussed.

Any staff or personnel involved in the reporting of, hearings, or disciplinary actions in relation to dating violence, domestic violence, or sexual assault will receive training on the topics and school procedures. These trainings will be done during their new hire process, and they will be encouraged to read and follow any updates made to this report.

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution	Bobbi Wagoner
Local Law enforcement agency to report an incident that occurred off campus	Corpus Christi Police Department 361-886-2600 or 911

List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	
	Alcoholic’s Anonymous (CBIA) cbia.org 361-992-8911 1-866-672-7029 3833 Staples S Corpus Christi, TX 78411
	Narcotics Anonymous Humble Youth Center – Ingleside, TX (Wednesday at 6:30pm) RCI – Corpus Christi, TX (Monday at 8:00pm) General Questions & Information 818-773-9999x771
	Emotions Anonymous 651-647-9712
	The Purple Door Women’s Shelter 361-881-8888 24/7 Hotline: 1-800-580-HURT {4878} Locations in Alice, Beeville, Kingsville, Sinton
	Workforce Solutions & Vocational Training 520 N Staples Corpus Christi, TX 78401 361-882-7491
	New Life Refuge 361-946-6331
	Women’s and Men’s Health Services Holly Clinic (Corpus Christi, TX) 361-855-9107
	Dillon Clinic (Corpus Christi, TX) 361-857-0101
	Bayview Behavioral Hospital 24/7 Free Parent Assessment 361-986-8200

General Information :

1. The institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event or emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

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2. All Students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
 - In the event that a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. These will include but are not limited to sharing the contact information to local law enforcement, referrals to counseling services, adjusting their schedule or potentially taking a leave from the institute, and encouraging them to know their rights.

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's President who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of the visit, the person to be visited, and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during business hours. When the school closes for the night, the school's official or supervisor will inspect each floor to see it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional officials shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used as undue risk should not be taken.
 - The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than if the student or employee encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing their own personal safety and the safety of others. The following is a decision of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- Do not leave personal property in classrooms
 - Report to your institutional official, any suspicious persons.
 - Always try to walk in groups outside the school premises
 - If you are waiting for a ride, wait within sight of other people
 - Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
 - The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reasons for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly schedules crime awareness or prevention programs other than orientation where all the institution’s policies and regulations and properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to an enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to an enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. The institution has zero tolerance of such assault: the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event of a sex offense should occur on campus, the victim should take the following steps:
 - o Report the offense to the school administration.
 - o Preserve any evidence as may be necessary to the criminal offense.
 - o Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - o Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigates the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. Link: <http://www.city-data.com/soz/soz-78374.html> Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911)

GENERAL EMERGENCY PROCEDURES

Who to Contact

All employees are expected to be familiar with and to follow procedures outlines in the Strand Institute of Beauty & Esthetics (The) Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgement must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school. Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their own use or when so instructed by your supervisor. It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

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If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgement and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School President.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

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TYPES OF FIRES	TYPES OF EXTINGUISHERS AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) and Multi-Purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments and Switchgear Installations	Carbon Dioxide (Preferred) and Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F

SOLVENTS, CHEMICALS, AND CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents and treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

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SEVERE WEATHER

Tornado

If (in the judgement of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors, and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at Strand Institute of Beauty & Esthetics (The) are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School’s Facebook.

Self-Determination Policy

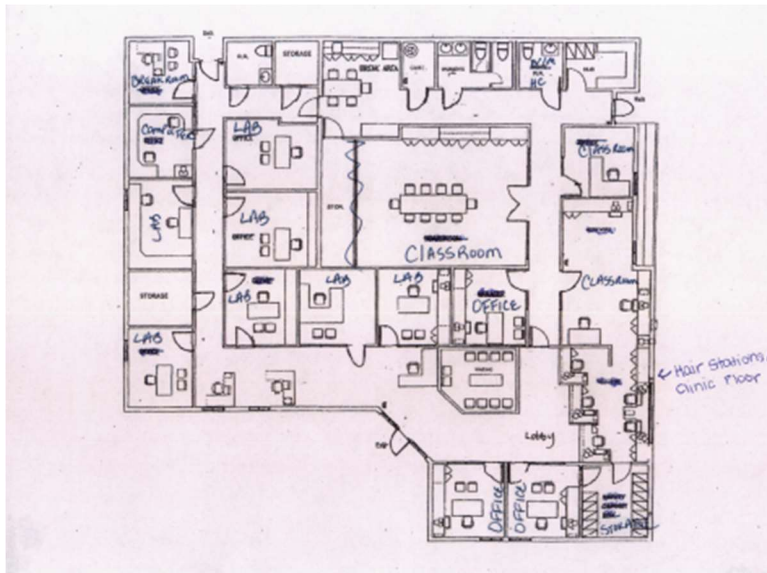
No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy)

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety
- The instructor should be last to leave in order to check that all students are out of the classroom and close the door.
- Never return to the building until instructed to do so by the appropriate authorities



CRITICAL INCIDENT RESPONSE PLAN

Objectives:

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of members of the Strand Institute of Beauty & Esthetics (The) community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

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Definition of a Critical Incident

A critical Incident is a situation that involves Strand Institute of Beauty & Esthetics (The) student(s) and/or employee(s) that create a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior, or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of Strand Institute of Beauty & Esthetics (The) will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR STRAND INSTITUTE OF BEAUTY & ESTHETICS (THE)

Step 1: Strand Institute of Beauty & Esthetics (The) – The President or School Director is notified of a critical incident involving a Strand Institute of Beauty & Esthetics (The) student or employee at 361-643-2373 during the day or 361-463-1516 after hours or holidays.

First Responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2: Strand Institute of Beauty & Esthetics (The) – The President or School Director gathers information concerning the critical incident and responds accordingly.

In the even that the scheduled classes need to be cancelled or altered in some matter the School Director will contact the faculty. The President will contact the student's and the closure will be posted on the institute website; thestrandinstitute.edu . Any media contact, press releases, emails, or website assistance must be coordinated through the School President.

Step 3: Strand Institute of Beauty & Esthetics (The) – Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Strand Institute of Beauty & Esthetics (The) will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgement of responsible authorities, compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency.

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The President goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

Step 3B – If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at Strand Institute of Beauty & Esthetics (The) and is provided to all Strand Institute of Beauty & Esthetics (The) faculties on a laminated business card.

Step 3C – President initiates family contacts.

Step 3D – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Headquarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students, gathering additional information, etc.

Step 4: Strand Institute of Beauty & Esthetics (The) – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timeliness for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5: Strand Institute of Beauty & Esthetics (The) The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Strand Institute of Beauty & Esthetics (The) Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

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Members of the Strand Institute of Beauty & Esthetics (The) Critical Incident Response Team

Critical Incident Response Team		
President	Bobbi Wagoner	361-463-1516
Director	LaToya Johnson	361-643-2373
Staff	Marie Tice	361-643-2372

LOCAL COMMUNITY EMERGENCY SERVICES

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	
Christus Spohn Hospital	361-881-3000
Northshore Emergency Center	361-761-2273
Clinics:	
StatCare Urgent Care	361-334-2035
CHRISTUS Memorial Quick Care	361-902-6100

Emergency Communication Guidelines

In the event of an emergency that directly affects Strand Institute of Beauty & Esthetics (The) all students and employees will be notified by telephone, e-mail and the School website.

EXAMPLES OF LIFE THREATENING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

Examples: Buildings, Grounds, Automobiles

1. Call the appropriate institute official at the location
2. Clearly identify the location of the incident.
 - a. Building Name
 - b. Physical location on campus
 - c. Room or area where fire is located
3. Evacuate the area
 - a. Check the evacuation signs posted in hallway
 - b. Follow to the Exit
 - c. Gather in the Parking Lot
4. Call the Fire Department
 - a. Remain in the parking lot until the Fire Department has indicated that it is safe to reenter the building

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SEVERE WEATHER: (I.E., TORNADOS)

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado WARNING is received by way of siren or public broadcast:
 - Strand Institute of Beauty & Esthetics (The) faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

Power Outage:

- If an electrical power outage occurs, the following procedures need to be taken
 - Emergency flashlights will come on in each room
 - Open doors and window coverings to take advantage of natural lighting
 - Help those in need of assistance
 - Carry flashlight to the Exits

Criminal Disturbance

- Examples: Robbery, Assault (verbal or physical), Theft in Progress, Hostage Situation, Gang Situation, Weapon on Campus
 1. Do not resist or attempt to retaliate unless your life depends on self-defense
 2. Call Local Law Enforcement
 3. Report any criminal disturbance to the School President immediately

Bomb Threats

1. Do not hang up or put the person on hold
2. Record date and time you were notified of a bomb threat
3. Obtain as much information as possible
4. Call the School President or Director
5. The School President or Director will call the local law enforcement
6. Do not take any further action, unless you are specifically asked to do so.

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Disruptive Behavior

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director'
- Examples if disruptive behavior
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

Immediately call the School President or Director

Unusual Behavior

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.
2. Do not argue with the person, not matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

Medical Emergency

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physicians (i.e., paramedics, ambulance personnel, nurses, etc.)
- Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
- 1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency ; *ALWAYS document the incident*

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Minor First Aid:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

Evacuation Procedures:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave the building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe. Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

Lockdown Procedures:

The lockdown process will only be initiated with the approval of the School President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown basics:

- Remain Calm
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

Emergency Response and Evacuation Drills

Strand Institute of Beauty & Esthetics (The) conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

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