

## **Security Report 2017**

(Including Emergency Response and Evacuation Procedures and Timely Warnings)

### ***Introduction***

The U.S. Department of Education requires all participating Title IV schools, including Larry's Barber College, to distribute, by October 1 each year, a security report or a notice of the report to all current and prospective students as well as all current employees and prospective employees. Larry's Barber College will distribute the report by posting it on the school's website and will provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.

### ***Components of the Report***

The report will contain information (if applicable) about:

Campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the school's response to such reports

- Policies for making timely warning reports
- Policies for preparing the annual disclosure of crime statistics
- Policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities
- List of the titles of persons or organizations to whom students and employees should report criminal offenses for the purpose of making timely warning reports and statistics disclosures
- Statement of whether the school has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures
- Statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies
- Policies that encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies
- Procedures, if any, that encourage pastoral counselors and professional counselors to inform persons they are counseling about procedures for confidential crime reporting (for inclusion in statistics)
- Type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- Programs designed to inform students and employees about the prevention of crimes
- Policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the school
- Policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws

- Policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws
- Description of drug or alcohol abuse education programs as required in HEA Section 120 (20 U.S.C. 100i)
- Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained
- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including:
  - Educational programs
  - Options for and assistance in notifying law enforcement agencies
  - Available on and off-campus services for victims
  - Options regarding changes to a victim's academic and living situation
  - Procedures for campus disciplinary action, including sanctions the school may impose, and a statement that both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding
- Missing student notification policies and procedures
- Policies regarding emergency response and evacuation procedures, including
  - Procedures for immediate notification of the campus community
  - A description of the process the school will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency
  - A statement that the school will take the actions describe above without delay
  - List of the titles of person/s or organization/s responsible for carrying out the actions described above
  - The school's procedures for disseminating emergency information to the larger community
  - The school's procedures to test the emergency response and evacuation procedures on a least an annual basis
- Statistics for the most recent 3 calendar years:
- Crimes reported to a campus security authority or local police agencies: murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson
  - For the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to category of prejudice
  - Arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession.

### **Clery Geography**

Larry's Barber College's is to use the Federal Bureau of Investigation's crime definitions. The statistics are to be reported by the following locations:

- On campus
- On public property that is within the campus, or immediately adjacent to and accessible from the campus.
- In dormitories or other on-campus residential facilities for students (N/A)

- In or on a non-campus building or property (any building or property owned or controlled by a student organization officially recognized by the school, or any building or property owned or controlled by the school that is not within the same reasonably contiguous geographic area of the school (N/A))

Schools must make timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to school administrators or to local police agencies. Schools are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.

#### **Pastoral Counselors and Professional Counselors**

Larry's Barber College does not employ any Pastoral or Professionals Counselors; therefore, the school is not required to report statistics for crimes reported to a pastoral or professional counselor.

#### **Crime Statistics Submittal**

The school must submit the crime statistics to the U.S. Department of Education. The Department is required to make the statistics available to the public.

#### **Information for Crime Victims about Disciplinary Proceedings**

Larry's Barber College, upon written request, will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the school 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 school on or after October 15, 2004.

#### **Campus Safety and Security Survey**

The U.S. Department of Education is committed to assigning schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus safety and security. Data collected in this survey will be published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website located at <http://ope.ed.gov/security>. Hard copies are available upon request.

## *Policies and Procedures*

### **Reporting of Emergencies or Criminal Actions**

The school does not have individual campus security. All crimes and emergencies are to be reported to school administration and/or reported to the local police department for investigation and action. We encourage all students and employees to report all crimes in a timely manner to a staff member, 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.

1. In the event of a fire:

- All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do not attempt to contain the fire. Evacuate immediately and leave contamination to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building.
- Instructors and staff should take a count to ensure no one is still inside.
- The school designee should call fire officials or delegate the task to one person.
- The school designee should notify other building occupants.
- When reporting the fire to the officials:
  - ✓ Indicate the name of the institution
  - ✓ Indicate the location of the institution
  - ✓ Indicate your name
  - ✓ Indicate any possible injuries
  - ✓ Indicate the suspected cause
  - ✓ Remain calm and help calm others
  - ✓ In the event of all emergencies notify owner at (708)359-9697

2. In the event of a burglary:

- Remain calm and agreeable with the culprit(s)
- Do not attempt any heroic measures
- Report all burglaries to the local police
- When reporting a burglary:
  - i. Indicate the name of the institution
  - ii. Indicate your name
  - iii. Indicate date and time of the incident
  - iv. Indicate any known injuries
  - v. Indicate the number of suspects involved
  - vi. Indicate any descriptive information

3. In the event of a rape or aggravated assault:

- Remain calm
  - Calm the victim and call 9-1-1
  - If you are the victim, call 9-1-1
  - Report all such crimes to the proper local officials. Seek professional counseling or contact the school administration for a counseling referral

4. In the event of an accident:

- Report the event to a staff member
- The staff member should do the following:

- i. Determine if emergency help is needed. If so, he or she should call 911
  - ii. Fill out an accident report and include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses
  - iii. Report all of the information to administration
  - iv. If necessary, notify the parents and family of the victim(s)
5. In the event of a general emergency within the school premises, please notify the school administration immediately and remain calm. If the school administration determines that students and staff are in danger and need to leave the school premises, an immediate verbal announcement will be made. 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 staff. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

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 student to clearly understand the procedures.

### **Timely Warning**

Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning will be prepared when a crime is reported to or brought to the attention of the Larry's Barber College senior administration team. Senior administration is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. Information for alerts may also come from other law enforcement agencies or other officers.

### **Timely Warning Procedure and Emergency Notification**

The school must make timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to senior administration or to local police agencies. Schools are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to senior administration.

We will issue "timely warnings" for the following:

- Criminal homicide
  - Murder and non-negligent manslaughter
  - Negligent manslaughter
- Sex offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession

- Hate crimes, including:
  - Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property
  - Dating violence, domestic violence, and stalking

This communication is prepared as part of the timely warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Larry's Barber College will issue a timely warning when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation.

We will issue a timely warning of off-campus crimes which are reported to senior administration by local police that may present a serious or continuing threat to the campus community. This will be determined by senior administration on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by the local police.

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning and reports will be issued through email, memos, texts, or announcements to students, faculty and staff by a member of the administrative personnel.

**Who to Contact for Timely Warnings**

Anyone with information warranting a timely warning should report circumstances to any of the following senior administrators:

Chief Executive Officer/Director Larry E. Roberts Jr.; *Larry@larrysbarbercollege.com*

Chief Financial Officer / VP: Tramaine Poindexter – *Tramaine@larrysbarbercollege.com*

Admissions Officer/Student Relations – Kassandra Harris – *Kas@larrysbarbercollege.com*

Financial Aid Officer – Marnice Gaston – *Marnice@larrysbarbercollege.com*

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

Senior administration at Larry's Barber College prepares annual disclosure of crime statistics to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is located in our administrative offices and a paper copy will be made available to anyone who makes a request. This report can be found on our website located at

This report is prepared using data collected by the Chicago Police Department as well data reported to the senior administration at Larry's Barber College. Statistics are submitted to the Department of Education through their web-based data collection site.

Larry's Barber College will make a good-faith effort to collect crime statistics for all Clery Act crimes committed in the included geographic locations from the Chicago Police Department. Larry's Barber College will contact the Chicago Police department via letter, email, or in person requesting local crime statistics.

Once a year, senior administration will review the local crime statistics compiled by the Chicago Police Department and make it available upon written request to any student or staff that requests a copy. This report will also specify if any of the documented crimes had occurred on the school's campus.

All paper requests for the report can be made by email or in person to:

Larry E. Roberts Jr.

Administration Office: 10456 S. Halsted Chicago, IL 60628

Email: *info@larrysbarbercollege.com*

### **Security and Access of Campus Facilities**

During business hours, Larry's Barber College will be open to students, parents, employees, contractors, clients, and invitees. During non-business hours, access to Larry's Barber College is by key, if issued. Contractors needing access after-hours will gain access by a senior administrator. Doors will remain locked at all times so that no one can gain entry, but in the case of emergency contractors will be able to unlock the doors internally in order to exit.

Larry's Barber College also has a security system installed with codes issued to authorized users.

### **Confidential Crime Reporting**

A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in a locked file within the administration office and documented for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow Larry's Barber College to track reported incidents of sexual assault. Completing the Confidential Crime Report does NOT constitute an incident report, a police report, or a student conduct report, and Larry's Barber College will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by Larry's Barber College unless the victim indicates a desire to be contacted.

### **Campus Law Enforcement and or Security**

Larry's Barber College does not employ security personnel or Campus Police.

### **Accurate and Prompt Reporting**

Larry's Barber College encourages anyone who is a victim or a witness to any crime to promptly and accurately report the incident to administration and/or the police. Crimes should be reported to a senior administrator to ensure inclusion in the Crime Statistics Report and to aid in providing timely warning notices to the students, staff and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be kept confidential. Names and identifiable information will not be included in the Crime Statistics Report to protect the identity of the victim and the accused.

For non-emergencies, please contact senior administration (773) 779-2100 or the Chicago Police Department non-emergency line (312) 745-0570. For emergencies only, please dial 9-1-1 and inform a senior administrator of the emergency. Any suspicious activity or person seen in the parking areas or loitering around vehicles, inside the building or outside the building should be reported to either a senior administrator at Larry's Barber College or Chicago Police Department non-emergency.

All reported incidents are reviewed by a senior administrator and owners of Larry's Barber College and potential action will then be taken if, after investigation, it is deemed appropriate. Upon receipt of this report Larry's Barber College will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency, dial 9-1-1 immediately



### **Campus Security Awareness Program**

Larry's Barber College invites local authorities to talk to students and staff about safety and ways to reduce crime once a year as part of the Campus Security Awareness Program. Topics discussed are how to prevent dating violence, domestic violence, sexual assault, and stalking. A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following safety tips are distributed to and discussed with new students at the time of orientation.

1. Do not allow the opportunity for a crime to occur—avoid placing yourself in environments in which it's easier for criminals to commit a personal crime.
2. Always keep your doors and windows locked.
3. If possible, let a friend know where and with who you'll be and when you'll be back when you go out.
4. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
5. Use well-lit and busy sidewalks.
6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
7. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
8. Lock your car doors and roll up the windows completely – even if you're only running a quick errand. Do not leave valuables such as MP3 players and GPS units in plain view.
9. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over consumption of alcohol.
10. Stay alert at all times and call the police immediately to report suspicious activity.
11. Never leave personal property – including book bags and laptops – unattended.
12. Put I.C.E. (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
13. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
14. Utilize crosswalks at all times and obey the signals at intersections when walking. Under Illinois law, as a pedestrian, you DO NOT have the right of way until you establish yourself in the crosswalk. If you are crossing at any location other than a crosswalk, you MUST yield to vehicular traffic.
15. When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

### **Crime Prevention Programs**

The school does not assume liability for stolen property or crimes committed. 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

employee to the full extent of the state and U.S. 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
- Rape
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery/Theft
- Simple or Aggravated Assault
- Unlawful Consumption or Possession of Alcohol or other Controlled or Illegal Substance
- Hate Crime including Larceny-Theft, Simple Assault, Intimidation, or Vandalism

During orientation for new students and new employees, Larry's Barber College discusses the following topics as ways we can all help prevent crimes.

***Awareness***

Awareness is the first defense against crime. Larry's Barber College advises all students and staff to be aware of their surroundings by paying attention to who does and does not belong on the premises, and by keeping track of your personal belongings. Being aware will go a long way to preventing theft and other crimes. **Lock Your Car and put your personal items in your locker and Lock Your Locker!** Report any suspicious activity on campus to the staff immediately.

***Further Crime and Accident Preventative Measures***

- Students and employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and 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.
- Students and employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and employees must park in the designated areas and should always keep their cars securely locked. Do not leave valuable items in clear view.
- Students and employees 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 or employee must not allow any unauthorized individual entrance.

- ❑ All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
- ❑ The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas are for student use only.
- ❑ Students shall not invite non-students into the classrooms, computer lab, or break room areas, as those are restricted areas to students and staff only.
- ❑ Students are prohibited from sitting or loitering in or around vehicles during the school day.
- ❑ Only staff, students, contractors, and clients are to park in the parking lot.
- ❑ All students must smoke at least 15 feet from the entry door.
- ❑ Student and employees shall report hazardous conditions (i.e., faulty or broken equipment, chemical spills, exposed electrical wires, etc.) to a staff member for immediate attention.
- ❑ The staff members shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the director to notify the appropriate agencies (i.e., the poison control center, the fire department, the power company, etc.)
- ❑ Students and employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
- ❑ Damaged or dangerous structural conditions shall be reported to a staff member immediately.
- ❑ Students and employees should handle all equipment correctly (i.e., within the manufacturers specifications). The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- ❑ Students and employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
- ❑ Students and employees 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.

### **Off-campus Locations and Student Organizations**

Larry's Barber College does not own any off-campus locations or student organizations officially recognized by the school.

### **Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs**

All students and employees are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in this institution, whether student/employee is off hours, clocked out, or representing the school in any manner (ex. field activities, attire, ID badges, etc.). The student must notify the office of any criminal alcohol or drug statute conviction for a violation occurring in the workplace, or while participating in any school sponsored activity, no later than five days after such conviction. Local, State, and Federal laws will be enforced for any violations.

### **Drug and Alcohol Abuse Education Program**

In accordance with the Drug-Free Schools and Communities Act, Larry's Barber College has implemented a comprehensive Drug & Alcohol Abuse Policy and a Prevention Program that is covered during orientation and aimed at ensuring our campus community is drug and alcohol free. Information regarding our program can be found on our website at <https://www.larrysbarbercollege.com/barber-program/>. Specific drug information can be found on the DEA website at <http://www.dea.gov/druginfo/factsheets.shtml>.

### **Sex Offenders Information**

A list of all registered sex offenders in Illinois is available at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

### **Campus Sexual Assault Prevention Program**

#### *Program:*

Once a year, Larry's Barber College invites law enforcement professionals to conduct its educational program regarding the prevention of sexual assault. Larry's Barber College will provide assistance in notifying law enforcement agencies if requested. Larry's Barber College encourages victims to report crimes committed against them, however, reporting is voluntary and optional.

*Procedures for what you should do if you have been a victim of dating violence, domestic violence, sexual assault, or stalking:*

1. If you are a victim of a sexual assault your first priority should be to get to a safe place.
2. Victims are strongly encouraged to report the incident to the local police.
3. Seek emergency medical care.
4. The victim should not change clothes or bathe before going to a hospital in order to preserve physical evidence that may be needed for investigation and prosecution.
5. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
6. Contact personnel at Larry's Barber College to report the incident. Personnel at Larry's Barber College will assist the student in notifying the local police if the students requests assistance.
  - a. Victims may decline to notify authorities
  - b. Victims will be assisted by senior administration in notifying law enforcement if victim so chooses
7. Where applicable, Larry's Barber College respects the rights of victims and it is the school's responsibilities to help enforce for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school

### **Counseling for Victims:**

Larry's Barber College does not offer on-campus counseling for victims of sex offenses. However, there are a variety of off-campus services available, such as:

RAINN – Rape, Abuse & Incest National Network Hotline (800) 656-4673

### **Changes available at Larry's Barber College for Victims of Sex Offenses:**

Personnel at Larry's Barber College can assist the victim with issues including, but not limited to, class schedule changes, leave of absence procedures, or withdrawal procedures. Requests for changes can be made by the victim by notifying senior administration in person in the office or by phone. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the personnel at Larry's Barber College may take interim disciplinary action against the accused student as appropriate.

### **Rights of the Accused and Accuser:**

Any student or employee who wishes to file a disciplinary complaint may do so by contacting a senior administrator at Larry's Barber College regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a Larry's Barber College student or employee, disciplinary action may be imposed through a campus disciplinary proceeding. During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Disciplinary sanctions may be imposed on students or employees who commit a

sexual offense on campus or in connection with Larry's Barber College activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from Larry's Barber College or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

**Disclosures to an alleged victim:**

Larry's Barber College will simultaneously notify, in writing, to accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

**Missing Student Notification**

Our school does not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

**Emergency Response and Evacuation Procedures**

An Emergency Management Plan has been developed by Larry's Barber College as part of its ongoing effort to protect students, staff, and clients. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. Because of the size of our campus, an announcement will be made verbally. This system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency. This procedure is tested on at least an annual basis.

Evacuations Instructions to evacuate will be issued by the school as described above. Students and staff are to evacuate quickly, in a calm and orderly fashion to a safe area. Students and staff should remain calm and assist handicapped persons or those in need and not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a member of the administration. Students and staff should remain in a safe area until receiving notification to return to the facility. In situations where Larry's Barber College is forced to evacuate the campus, the administration will notify the public that campus is closed and that traffic will not be allowed to enter. If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur via email and/or text messages. In addition, notification will be made to all staff members.

Larry's Barber College requires that each student and staff become made familiar with emergency evacuation plans during orientation. Larry's Barber College, without delay, will in response to an emergency by:

- Determining the appropriate segment of the campus community to be notified
- Determining the content of the notification
- Initiating the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

*Persons Responsible for Carrying Out the Actions Above:*

Chief Executive Officer/Director Larry E. Roberts Jr.; [Larry@larrysbarbercollege.com](mailto:Larry@larrysbarbercollege.com)

Chief Financial Officer / VP: Tramaine Poindexter – [Tramaine@larrysbarbercollege.com](mailto:Tramaine@larrysbarbercollege.com)

Admissions Officer/Student Relations – Kassandra Harris – Kas@larrysbarbercollege.com  
Financial Aid Officer – Marnice Gaston – Marnice@larrysbarbercollege.com

- BOMB THREAT:** In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Head Instructor is in charge of calling proper authorities.
- FIRE:** Fire drills are held on a regular basis. In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building and staff will proceed to nearest exit. Head Instructor is in charge of calling 911.
- TORNADO:** In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.
- HOSTAGE SITUATION:** Remain calm. Cooperate with offenders.
- ROBBERY:** Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises, proper authorities will be called.
- RAPE:** If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- PROBLEM STUDENT OR CLIENT:** If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Head Instructor will be consulted. If the problem is still unresolved, the school director or other administrators will be consulted. If a person is out control, the administrator has the option of calling local law enforcement to have the person-removed from the school premises.

*Disseminating Emergency Information to the Larger Community*

Larry's Barber College will disseminate emergency information to the larger community of closing by notification on entry door and/or on the school's website

**Statistics:**

Campus crime, arrest, and referral statistics for the most recent 3 calendar years include those reported to the Chicago Police Department as well as those reported to senior administration of Larry's Barber College. The campus includes the facilities located 10456 S. Halsted Chicago, IL 60628. The alley space, sidewalks adjacent to Larry's Barber College, and street locations used for parking is considered public property.

	On Campus			Off Campus		
	2015	2016	2017	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible and Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b><i>Hate Crimes</i></b>						
Murder/ Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible and non-forcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0
<b><i>Arrests and Referrals for Disciplinary Action</i></b>						
Illegal Weapons Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0