

Campus Security Policy and Annual Safety Report July 2018

Introduction

ATI College is providing the following information to all of its employees and students as part of the ATI College commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The Violence Against Women Reauthorization Act of 2014, (VAWA) Campus Sexual Violence Act (SaVE Act) provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Included in the Annual Security Report (ASR) are the school's policies, procedures, and programs addressing safety and security, such as, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus and on public property within or immediately adjacent to the campus.

Emergency and Contact Numbers

To provide a healthy and secure training environment, ATI College encourages prompt and accurate reporting of all crimes to school authorities and the appropriate law enforcement agencies. To report a crime in progress or an emergency, dial 9-1-1. Please report any crime or hazard to your safety or that of a fellow student, employee, or guest to school authorities immediately. In case there is an emergency situation involving robbery, aggravated assault, arson, burglary, motor vehicle theft, manslaughter, rape or murder, and alcohol and drug related violations, including use, sale, possession, and underage drinking, ATI College encourages prompt reporting to the school's Executive Director. The school will work closely with State and local police agencies involving emergency situations and reportable crimes.

Campus Location

The campus is located at 12440 Firestone Boulevard, Suite 2001, Norwalk, CA 90650. The premises are patrolled by professional security officers provided by the Property Management of the building.

Emergency Contact Numbers

Emergency: **9-1-1**

Police Department: **(562) 863-8711 (Norwalk Sheriff Station)**

Fire Department/Paramedics: **(562) 863-0214**

Local Hospital: **(562) 863-4763 (Los Angeles Community Hospital at Norwalk)**

Poison Control Center: **(800) 222-1222**

ATI College - Main Line: **(562) 864-0506**

ATI College, Campus Director: **Lisa Jee (562) 864-0506, Extension 16**

Campus Law Enforcement

ATI College is committed to maintaining a safe and secure environment for its students, faculty and staff. Unarmed security personnel at the school building are there at the direction of the building management office and are available to assist students, faculty and staff of ATI College. Students are advised to carry their valid Student Photo Identification Cards at all times and to present them upon request. Security personnel may not make arrests, but is instructed to promptly contact the Los Angeles Police Department or the Campus Director if any illegal activity occurs.

Emergency Response and Evacuation Procedures

Students, Faculty, and Staff are strongly encouraged to review below aside from thoroughly reviewing the **EMERGENCY RESPONSE AND EVACUATION PROCEDURES** (attached) to ensure readiness and awareness of options in the event an emergency situation should transpire.

How to Report an Emergency:

Call appropriate emergency number and calmly state:

- Your name
- The building and/or room (location) of the emergency
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number where you can be reached

Name of Institution:

ATI College

PHYSICAL ADDRESS: 12440 Firestone Boulevard, Suite 2001, Norwalk, CA 90650.

PHONE NUMBER: (562) 864-0506

Building Evacuation:

Upon hearing the fire alarm or announcement, begin evacuation procedures:

- ☐ Keep yourself and others calm.
- ☐ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ☐ Instructors: take your Attendance Book with you for a correct head count.
- ☐ Report immediately to the designated “safe area” located in the parking lot.
- ☐ Check in with the Campus Director who will be taking a head count from individual instructors.
- ☐ Wait for instructions from emergency response personnel.
- ☐ Do not re-enter the building until told by an official that it is safe to do so.

Safe Areas:

Your instructor or the campus director will have you meet in a safe area, away from the building, where a headcount will be conducted to ensure everyone is accounted for and safe. Please do not leave without notifying your instructor or the campus director.

Evacuation Procedures

Evacuation drills are conducted annually and at additional intervals as determined by ATI College's administration. The drills prepare employees, students, and visitors for an organized evacuation in case of fire or other emergencies. The designated evacuation locations are East and West side of the building in the parking lots. Additional information about evacuation procedures is provided in the EMERGENCY RESPONSE AND EVACUATION PROCEDURES.

Missing Person Procedures

ATI College will take the following actions when a student has been reported missing for more than 24 hours:

1. Attempt to reach the student via phone, text, and email.
2. Notify the individual identified by the student on the emergency contact list.
3. Notify appropriate law enforcement officials.

Security and Access to the College

It is the policy of ATI College that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to school policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

Access to Academic Buildings

The building management security guards monitor the building via security cameras. After hours, security guards are stationed at the entrances of the school buildings. Exterior lighting is provided around the building and parking areas. Shrubs and hedges are minimal for safety reasons. Suspicious persons are questioned and asked to leave by the security team.

Timely Warnings

In order to keep the campus community informed about current security issues, the Campus Director or designee shall issue a timely warning about all situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community.

The event of crimes that represent a continuing threat to students and employees, the college will issue warning reports via email, text messaging, and bulletin to advise the students and employees on the types of recurring criminal offenses that have occurred and the procedures that can be taken to prevent these offenses from recurring. For instance, in the case of repeated burglary or petty thefts on campus, a warning will be distributed to all faculty and staff with instructions for faculty to read to all their classes. Students may also be notified of these recurring offenses through flyers posted on bulletin boards or in the student lounge. In an instance in which an individual has been observed committing a crime, the description of the individual observed will be distributed

Programs to Inform Students and Employees about Campus Security

Your safety on campus is vitally important to us. The key to a safe and secure environment is cooperation. By working together, students, faculty and staff members can learn more about safety awareness. All students and faculty receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report as part of their registration and orientation process. This policy includes a description of campus security procedures, how to report a crime, and suggestions on how to avoid being the victim of a crime. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The community relations programs that are sponsored by the police departments that we utilize encourage students to be responsible for their own security and for the security of others. Students can receive counseling referrals. Crime data is collected from the local law enforcements (i.e., Norwalk Sheriff Department, Los Angeles Sheriff Department, www.crimereports.com, www.crimemapping.com) and from the campus crime/incident reported by the students, faculty, and staff of ATI College throughout the year. Collected data is then reported to the U.S. Department of Education, Campus Safety and Security Survey each year during the month of September. Reported data is then provided via email or in hard-copies to students, faculty, and staff of ATI College in the Campus Security Policy & Annual Safety Report by on or before October 1st of each year.

Campus Security and Crime Prevention Policy

The ATI College Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via departmental meetings or emails. The report is distributed to all students through ATI College's New Student Orientation or via emails. Additionally, the report is available to prospective students and the general public via the school's website at www.ati.edu.

Reporting Crimes and Emergencies

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and accurately and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Student Advisor. Reports are kept in a secure location in the Student Advisor's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of ATI College that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and Employees should promptly and accurately report all criminal actions and emergencies occurring on or around school facilities to the Campus Director, Dr. Lisa Jee at (562) 864-0506 and the Police Department by dialing 911 or Los Angeles Norwalk Sheriff's Station/ Community Safety Center.

All criminal activity is documented by the completion of an Incident Report with the building management security and is reported to local police agencies. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Los Angeles Police by dialing 911 and then notify the Campus Director.

Alcoholic Beverages and Illegal Drugs

ATI College is committed to promoting a drug-free learning environment. The college has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to disciplinary action and criminal prosecution. The college community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on college property. If an individual is apprehended for violating any alcohol-or other drug-related law while at a college location or activity, the college will fully support and cooperate with federal and state law enforcement agencies.

Substance Abuse Education

PREVENTION PROGRAMS

Information on ATI College's drug policies and prevention may be found in the student enrollment agreement, school catalog, and school website. ATI's Drug Abuse Prevention Program providing the following:

- Standards of Conduct
- Institutional Sanctions
- Federal, State, and Local Sanctions
- Loss of Title IV (Financial Aid) Eligibility
- Health Risks Associated with Use and Abuse
- Drug and Alcohol Counseling and Treatment Availability

Any member of the college community found possessing or selling illegal drugs on college property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the College.
- In all cases, the College will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- Penalties may include required participation in and completion of appropriate rehabilitation programs.
- The College has adopted a zero-tolerance policy regarding alcohol and drug violations.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available at www.abc.ca.gov.

Disclosures of Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

ATI College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Preventing and Responding to Sex Offenses

ATI College endeavors to educate the student community about sexual assaults and date rape during student orientation and on-campus workshops. The school offers sexual assault education and information programs to students and employees, at minimum, twice annually. Guest speakers from the local counseling centers are invited to hold workshops, on-campus in subject matters on how to prevent and respond to sex offenses among many other significant topics.

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. ATI College strongly advocates that a victim of sexual assault reports the incident in a timely manner.

Should a victim of a sex offense request a change in academic situation (such as switching classes, campus, faculty, etc.), ATI College will make such changes if they are reasonable and available.

Possible options for such changes:

- Change in schedule
- Change in faculty/instructor
- Change in program sequence
- Other changes as appropriate, available and reasonable

Individuals may make such requests through the Student Advisor.

ATI College's disciplinary proceedings are detailed below. Any member of ATI College found guilty of violating ATI's conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense.

Sex Offender Registration

ATI College is required to issue a statement advising the campus community where law enforcement information, provided by the State concerning registered sex offenders, may be obtained. Sex offenders already required to register in a State must provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Information concerning registered sex offenders can be obtained by visiting the California Megan's Law Sex Offender website at <http://meganslaw.gov/homepage.hm>.

Notification to Students of Existing Services for Victims of Sexual Offenses

ATI College does not offer on-campus counseling. However, various off-campus counseling options are available to victims of crime.

Off-Campus Services

HOTLINES/CENTERS

- Emergencies (Fire Dept., Police, Paramedics & Highway Patrol): Dial 911
- Suicide Prevention Lifeline: www.suicidepreventionlifeline.org (800) 273-TALK
- National Sexual Assault Hotline: www.ohl.rainn.org (800) 656-HOPE
- Rape Treatment Center: www.rapetreatmentcenter.org (310) 319-4000
- Substance Abuse Treatment Helpline: www.samhsa.gov (800)662-HELP
- Angel Step Inn, Domestic Violence Emergency Shelter, Crisis Line: www.angelstepinn.org (323) 780-4357
- National Domestic Violence Hotline: www.thehotline.org (800) 799-SAFE

CLINICS

- Lakewood Health Center
 - 5525 East Del Amo Blvd., Lakewood, CA 90713; (800) 576-5544
- Behavioral Health Services
 - www.bhs-inc.org
 - 3421 East Olympic Blvd., Los Angeles, CA 90023; (323) 262-1786
 - 1334 Post Ave., Torrance, CA 90501; (310) 328-1587
- LA County Health Services
 - www.ladhs.org; (800) 427-8700
 - H. Claude Hudson Comprehensive Health Center
 - 2829 South Grand Avenue, Los Angeles, CA 90007; (213) 744-3945
- Bellflower Health Center
 - 10005 Flower Street, Bellflower, CA 90706; (562) 804-8112
- Department of Public Health
 - www.publichealth.lacounty.gov
 - Monrovia Health Center
 - (626) 256-1600
- FreeClinics.com
 - www.freeclinics.com

Campus Policy on Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence, sexual exploitation, intimate partner violence, and stalking are violations of ATI College's Conduct of Code and its sexual misconduct policy. A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of California law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. ATI College's sexual misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconducts are found to be in violation of the policy, ATI College will impose serious sanctions, including suspension or expulsion from the school.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. ATI College has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus.

Additional information about campus crime statistics, state laws, and disclosures related to sexual misconduct can be found in this Annual Security Report.

What To Do If You Are Sexually Assaulted

If you or someone you know has been sexually assaulted recently, there can be time sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the Rape Treatment Center, (310) 319-4000 (24 hours/7 days), and the Violence Intervention Program, (323) 226-3961 (24 hours/7 days). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception.
- If you are experiencing an emergency situation or want to report the crime immediately, call 911 (24 hours).
- Contact a family member, trusted friend, or someone who can provide support.
- Contact the National Sexual Assault Hotline at (800) 656-HOPE (4673), 24 hours/7 days Angel Step Inn, Domestic Violence Emergency Shelter, Crisis Line at (323)780-4357, 24 hours/7 days a week.
- It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA

can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you are wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

- Choose how to proceed. You have options, and are encouraged to contact counseling to discuss your options: (1) Do nothing until you are ready; (2) Pursue resolution by ATI College; and/or (3) Initiate criminal proceedings; and/or (4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. Those who wish incidents to be handled criminally should contact the local police where the assault occurred.

Your Rights

ATI College strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options. We are committed to creating a campus environment that ensures prompt reporting and timely and just adjudication of sexual misconduct cases. It is the goal of the college is to provide students who are survivors of sexual misconduct or assault or attempted assault with support and services and to ensure that certain rights that shall be respected by all college employees.

Students who believe they have experienced sexual misconduct may file a formal complaint with the college and/or pursue criminal charges or legal redress. Herein, the student filing the report of sexual misconduct will be referred to as the “reporting party.”

These rights include, but are not limited to, the following:

REPORTING

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved internally by ATI College.

FAIRNESS

- All members of the campus community have the right to have reported incidents addressed according to the school’s published procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings,

etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.

- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.
- The right to be treated with respect and dignity by college officials.
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities.

SUPPORT

- Students have access to existing campus advising, victim support services, and to be given referrals to off-campus counseling and support services if desired.
- Students and employees have a right to be notified by off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of the school in requesting and/or enforcing.

Retaliation

ATI College will not support retaliation against any person for exercising the right to make a formal or informal sexual misconduct complaint, to use any of the informal processes provided by the college or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual assault is proven. The reporting student has the option of participation within the college's judicial proceeding. Should the reporting student choose not to participate, the college still retains the right to proceed with disciplinary action.

Retaliation includes, but not limited to, making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of ATI College's policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

About Confidentiality

To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as, institutional mandatory reporting requirements.

CONFIDENTIAL REPORTING

If reporting students with that details of an incident be kept confidential, they should speak with the Campus Director. Additionally, local resources such as crisis centers are also confidential and have no duty to report your information to ATI College.

MANDATED REPORTING

All ATI College employees who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Campus Director. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under ATI College's resolution procedures, which are discussed below.

You may request confidentiality and/or that the Campus Director provides you with remedies and resources without initiating a formal resolution process. The Campus Director will weight requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the school will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, ATI College will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If the school decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the school to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

Remedies

ATI College may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Measures include, but are not limited to:

- Issuing interim suspensions pending a hearing.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.
- Providing education to the community.

- Assist with housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.

Procedures

INTAKE

ATI College official will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry.

All resolutions will be conducted by campus officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with federal law. Title IX-related resolutions are not subject to publicly available record-keeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

PRELIMINARY INQUIRY

An initial determination is made about the allegations and whether to move them forward to a formal investigation. This decision is made by the Campus Director, taking into account the nature of the allegations and the reporting party's wishes. If the decision is made to move forward, the Campus Director refers the allegations to investigators.

INVESTIGATIONS

An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations.

HEARINGS

The hearing panel will have the opportunity to question the investigators during hearings. The panel may accept or reject investigators' recommendations. If the panel rejects the recommendations or decides to issue alternate sanctions, it must do so within the framework of the policy, citing clear evidence to support its decisions. The panel may additionally return the report to investigators for modification.

The parties may make opening and closing statements to address the issues raised in the investigators' report. If a party is found responsible of a policy violation, the panel may review a written impact statement, which can include desired sanctioning outcomes.

STANDARD OF EVIDENCE

ATI College uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

PAST HISTORY

The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the school will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

FINAL DETERMINATION

The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any change to the results that occurs prior to the time that such results become final, and when results are considered to be final.

APPEALS

All student, faculty, staff, parties involved in sexual misconduct proceedings may appeal decisions on the basis of the grounds permitted by the school's policy. All parties are included in any appeal reconsideration and have equal rights of participation. There is only one level of appeal. That decision is final.

Disciplinary Sanctions

1. Disciplinary sanction invoked by the hearing team may involve, but is not limited to, one or a combination of the alternatives listed as follows:
 - a. Dismissal: Separation of the student from ATI College on a permanent basis.
 - b. Suspension: Separation of the student from ATI College for a specific length of time.
 - c. Probation: Status of the student indicating that the relationship with the College is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.
2. College policy stipulates that a student dismissed by disciplinary action, from either the College or a course, may still receive a refund of tuition or other fees subject to the tuition refund policy of the College.
3. Students dismissed for disciplinary reasons must exclude themselves from classes, activities, facilities, and buildings. Any exception must be approved by the President. Students who have not fulfilled their financial obligations to ATI College are in violation of the Enrollment Agreement. Said students may be denied the right to graduate, take examinations, receive diploma or obtain/request transcripts of their grades.

For Faculty and Staff

1. All newly hired employees of ATI College shall be provided a copy of the Campus Security Policy & Annual Safety Report during faculty and/or employee orientation. The Executive Director shall explain the policies and procedures in detail and answer any questions.
2. All faculty and staff shall be provided an electronic copy of the ATI College Campus Security Policy & Annual Safety Report annually via email.

Disciplinary Sanctions for Faculty & Staff

1. All faculty and staff are responsible for compliance with the Campus Security Policy & Annual Safety Report of ATI College as a condition of continued employment.
2. Violations will be subject to discipline up to including immediate termination of employment.

Risk Reduction

RISK REDUCTION FOR INTIMATE PARTNER VIOLENCE, STALKING, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

While victim-blaming is never appropriate and ATI College fully recognizes that only those who commit sexual misconduct are responsible for their actions, ATI College provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

REDUCING THE RISK OF VICTIMIZATION

- Make any limits/boundaries you may have known as early as possible.
- Clearly and firmly articulate consent or lack of consent.
- Remove yourself, if possible, from an aggressor's physical presence.
- Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- Look out for your friends, and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT

- Show your potential partner respect if you are in a position of initiating sexual behavior.
- If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- Respect personal boundaries. If you are unsure what's OK in any interaction, ask.

- Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.
- Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- Respect the timeline for sexual behaviors with which others are more comfortable, and understand that they are entitled to change their minds.
- Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- Understand that exerting power and control over another through sex is unacceptable conduct.

Ongoing Campaigns

Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty, and staff.

Anti-Harassment/Discrimination

ATI College policy prohibits discrimination or harassment based on race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, disability, or any other basis protected by the federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the college prohibits discrimination based on sex, which includes sexual harassment and sexual violence and the college has jurisdiction over Title IX complaints.

Key Contacts

ATI College

Campus Director

Dr. Lisa Jee

(562) 864-0506, lisa@ati.edu

ATI College

President

Dr. Brian Kim

(562) 864-0506, president@ati.edu

Definition and Terms

Sexual assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual harassment: Unwelcome, sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.

Sex offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling - The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force. *Sanctions range from warning through expulsion/termination.*

Non-Consensual Sexual Intercourse: any sexual intercourse, however slight, with any object, by a person upon another person that is without content and/or by force. *Sanctions typically result in suspension or expulsion/termination.*

Sexual Exploitation: Occurs when one person takes non-consensual or abuse sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. *Sanctions range from warning through expulsion/termination.*

Intimate Partner Violence: Violence or emotional and/or psychological abuse between those in an intimate relationship toward each other. *Sanctions range from warning through expulsion/termination.*

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Hostile environment: A hostile environment is created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational and/or employment, social, and/or residential program. Sanctions range from warning through expulsion/termination.

Consent

Knowing, voluntary, and clear permission, through word or action, to engage in mutually agreed upon sexual activity or contact.

Since different people may experience the same interactions differently, each party is responsible for making sure that partners have provided ongoing, clear consent to engaging in any sexual activity or contact.

A person may withdraw consent at any time during sexual activity or contact through words or actions. If that happens, the other party must immediately cease the activity or contact. Pressuring another person into sexual activity can constitute coercion, which is also considered to be sexual misconduct.

Silence or the absence of resistance alone does not constitute consent. A victim is not required to resist or say “NO” for an offense to be proven.

Consent to some forms of sexual activity (e.g., kissing, fondling, etc.) should not be construed as consent for other kinds of sexual activities (e.g., intercourse.)

Being or having been in a dating relationship with the other party does not mean that consent for sexual activity exists. Previous consent to sexual activity does not imply consent to sexual activity in the future. To legally give consent in California, individuals must be at least 18 years old.

Force: Forced is defined as direct or indirect use of physical violence and/or imposing physically on someone to gain sexual access. Force, unless part of mutually-permissible kink, is a clear demonstration of a lack of consent.

Incapacitation: Incapacitation is defined as a state in which individuals are unable to make rational, reasonable decisions because they lack the capacity to understand the “who, what when, where, why, or how” of a situation or interaction. Individuals cannot give sexual consent if they can’t understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if it is because they voluntarily consumed alcohol or drugs. Unless consent is “knowing,” it is not valid. Those engaging in sexual activity who know or should have known that the other party is incapacitated are engaging in sexual misconduct. The possession, use, distribution, and/or administration of any incapacitating substances is prohibited. The fact that a responding party was intoxicated, and thus did not realize the reporting party was incapacitated, does not excuse sexual misconduct.

Retaliation: Any adverse action taken against a person participating in a protected activity because of that person’s participation in that protected activity. Subject to limitations imposed by the First Amendment and/or academic freedom.

Sanctions range from warning through expulsion/termination.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, and understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships, and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of time frames for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded”. Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

Policies for Preparing the annual Disclosure of Criminal Statistics

Criminal activity is reported and documented on the Incident Report which is provided by the property building management and maintained by the Campus Director. The annual crime report is prepared by gathering campus crime statistics from the building property management and data from the local Sheriff’s department, if available.

Crime Statistics (2014-2016)

ATI College’s annual campus security report contains the disclosure of crime occurrences for the three most recent calendar years. The most recent report is for calendar year 2016 and discloses the number of crime occurrences in the following categories:

ATI COLLEGE

**Emergency Response
&
Evacuation Procedures**

[JULY 2018]

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PHONE NUMBERS:

Ambulance, Fire and Law Enforcement	911
Norwalk Sheriff Department	(562) 863-8711
Los Angeles Fire Department	(562) 863-0214

ON-CAMPUS EMERGENCY CONTACT INFORMATION

Campus Director: (562) 864-0506 Extension 16	Lisa Jee
Student Advisor: (562) 864-0506 Extension 14	Julie Yang

Office Administrator: (562) 864-0506 Extension 10 Susana Espinoza

EMERGENCY RESPONSE AND EVACUATION PROGRAM

BUILDING EMERGENCY EVACUATION PLAN A

HOW TO REPORT AN EMERGENCY:

Call appropriate emergency number and calmly state:

- Your name
- The building and/or room (location) of the emergency
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number where you can be reached

NAME OF INSTITUTION: ATI College

PHYSICAL ADDRESS: 12440 Firestone Blvd., Suite 2001

Norwalk, CA 90650

PHONE NUMBER: (562) 864-0506

BUILDING EVACUATION:

Upon hearing the fire alarm or announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed outside the building (to the announced "safe location") using the planned evacuation route.
- Close windows and doors as you leave.
- Instructors: take your Attendance Book with you for a correct head count. Report IMMEDIATELY to the designaed "safe area" located in the parking lot.
- Check in with the Campus Director who will be taking a head count from individual Instructors.
- Wait for instructions from emergency response personnel.
- Do not re-enter the building until told by an official that it is safe to do so.

SAFE AREA LOCATION

1. West side entrance parking lot – go to the furthest point of the parking lot
2. East side entrance parking lot – go to the furthest point of the parking lot

BUILDING SAFETY SYSTEMS:

The building at ATI College will use the following safety systems:

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system.

Fire Extinguishers and Pull Stations – Pull Stations are located in the emergency stairways. Extinguishers are located in each room and office area.

Manual Alarm Pull Station- Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these alarms with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention. There are first aid kits located in the main office.

Locate the emergency equipment in your area and know how to use it.

EVACUATION PERSONNEL:

Evacuation Warden: Campus Director

Alternate Warden: Student Advisor

Searcher: Office Administrator

Stairway Monitor: Student Advisor, Career Advisor

Date of Last Evacuation Drill: January 4th, 2016

Evacuation Drills are to be held at the beginning of January & June, two times per year.

EVACUATION PERSONNEL DUTIES:

Designated Evacuation Personnel Duties Will Alternate per Area

If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. A flashlight will be provided in case of a power failure.

Evacuation personnel should never be placed in imminent danger.

Evacuation Warden Duties:

1. Announce any disaster to all areas
2. Use the whistle blower that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement
3. Supervise assembly of Evacuation Personnel in the area
4. Report to the Safe Area, near the Command Center
5. Ensures all people from the area proceed to the designated meeting place to check in and announces the “All Clear” to re-enter the building
6. “All Clear” will originate from the Command Center
7. Report any and all problems to the Command Center

Command Center will be the **Fire Department or other Emergency Services Vehicle.**

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed

Searcher(s) and Stairway Monitor Duties: May be more than one person depending on the size of the area to be searched – (Area should be searchable in 3 minutes or less)

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them
2. Notify any remaining employees or other persons on the floor about the emergency and the requirement to evacuate
3. Notify Evacuation Warden that the floor/building is “**clear**” and proceed to safe area

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN B

FIRE EMERGENCY

If you discover fire or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

1. Remove/evacuate individuals away from danger, without endangering your safety
2. Activate Alarm: Pull fire alarm at pull-box and/or call 911
3. Confine/contain fire smoke by closing doors and windows if possible
4. Extinguish/Evacuate:

- Extinguish fire only if you are trained to do so and only if the fire is small and manageable by using nearest fire extinguisher
- Evacuate by nearest safe exit
- NEVER use elevators
- Do not run; crawl if overwhelmed by smoke

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

5. Follow instructions for the building evacuation plan

- Check door with the back of your hand to ensure it is cool before opening
- Walk quickly, but **Do Not Run** - follow your instructor out of the building to the designated safe area
- Instructors: lead your students to the designated safe area (located in the parking lots)

DO NOT RE-ENTER THE BUILDING UNTIL “ALL-CLEAR” IS ISSUED BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL.

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN C

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these following guidelines should be followed:

Campus Director – Responsibilities:

Immediately notify the appropriate law enforcement agencies (911)

1. Secure the building:
 - Lock down building, and do not let any students that are not in class enter the building
 - Alert all departments and individual classrooms of the event
 - Command instructors to lock their classroom doors and not let students leave or re-enter
2. Notify the College President
3. Monitor hostage situation the best you can without doing anything to intensify it
4. Follow instructions of law enforcement officials who will take over when they arrive on scene

If the attacker comes in the area:

All other Faculty and Staff – Responsibilities:

1. Remain calm. Talk with the intruder in a low-key, non-threatening manner. Do not argue with or antagonize in any way
2. Keep your distance
3. Give the intruder ample personal space
4. Do not attempt to deceive or threaten the intruder
5. Suggest marching the students and/or staff quietly out the room
6. Back off if this approach agitates the intruder
7. Constantly be aware and prepared for violence
8. Initiate the **Drop, Cover and Hold Action** if the intruder opens fire (see page 7 for Action instructions)

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering it may take very little to cause such persons to become violent.

If anyone begins firing a weapon on campus, the following actions should be taken:

Campus Director - Responsibilities:

1. Inform the faculty supervising students in classrooms to initiate the **Drop, Cover, and Hold Action** until the situation is resolved
2. Immediately notify the appropriate law enforcement agencies (911)
3. Notify the College President
4. Work in coordination with law enforcement agencies until the situation is resolved
5. Initiate student release procedures and/or evacuation procedures if situation escalates

All other Faculty and Staff - Responsibilities:

1. In classrooms, maintain the **Drop, Cover, and Hold Action** until the situation is resolved
2. In open areas, move students to safer areas as quickly as possible
3. Only in extreme cases should it become necessary to initiate the **Drop, Cover and Hold Action**; this should be done only when there is no chance for students to reach safer areas

Designated Safe Areas:

1. In building: Common Area near the elevator and restrooms
2. Outside the building: the furthest points of the East and West entrance parking lots

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN D

Earthquake Situation Plan

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property. During an earthquake, every person should:

Drop, Cover, and Hold Action

Regardless of your location on campus (hallway, classroom, multi-story building or outside) it is important to know what to do and how to protect yourself in an earthquake. Practice what to do during an earthquake and teach yourself how to react automatically when the shaking starts. If you are outside when the shaking starts, get into an open area away from trees, buildings, walls, and power lines. Remain in the clear until the shaking stops. If you are on a side walk near a building, duck into a doorway to protect yourself from falling bricks, glass, plaster, or other debris. Once the shaking stops, move to a designated safe area and await instructions from the command center.

Procedures for those INSIDE the building:

Drop

- Drop down to the floor.

Cover

- Take cover under a sturdy desk, table, or other furniture.
- If that is not possible, seek cover against an interior wall.
- Protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

Hold

- If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it.
- Hold the position until the ground stops shaking and it is safe to move.

Do not be surprised if the fire alarm or sprinkler system is activated. Once the shaking has stopped and it is safe to move, evacuate the building as quickly as possible.

Do not use the elevators!

Additional Information:

- If you are in a **wheelchair**, stay in it. Move to cover if possible, lock your wheels, and protect your head with your arms.

Injured/Trapped:

- Once the shaking has stopped, and you have been injured or are trapped in a building/room by falling debris, yell for help to notify others of your situation. If a window is available, hang a piece of clothing out of the window to alert others of your location. Once the shaking has stopped and it is safe to move, move to your designated safe area and await instructions from the Command Center.

If you are in an automobile:

- Stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops.

After an Earthquake:

- Remain calm and be prepared for aftershocks. Be guided by emergency personnel if evacuation is ordered.

COMMUNICATION WITHIN THE COLLEGE COMMUNITY

The following strategies can/will be utilized in a crisis to communicate with the campus community:

1. For faculty and staff, voice mail should be utilized to send out basic information regarding a crisis if possible.
2. If the campus network is available for use, an emergency alert message should be sent to all faculty, staff, and students via e-mail.
3. If voice and data capabilities are not available, the front desk will be used as a central on-campus location where offices and individuals should go to receive information about the emergency.
4. Printed information will be made available at this location for distribution on-campus if possible.

Strategies for Working with the Media:

1. Working quickly and proactively is imperative. Journalists tend to report the first information they get. If information is slow in coming it invites speculative coverage.

2. The media should be given as much information as possible. When information is withheld, we run the risk of inaccurate reporting, negative editorials, and damaging future media relations.
3. All media correspondence will be handled by the Campus Director with instructions from the College President.

SAFETY COMMITTEE

The Campus Director of ATI Collgee is charged with the responsibility of facilitating a high degree of safety awareness on campus and assessing the effectiveness of safety policies.

EMERGENCY PLAN REVIEW

College Emergency Response Plan shall be reviewed when the evacuation drills are held and revisions, if any, shall be published immediatly.

DRILLS AND EXERCISES

Fire and Disaster Drills shall be conducted from time to time to assess the adequacy of current plans and to evaluate the response of faculty, staff, and students. A campus-wide disaster drill model shall be reviewed twice annually.

ATI COLLEGE

12440 FIRESTONE BLVD., SUITE 2001, NORWALK, CA 90650

TEL. 562-864-0506

FAX. 562-8647806

EMAIL. INFO@ATI.EDU

Campus Crime / Incident Report Form

- According to the Higher Education Act, or 20 U .S.C. 1092 now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ATI COLLEGE must collect certain campus crime statistics. This law applies to certain crimes reported to the police and other campus officials.

The details of this report will not be made public. Only the number of crimes occurring will be released. Your name will not be released. It is not required for the report, but it will help ensure the crime is not counted twice.

- Date - must be mm/dd/yyyy format*Required: _____
- Time *Required: __ : __ AM or PM
- Location: _____

Please give building name, parking lot location, street name with cross streets or close address, or nearby buildings if it occurred outside.

- Crime Reported:
 - ☐ Murder
 - ☐ Burglary
 - ☐ Forcible Sex Offense
 - ☐ Liquor Violation
 - ☐ Simple Assault (only applies to hate crime reporting)
 - ☐ Manslaughter
 - ☐ Motor Vehicle Theft
 - ☐ Non-forcible sex offense

- ☐ Drug Violation
 - ☐ Robbery
 - ☐ Aggravated Assault
 - ☐ Arson
 - ☐ Weapon Violation
- Arrested for:
 - ☐ Liquor Violation
 - ☐ Drug Violation
 - ☐ Weapon Violation
- Disciplinary Referral Reported:
 - ☐ Liquor Violation
 - ☐ Drug Violation
 - ☐ Weapon Violation
- To whom disciplinary action was referred: _____
- Head Count for Liquor/Drug/Weapon Violations: _____
- Hate crime?
 - ☐ Yes
 - ☐ No
- Location Classification:
 - ☐ On-campus
 - ☐ Non-campus

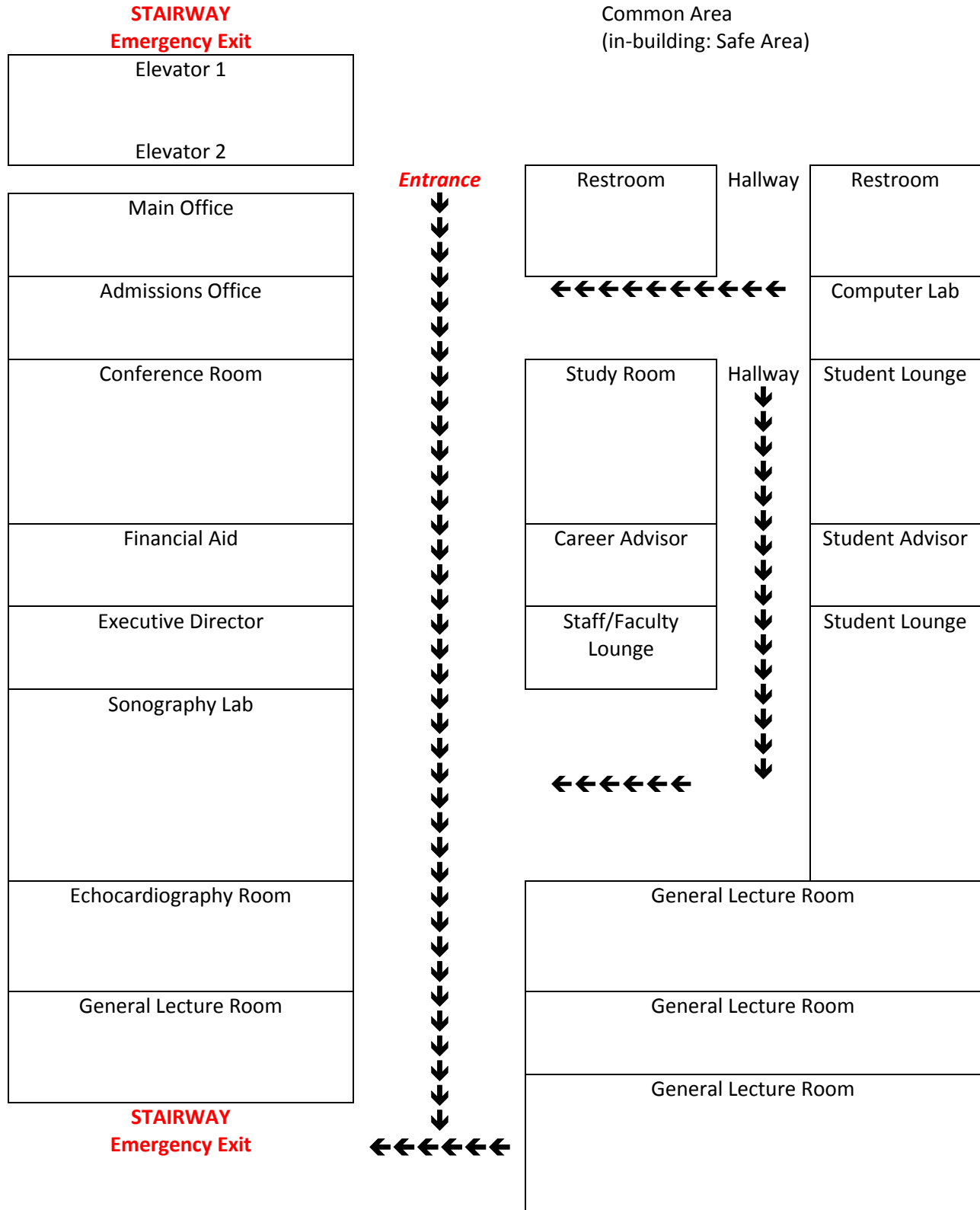
- ☐ Public Property
- Law Enforcement Agency(s) the incident has been reported to:
 - ☐ None
 - ☐ Campus/Building Security
 - ☐ City of Norwalk/Los Angeles Police Department
 - ☐ Los Angeles County Sheriff's Office
 - ☐ Other
- Police Report Number: _____
- Please give a brief description of the crime to help us classify it (use back of page if necessary):

- Reporting Department: _____
- Date- must be mm/dd/yyyy format: _____
- Name of Departmental Official submitting this form: _____
- Phone: _____
- Email: _____
- Once you submit this form, in person or via email, a confirmation will be sent to you via email along with a copy for your records. If you have questions about classifying a crime or a location, contact the Police Department at (562) 863-8711 (Norwalk Sheriff Station).

Emergency Evacuation Route Plan

ATI COLLEGE

12440 FIRESTONE BLVD., SUITE 2001, NORWALK, CA 90650



In case of an emergency, dial 9-1-1