



# O·BRIENS AVEDA INSTITUTE

## Campus Safety - Teamwork

The information provided is to help enhance campus public safety and security here at O'Brien's Aveda Institute. We encourage you to read, understand and use all of the precautions stated herein and to use the services made available so that we can keep our campus safe.

Each of us plays an important role in keeping our campus a safe place to learn, work, visit and live. By following the safety guidelines included in this document such as securing your personal property and reporting suspicious or criminal activity right away YOU can help keep O'Brien's Aveda Institute a safe community for all to enjoy.

## Calling 911

We encourage students, faculty, staff, and any other residents and visitors to report crimes, fires, suspicious activity, requests for medical assistance and public safety related incidents to the business office in a timely manner. Fletcher Allen Medical Center is located minutes away from our campus. It is staffed with highly trained professionals. If immediate police, fire, or medical response is needed, doing one of the following provides the best opportunity for a rapid response:

1. From an O'Brien's Aveda Institute telephone or cell phone: Dial 911.
2. For a non-emergency police response on campus, call the South Burlington Police Department:  
(802) 846-4166 · 575 Dorset St · South Burlington

## Evacuation & Report Procedures

- Familiarize yourself with the evacuation procedures for the building; locate the nearest exit and fire extinguishers.
- Find the Emergency Assembly Point (EAP) for your building. EAPs are denoted by a STAR.
- Evacuate when you hear the sound of an alarm in a campus building. (Drills are no exception).
- Exit the building quickly and safely; and, close the door behind you.
- Wear shoes.
- Never use the elevator – always use the stairs.
- Help others to evacuate – knock on doors, check bathrooms as you leave the building. Help those with a physical disability evacuate the building if they need help.
- An alarm may be part of a crime in progress – be alert for suspicious persons or activity.

- If the alarm in a building has been set off by accident, call 911 immediately and explain the situation.
- Report any vandalism or tampering with the alarm immediately.
- If you smell smoke or detect a fire, activate the nearest alarm and call 911 immediately from a safe location.
- Before opening any door, use the back of your hand to see if it is hot – if it is hot, leave it closed and stuff towels or clothes in the cracks and open a window.
- If the door is not hot, open it slowly (CAUTION: the doorknob may be hot) and be prepared to close it quickly if necessary.
- Exit buildings cautiously – carry a towel or blanket to protect you from flames and smoke.
- If you see or smell smoke in a hall or stairways, use another exit. Do not use elevators.
- Go directly to the back parking lot and check in with your assigned instructor.
- Faculty are responsible for accounting for the individuals enrolled and attending his or her classes.

## Sexual Assault—Policy

Sexual assault will not be tolerated at O’Briens Aveda Institute.

All students, faculty and staff are subject to this policy. Violators will be subject to discipline up to, and including, termination, expulsion, or other appropriate institutional sanctions.

Prosecution by the criminal and/or civil justice system may also occur. O’Briens Aveda Institute urges an individual who has been sexually assaulted to report the incident to the police or school official.

**Sexual Assault is** the commission of an unwanted sexual act, whether by an acquaintance or by a stranger, that occurs without indication of consent by both individuals, or that occurs under threat or coercion.

Sexual assault can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. A person is legally incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to give consent. Anyone can be the target of sexual assault regardless of age, gender, race, ethnicity, sexual orientation, sexual history, or social class.

There is no stereotypical victim or rapist. Acquaintances (people who know each other in some way) are involved in 67% of rapes nationwide. A Department of Justice study indicates that a woman has between a 20% and 25% chance of being sexually assaulted during her college years.

## Reporting a sexual assault to the police

O’Briens encourages people to report sexual assaults to the police. Reporting a sexual assault to the police may seem intimidating, but there is no need to be afraid.

Police officers are specially trained to handle such situations with sensitivity and compassion. Feel free to bring a friend or advocate with you when you speak with the police. Reporting a crime can help you regain a sense of personal power and control.

For a sexual assault that occurs on the O’Briens Aveda Institute campus, contact the South Burlington Police at (802) 846-4166

## Missing Person

If you believe someone might be missing, notify the school office immediately. We will report the matter to the South Burlington Police.

There is a misconception that friends, loved ones and colleagues cannot be reported as missing until they have been missing for at least (24) hours. This is NOT true. A report of a missing person can be made any time you believe someone might be missing. The enforcement agency must take a missing person report without delay. Anyone can file a missing person report (friend, relative, co-worker, etc.). If a person has not returned home, failed to appear for work or for an appointment as anticipated, or if there is a belief that something is suspicious about his or her absence, report the situation to law enforcement.

Federal law also requires O'Briens Aveda Institute to inform students that an emergency contact will be notified within (24) hours of the person being reported as missing.

## Weapons

All weapons are prohibited on the O'Briens Aveda Institute campus. A "weapon" should be understood to include firearms, paint ball guns, BB guns, air soft guns, slingshots, bows, arrows, swords, spears, various kinds of knives or other devices that could be used to inflict harm.

## Personal Responsibility

Students, Faculty and staff should assume responsibility for their own personal safety and security of their personal belongings by taking simple precautions. Valuable items should be marked with an engraving device or permanent marker and locked in a locker or personal vehicle. Everyone is asked to not leave purses or other valuable unattended; O'Briens Aveda Institute is not responsible if these items are stolen.

## Annual Safety, Security & Fire Report

### **The Jeanne Clery Act and Higher Education Act**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Act provide that campus communities receive an annual Safety, Security and Fire Report containing crime statistic information and important safety policies. The statistical information contained within this report allows members of the campus community to be informed about criminal activity occurring within and immediately surrounding the geographical boundaries of the campus. Of equal importance are the safety policies and guidance contained within this report, which allows individuals to make informed decisions about their own personal safety and to enhance the safety of the community through their actions.

### **How the Information is Obtained**

O'Briens Aveda Institute gathers statistical crime data from its own records.

We keep a "fire log", available in the business office. We also collect fire statistics, which include unintentional, intentional, and undetermined fire incidents; number of deaths related to the fire, number of injuries related to the fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.

Following is a summary listing the required statistics of NESHD's Campus Security Report: During the school year January 1, 2011 through December 31, 2011 there were the following on campus: 0 murders, 0 rapes, 0 robberies, 0 aggravated assaults, 0 motor vehicle thefts, and 0 indecent exposures. During this same period there were no arrests for the following crimes on campus: liquor law violation, drug abuse violation, weapons violation, or sex offenses. There have been no major violations within the three years previous to this report.