



Career Academy of Beauty

Annual Safety and Security Report (ASR) 2023

This institution is required to publish and distribute an annual security report by October 1 to all enrolled students and all employees. Notice of the availability of the report is provided to all prospective students and employees. The report contains crime statistics and various policy statements. These statements accurately reflect how the institution's policies are currently implemented.

POLICY STATEMENTS:

Procedures for Reporting

Any person witnessing some form of criminal action or other emergency should report it to Campus security authority a timely manner. Reports may be made to the College's Campus Security Authorities, or CSAs. Under Federal law, the definition of CSAs includes individuals/offices designated by the College as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If a staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For CAofB, CSAs include the President, Director, Campus Directors, or Title IX coordinator. The CSA will investigate the incident and report it to the local Police Department if appropriate. Community members, students, educators, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the designated official.

Timely Warning Reports Regarding the Occurrence of *Clery Act* Crimes

A timely warning will be issued by the Director when a situation arises that in the judgment of the Academy Director constitutes an ongoing or continuing threat regarding the occurrence of *Clery Act* crimes. The warning will be issued in the following manner:

- • By notification on their student and staff portal
- • By e-mail to students and staff through their personal e-mail account
- • By text messages to the students and staff member through personal text numbers.

A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

Preparing the Annual Disclosure of Crime Statistics

Each year before the Department of Education reporting website opens for registration, the Compliance officer requests the crime statistics information from the police department for the geographical jurisdictions in which the school is located. The information is compiled into the Annual Security Report Statistics section and entered appropriately into the Department's website for each school location. The report is distributed on or before October 1st each year, via the students' email, to current students and employees. Notification is given to new students during first class orientation and employees new hires before starting work. These Annual Security Reports are posted on the institution's website at <https://www.caofb.com> under consumer disclosures.

Documenting Crimes and VAWA Violations

All incidents shall be recorded in the Crime Incident Log in the staff office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim. Any VAWA incidents will be referred to the Title IX coordinator and the Title IX policy and procedure will be followed.

A crime, emergency, or safety concern may also be reported by:

1. Calling 911
2. Contacting the **Title IX coordinator: Coral Trujillo at [714-897-3010 x3](tel:714-897-3010)
12471 Valley View St, Garden Grove, 92845- coral@caofb.com**

Voluntary and Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through CAofB or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the Title IX coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, CAofB can keep an accurate record of the number of incidents involving students, educators, staff, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for CAofB. CAofB will provide the student or employee with written explanation of their rights.

Security of and Access to Campus Facilities

CAofB does not provide on-campus housing.

During business hours, CAofB is open to students, parents, employees, prospective students, clients, and guests. Outside clients or guest must have an appointment or purpose for their visit, all guest will be screened by guest services at the front desk before entering the facility. All facilities are inspected to make sure they are clear and locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. CAofB is locked and has an alarm set on the premises during non-business hours. Any person that is present on CAofB property without permission During regular hours or periods of non-operation will be considered trespassing and may be subject to arrest. A staff member will unlock the premises and terminate the alarm each morning and lock up and reset the alarm at closing. If the alarm system is activated the police department will be called.

Maintenance of facility

Maintenance is performed twice a week at CAofB. The staff survey the security issues such as facility, parking lots, alarms, lighting, locks, and will communication any necessary changes when needed.

Campus Law Enforcement /Reporting issues

CAofB administration attempts to provide a safe, secure educational environment for all students and employees. CAofB does not employ campus security personnel but encourages its employees, students and clients to immediately report suspected criminal activity or other emergencies to the nearest available institutional official. This can be the Administrator or your instructor/coach and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911. VAWA or Title IX policy issues should be directed to the Title IX coordinator. Any incident reports must be reported promptly.

- A) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- B) Employees shall contact the Director immediately to report any criminal action or call in an emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
- C) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
- D) CAofB prohibits all crimes including dating violence, domestic violence, sexual assault and stalking as those terms are defined for the purpose of the Clery Act. Sexual assaults (criminal offenses) on campus will be reported immediately to the Director, who will report it to (911) emergency and police units. CAofB will follow its VAWA (Violence against Women Act) policies and procedures. V.A.W.A policy is not limited to women, it covers all crimes against any student or employee, male students, Gender Identity, National origin, etc. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. It is important to preserve all possible evidence for future conviction of the assailant. This institution has zero tolerance and prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. Any violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
- E) Criminal Activity Off Campus – CAofB does not provide law enforcement services to off-campus activities on behalf of the school.

Pastoral and Professional Counselors

CAofB does not employ any pastoral or professional counselors. If deemed appropriate, students and staff are referred to outside professional agencies. The Title IX coordinator can assist with a list of resources available to assist you upon request.

Personal Security and Prevention:

CAofB encourages all students and staff to review the Campus safety report and campus security policies in order to help stay safe. Information is given to all new students and staff members and redistributed annually. Current Campus security report can be found at CAofB.com Federal Disclosures.

Tips to stay safe and protect your belongings:

1. Do not leave personal property in the classrooms.
2. Report any suspicious persons to the Administration office/Director
3. Stay alert of your surroundings, wherever you are.
4. Try to walk in groups when outside the facility when leaving.
5. If you feel uncomfortable in a place, leave right away.
6. If you are waiting for a ride, wait within sight of other people.
7. Stay alert, eyes up, hands free, no earbuds. Make sure you can hear if there is an issue.
8. Stay on busy streets and stay away from vacant areas.

9. Stay in well-lit areas. Try not to walk or exercise alone.
10. Avoid external ATM machines.
11. Avoid wearing expensive jewelry or flashing cash when out.

Possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state and federal underage drinking and drug laws

The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking areas. Anyone observed using illegal drugs and any underage drinking of alcohol should be reported to the Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

The academy has a Zero Tolerance Policy regarding possession and/or use of drugs or alcohol on academy premises. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on academy property or as part of any academy activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense. Students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are subject to dismissal and/or referral to authorities for prosecution, as appropriate.

Description of Drug or Alcohol Abuse Education Programs

CAofB has a written Drug & Alcohol Abuse Campus policy. This policy is the catalog and student and staff handbooks. This information is reviewed with each student and employee. Drug and alcohol abuse prevention is presented to students and staff annually. Students have access to community resources by talking to the Title IX coordinator in the Administration office. Referrals to outside agencies can offer professional assistance in the areas of drug and alcohol abuse prevention.

Disclosure to the complainant, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the respondent of the crime or offense

CAofB will, upon written request, disclose to the complainant of a crime of violence (as that term is defined in 18 U.S.C. § 16), the results of any disciplinary proceeding against a student who is a respondent of such crime or offense. If the complainant of such crime or offense is deceased as a result of such crime or offense, the next of kin of such complainant will be treated as the complainant.

Emergency Response and Evacuation Procedures

CAofB has established procedures to immediately notify the school community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on a campus. These procedures provide for rapid notice to local law enforcement and administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for the Director to determine the appropriate campus to be notified and the content of the notification.

CAofB will, without delay, and taking into account the safety of the community, determine the content of emergency/dangerous situation notifications and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the evacuation location without danger.

Fire alarm systems are present and active in all campus facilities. In the event of an emergency and/or fire alarm, occupants must evacuate from the building. Reviewed and practiced the building evacuation procedures prior to an evacuation.

1. Staff member will instruct students and guest to exit the building using designated emergency exits.
2. Stop working as soon as it is safe to do so. Do not stop to gather personal belongings, such as glasses, keys and purse or handbags.
3. Use secondary route if the primary route is blocked or hazardous.
4. Assist any other student or client they may need help.
5. Use the nearest door with an EXIT sign to leave the building. Proceed to your designated assembly area, report for a head count and stay in the area until you receive direction from emergency responders or authorized staff.
6. Staff member will check bathrooms, hallways and common area while exiting and will take roster, first aid kit and other emergency supplies if possible, with them.
7. All staff and students must check in with their coach or designated official, any missing persons must be reported.
8. The Campus Director will communicate when it is safe to re-enter the building.

Emergency Coordinator: Director Coral Trujillo- 714) 897-3010

The Director is responsible for testing the emergency response and evacuation procedures on at least an annual (calendar year) basis and for documenting such testing. Documentation for each test shall include a description of the exercise, the date, the time, and whether the test was announced or unannounced. Such testing may include a review of procedures by the Director.

CAofB will communicate with local law enforcement officers, meetings with responsible persons to review and walk-through procedures, and discuss safety tips.

Lockdown Procedure. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The Campus Director will make an announcement that CAofB is experiencing an emergency situation and that it is now under lockdown. The Campus Director will designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, and provide intruder description and weapon(s) if known. The Campus Director will instruct staff to stay on the phone to provide updates and additional information.

CAofB team member responsibilities:

1. Clear the hallway and bathrooms by your room, moving everyone into the classroom.
2. Lock your doors if possible.
3. Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
4. Take attendance and be prepared to notify the CAofB Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
5. Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder. • Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
6. Allow no one outside of the classroom until the CAofB Director or local law enforcement gives the "All

Clear” signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).

7. If students and staff personnel are outside of the school building at the time of a lockdown, staff personnel will move students to the designated off-site assembly location.

Shelter-In-Place Procedure. The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The CAofB Director will announce that the school is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the school. All students, guests and staff outside will be directed to immediately move to an inside room.

The CAofB Director will designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The CAofB Director will contact and consult with public safety officials as appropriate, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an “All Clear.”

CAofB team member responsibilities:

1. Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
2. Close classroom doors when leaving.
3. Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
4. All persons must remain in the shelter until notified by the school Director or public safety official that it is safe to exit.

Fire Response Procedure. The College has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will report the fire to the school Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The school Director will call or direct staff to call 911 to confirm the fire situation, identify the school’s name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The Director will designate staff to obtain student roll from instructors and identify any missing students.

The Campus Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the “All Clear.”

CAofB staff member responsibilities:

1. Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated gathering location.
2. Use alternate escape routes if the regular route is blocked or there is a safety hazard.
3. Assist or designate others to assist students with functional needs.
4. Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
5. Take attendance at the gathering location. Report any missing students or staff members and/or any injuries to the Director or the emergency response personnel at the scene.
6. Keep class together and wait for further instructions.
7. Remain in safe area until the “All Clear” signal has been issued.
8. No one may re-enter building(s) until it is declared safe by the fire department.

Medical Emergency Procedure. These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The CAofB staff should:

1. Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
2. Immediately notify the school Director.
3. Assess the seriousness of the injury or illness.
4. Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
5. Protect yourself against contact with body fluids (blood borne pathogens).
6. Administer appropriate first-aid according to your level of training until help arrives.
7. Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The school Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The school Director will send school staff with first responder/ first-aid training to the scene if this has not already occurred. The Campus Director will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of staff personnel or a student, the Campus Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.

The campus Director will ensure that student or staff medical information from administrative records is sent to the hospital. The Director will develop and maintain written documentation of the incident.

Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the school Director of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and

students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

Sexual Harassment Title IX Policies & Procedures

CAofB is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that CAofB is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

CAofB's Sexual Harassment / Title IX policy is part of this Annual Security Report. It describes the schools programs to prevent sexual misconduct, and the procedures that CAofB will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the CAofB community through publications, the school's website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the school Director, or downloading from the school's website at www.caofb.com. CAofB provides training to key staff members to enable the staff to handle any allegations of sexual misconduct promptly and effectively. CAofB will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The school's Policy governs sexual misconduct involving students that occurs on school property or in connection with any CAofB-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with CAofB, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. CAofB encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. As further described in the Policy, CAofB will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the College is providing information for where students and employees may obtain information regarding registered sex offenders. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained. <http://maganslaw.ca.gov>

Restraining Orders - Any person who obtains an order of protection is encouraged to provide a copy to Coral Trujillo, Title IX coordinator at 12471 Valley View St, Garden Grove, Ca, 92845. Coral@caofb.com or 714) 8907-3010 x3. CAofB staff will be made aware of the "no contact" or restraining order so they are aware to look out for that person. 911 will be called if necessary.

Missing student policy: If a student does not attend school for 3 days without contacting the school, then the school will attempt to make contact with them or their families. CAofB will advise the direct family to file a missing person report with the police department.

Contracts with police department (MOU): The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

Annual Safety and Security Report
Clery Act
CAREER ACADEMY OF BEAUTY
2023

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. Our property consists of our building space at 12471 Valley View St. and the parking area in the front of our entrance. No other property is owned or controlled by the school or by student organizations. Public Property would be the other side of the shopping center perimeter walls such as the public street or city sidewalks. In compliance with that law, the following reflects this institution's crime statistics for the period between - 1/1/2020 and 12/31/2022.

ACTUAL CRIME	On Campus.			Public Property		
	2020	2021	2022	2020	2021	2022
Offenses						
Murder and non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Hate Crimes						
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	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						
V.A.W.A Crimes	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0

Dating Violence	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Arrest for: Liquor Law Violations (occurred in parking lot)	0	0	0		0	3	0
Drug abuse violations (parking lot)	0	0	0		0	2	0
Weapons; Carrying, Possessing, etc	0	0	0		0	0	0
Campus Referrals to police for:	0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0
Drug Abuse Violations	0	0	0		0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0		0	0	0

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary. 1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry- no force are counted. 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Liquor law violations and Drug abuse violation will be specified as in campus facility or outside campus facility, Such as the parking lot.

Arrest and referral for disciplinary action may occur for violations in regards to weapons (carrying or possessing), Drug abuse violations and liquor law violations.