



## Annual Security & Fire Safety Report

395 Main Street ~ Dubuque, IA 52001  
(563)588-2379

*This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus, as well as the public property surrounding the campus. This information may be accessed on-line at <http://ope.ed.gov/security> or on Capri College's website <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report is also available at Capri College.*

Revised October 2016

**Crime Log:**

CRIMINAL OFFENSE	Capri College Campus			Public Property			TOTAL		
	2	2	2	2	2	2	2	2	2
	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	3	4	5	3	4	5	3	4	5
<i>Murder</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Non-Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>									
<i>Race</i>	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0
<i>Ethnicity / National Origin</i>	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>									
<i>Weapons Law Violations</i>	0	0	0	0	0	0	0	0	0
<i>Drug Abuse Violations</i>	0	0	0	0	0	0	0	0	0
<i>Liquor Violations</i>	0	0	0	0	0	0	0	0	0
<b>VAWA REPORTS</b>									
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0

**The School Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.**

Capri College is a small campus located in the heart of downtown Dubuque, Iowa. The building is located at 395 Main Street, which is in the historic and tourist area of Dubuque. Due to strong police patrol in the area, there have been minimal crimes reported on campus.

**Parking Safety:**

There is a multi-level parking ramp across the street from Capri College. The lot is owned and maintained by the city of Dubuque. While the lot is close proximity to Capri College, Capri encourages a policy of walking in pairs after dusk to the lot. Due to high majority of female students, Capri implements scheduled programs for students on topics of safety awareness, physical and domestic abuse, rape, harassment, bullying, and drug and alcohol abuse. These classes are made available during the regular scheduled classes at a time when all students are required to attend.

**Reporting and Procedures for Crime Related Offenses:**

Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Capri College, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. Capri provides locked lockers for student’s personal belongings and the student has a locked vanity to store personal and professional items. Capri also has a printed policy discouraging borrowing and lending, as well as a “Code of Conduct” policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the “Code of Conduct” are suspended or terminated from school immediately.

**Emergency Notification Procedures:**

Capri College utilizes a microphone system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any after-hours school announcements will be made over the radio and television stations. This is in regard to weather related situations, as well as student emergency issues, the local television and radio stations have procedures in place with the schools that provide for a text blast and also an app for school announcements. All students are encouraged to register with the stations and students are advised of this option at registration.

**Emergency Response & Evacuation Personnel:**

Emergency Announcers: Front Desk Personnel/School Director  
 Emergency Contact(s): School Director – Lois Leytem  
 Student Services – Meggan Dobson

Alternative Emergency Contact(s): Owners – Matt Fiegen/Sara Fiegen-Hull

**To Report an Emergency:**

Call 911 from a phone & calmly state:

- Your Name
- The address (including the building and room location of the emergency)
- The nature of the emergency....fire, chemical spill, etc.

- Whether injuries have occurred.
- Hazards present which may affect responding emergency personnel.
- A phone number near the scene where you can be reached.

### **Timely Warning:**

In the event of a situation that in the judgment of the Capri College management, constitutes an on-going or continuing threat to the college community (either on or off campus), a “timely warning” will be issued through local media announcements and /or using the school PA system. Local media, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

### **Evacuation Procedures:**

Capri College has an evacuation procedure that is reviewed at orientation. Emergency and Fire evacuation routes are posted throughout the school. The PA system is used to verbally notify the students in case of an emergency and each school has an alarm and/or sprinkler system used according to the emergency.

**Designated Safe Area – Fire: Shot Tower Parking Lot located directly behind the Capri College – Dubuque building.**

### **Building Evacuation:**

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

- Keep yourself and others calm.
- Quickly proceed to nearest exit, using the posted planned evacuation route.
- Check closed doors with the back of our hand to ensure it is cool before opening
- Close windows and doors as you leave
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Report immediately to the designated “safe area” located in Capri’s parking lot behind the building.
- Staff report attendance to school management.
- Wait for instructions from emergency response and evacuation personnel.
- Do not re-enter the building until told it is safe to do so.

### **Planned Evacuation Route:**

An evacuation procedure is reviewed the first day of class.

**Second Floor** – Cosmetology Classrooms to evacuate by fire escape on building north side. A second and third evacuation route for students is the break area, Learning Resource Center, and staff offices are available at the front of the building (east side) and back of the building (west side)

**Main Level** – Cosmetology Clinic evacuation is through the front and back exits located on the east and west side and are clearly marked as fire exits. The Nail Classroom/Clinic has an exit readily available on the west wall and is clearly lighted. The Esthetics Classroom/Clinic has two exits clearly identified located at the front of the building (east) and through the back break room area (west). Massage Therapy

Classroom has a clearly lit exit through their break area which is located on the west side of the building. The Massage Therapy clinic area will have evacuation exit in the front of the building (east) and the back break room area. (west). The school is equipped with emergency lights to assist in evacuation. These lights are checked yearly by the fire department

**If you discover Fire or see Smoke – DO NOT PANIC.**

### **R.A.C.E.**

**Remove/Relocate** individuals away from danger w/o endangering your own safety.

**Activate Alarm** – Call 911.

**Confine/Contain** fire and smoke by closing doors and windows.

**Extinguish/Evacuate** – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit,

**If you hear the fire alarm or are informed of a fire...EVACUATE**

**IMMEDIATELY! DO NOT RUN! CRAWL if overwhelmed by smoke.**

### **Building Safety Systems:**

The building 395 Main Street, Dubuque, Iowa 52001 has the following safety systems:

**Fire Extinguishers**-Location of extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. (General location is by an exit) Floor plans are posted that indicate where extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students are apprised of this at orientation.

**First Aid Kit**- For minor injuries not requiring medical attention, a First Aid Kit is located in the dispensary on first floor and in all class rooms.

**Alarm System** - The school has an alarm system for fire and security. Floor plans are posted that indicate where Fire Pull Stations are located.

### **SEVERE WEATHER PLAN:**

#### **Tornados/Severe Thunderstorms Watch:**

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Employees should be alerted to close all windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

**DUBUQUE Designated Safe Area- Weather:** Lower level and basement/locker area, along with inner hallways, restrooms, Esthetics clinic, are designated safe areas.

**Tornados/Severe Thunderstorms Warning:**

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and employees to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Educators move your students to designated safe areas and take attendance sheet/book with you.
- Remain in safe area until warning expires or until the all clear has been issued.

In the event of a severe snow storm or flooding, personnel and students will be notified of school closing by School Management. Such announcements will be made on the school PA system, local radio and TV channels and on Capri College Facebook Page. Students registered with the local media stations will receive weather alerts and closings via text messaging and “app” notifications.

**Hostage/Intruder Situation Plan:**

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and guests. Individuals who take hostages are 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 that it may take very little to cause such persons to carry out threats or become violent.

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

**School Director/Designee**

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
- Initiate Action Secure Building
  - Lock down building, and do not let any students that are not in class enter the building.
  - Alert all rooms of the event.
  - Educators close/lock your classroom doors and do not let students leave the classroom.
- Notify the School Director or Designee

- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructors of law enforcement officials who will take over when they arrive on site.

**Staff Responsibilities**

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not “buy into” the delusions of the intruder(s)
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence.

**IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN:**

**Initial Action, DUCK, COVER and HOLD** if the intruder(s) open fire.

**School Director/Designee Responsibilities:**

- Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

**CAPRI COLLEGE SEXUAL ASSAULT AND REPORTING POLICY**

*A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates

- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
  - Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel
- Capri College has implemented programs and protocol to educate and serve our students in compliance with the Violence Against Women Act and also includes the Jeanne Clery Campus Security Reporting. The policy for reporting sexual assault is outlined in the “Capri College Student Catalog/Handbook, and can also be found on-line at [www.capricollege.edu](http://www.capricollege.edu) using the “student disclosure” tab. This report (included herein) is updated annually and made available to each student in paper form each October 1. Additionally, this procedure and VAWA requirements are presented to each newly enrolled class during the initial orientation/trial period. This Campus Security and Fire Safety Report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims’ option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims’ right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Capri College include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other’s safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a college issued “rape whistle” and a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. (this is particularly enforced for students on a later evening schedules). Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault,

whether it occurs on or off campus, should be reported directly to the Capri College School Director and/or Student Support Services. **Filing a police report with the college will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College.** The College will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim’s confidentiality respected. *Capri College will use the preponderance-of-the-evidence standard of proof.* The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Capri College to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Dean of Student Services. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student’s request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Lois Leytem, School Director; Meggan Dobson, Student Support Services; and Angela Carlson, FA Director, are assigned as VAWA training coordinators**

Various counseling options are available from the city POLICE DEPARTMENTs. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of the Capri Campus. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on “student disclosure” tab on the Capri College website at [www.capricollege.edu](http://www.capricollege.edu) and state-wide listings can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

#### **Missing Student Notification & Procedure:**

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, Capri College will attempt to contact the student that day.

Capri College requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

**Capri College Drug and Alcohol Policy:**

The school maintains drug and alcohol education information that can be obtained from the Student Support Services or School Director. Capri College tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police. A copy of Capri College Drug and Alcohol Report can be found on the website of [www.capricollege.edu](http://www.capricollege.edu) under the “student disclosure” tab. *\*Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and employees should refer to the booklet “Drug and Alcohol Prevention Program” for information concerning the campus policies and individual responsibilities required under this Act.*

**GENERAL SECURITY INFORMATION:**

- During school hours, notify the school director, Lois Leytem and/or the Dubuque Police Department immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the City Police Department immediately and the school director as soon as possible.
- The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of campus security measures are referred to and investigated by the local law enforcement agency.
- All crimes that are reported will be maintained in the school director’s office and will be reported through this “Campus Security Report” disclosure or can be obtained at <http://ope.ed.gov/security>. All measures possible will be taken to protect the identity and privacy of the victim.
- All students have the opportunity to participate in campus security procedures and practices on orientation day and in scheduled assemblies.
- When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
- Do not carry large amounts of cash in or out of school.
- Always lock your car and remove all packages and any valuables. Park in a well-lit area.
- Do not leave personal property unattended in the classroom, student lounge, or clinic area.
- Do not give out personal information, personal phone number or your address to clients.
- In the rare event a guest/client of the college would make an inappropriate comments or behavior, pursues a relationship not consistent with normal customer services, or becomes verbally abusive, the student is to STOP the service, IMMEDIATELY get an instructor/school personnel and will not be required to complete the service/appointment if the student feels threatened in any way.

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**DUBUQUE CAMPUS HELP NUMBERS:**

Below are area HELP AGENCIES w/ free access to students

- Dubuque Police Department.....(563)589-4467
- Domestic Abuse.....(563)588-0048
- Sexual Assault (Riverview Center).....(563)557-0310
- Pregnancy Counseling.....(563)569-8595
- Clarity Clinic.....(563)556-5250
- Hillcrest Family Services.....(563)582-0145
- Substance Abuse Center.....(563)582-3784
- Crescent Health Center.....(563)690-2850
- Suicide Prevention Service.....(563)273-8255

**Location Emergency Contacts:**

- School Director –Lois Leytem (563)588-2379 x 311
- Asst. School Director – Meggan Dobson (563)588-2379 x 326
- Student Services Director- (563)588-2379 x 325

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