

**CAPRI COLLEGE**  
**ANNUAL SECURITY and FIRE SAFETY REPORT**  
**2016**

CAMPUS SECURITY REPORT (Campus Security Act 1990)

*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 and off premise campus activities. You may access this information on-line at <http://ope.ed.gov/security> or can be seen at <http://www.capricollege.edu> under "Consumer Information". A hard copy of this report may be requested from the Director's Office at Capri College.*

	Capri College Campus			Public Property			TOTAL		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
<b>CRIMINAL OFFENSE</b>									
<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

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

Capri College is a small campus located on the corner of Williams Boulevard and Edgewood Road, at 2945 Williams Parkway SW in Cedar Rapids, Iowa. Due to strong police patrol in this area, there have been virtually no crime reports on Campus. There were no reported assaults on campus; there have been no reported rapes on campus; theft reports were negligible.

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**PARKING SAFETY:**

Capri College has a private parking lot allowing students to park for a minimal rate. The lot is owned and maintained by Capri College. While the lot is in 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 rape awareness, domestic abuse, drug and alcohol abuse, and self-defense. These classes are made available during the regular scheduled classes at a time students can 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 non-school time 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 City radio stations have e-mail and text blast procedures that all area students may sign up for and Capri students are appraised of this option at registration.

**Emergency Response and Evacuation Personnel:**

Emergency Announcers:	Front Desk Personnel / School Director
Emergency Contact(s):	School Director – Chris Fiegen
Alternate Emergency Contact(s):	Owners-Matt Fiegen/Sara Fiegen-Hull

**How to Report an Emergency:**

**CALL 911 from a land-line & calmly state:**

- ❖ Your name
- ❖ 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, either on or off campus that in the judgment of the Capri College management constitutes an on-going or continuing threat to the college community a "timely warning" will be issued through the local media and using the in school PA system. Local

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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 the school has a fire alarm and sprinkler system that is checked annually.

**Designated Safe Area – Fire: Capri Parking Lot behind the Building.**

**Building Evacuation Plan:**

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

- ❖ Keep yourself and others calm
- ❖ Quickly proceed out of the building using posted 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 Mr. Fiegen & Sara Hollingshead
- ❖ 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.

**Upper Level Class Rooms:** Exit class room to right, use fire escape door and stairway to outside.

**Upper Level Office Area:** Back staircase to side door

**Main Level Clinic Area:** Front half of clinic use front door/Back half & lower level of clinic use back door.

**Pedicure Area/Wax Rooms:** Back Emergency Exit (Door located in locker area)

**Esthetics Class/Clinic Area:** Class: exit out massage classroom exit; Spa: exit out of staff side door.

**Massage Therapy Clinic:** use fire escape exits in Spa hallway

**Basement Locker Area:** use fire escape door (back student door)

**If you discover Fire or see Smoke – do not panic.**

**RACE - Remove/Relocate individuals away from danger if possible without  
Endangering your 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 nearest fire extinguisher / Evacuate by nearest safe exit.

**Do not Run – Crawl if overwhelmed by smoke.**

**If you hear the fire alarm, or are informed of a fire...Evacuate Immediately!**

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**BUILDING SAFETY SYSTEMS:**

The building at 2945 Williams Parkway SW Cedar Rapids, Iowa 52404 has the following safety systems:

- ❖ **Fire Extinguishers**-Location of Extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. Floor plan posters are hung near exits that show exactly where these extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students will be educated at orientation.
- ❖ **First Aid Kit- For minor injuries not requiring medical attention.** There is a First Aid Kit in the dispense and class rooms.
- ❖ **Alarm System - The** school has an alarm system for fire and security. Fire pull stations marked on the Floor Plan posters which are hung near the exits.

**SEVERE WEATHER PLAN:**

Severe Weather includes Tornados, Severe Thunderstorms, Violent Snow Storms and Flooding.

**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.
- ❖ Co-workers should be alerted to close all windows, inform students of buildings safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

**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 co-workers to safe area IMMEDIATELY.
- ❖ Close classroom, laboratory, and/or office doors.
- ❖ Take attendance book with you.
- ❖ Remain in safe area until warning expires or until the all-clear has been issued.

**Designated Safe Area – Weather: Inner Hallways, Restrooms, Basement**

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In the event of a violent snow storm or flooding, co-workers and students will be notified of early dismissal or school closing by the School Director. Announcements will be made on local TV channels and Facebook.

**HOSTAGE / INTRUDER SITUATION PLAN:**

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

**School Director / Designee Responsibilities**

- ❖ 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 lock your classroom doors and do not let students leave the room.
- ❖ Notify the School Director or Designee
- ❖ Monitor hostage situation the best you can without doing anything to exacerbate it.
- ❖ Follow instructions 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.

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

NOTE: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, co-workers, and guests. 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 remember that it may take very little to cause such persons to become violent.

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

**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 and/or evacuation procedures only if it becomes necessary.

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- ❖ 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.

**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. Additionally, Capri College requires each student to sign a release for an emergency contact in the event a student is unable to be reached.

**REGISTERED SEX OFFENDERS INFORMATION:**

Capri College asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student's confidential file. Beginning 2011, Capri College will retain the right to perform background checks on all applicants. Visit [www.iowasexoffender.com](http://www.iowasexoffender.com) for a list of local registered sex offenders.

**DRUG & ALCOHOL POLICY:**

Capri College is committed to providing a campus environment free of the use of alcohol and illegal drugs. To strengthen that commitment, Capri has adopted and implemented a program that seeks to prevent the abuse of alcohol and drugs by its employees and students. The college's policies concerning the use of alcohol and drugs are outlined below:

*\*This statement is provided annually to students, faculty and staff of Capri College in compliance with the requirements of the Drug-Free Schools and Communities Act, Public Law 101-226*

**Standards of Conduct:**

The Drug and Alcohol Prevention Program policy applies to all Employees/students. The unlawful manufacture/distribution/dispensation/possession and/or use of a controlled substance (drugs) and the unlawful possession or use of alcohol are prohibited in and on property owned or controlled by Capri College.

No employee or student is to report for work/school, attend class, or participate in a Capri College activity while under the influence of illegal drugs, alcohol, or prescription drugs that would affect his/her performance. Employees/Students not complying with these standards will be subject to institutional sanctions outlined in the Student Handbook. The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all students on school property or as part of any school activity.

**Capri College Disciplinary Sanctions:**

Violation of the policies and laws referenced above by an employee or student will be grounds for disciplinary actions up to and including termination or expulsion in accordance with the applicable Capri College policies. A referral may also be made for prosecution consistent with local, state and federal criminal laws. Disciplinary action taken against a student or employee by the School does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude action by Capri College.

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Capri College may conduct searches for illegal drugs or alcohol on School facilities at any time, without prior notice to employees and students. With regard to employees, School Facilities include, without limitation: offices, desks, drawers, cabinets, files, lockers, equipment, including computers, email and voicemail, School vehicles, and any area on the School's premises. With regard to students, School Facilities include, without limitation: desks, drawers, lockers, and any area on the School's premises. These examples are provided as an illustration only and do not create an expectation of privacy in locations not listed.

Students and employees should have no expectation of privacy with respect to items brought onto Company property and/or stored in company facilities. In addition, when Capri College has a reasonable suspicion that a School policy is being violated that necessitates a search, employees and students may be required to submit to reasonable searches of personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes, student kits or any other possessions or articles brought on to the company's property.

Employees and students are expected to fully cooperate. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including discharge.

As a condition of employment, Capri College employees must consent to a drug or alcohol screening at any time during employment if the School has reasonable suspicion that the employee is under the influence of drugs and/or alcohol. The refusal to consent to testing may result in disciplinary action, including termination. Capri College will cover the costs associated with such drug and/or alcohol screening.

**Local, State and Federal Sanctions:**

Local State and Federal laws prohibit the possession of alcoholic beverage by persons under age 21. No person may sell, give, or serve alcoholic beverages to a person under age 21, and it is unlawful for a person under age to misrepresent his or her age in order to obtain alcohol. It is a crime for any person to possess or distribute a controlled substance (drug).

The State of Iowa has established ordinances regarding the regulation, licensing and sales of alcoholic beverages. As well, the individual cities in Iowa have ordinances that deal with the consumption of alcohol on public streets, sidewalks and/or alleyways. The violation is a petty offence resulting in a monetary fine and/or up to 30 days in jail.

**IOWA Penalties for DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS:**

OFFENSE	FINE	JAIL
1 <sup>st</sup>	Up to \$1250	48 hours to 1 year
2 <sup>nd</sup>	\$1875 minimum	7 days to 2 years
3 <sup>rd</sup> & subsequent	\$3125 minimum	30 days to 5 years

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**FEDERAL Penalties for Illegal Possession of Controlled Substances:**

21 U.S.C. 844 (a)

- 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2500 but not more than \$250,00, or both.

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- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1<sup>st</sup> conviction and the amount of crack possessed exceeding 5 grams.
- (b) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeding 3 grams.
- (c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment (see special sentencing provisions re: crack.)

21 U.S.C 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a)

Civil fine of up to \$10,000 (pending adoption of final regulations.)

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to 1 year for first offense, up to 5 years for second and subsequent offenses.

**Federal Drug Free Work-Place Requirements:**

The following are required of the Capri College and its employees and students:

1. An employee or student shall notify his or her supervisor, or other appropriate management representative, of any criminal drug statute conviction for a violation occurring in the work place no later than (5) days after such conviction.
2. The School shall notify any federal contacting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the work place.
3. The School will take appropriate action against any employee or student who is convicted for a violation occurring in the work place and will require the employee or student's satisfactory participation in a drug abuse assistance or rehabilitation program.

**Drug Violation-Financial Aid Eligibility:**

Federal Law prohibits illegal drug possession or sale.

A student who is convicted of either offense, while receiving Federal Financial Aid, will lose Federal Financial Aid eligibility, as follows:

1. Possession of Illegal Drug

Possession conviction results in loss of Federal Aid for 1 year from date of conviction;

Two possession convictions results in 2 years from conviction date.

2. Sale of Illegal Drug

Conviction of the sale of illegal drugs results in loss of Federal Aid for 2 years from date of conviction.

A student may reinstate Federal Financial Aid eligibility upon documented successful completion of an acceptable drug rehabilitation program, which includes at least two unannounced drug tests, and: The program is qualified to receive funds from federal, state or local government or from



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a federally (or state) licensed insurance company or be administered or recognized by a Federal, State or local government agency or court, or federally or state-licensed hospital, health clinic or medical office.

**Health Risks Associated with use and abuse of Alcohol and Illegal Drugs:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide, and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening. The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious health threat. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration.

The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder, sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

The school maintains drug and alcohol education information that can be obtained from the Student Services Director.

**This policy will be distributed to all employees and students annually. We will review our Drug and Alcohol Policy for effectiveness at least once every two years. We will track the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police.**

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**WHERE TO GO FOR HELP:**

Capri College provides education and prevention programs through the local office of Substance Abuse and various programs in the area. The director also has a directory of Alcoholic Anonymous meetings held near the college. The following local numbers may be used if needed in addition to contacting the School Director.

Ambulance, Fire, Law Enforcement .....	911
Aid To Women.....	319-364-8967
Area Substance Abuse Council.....	319-390-4611
Birthright.....	319-393-3251
Cedar Rapids Police Department.....	319-286-5491
Crisis Center.....	319-362-2174
Domestic Abuse.....	319-363-2093
Mercy Hospital.....	319-398-6011
National Suicide Hotline .....	800-273-8255
Poison Control Center .....	800-222-1222
Sexual Assault Intervention PR.....	319-363-5490
St. Luke's Hospital .....	319-369-7211
Waypoint.....	319-365-1458

Location Emergency Contacts:

School Director –Chris Fiegen.....	319-364-1541 x 203
Student Services Director- Sara Hollingshead.....	319-364-1541

**GENERAL SECURITY INFORMATION:**

- During school hours, notify the school director, Chris Fiegen, and/or the Cedar Rapids Police Department immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the City of Cedar Rapids Police Department immediately and the school director, Chris Fiegen, 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.

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- 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.

*REMEMBER: Preserving evidence for proof of a criminal offense is very important.*

Report any suspicious or uncomfortable situations to school personnel. If any client or customer of the college does or says anything inappropriate, report it immediately to Mr. Fiengen, the school director or any of the faculty or staff. Appropriate measures will be taken to assure the safety and peace of mind for the student.

*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.*