



2945 Williams Parkway SW

Cedar Rapids, Iowa 52404

319-364-1541

Annual Security & Fire Safety Report

October 2019

<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
VAWA REPORTS									
<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
UNFOUNDED CRIMES	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. Any updates to the ASR are communicated between the Corporate COO and Schools Directors. The college does not have a campus police/security dept.

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.

PARKING SAFETY:

Capri College has a private parking lot for students and staff that is close and well lit. Capri encourages a policy of walking in pairs after dusk to the lot. Due to a 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 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 placed on a supervision period or terminated from school immediately. Capri College does not have Voluntary Confidential Reporting.

EMERGENCY NOTIFICATION PROCEDURES:

The School Director (or school management) will determine if there is a significant threat and notify the local law enforcement as well as the Corporate Office of Capri College. A microphone system is used to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Catalog 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.

Emergency Response & Evacuation Personnel:

Emergency Announcers: Front Desk Personnel / School Director

Emergency Contact(s): School Director – Chris Fiegen

Student Services Director – Sara Hollingshead

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

To Report an Emergency:

Call 911 from a phone and calmly state:

- Your name
- The address (including the building and room location of the emergency)
- The nature of the emergency (fire, chemical spill, intruder, 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 without delay by school management through the local media 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 and conducted annually by all staff and students. Emergency and Fire evacuation routes are posted throughout the school. The PA system is used by the School Director to verbally notify the students in case of an emergency. The school has a fire alarm which is inspected as required by local authorities

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 without 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 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 drills are conducted annually by all staff and students to ensure the safety of the college community.

Tornado/Severe Thunderstorm 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.

Designated Safe Area – Weather: Inner hallways, restrooms, and basement.

Tornado/Severe Thunderstorm 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.
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.

- 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, employees and students will be notified of school closings by school management. Such announcements will be made on the school PA system, local TV channels and on Capri College Facebook Page. Students registered with local media stations will receive weather alerts and closings via text messaging.

OTHER SAFETY PROCEDURES:

Faculty and staff are assigned closing/locking duties and are responsible to ensure the building is secure at the end of the day. A checklist is used as a guideline to make sure lights, fans, and portable heaters, etc. are turned off. All clients and any outside maintenance personnel must be cleared and checked in through our reception desk.

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.

- 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.

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 on the "disclosure" tab at www.capricollege.edu. This report (included herein), is updated annually and is made available to each student in paper form

October 1st. This 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 schedule). 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);

- assures 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. Both the accuser and the accused will be given the same opportunities to have others present during any institutional disciplinary proceeding and will be informed of the outcome of such proceeding alleging a sex offense. The school has a 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. Following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non forcible rape, the school may impose expulsion from the program in which the accused is enrolled.

As per VAWA, Capri College will ensure staff and school officials are provided with appropriate training on an annual basis. **Chris Fiegen, School Director; Sara Hollingshead, Student Services Director are assigned as VAWA training coordinators.**

Various counseling options are available from the city POLICE DEPARTMENT. 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 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. These numbers are kept confidentially in the Student Services office. The School Director and/or Student Services should be notified if a student has been missing for 24 hours. Any official missing person report must be referred immediately to local law enforcement by the School Director or Student Services. If a student is under 18 years of age and not emancipated, and is missing for 24 hours, the institution must notify a custodial parent of guardian and local law enforcement.

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.

**Capri College is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students receive a copy of this policy at Orientation which is updated every July 1st. This policy is also available on our website under the consumer information tab. Employees receive a copy and are informed of any updates within the policy. All students and employees should refer to the school's "Drug and Alcohol Policy" for information concerning campus and individual responsibilities required under this Act.*

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.
- Capri College does not have any non-campus student organizations.
- All crimes that are reported will be maintained in the school director's office and will be reported through this "Campus Security Report" disclosure. All measures possible will be taken to protect the identity and privacy of the victim. Students may provide a confidential reference that will be kept locked in the director's office.
- 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.

ADDITIONAL RESOURCES:

Capri College provides education and prevention programs. The following local numbers may be used if needed.

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

Sex Offender Registry <https://www.iowasexoffender.com>

Location Emergency Contacts:

School Director – Chris Fiegen 319-364-1541 x 203
 Student Services Director – Sara Hollingshead 319-364-1541 x 206

