

**IRENE'S MYOMASSOLOGY INSTITUTE'S
ANNUAL CAMPUS SECURITY REPORT
SEPTEMBER 2016**

As participants in the Title IV program, Irene's Myomassology Institute prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Listed below are the statistics for any crime reported through the Southfield Police Department that occurred on Irene's campus (26061 Franklin Road) for the past three years:

Criminal Offenses On-Campus	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Rape*		0	0
Fondling *		0	0
Sex Offenses: Non-forcible**	0		
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses – On Campus	2013	2014	2015
Domestic Violence*		0	1
Dating Violence*		0	0
Stalking*		0	0
Arrests On Campus	2013	2014	2015
Weapons Violations: Carrying, Possessing, Etc.	0	0	0
Drug-Related Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions On Campus	2013	2014	2015
Weapons Violations: Carrying, Possessing, Etc.	0	0	0
Drug-Related Violations	0	0	0
Liquor Law Violations	0	0	0

Hate Crimes On Campus	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter**	0		
Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-forcible**	0		
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

*Added additional break-out count in 2014

**Removed from break-out count in 2014

To request a crime report for the geographical area surrounding the campus, please stop by the Financial Aid office or via email at susan@irenes.edu. Statistics are also available online at www.irenes.edu. <http://www.irenes.edu>.

CAMPUS POLICIES

Irene's Myomassology Institute works to ensure a safe environment for all staff, faculty, students and visitors to the campus. Security cameras are placed in various locations on campus. However, students must also take responsibility in taking extra measures to ensure their own safety:

- Be sure to lock vehicles while they are unattended.
- Do not walk out to the parking lot alone. Walk out with a group.
- Always be aware of your surroundings. Look around you as you walk.
- Have your key ready to unlock or start your vehicle before you reach it.
- If unable to walk out with class members, request an instructor or employee to escort you to your vehicle.
- Lock doors immediately upon entering your vehicle, then start it and leave.

If any crime, violation, or situation occurs, you should **immediately dial 911**, if it is an emergency. If it is not an emergency, the non-emergency number for the Southfield Police is 248-796-5500.

Students, faculty, staff and guests are encouraged to report all crimes, violations, situations and/or incidents that occur on Irene's campus in a timely fashion by completing an **Incident Report**. You may get an Incident Report Form from the Records Desk or see Susan Vert in the Financial Aid Office for help in completing an Incident Report.

Irene's encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the Southfield Police Department. However, because police reports are public records under state law, Irene's cannot hold these reports of crimes in confidence. Confidential reports, for purposes of inclusion in the annual disclosure, and for the overall general safety and welfare of Irene's campus can be made as stated below. Confidential reports can also be made through Crime Stoppers at 1-800-SPEAK-UP.

Victims or witnesses may report crimes, violations, or situations voluntarily and confidentially using an **Incident Report**. If you are a victim of a crime and do not want to pursue action within Irene's or through the Southfield Police, you may still want to consider filing a **Confidential Incident Report**. The purpose of a **Confidential Incident 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, Irene's can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime, and alert the Irene's community for potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. For more information on how to file a Confidential Incident Report, see Susan Vert in Financial Aid.

In the event that a situation arises on campus, that in the judgment of the Administrative Director constitutes an ongoing or continuing threat, a campus wide "emergency notification" or a "timely warning" will be issued. The notification and/or warning will be issued through the students and staff members text messages on their cell phones. Students are told how to sign up and do so during orientation class as a group. To sign-up, text "**Follow Irenesnews**" to **40404** on any cell phone. The initial text message would be followed up with a bulletin, distributed to students and posted on our website, giving more information when necessary. If you change your cell phone number, please remember to complete the sign-up process with your new phone. For more information about what situations constitute an "emergency notification" and/or "timely warning", contact Susan Vert in the Financial Aid Office.

Students must refrain from sexual activity or sexual advances in a classroom or massage therapy setting. Any sexual harassment or innuendo is forbidden in the school and during any school activity. If a violation were to occur, **after appropriate treatment has been received**, report the crime immediately to the police or to a supervising instructor. Next, a formal complaint should be made in writing and then submitted to the school's Title IX Coordinator, Susan Vert, either by e-mail at TitleIXCoordinator@gmail.com or in person.—The Title IX Coordinator will review the situation, and determine the appropriate procedure in addressing the problem.

During business and class hours, Irene’s will be open to students, parents, employees, contractors, and guests. After hours, access to Irene’s is limited to key-holders. Irene’s does not have any residence halls. Irene’s does not have any officially recognized off-campus locations.

Irene’s does not have an on campus police department. Irene’s maintains a close working relationship with the Southfield Police Department. Susan Vert and officers of the Southfield Police Department coordinate on any incident occurring on the campus of Irene’s Myomassology Institute. There is no written memorandum of understanding between Irene’s and Southfield Police Department.

At Irene’s staff meetings, the faculty and staff at Irene’s are reoriented with the Emergency Response and Evacuation Procedures (attached) and are encouraged to pass this information on to their students.

Irene’s is concerned with the physical, mental, and emotional health of its students. Therefore, if a student is in a crisis situation and needs to talk, we are here to assist in whatever way we can. If you would prefer not to discuss matters with faculty at Irene’s, below is a list of numbers you can call and speak confidentially with a counselor.

Emergency Numbers for Crisis Situations

<i>Drug, Alcohol & Addictions Hotline</i>	<i>1-800-417-6237</i>
<i>HAVEN - 24 Hour Crisis and Support Services</i>	<i>1-877-922-1274</i>
<i>Domestic/Sexual Assault Crisis Hotline (First Step)</i>	<i>1-888-453-5900</i>
<i>Suicide & Crisis Hotline</i>	<i>1-800-SUICIDE</i>
<i>United Way</i>	<i>211</i>

DRUG & ALCOHOL POLICY

The philosophy of the Institute is to promote healthy lifestyles. Therefore, it is not appropriate for staff, instructors, or students to abuse alcohol or use illicit drugs. If a student with a substance abuse problem seeks treatment for the problem, the school will be supportive of this effort. Information about substance abuse prevention, risks, and treatment is provided to all students and further information can be found in the school’s financial aid office in a notebook labeled “Substance Abuse.”

The use of alcohol, drugs and smoking is prohibited on school premises. No student will report to class under the influence of a mood altering substance not prescribed by a physician. Students must not behave in a manner deemed disruptive to class.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. An illegal drug is a controlled substance as defined by the Controlled Substance Act and does not include alcohol and tobacco.

A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside or removed from the student's record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

A student who is convicted of a drug-related offense that occurred while the student was enrolled in school and receiving Title IV aid loses Title IV eligibility as follows:

For the possession of illegal drugs:

- First offense: one year from the date of conviction
- Second offense: two years from the date of the second conviction
- Third offense: indefinitely from the date of the third conviction

For the sale of illegal drugs:

- First offense: two years from the date of conviction
- Second offense: indefinitely from the date of the second conviction

A school must provide a student who loses Title IV eligibility due to a drug-related conviction with a timely, separate, clear and conspicuous written notice. The notice must advise the student of his or her loss of Title IV eligibility and the ways in which the student may regain that eligibility.

Probation results from any of the following:

- Substance abuse at school or school functions

The specific standards to be removed from probationary status are as follows:

- Disciplinary action may include satisfactory participation in a drug abuse or rehabilitation program approved by the director.

Dismissal from school can result for any of the following reasons:

- Continued alcohol or drug abuse

VIOLENCE AGAINST WOMEN ACT

Irene's Myomassology Institute has procedures in place for any and all victims of domestic violence, dating violence sexual assault and or stalking occurrences against any students, prospective students, employees, faculty or staff. For information on options for victims and available assistance in academic, living, transportation, and working situations please contact Susan Vert in the Financial Aid office.

The Task Force to Protect Students from Sexual Assault is committed to supporting institutions of higher education in preventing sexual misconduct, encouraging reports of such misconduct, improving responses to reports of such misconduct, and complying with applicable federal laws.

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - o the length of the relationship;
 - o the type of relationship; and
 - o the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

SEXUAL ASSAULT / HARASSMENT POLICY

A complete Sexual Assault/Harassment Policy and Procedure is located in the Financial Aid Office.

Irene's Myomassology Institute strives to prevent the occurrence of sexual assaults. The following is a description of Irene's policies regarding such incidents:

- Educational programs, open to all, are presented throughout the year. Informational flyers, etc., are posted throughout the campus detailing this issue. Additional information on this subject can be obtained in the financial aid office.
- To report a sexual offense occurring on campus, individuals should call 911. Victims should not shower, bathe, or change clothes. All evidence should be preserved. Victims are encouraged to have a physical examination at a hospital immediately following a report. Notification to the Executive Director will also be made as soon as possible, along with a campus security report.
- Victim assistance will be provided by Susan Vert, Financial Aid Director, where information concerning community counseling options available will be offered. Victims of any sexual offense may request to change their class schedule, and options available by contacting the Student Records Department.
- In addition to any legal proceeding conducted through the court system, on-campus disciplinary action is handled through the Executive Director's Office. During disciplinary meetings, the victim and the accused have the opportunity to have others present. Both also shall be informed of the outcome of such hearings.
- If a student is found guilty of a sexual assault/sexual harassment, possible sanctions range from disciplinary probation to dismissal. Each sanction is issued on a case by case basis. Additional information regarding the proceedings can be obtained from the Executive Director.
- Information regarding a registered sex offender can be located at the Michigan State Police web site at www.mipsor.state.mi.us or by going to the nearest Michigan State Police office.
- Irene's will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime of offense, Irene's will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

WEAPONS POLICY

Weapons of any kind are prohibited on school premises. Any student caught in violation of this policy will be dismissed from class, placed on probation, and required to meet with the Executive Director prior to being readmitted to school.

IRENE'S MYOMASSOLOGY INSTITUTE'S EMERGENCY EVACUATION AND RESPONSE PLAN



In the Event of a Fire

DO NOT PANIC

CALL 911

NOTIFY STUDENT RECORDS

NOTIFY INSTRUCTOR OR SCHOOL PERSONNEL

- Leave belongings and evacuate classrooms in an orderly fashion.
- In the event of a Fire, the automatic sprinkler system will begin operation.
- In the event of a small fire, first contact 911 and report the fire.
- Fire extinguishers are located in the Kitchens on the 1st and 2nd Floors.
- If you feel the fire is small enough, you may attempt to extinguish the fire by following the Extinguisher instructions on each Extinguisher.

2ND FLOOR

- If you are on the 2nd Floor, Go to the Stairwells located at the North and South ends of the Main Hallway.
- Do not use Elevator.
- Proceed down the staircase and exit through the Exterior Doors located at the foot of each Stairwell.
- In the event of smoke, keep low to the ground.

1ST FLOOR

- If you are on the First Floor, Exit in an orderly fashion through the main Exit Doors located on the North and South ends of the main Hallway, or through the Store door and Exterior Store Doors located at the East of the Building.
- In the event of smoke, keep low to the ground.

ADMINISTRATION

- If you are in Administration, Exit in an orderly fashion through the main Exit Doors located on the North and South ends of the main Hallway, or through the Sliding Glass Doors in the Executive Director's Office.
- In the event of smoke, keep low to the ground.

CLINIC

- If you are in the Clinic, evacuate the Clinic rooms in an orderly fashion. Exit through the Exterior Exit Doors located on the North and South ends of the main Hallway.
- In the event of smoke, keep low to the ground.

*** INSTRUCTORS ***

In the event of an evacuation, bring your rosters and sign in sheets. After safely exiting the building, take attendance to make certain all students are out of the building and accounted for.



In the Event of a Tornado

DO NOT PANIC

- Leave belongings and evacuate classrooms in an orderly fashion.

2ND FLOOR

- Evacuate the classrooms and locate one of the following areas without windows.
 - The interior hallways on the 2nd Floor.
 - The Bathrooms on the 2nd Floor.
 - The Stairwells located at the North and South end of the Main Hallway
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

1ST FLOOR

- Go to one of the following areas without windows.
 - The Interior Hallway from the Store to the Main Hallway
 - The Bathrooms Located on the Interior Hallway.
 - The Stairwells located at the North and South end of the Main Hallway
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

ADMINISTRATION

- Evacuate the exterior offices and Student Records area.
- Go to one of the Interior Offices without windows.
- Close the doors.
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

CLINIC

- Evacuate exterior clinic rooms with windows.
- Go to the interior clinic room or Bathrooms located off the Clinic Hallway.
- Close the doors.
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.



In the Event of a Medical Emergency

- **Call 911.**
- Inform Student Records, Instructor and School Personnel.
- Keep the individual or individuals still and calm until EMT arrives.
- Individual trained in CPR and First Aid may render assistance if necessary.
- An **incident report** must be completed in a timely manner for all incidents.