



**CORTIVA
INSTITUTE**

Campus Crime & Safety Manual



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Introduction

Cortiva Institute is a private post-secondary institute open to any qualified student. In a manner consistent with all applicable laws and regulations, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) or other federal, state, or local laws or executive orders, Cortiva Institute, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

The administration of Cortiva Institute values highly the well-being of its students, employees, and visitors, as well as its physical facilities. The *Campus Crime & Safety Manual* provides crime and safety information, policies, and procedures to Cortiva Institute students, faculty, and staff in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “*the Clery Act*” and amendments made by the *Violence Against Women Reauthorization Act of 2013 (VAWA)*. This report is intended to provide a safe environment for all that come to the campus for any legitimate reason.

Cortiva Institute Campus Security

The ultimate responsibility for safety and security at Cortiva Institute has been assigned to the Campus Director of the institute. Campus Security Authorities (defined below) report occurrences of criminal offense to the Campus Director. Maintaining a safe environment is a shared responsibility and involves members of the campus community working with the Campus Director. The Campus Director works with local law enforcement officers and the Designated Safety Coordinator to enhance security on the premises of Cortiva Institute. In addition, the Campus Director provides training to Cortiva Institute staff regarding procedures and actions to be taken in the event of an emergency and information regarding crime prevention and crime reporting procedures.

Campus Security Authorities (CSAs)

Campus Security Authorities include any individuals who have responsibility for campus security, as well as those identified by the institute as individuals to whom criminal offenses should be reported. In addition, the law defines Campus Security Authorities as “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

Reporting Crimes and Incidents

Students, faculty, and staff should report crimes and other emergencies immediately to the Campus Director or a Campus Security Authority. **Copies of all reports must immediately be sent to CorporateCompliance@hi.edu**
The Campus Security Authorities at Cortiva Institute are as follows:

Cortiva Institute:

| | | | |
|---|--|--|--|
| | <hr/> <hr/> Maitland Campus 2600 Lake Lucien Drive, Suite#140 Maitland, FL 32751 Phone: 407-261-0319 | <hr/> <hr/> St. Petersburg Campus 2370 34 th St. N St. Petersburg, FL 33713 Phone: 727-865-4940 | <hr/> <hr/> Arlington Campus 808 West I-20 Arlington, TX 76017 Phone: 682-999-3150 |
| <hr/> <hr/> King of Prussia Campus 211 South Gulph Road King of Prussia, PA 19406 Phone: 484-690-1400 | <hr/> <hr/> Cromwell Campus 45 Shunpike Road, Suite #10 Cromwell, CT 06416 Phone: 860-667-1886 | <hr/> <hr/> Linthicum Heights Campus 517 Progress Drive, Suite A-J Linthicum, MD 21090 Phone: 410-636-7929 | |

Corporate Office:

Corporate Offices
420 South State Road 7
Hollywood, FL 33023
Phone: 954-962-2624

Security of Campus Building/Geographic Location

The Campus Director ensures access to the building that houses the administrative offices, learning resources center, and classrooms is given to authorized personnel only. All guests and visitors must be cleared by the Campus Director (or designee) before access to the building is given. The institute has no on-campus or campus-owned housing for students.

Cortiva Institute:

Each campus is fully compliant with the Americans with Disability Act (ADA). Cortiva Institute campus facilities are approximately 10,000 and 25,000 square feet, the campuses consist of classrooms, an Academic Resource Center, Student Spa, and administrative offices which include education offices, admissions offices, Financial Aid Services, Career Services and Student Services. The entire campus is WIFI accessible. Classrooms for all programs are multi-purpose lecture and lab which are outfitted with industry standard teaching equipment such as, and not limited to LCD screens and projectors, massage therapy and spa tables, esthetics beds and make up stations. The Academic Resource Center is equipped with computers with internet access, audio/visual equipment, videos, books and magazines that are industry related. A large student lounge has refrigerators, microwave ovens and lunchroom seating. The practical classrooms are furnished with student stations and/or treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. The resource center provides students and faculty with reference materials including computers, internet access, DVD's, books and periodicals to supplement textbooks and lectures. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. There is ample free parking.

❖ **Maitland Campus (Main Campus)**

2600 Lake Lucien Drive, Suite #140, Maitland, Florida 32751 *Phone: (407) 261-0319*

❖ **St. Petersburg (Main Campus)**

2370 34th St N, St. Petersburg, Florida 33713 *Phone: (727) 865-4940*

❖ **Arlington Campus (Branch Campus)**

808 West I-20 Arlington, Texas 76017 *Phone: (682) 999-3150*

❖ **King of Prussia (Main Campus)**

211 South Gulph Road, King of Prussia, Pennsylvania 19406 *Phone: (484) 690-1400*

❖ **Cromwell (Main Campus)**

45 Shunpike Road Suite #10, Cromwell, Connecticut 06416 *Phone: (860) 667-1886*

❖ **Baltimore Campus (Main Campus)**

517 Progress Drive, Suite A-J, Linthicum, Maryland 21090 *Phone: (410) 636-7929*

Handicap Facilities

All location comply with all the provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

General Workplace Safety

Preventing Accidents and Managing Workplace Hazards

Whenever possible, safety hazards should be eliminated from the workplace. Hazards may include, but are not limited to, biological, chemical, environmental, physical and other hazards. When hazards cannot be eliminated, they must be mitigated with special training, equipment and procedures, including standard operating procedures (SOPs), safety controls and personal protective equipment (PPE) such as gloves.



Slips, Trips and Falls

Slips, trips and falls are the most frequent injuries on campus. Falls can result in head injuries, back injuries, broken bones, muscle sprains and strains. Many of these incidents occur as the result of unsecured wires and cords, spills or obstacles.

The following are simple ways to reduce your risk of a slip, trip or fall incident:

- ❖ Practice good housekeeping. Keep work areas clean and free of spills or debris. Immediately clean or report spills and debris problems.
- ❖ Be a cautious carrier. Don't carry loads that obstruct your view while walking. Make sure the path is clear.
- ❖ Wear proper footwear. Use footwear that is appropriate for your work tasks and environmental demands.
- ❖ Use stepstools. If you have to reach items on high shelves, use a step stool or stepladder rather than a chair.
- ❖ Take your time. Walk with caution, especially if you anticipate any slip or trip hazards along the way.

Lifting

- ❖ Plan the move before lifting; ensure that you have an unobstructed pathway.
- ❖ Test the weight of the load before lifting by pushing the load along its resting surface.
- ❖ If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- ❖ If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- ❖ Position your feet 6 to 12 inches apart with one foot slightly in front of the other. Face the load. Bend at the knees, not at the back. Keep your back straight. Get a firm grip on the object using your hands and fingers. Use handles when they are present. Hold the object as close to your body as possible. While keeping the weight of the load in your legs, stand to an erect position. Perform lifting movements smoothly and gradually; do not jerk the load.
- ❖ If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- ❖ Set down objects in the same manner as you picked them up, except in reverse.
- ❖ Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- ❖ Never lift anything if your hands are greasy or wet.
- ❖ Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

- ❖ Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.
- ❖ Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- ❖ Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- ❖ Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- ❖ Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking off the area.
- ❖ Allow only one person on the ladder at a time. Face the ladder when climbing up or down it.
- ❖ Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- ❖ When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- ❖ Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- ❖ Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- ❖ When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the

landing.

- ❖ Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- ❖ Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- ❖ Do not carry items in your hands while climbing up or down a ladder.

Electrical Safety

Every employee must take care when working around electricity, which can damage sensitive equipment and cause burns and other injuries. To remain safe when working with electricity, employees must take precautions to use safe equipment under safe conditions:



- ❖ Do not use equipment with faulty insulation, improper grounding, defective parts or loose connections.
- ❖ Avoid working in wet or damp environments.
- ❖ Use only Underwriters Laboratories (UL)-approved electrical equipment.
- ❖ Extension cords are meant for temporary use (30 days or less) and not as permanent installations.
- ❖ Do not overload circuits.
- ❖ Do not daisy chain extension cords and/or plug strips together.

Hazardous Materials

Hazardous materials are substances or materials that because of their chemical, physical or biological nature, pose a potential risk to life, health, or property if they are released. Potential hazards can occur during any state of production, storage, transportation, use, and disposal. When an emergency involves hazardous substances, police, fire or other emergency and/or appropriate officers will alert schools in the area.

Hazard Communication

Hazard communication provides employees with the necessary information about potential health hazards that can result from handling hazardous substances and informs employees of the control measures to mitigate these hazards. Training, hazard identification, hazardous material inventories, material safety data sheets (MSDS) and labeling are all important parts of hazard communication.

Accidents and Sickness

- ❖ **Minor injuries:** First aid kits are located strategically throughout the institute for minor injuries. They contain bandages, tape, antiseptic medicines, aspirin, etc.
- ❖ **Serious/Life-threatening illnesses or injury:** Call for someone to assist you. Have them call 911 while you stay with the patient. If there is no one to assist you, call 911 and immediately return to the patient.



Incident Reports must be filled out and forwarded to the corporate offices immediately following a reported injury

Emergency Response Plan

The Emergency Response Plan of Cortiva Institute is a series of written guidelines and responsibilities designed to specifically outline the course of action taken during a crisis. The development of these plans are for the purpose of implementing policies and procedures related to unforeseen emergencies, disasters or hazards that may have an adverse or detrimental impact on Cortiva Institute.

Key to successful emergency preparation is staffing, planning, system-wide training and exercise, evaluation and appropriate corrections. Key to successful emergency responses is an early and accurate assessment of the nature of the incident in order to make good decisions. Assessment is the evaluation and interpretation of measurements and other information to provide a basis for decision-making. It is incumbent upon all decision-makers to be prepared and be attentive to early notifications.

Emergency Response and Evacuation Procedures

The Campus Director is responsible for notifying the campus community if a significant emergency or dangerous situation is present that is an immediate threat to the health or safety of students or employees on campus. The following emergencies, disasters or hazards have been identified as those in which the campus community will receive an immediate notification of the threat:

- ❖ Fire
- ❖ Gunfire/Armed Assault
- ❖ Barricade/Hostage Situation
- ❖ Bomb Threat/Explosive Devices
- ❖ Hazardous Materials
- ❖ Gang/Cult-Related Violence
- ❖ Acts of Terrorism
- ❖ Outbreak of a Contagious Disease

Students, faculty, and staff will be informed via the page system and/or text alert system with detailed information directing them to a secure location. In determining the content of the notification, the institute will take into consideration the safety of the community. Unless issuing a notification will, in the professional judgment of the Campus Director, compromise efforts to assist a victim or to contain the emergency, the notification will be initiated without delay. The emergency response system will be tested on at least an annual basis. Students, faculty, and staff will be notified via email prior to a scheduled test of the emergency response system.

Bomb Threat Procedures

It is the policy of Cortiva Institute in all bomb threats or explosive device situations to minimize the danger of life and property. *Notification:*

- ❖ Any bomb threats received should be immediately reported to the Campus Director.
- ❖ The Campus Director is the person designated to notify 911.
- ❖ Notify all those present to evacuate the building immediately.
- ❖ All should remain outside the designated perimeter until instructed that it is safe to return to the building.
- ❖ Do not attempt to search the premises yourself. The authorities will do so upon arrival. Follow instructions given by authorities.

Upon receipt of a bomb threat or discovery of a suspected explosive or incendiary device, immediately initiate evacuation procedures. In the case of a bomb threat that is called into the Police Department, orders will be issued characterizing the threat as:

- ❖ Level 1 - "Low Risk Profile"
- ❖ Level 2 - "Medium Risk Profile"
- ❖ Level 3 - "High Risk Profile"

Based upon the characterization of the level of risk, the following actions shall be taken:

- ❖ Level 1- Monitor the building for any suspicious activity. Students and staff are to remain in the building.
- ❖ Level 2- Conduct a "Fire Drill". An administrator shall visually inspect the building for suspicious packages or items.
- ❖ Level 3- Evacuate the building immediately. The Police Department will respond and take control of the situation.



Active Shooter Event

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives

You have three options:

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2. HIDE

- Hide in an area out of the shooter’s view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

When law enforcement arrives:

- ❖ Remain calm and follow instructions
- ❖ Drop items in your hands (e.g., bags, jackets)
- ❖ Raise hands and spread fingers
- ❖ Keep hands visible at all times
- ❖ Avoid quick movements toward officers, such as holding on to them for safety
- ❖ Avoid pointing, screaming or yelling
- ❖ Do not ask questions when evacuating

Information to provide to 911 operations:

- ❖ Location of the active shooter
- ❖ Number of shooters
- ❖ Physical description of shooters
- ❖ Number and type of weapons shooter has
- ❖ Number of potential victims at location

Severe Winter Weather

- ❖ **Snow/Ice Storm:** Local weather reports will usually issue severe winter weather warnings prior to snow or ice events. The Campus Director and the Corporate Office will decide whether cancellations and/or delays are necessary. The campus staff will be responsible for contacting all students via text or email. Efforts will be made to contact clinic clients as well. Outgoing voice mail messages will be changed, and the campus director is strongly encouraged to post weather closures on the local radio and television stations. If the campus is in session when a warning is issued, students and campus staff should be sent home to avoid traveling in dangerous conditions. Students and campus staff should be advised to stay in touch with the campus regarding the resumption of classes.

Hurricane/Tornado

- ❖ **Hurricane Threat:** Hurricanes are severe tropical storms that spiral around a calm center known as the eye. Wind speeds range from 74 miles per hour to a high of 220 miles per hour. Hurricanes may be accompanied by other severe storm hazards such as lightning, tornadoes, and flooding.
 - Hurricane Advisory - tells where the storm is located, the intensity of wind speeds, and the direction of movement.
 - Hurricane Watch - is issued for an area when there is a threat of hurricane conditions within 24 to 36 hours.
 - Hurricane Warning - is issued when hurricane conditions are expected in a specific area in 24 hours or less.
- ❖ **Tornado Threat:** Tornadoes are extremely violent localized windstorms. A tornado is characterized by a funnel cloud that reaches to the ground with wind velocities inside the funnel as high as 200 miles per hour. Tornadoes are usually part of a severe thunderstorm and may be accompanied by lightning, high winds, floods, and flash floods from extremely heavy rainfall.
 - Tornado Watch - indicates that conditions are favorable for a tornado to develop and that the sky should be watched.
 - Tornado Warning - indicates a tornado has been sighted or is spotted on radar.

Fire Precautions/Drills

Staff/Students should take particular note of exit signs in each building. Staff/Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion.
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.



Do not endanger your physical safety or the safety of others in an attempt to protect the physical building or its contents.

Identification of key escape routes

In premises where members of the public or persons unfamiliar with layout of the premises are present there should be means available to identify the key escape routes. They could include schematic drawings and most importantly emergency escape and exit signs.

Campus Directors are responsible for:

- ❖ Fire routine and evacuation drill procedure
- ❖ Ensuring personnel know location of fire alarm points
- ❖ Ensuring regular use of primary and secondary escape routes
- ❖ Places of pre-determined assembly and roll call procedure

Pre-determined assembly points should be arranged and a roll call of staff/students to be taken. The person who is in charge of the assemble point should report all persons accounted for or whose missing and where they were last seen.

Effective fire routine is dependent on regular instruction, training, practice, etc. Regular drills should be carried out using varying escape routes assuming the normal evacuation route is not available.

Fire drills should consider the following points:

- ❖ Regular intervals
- ❖ Records kept
- ❖ **There should be drills completed at least twice a year**, from sounding of alarm to roll call procedure
- ❖ Fire Alarms and Fire Extinguishers should maintained annually and records kept

Drug-Free Policy

Two federal laws, the Drug-Free Workplace Act of 1988 (P.L. 101690) and the Drug-Free Schools and Communities Act (P.L. 101226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of policy, Cortiva Institute prohibits the manufacture and unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Campus Director's office.

Drug and Alcohol Abuse Prevention

Research has shown that abuse of alcohol and drugs is a national public health concern. More than 43% of college students report some heavy episodic drinking and thousands of students annually experience problems related to their alcohol use, including unintentional injuries, risky sexual behaviors, sexual assault, fights, and traffic crashes. (Alcohol Policies on College Campuses, Journal of American College Health, Vol 53 (4), Jan/Feb 2005).

Below please find drug alcohol counseling, treatment and rehabilitation programs available to students and employees:

- Alcoholics Anonymous - <http://www.aa.org>
- Mothers Against Drunk Driving - <http://www.madd.org>
- Narcotics Anonymous - <http://www.na.org>
- National Council on Alcoholism and Drug Dependence - <http://www.ncadd.org/>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>
- Partnership for a Drug Free America - <http://www.drugfree.org>
- Al-Anon - <http://al-anon.org/>
- Homeless Shelter Directory - <http://www.homelessshelterdirectory.org/>
- Center for Substance Abuse Prevention (CAPT) - <https://www.samhsa.gov/capt/about-capt>
- Community Anti-Drug Coalitions of America (CADCA) - <http://www.cadca.org/>
- Office of Violence Against Women - <https://www.justice.gov/ovw/local-resources>

Anti-Hazing Policy

Cortiva Institute adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

Reporting and Responding to Criminal Activity

- Neither employees nor students are expected to risk bodily harm to protect the facilities. Their responsibility is to observe and report.
- When it is apparent upon approaching the building that it has been broken into, do not enter. Leave the premises and call 911. Do not risk bodily harm. If a break-in is discovered after you have entered the building, leave immediately and call 911.
- If an intruder is sighted, do not go near him. Make notes of description, noting any distinguishing characteristics, clothing, etc. Note direction and mode of travel if intruder leaves the scene. Try to get description of vehicle, license number, etc. if it is safe to do so. Call 911.
- Any criminal offense should be reported immediately to the Campus Director. The Campus Director is responsible for notifying the local police. Upon arrival, the local police will make arrests where appropriate. The Campus Director is responsible for notifying the campus community to ensure the safety of all.

Crime Prevention and Security Awareness Programs

The Campus Director is responsible for delivering crime prevention and security awareness programs to students and employees. At least annually, training will be provided to the campus community. This training includes information on campus security and crime prevention programs. Cortiva Institute is committed to increasing awareness for the institute community in areas such as sexual offense, security awareness, and crime prevention strategies.

Timely Warnings

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide “timely warning” will be issued. Notices will be posted in each common area.

Operational Procedures

The following procedures shall be observed in the event of a crisis or emergency at Cortiva Institute:

- ❖ The first individual to learn of a potential or actual crisis shall alert the Campus Director or his/her designee.
- ❖ The Campus Director will define the nature and level of the crisis or emergency and take immediate action for the protection of students and staff.
- ❖ The appropriate authorities will be notified as to the nature and level of the crisis or emergency.
- ❖ The staff will be informed of the event and action taken.
- ❖ A record will be kept of all incoming and outgoing calls concerning the crisis or emergency.
- ❖ Additional actions and procedures will be in accordance with the established Emergency Response Plan.

Violence Against Women Act/Campus Sexual Violence Elimination Act

Violence Against Women Reauthorization Act of 2013 or VAWA: The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical).

VAWA was first enacted in 1994: The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

VAWA 2013 also incorporates provisions of an earlier bill: Campus Sexual Violence Elimination Act or Campus SaVE Act and Dear Colleague Letter issued by the Office of Civil Rights at the Department of Education

SaVE Act made significant revisions to the Clery Act provisions: Higher Education Act of 1965 regarding how institutions report campus crime

Under VAWA, effective March 7, 2014, HI is required:

- a) A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- b) A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- c) A definition of consent in regards to sexual activity, in the applicable jurisdiction
- d) Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- e) Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

VAWA Policy Statement:

Cortiva Institute is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment.

A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Institute.

Sexual Harassment & General Anti-Harassment Policy:

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Cortiva Institute actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary discipline behavior which violates this policy.

Definitions and Examples

Cortiva Institute's Sexual Harassment and Sexual Violence policy, in accordance with VAWA, has very specific definitions that relate to sexual offenses or acts of sexual violence.

Definitions:

- ❖ Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- ❖ Dating Violence – 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 based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship
- ❖ Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- ❖ Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- ❖ Consent- Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

Domestic Violence

- ❖ **Example:** Trisha, a student, just separated from her boyfriend John two days ago. He just kicked her apartment door and yelled that he is going to punch her if she doesn't open the door immediately. John has been physically abusive with Trisha in the past, but she never told anyone. John is getting very angry and Trisha hears him repeatedly calling her a "slut." John demands that she open the door. Trisha is very frightened. John says, "I'm not leaving until you open this door."

Dating Violence

- ❖ **Example #2:** Sam and Alex have been dating for a few months. One day Sam and Alex are sitting on the couch together. Sam wants to watch TV and Alex wants to talk. Sam raises his arm and clenches his fist and yells at Alex, "I don't want to talk, and if you don't shut up, I'm going to make you shut up!" Sam then stands up and kicks the coffee table.
- ❖ **Example #2:** Sidney has started dating Casey. Sidney is constantly on-edge about remembering to "check in" with Casey. The relationship has now become sexual and Casey has demanded they stay exclusive and only date each other. Sidney can only see and talk to people Casey approves of. Sidney wants out of the relationship, but is afraid to approach Casey in fear their talk will become physical.

Sexual Assault

- ❖ **Example #1:** Sonia and Chris are at a party and both are drinking heavily. Sonia is having trouble standing, so Chris leads Sonia over to a couch where Sonia can lie down. Sonia passes out and wakes up to find Chris on top of her, engaging in sexual intercourse.
- ❖ **Example #2:** Pat is working late on an experiment at the campus research lab with Sandy. Pat thinks Sandy is being nice when Sandy offers to walk Pat home. Pat invites Sandy inside the house so they can continue their conversation. Sandy starts to kiss Pat, and Pat readily kisses Sandy back. Sandy starts touching Pat's genitals. Pat pushes Sandy's hand away and says, "No, I don't want to." Sandy becomes more forceful, and continues to fondle Pat's genitals despite Pat saying, "No!"

Stalking

- ❖ **Example #1:** Allison meets Trevor through a class group project. The group members exchange telephone numbers and Trevor calls Allison for help with the project. As the term goes on, Trevor repeatedly asks her out and he refuses to take no for an answer. Allison is in fear of her safety and tells him that she is not interested in dating him, but Trevor continues with this behavior that is unwanted and unwelcome by Allison. He repeatedly texts her throughout the day despite her requests that he stop texting her. Before each group meeting, Trevor waits outside the class to greet her, "What took you so long? I've been waiting for you for almost an hour, but I don't mind."
- ❖ **Example #2:** Dana, a student, has been sending a professor multiple emails during the week that are unrelated to class work. Dana has also been hanging around outside the professor's office, which has made the professor very uncomfortable. The professor has told Dana this behavior is inappropriate and that the attention is unwanted, but Dana's behavior has persisted. The professor is now fearful, having noticed Dana on numerous occasions following the professor around campus and watching the professor walk to the parking lot after class.
- ❖ **Example #3:** Kelly recently met Danni, who works on campus. They've gone out a few times, always meeting at a public place, never at either person's home. Kelly thinks these dates have been fun, but knows there isn't a serious future with Danni and has told Danni so. The next day, when Kelly arrived at home, there were several notes left on the door from Danni. The same thing happened again four times that week, with the same message asking if Danni can have just one more chance. Kelly, now in fear of her safety, arrives at home and sees Danni sitting in a parked car staring directly at Kelly's house.

Identifying Warning Signs

Identifying some of the warning signs that may lead to a sexual offense or an act of sexual violence. Some warning signs of abuse are:

- ❖ Frequent yelling directed at a partner
- ❖ Blaming partner for own faults
- ❖ Name-calling
- ❖ Consistently accusing partner of infidelity
- ❖ Kicking, holding, slapping, and scratching
- ❖ Forcible sex (e.g., wanting sex after hitting)

These behavioral warning signs may include, but are not limited to:

- ❖ Jealousy – excessive questions about who a partner spends time with
- ❖ Controlling Behavior – not allowing a partner to make personal decisions
- ❖ Isolation – curtailing a partner’s social interaction
- ❖ Verbal Abuse – saying things about or to a partner that are meant to be cruel
- ❖ Blame-shifting for feelings and problems – blaming a partner, family, or the University for one’s own inabilities or lack of responsibility
- ❖ Making threats of violence – saying things like “If you talk to him/her again, I’ll kill you.” Or “If you leave me, I will kill myself.”

Bystander Intervention

- ❖ Most people want to help in difficult situations
- ❖ Incorrectly some assume that someone else will take action

A phenomenon known as diffusion of responsibility:

- ❖ Each bystander’s sense of responsibility to help decreases as the number of witnesses increases
- ❖ End result is that nobody speaks up, comes forward, or helps

This is not bystander apathy:

- ❖ People may be truly concerned about the welfare of the victim
- ❖ Sincerely believe that someone else will help
- ❖ Other person is either more likely or more qualified or more capable

What should you do?

Specific interventions can be divided into four main types:

- ❖ Engage: say or do something that directly engages one or more of the parties involved
- ❖ Distract: say or do something to interrupt the interaction
- ❖ Enlist: ask for the help of someone else who may be better able to intervene
- ❖ Delay: say or do something after the difficult moment or incident has passed

S.E.E.

- ❖ Safe Responding: Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself
- ❖ Early Intervention: Take action before the problem becomes worse
- ❖ Effective Helping: Implement specific helping skills depending on the situation

Clery Crime Statistics and VAMA's SaVE Act Statistics

Institutions are required to maintain records and report on the following general categories of crime statistics that occur on campus:

- I. Criminal Offenses
 - a. Criminal Homicide, including
 - i. Murder
 - ii. Non-negligent Manslaughter
 - iii. Manslaughter by Negligence
 - b. Sexual Assault, including
 - i. Rape
 - ii. Fondling
 - iii. Incest
 - iv. Statutory Rape
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Arson
- II. Hate Crimes
 - a. Any Criminal Offenses listed in I above
 - b. Larceny-Theft
 - c. Simple Assault
 - d. Intimidation
 - e. Destruction/Damage/Vandalism of Property that was motivated by bias
- III. *VAWA* Offenses
 - a. Domestic Violence
 - b. Dating Violence
 - c. Stalking
 - d. Sexual Assault
- IV. Arrests and Referrals for Disciplinary Action
 - a. Weapons—Carrying, Possession, etc. Law Violations
 - b. Drug Abuse Violations
 - c. Liquor Law Violations

As outlined above, statistics will document whether crimes that are classified as Hate Crimes as prescribed by the Hate Crime Statistics Act of 1996. Such crimes show evidence of prejudice based on the following:

- ✓ race,
- ✓ religion,
- ✓ gender
- ✓ gender identity,
- ✓ sexual orientation,
- ✓ ethnicity,
- ✓ national origin, or
- ✓ disability

Institute Sexual Assault Education and Prevention Strategies

Cortiva Institute is committed to educating the institute community in ways to prevent sexual assault. Information is provided to students, employees and other members of the institute community via the Center for Disease Control's website located at <http://www.cdc.gov/violenceprevention/rpe/>

Sex Offender Registry

Federal and state authorities maintain a database of registered sex offenders. To access the federal database, access the following link: <https://www.nsopw.gov/en/search/>

Institute Policy Statement: Conduct and Consequences

Whether or not the victim chooses to pursue a criminal complaint, any act of violence, threat of violence, indecent assault, or conduct that otherwise threatens to endanger the health, safety or welfare of any person on institute property is prohibited. Where there is reasonable cause to believe that a member of the institute community has violated institute regulations, after a fair process, the institute may reprimand, suspend, expel, or dismiss that person.

Timely Warnings

In the event that a situation arises, either on or off campus, in the judgment of the Campus Director, constitutes a series and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area.

Reporting Crime

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to the following:

- School Official/Administrator (Instructor) & Campus Director

Confidential Reporting Procedure

If you are a victim of a crime and unsure if you want to pursue action within the Institute system or the criminal justice system, you may still make a confidential report. The Campus Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for your security, while taking steps to ensure your future safety and the safety of others. With such information, the Institute can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

Reporting Requirements and Procedures

- ❖ Physicians who provide treatment to rape victims are required to notify the state and local municipal police of the incident and its approximate location, but provide no other details, including the victim's name.
- ❖ The Campus Director compiles statistics regarding the number of reported sexual offenses for inclusion in this report, as required by the federal Clery Act.
- ❖ Medical care and counseling support are available as described above. After 72 hours, a physical exam for evidence collection is no longer necessary since the evidence would most likely not exist. However, medical care and counseling continue to be important and a physical exam may provide evidence of sexual assault.

While the institute personnel must notify the Campus Director of each incident involving a student by date, time and location, neither the name nor other identifying information will be disclosed without the victim's consent. The institute is required by federal law to publish crime statistics.

When institute personnel have concerns or doubts regarding the safety or well-being of a victim or others, they may need to involve others to assure that the victim is receiving adequate support, or that appropriate steps are taken to deal with an alleged perpetrator who may be a threat to the victim or others. These steps will be taken with every respect for the victim's confidentiality but may need to occur even without the victim's consent.

Family Educational Rights and Privacy Act (FERPA)

Policies and procedures concerning the privacy of the students' records maintained by Cortiva Institute and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

Cortiva Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

Student Privacy

Cortiva Institute complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA does not prohibit the disclosure of statistical, non- personally identifiable information. FERPA also recognizes that, in any emergency, information can be released without consent when needed to protect the health and safety of others. In making a timely warning report to the campus community on criminal activity that affects the safety of others, even if the school discloses the identity of the individual, the school has not violated the requirements of FERPA. Records created and maintained by the institute are not educational records and are not protected from disclosure by FERPA. Records maintained by the institute of disciplinary actions or proceedings against a student are not available to the public without the consent of the student or the student's parent (if applicable).