EMERGENCY RESPONSE AND EVACUATION POLICY

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless the notification at that time will compromise efforts to contain the emergency, assigned CCI staff will coordinate evacuation. When you hear the evacuation alarm or are verbally told to begin evacuating the building: Remain calm and leave quickly.

As you exit, quickly check nearby restrooms, copier rooms, storage rooms, elevators, etc. If requested, accompany and assist persons with disabilities who appear to need assistance. Take with you: essential personal items **ONLY**. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.

Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are using stairs.

Once out of the building, move away at least 100 feet from the structure or as instructed by Emergency Plan Coordinator, Police or Fire Department officials and conduct a headcount of your evacuees.

FIRE DRILL REGULATIONS

The purpose of exit fire drills is to give practice in quick and orderly evacuation of all occupants of a building to a point of safety. instructors are responsible for moving their classes out of the building at the sound of the fire horn. All personnel are to leave the building at once. Elevators are not to be used during the drill. Students may return to buildings after the return signal is given.

Tornadoes

Violent thunderstorms and tornadoes are a part of DFW weather patterns. It is possible

that the tornado siren would be sounded during class hours. It is important that all persons seek shelter immediately in the lower or back corridors of the building, away from windows and objects that could cause injury. All should remain in the lower areas until the storm has passed and the "all clear" signal is given. CCI is not responsible for loss or damage to the personal property of students, faculty or staff, whether such damage is caused by theft, fire, water, or other calamity.

ALCOHOL AND DRUG ABUSE POLICY

CCI Training Center maintains a drug-free work place policy. The unlawful manufacture, distribution, possession or use or a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on CCI Training Center controlled property or as part of any of its activities. Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

Students who violate this policy may be referred for required counseling, placed on probation, suspended or expelled from school. Employees who violate this policy may be referred for required counseling or terminated. Any violators of this policy may be referred for prosecution. Drug and alcohol abuse prevention counseling is available to all students and staff upon request. More information regarding this policy can be found in the Student and Employee handbook.



Campus Security and Crime Report October 2018

Arlington Campus 770 E. Road to Six Flags Drive Suite 142 Arlington, TX 76011

Dallas Campus 10830 N. Central Expressway Suite 410 Dallas, TX 75231

Arlington Campus (817) 226-1900

Compliance with Public Law 101- 542

In accordance with the Crime Awareness and Campus Security Act (Public Law 101- 542), CCI Training Center is providing this information on campus security and crime statistics. This report is updated annually and includes statistics for the previous three years concerning reported crimes that occur oncampus and on public property within or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. For further information regarding this report or a copy of the Campus Security and Crime Report can be obtained at any time by contacting the School Director or by accessing the following Web site: www.cci-training.com.

Whistleblower Protection

Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"

34 Years of Career Training Excellence

CAMPUS SECURITY AND CRIME POLCY

CCI Training Center is vitally concerned with the personal safety of the CCI community and visitors, and with the protection of both personal and school property.

Anyone with knowledge of a crime or emergency either on or off campus is asked to report any incident to the police by dialing 911 and then to the Director or the Director of Education. Any employee of CCI will assist with notifying the police, if they are requested to do so.

CCI does not employ campus police or security officers. The school has not entered into a mutual aid agreement with state or local police. However, CCI maintains a good working relationship with the local police department and other local authorities. here on campus or on public property adjacent to the campus. Copies of this report may also be obtained from the School Director or Financial Aid Office.

Any crime tip related to a hate crime or rape will be accepted by the School Director under the provisions of Whistleblower protection. Crime alerts are delivered to each classroom on an as needed basis. Additional crime alert notices will be posted near the main entrance as needed within 24 hours.

Crime will be reported whether local law enforcement officials, or no one, prosecutes it. In cases involving liquor or drug violations or weapons possession, the information will be included in the annual report where either an arrest is made or the accused is referred for campus disciplinary proceedings.

To promote security awareness and crime prevention all employees and students are offered a booklet entitled "Your Inside Look At Crime Prevention" and about sexual assault, "Strategies For Avoiding Sexual Assault" are

offered to employees and students. A listing of registered sex offenders in TX sorted in various ways can be found at https://records.txdps.state.tx.us/sexoffender/

If a sexual offense should occur anyone with knowledge of the offense should report it to the police by calling 911 and then report it to the School Director or Director of Education. The victim should not wash or change clothing but should wait for police to respond and gather evidence and a medical exam to be performed. Referral to counseling and other resources for victims of sex offenses may be received by contacting the School Director or Director of Education.

Campus disciplinary action relating to a sex offense will only be taken after police have investigated the offense. If disciplinary action is necessary both the accused and the accuser will each be allowed to choose one person who has no formal legal training to accompany them throughout the disciplinary hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of sexual misconduct may be suspended or expelled from school. Student victims have the option to change their academic situation after a sexual offense if such changes are reasonably available.

It is the responsibility of all students and staff to report any unauthorized persons or actions on campus to the Campus Director or a School Staff Member.

Campus security procedures include back doors that have audible alarms that sound and are secured by a keypad. The front door is locked at 7:00 PM Monday through Thursday and 5:30 PM on Fridays. The campus is closed on weekends. CCI does not have campus housing residences. CCI does not have off campus student organizations.

	C	On-Campus			Public Property			
Criminal Offenses		2013	5 201	6 2017	2015	2016	2017	
Murder/Non-negligent Manslaughter		0	0	0	0	0	0	
Negligent Manslaughter		0	0	0	0	0	0	
Sex Offenses - Forcible		0	0	0	0	0	0	
Sex Offenses - Non-forcible		0	0	0	0	0	0	
Robbery		0	0	0	0	0	0	
Aggravated Assault		0	0	0	0	0	0	
Burglary		0	0	0	0	0	0	
Motor Vehicle Theft		0	0	0	0	0	0	
Arson	v of Di	o os for cr	0	0	0 2017	0	0	
Categor	y OI DI	On-Can		eported in 3 and		olic Di	operty	
Hate Crimes	Race		•	l orientation			ability	
Murder/Non-negligent Manslaughter	0	0		0	0		0	0
Negligent Manslaughter	0	0		0	0		0	0
Sex Offenses - Forcible	0	0		0	0		0	0
Sex Offenses - Non-forcible	0	0		0	0		0	0
Incest	0	0		0	0		0	0
Statutory rape	0	0		0	0		0	0
Robbery	0	0		0	0		0	0
Aggravated Assault	0	0		0	0		0	0
Burglary	0	0		0	0		0	0
Motor vehicle theft	0	0		0	0		0	0
Arson	0	0		0	0		0	0
Simple assault	0	0		0	0		0	0
Larceny- theft	0	0		0	0		0	0
Intimidation	0	0		0	0		0	0
Destruction/damage/ vandalism of property	0	0		0	0		0	0
Arrests and Disciplinary Actions		On-Campus 2015 2016 2017			Public Property 2015 2016 2017			7
Weapons: carrying, possessing, etc.		0	0	0	0	0	0	
Drug abuse violations		0	0	0	0	0	0	
· ·		0	0	0	0	0	0	