

### **Clery Act Annual Security Report**

Each year the Executive Director of FB College – Flint (FBC) prepares an Annual Security Report of crime statistics for each of the three most recent years of crimes that were committed on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. This report is compiled from all the incidents reported to FB College by any of the following sources: Victim, witness, third party, perpetrator, or local law enforcement agencies. The Annual Security Report is in compliance with the Jeanne Clery Act and is prepared in cooperation with the Flint Police Department, students, employees, witnesses, and third-party information.

- FB College is committed to providing safety to all its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
- FB College will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year, available upon request via email to [flintbarbercollege@yahoo.com](mailto:flintbarbercollege@yahoo.com). Statistics will be gathered from the local police and compiled in the annual report. The report will show the number of incidents on campus, including FB College parking lot and adjacent streets. At any time, statistics can be accessed from FB College Admissions Office.
- Although FB College does not employ security officers, FB College has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police. If the victim is unable (physically/mentally) to make such a report FB College will contact the local law enforcement agency on their behalf. For noncampus options, crimes may be reported to the executive director by calling 810-232-4711, by calling 9-1-1 in an emergency, or (810) 600-3250 for non-emergency issues, or by stopping by the police station located at the Flint Township Police Department, 5200 Noriko Dr. Flint, MI 48507.
- FB College is required to maintain a Daily Crime Log (DCL). The DCL includes reports of all crimes, not just Clery Act crimes. Information is recorded on the log within two days of the crime being reported to the Campus Safety Department regardless of how much time has passed since the crime was committed. Information that is prohibited by law or would jeopardize the confidentiality of the victim will not be included in the crime log. The Director is responsible for maintaining the DCL.

### **Timely Warning**

In addition to the required annual campus security report, FB College will provide a timely warning to students of any occurrences of the following crimes that are

reported to local police agencies and are considered to represent a serious or continuing threat to students and employees.

- These crimes include: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

*If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Raymond Ware, the Campus Security Coordinator.*

- The facilities are open Tuesday through Saturday according to assigned class/clinic area schedules. The building may also be open for educational classes for licensed professionals in barbering or to groups securing the use of the facilities through the executive director. Only executive director and staff members have keys to the building thus preventing internal crimes as minimal as possible.
- We encourage students and employees to be responsible for their own security and the security of others.
- On an annual basis during the academic year, FB College offers crime prevention awareness material, as well as educational information on personal safety, theft, and vandalism for the entire campus community. Information is disseminated to students and employees through bulletin board postings, website information, orientation presentations and handouts, and presentations.
- FB College does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted on campus and the surrounding accessible areas.

### **Sex Offenses**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. FB College strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a member of Emergency Decision Team. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. 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, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Various counseling options are available throughout the county and can be found through the Police Department.

Per the Department of Education the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating FB College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic environment after an alleged sexual assault if such changes are reasonably available. Both the accused and the victim will be notified of the results of the hearing.

A complete list of Sex Offenders in Wayne County can be found at [www.familywatchdog.us](http://www.familywatchdog.us)

**Emergency Notification** - Immediate notification of an unforeseen combination of circumstances that calls for immediate action. Emergency Notification will be in written form, posted on the front and back door of FB College as well as distributed by visa text message to staff members and students.

#### **Emergency Response Procedures**

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or written communication/ visa text message (for students not in attendance) to notify them of the particular situation. A count for all staff, students and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive notification of the emergency by written communication in the form of a text message from the **Emergency Decision Team**.

*The responsible members of the EDT consist of:*

- 1) FB College Executive Director – Raymond Ware
- 2) Financial Aid personnel – Raymond Ware
- 3) Front desk personnel – Front Desk staff on duty
- 4) Instructor

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency procedures will be **tested once a year**. These tests may be announced or unannounced and are documented by the Campus Safety Office. Executive Director and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

#### **Emergency Procedures Due to Criminal or Terrorists Threats:**

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, FB College will post on outside doors the time class will resume. In the event that staff, students and guest would be safer inside the building the EDT will direct everyone to an internal room in the college.

#### **Tornado Warning**

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio, TV, mobile device

#### **Tornado Warning Procedure**

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Report to the **Reception Area**. The EDT will direct those in need of shelter to the **FB College basement** marked by the

##### *Tornado Safety Area sign.*

- Take shelter under tables, if possible.
- Go to the center of the room.
- Sit down and cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- Remain in the shelter location until instructed to return to your previous activities.
- A tornado safety map may be found in the student lounge and near the front desk

#### **Fire Drills**

Fire evacuation plans will be practiced with each class start and require your most serious cooperation and consideration. All exits must be in working

condition and unobstructed. Fire drills are conducted at least once per year. In

#### **A Fire Emergency**

- If you smell smoke or see fire, report it immediately to an EDT. A warning will then be given. Do not panic. Proceed as follows:
- Students in the salon area exit single file out the front doors. **If you have a guest at the time, the guest is your responsibility.**
- If exiting out the front doors of the building, please report to the FB College parking lot across the street from the MBD College and **remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- If in a classroom, exit out the back of if possible, **join the others at FB College parking lot across the street from FB College and remain there until a member of the EDT is able to take an accurate count of staff, students and guests.**
- An evacuation map may be found in the student lounge, class room, and near the front desk.

**VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO MICHIGAN STATE LAWS.**

#### **In case of serious accident or illness:**

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

#### **Power Failure:**

- Remain calm
- Do not move
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits **ONLY.**