

Campus Security Disclosure/

Annual Security Report (ASR)

This Campus Security Disclosure / Annual Security Report (ASR) is given to the student prior to contract signing. All staff members receive a copy prior to hiring. The purpose of the ASR is to inform prospective students, currently attending students and staff of the past three calendar years crime statistics so they are aware of the environmental safety of the Institute. The source(s) of crime statistics are derived by contact with the local law enforcement agencies in Chubbuck, Pocatello and surrounding areas. The ASR report is prepared by Chelsea Spilman, Director and the Title IX Coordinator. The last page of this document is the acknowledgment signature page for each student / staff member to sign. Currently enrolled students and staff members in the building will receive an updated copy of this Disclosure / ASR with the Annual Notice, no later than October 1 each year. The updated copy will include the three most recently completed calendar years crime statistics. Updates will be received by paper copy or electronic email. The terms “staff”, “employee” and “school personnel” are interchangeable in this document.

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. Nathan Layne Institute hereinafter known also as the “Institute” is committed to providing a violence-free campus.

General Information

- Nathan Layne Institute is committed to providing safety to all of its students, staff, and student salon training area guests.
- Violence, including, but not limited to: intimidation, sexual harassment/ sexual assault / misconduct, bullying or implied threat of violence is not tolerated at the Institute.
- No weapons (concealed or visible) are allowed in Nathan Layne Institute parking lots or Institute building(s).
- Nathan Layne Institute prohibits any retaliation against anyone who in good faith reports any violations of this policy.
- If you suspect or see unusual threatening behavior, report it immediately to the Title IX Coordinator / Compliance Officer / or another staff member.
- The Title IX Coordinator / Compliance Officer/ Campus Security Authority for the Institute is Chelsea Spilman 141 E. Chubbuck Rd. Chubbuck Idaho 83202 208-232-9170
chelsea@nathanlayne.com
 - The Title IX Coordinator is the designated person students and employees should report criminal offenses for the purpose of making timely warning reports and annual statistical disclosure.
- When both Clery Act and Title IX crimes are in question, the Institute will meet the regulations of both laws.

- Title IX is mandated by the Office of Civil Rights and includes any and all unwelcomed sexual violence.
 - The Institute does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner.
 - Questions regarding Title IX may be referred to the Institute's Title IX Coordinator or to the Office of Civil Rights.
- When the Institute becomes aware of a Title IX situation, the Institute will investigate and will not delay, even if a police investigation is involved.
 - The Institute will take reasonable, prompt, equitable, and necessary steps to end the sexual violence and / or eliminate a hostile environment.
 - Necessary steps may include, but may not be limited to: stopping the violence, disciplining and measures to prevent reoccurrence,
 - All investigation information will be documented and will be contained in the student's file.
- The procedures for a Clery Act, Title IX or accreditation grievance are contained in the Student Handbook under the Complaint / Grievance Policy and Procedures section.
- If there is an imminent threat or harm **call 911 immediately**.
- For the purposes of timely warning reports and statistics disclosures, if an occurrence of crime happens to you or your property or if there is an emergency occurring on campus report it to the Title IX Coordinator / Compliance Officer / or another staff member immediately.
 - A Timely Warning will be issued for all imminent threat situations.
 - Assessment of the situation will include next steps of action.
 - See Timely Warning Policy located within this document.
 - If there is an immediate threat occurring to the health or safety of students, staff or student salon training area guests on campus or Clery geography perimeters, the Institute will follow its Emergency Notification Procedures and will provide adequate follow-up information to the community as needed.
 - The Title IX Coordinator / Compliance Officer / or another staff member may assist the student or guest in reporting the crime to the local police or other appropriate security force.
 - If the incident is a sexual offense, procedures will follow the "**Sexual Assault and Misconduct**" section of this document.

- If the occurrence of crime represents one of the Crime Statistics listed on the following pages, this Campus Security Disclosure / ASR will be updated by the administrative personnel responsible for this document immediately upon receipt of the crime information.
 - The crime(s) will be included in the yearly Campus Crime Report and Campus Security Disclosures / ASR for the year in which the crime was reported to the Title IX Coordinator / Compliance Officer / or another staff member.
 - The newly updated Campus Security Disclosure will be circulated to all staff, enrolled students and prospective students.
- The Institute provides a copy of the Campus Security Disclosure / Annual Security Report (ASR) to all incoming students and newly hired staff.
- The Institute will provide current students and staff members with a copy of this updated Campus Security Disclosure / ASR at the beginning of each new calendar year.
 - This update will include the previous calendar year statistics to comply with the Department of Education's Consumer Reporting requirement of the most recent three (3) completed calendar years.
 - Statistics will be gathered from the local police and compiled in this Disclosure.
 - The Institute staff member responsible for updating this document makes a good faith effort to collect all crime data from the local Police Department as well as collects all data for any on-campus crime and updates the Campus Security Disclosure annually, at a minimum. The exception being if a crime is committed on campus, the Disclosure is updated immediately and distributed.
 - These same statistics will be entered on the Campus Crime Report due in October of each year.
 - All students and staff will be notified in the event of any changes, revisions, or updates made to this document during the year.
- **If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Chelsea Spilman in the Admissions/Financial office.**
- The facilities are open Tuesday through Saturday according to assigned class/student salon training area schedules.
 - The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner.
 - Only educators, owners and the Institute's cleaning service have keys to the building thus preventing internal crimes to as great an extent as possible.
 - All campus maintenance occurs during daytime hours when staff is present to monitor

safety procedures.

- We encourage students and employees to be responsible for their own security and the security of others.
- The Institute provides annual programs to inform students and employees about campus security safety procedures and practices.
 - A description of the campus security procedure / practices program is as follows:
- The crime statistics in this report cover an area of **141 E. Chubbuck Road, Chubbuck Idaho** and include any incidents on campus at the physical location of The Institute 141 E. Chubbuck Rd, Chubbuck Idaho 83202, including The Institute parking lot, adjacent sidewalks and streets. It also contains non campus crime statistics regarding properties: owned or controlled by The Institute; used in direct support of, or in relation to the Institute's educational purposes; frequently used by students within a one mile radius, such as parks; and, property not within the same reasonably contiguous geographic area of The Institute.



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Disclosure / Reporting of Statistics

- The procedures for preparing the Annual Security Report / Campus Security Disclosure include collecting information from the Chubbuck Police Department and the reporting of any crime or attempted crime to Institute officials.
- The Campus Security Report / ASR is prepared by Chelsea Spilman.
- The Annual Security Report contains information related to Institute-wide policies and procedures involving security, safety, and criminal activities.
- The crime statistics below are reported in accordance with the FBI's Uniform Crime Reporting (UCR) Handbook when not in conflict with the Clery Act and relevant Clery Act federal law.
 - The information below reflects the number of on campus and public, off campus occurrences reported of **both attempted and completed crimes**, using the Clery geography statistics reported each year, for the three most recently completed calendar years.
 - The following categories do not include identification of the victim or the accused.

- All confidential accommodations or protective measures provided to the victim, to that extent, will not impair the Institute’s ability to provide those accommodations as only administrative staff affected by the changes to accommodate will be made aware of the situation.
- If two crimes are committed in the same incident, both crimes will be counted in the Institute’s statistics according to the Hierarchy Rule in the “Summary Reporting System User Manual”.
- Statistics are categorized as either **On-Campus** (core main campus location), **Public** (adjacent sidewalks, streets and parking lots surrounding the campus) and **Non campus** as described above.
- The Institute does not offer on campus housing.

Occurrences in:

	On-Campus			Public			Noncampus		
	2018	2019	2020	2018	2019	2020	2018	2019	2020

Criminal Offenses – Primary Crimes (As defined by FBI’s UCR Program, “Summary Reporting System User Manual”, (SRS))

• Criminal Homicide:									
○ Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0
○ Negligent manslaughter	0	0	0	0	0	0	0	0	0
• Sexual Assault / Sex Offenses: (As defined by the FBI’s UCR Program, “National Incident-Based Reporting System User Manual”, (NIBRS))									
○ Rape	0	0	0	0	0	0	0	0	0
○ Fondling	0	0	0	0	0	0	0	0	0
○ Incest	0	0	0	0	0	0	0	0	0
○ Statutory Rape	0	0	0	0	0	0	0	0	0
• Robbery	0	0	0	0	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0	0	0	0	0
• Burglary where:	0	0	0	0	0	0	0	0	0
○ There is evidence of unlawful entry which may be forcible or non-forcible									
○ Unlawful entry must be of a structure/four walls, roof and door									
○ There is evidence that entry was made in order to commit a felony or theft									
• Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
• Arson	0	0	0	0	0	0	0	0	0

Arrests and referrals for disciplinary actions, per revised FBI definitions, including

• Liquor Law Violations	0	0	0	0	0	0	0	0	0
• Illegal Weapons Carrying and Possessing	0	0	0	0	0	0	0	0	0
• Drug Abuse Violations	0	0	0	0	0	0	0	0	0
• Persons who were referred to campus disciplinary action									
• Liquor Law Violations	0	0	0	0	0	0	0	0	0

- Drug Abuse Violations 0 0 0 0 0 0 0 0 0
- Illegal Weapons Carrying and Possessing Etc. Law 0 0 0 0 0 0 0 0 0

Hate Crimes

Reported statistics under **Criminal Offenses** by category of prejudice-hate crime or bias. (A Criminal Offense that is motivated by a Hate Crime must be counted in both sections):

- Race 0 0 0 0 0 0 0 0 0
- Gender 0 0 0 0 0 0 0 0 0
- Gender identity 0 0 0 0 0 0 0 0 0
- Religion 0 0 0 0 0 0 0 0 0
- Sexual orientation 0 0 0 0 0 0 0 0 0
- Ethnicity 0 0 0 0 0 0 0 0 0
- National origin 0 0 0 0 0 0 0 0 0
- Disability 0 0 0 0 0 0 0 0 0
- Any other crime involving bodily injury 0 0 0 0 0 0 0 0 0

Occurrences in:

	On-Campus			Public			Noncampus		
	2018	2019	2020	2018	2019	2020	2018	2019	2020

Statistics are also required for four additional crime categories if the crime attempted / committed is classified as a hate crime. (As defined by the FBI’s UCR Program, “Hate Crime Data Collection Guidelines and Training Manual”)

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|------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| • Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • Destruction, damage or vandalism | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • to property motivated by bias | 0 |

Violence Against Women Act (VAWA) (Sexual Assault is included under “Criminal Offenses-Primary Crimes”

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|---------------------|---|---|---|---|---|---|---|---|---|
| • Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| • Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
- If applicable, the number and category of any above crimes that were considered “unfounded” as described later in this document, are as follows:
 - **No crimes were reported or committed either founded or unfounded in the past 3 years.**

Confidentiality: The Institute ensures all personally identifiable information is not included when it completes the publicly available crime record keeping for the purposes of Clery Act reporting by utilizing the following procedures:

Crime statistics in any of the above categories may not include the identification of the victim or the person accused of committing the crime.

- Although the Institute does not employ outside campus security officers, Nathan Layne Institute has a working relationship with the local police / law enforcement agencies who are able to support and provide services promptly in the event of an incident.

- The Institute encourages accurate and prompt reporting of all crimes to local law enforcement agencies when the victim elects to or is unable to report an incident.

Timely Warnings

- The Institute will issue a **timely warning** about Clery Act crimes, listed above, which pose a serious or ongoing threat to students, employees or student salon training area guests. The Institute will provide the timely warning in a manner that is most likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report (ASR). There are differences in what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard Institute students, staff and student salon training area guests.
- As soon as the Institute Title IX Coordinator / Compliance Officer becomes aware of a crime, all students, employees and student salon training area guests will be notified in the timeliest manner possible including but not limited to: verbal notice, using Emergency Codes; text message; email; Facebook social media; and / or posting a notice on doors.
 - Note: Nathan Layne Institute is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warning Policy

Nathan Layne Institute regards campus crime and the timely warning of a crime as a serious matter.

The goal of a timely warning is to alert staff, students and student salon training area guests of certain crimes that represent a threat to students, employees, and /or student salon training area guests and to aid in the prevention of further similar crimes. The intent of the warning is to enable people to protect themselves regarding a criminal incident, thus a timely warning is critical and will be issued as soon as pertinent information is available while withholding the name(s) of any victims as confidential. Even if all the facts are not readily available, Nathan Layne Institute will issue a warning and when additional information becomes available, a follow up of the situation will be issued.

- A timely warning will be issued for any Clery Act Crime outlined in the Campus Crime Annual Report that is reported to local police agencies and is considered by the Institute to represent a serious or continuing threat to students, staff or student salon training area guests.
- A timely warning will be issued for any situation that is considered to represent a serious crime or threat to students, student salon training area guests, or staff.
- These timely warnings are not limited to violent crimes or crimes against persons but could also include threats to property.
 - Examples could include, but not limited to, a rash of car burglaries or a number of incidents involving the possession of date rape drugs or a local kidnapping situation.
 - The information regarding the crime that triggered the timely warning will be included in the timely warning notification.
- Notification will be provided in a timely manner to students, staff, and salon area guests or community neighbors if necessary, of an impending threat or occurring emergency situation.
- Notification will be delivered in a verbal form for those persons in attendance in the building.
- Notification to those students, staff and / or student salon training area guests not in the building may be distributed by email / text / Facebook / Emergency Blog in the event of a website homepage failure, (emergency nathanlayneinstitute.com) / or by posting a notice on the front and / or back door of the Institute depending on the determined effective method of distribution related to the seriousness of the crime.

- All timely warnings will be posted at all entry and exit points from the building and adjoining parking lots.
- Timely warnings will not be issued for crimes reported to a pastoral or professional counselor.
- Every “timely warning” situation will be evaluated on a case-by case basis.
 - Decision will be based on:
 - The nature of the crime
 - The continuing danger to the campus community
 - The possible risk of compromising law enforcement efforts
- If there is an immediate threat to the health or safety of students or staff, occurring on campus, the Institute will follow its emergency notification procedures.

Issuance of Timely Warnings

- To help prevent crimes, serious incidents, or in the event that a situation arises that constitutes an ongoing or continuing threat to the campus, The Institute encourages accurate and prompt reporting of all crimes and safety related incidents to law enforcement. The Institute may make a campus wide safety alert in a manner that is timely, provides information of any criminal activity occurring on campus, gives information that may aid in the prevention of similar crimes, and that withholds the names of victims as confidential. These crime reports are used for the purpose of making timely warning notices and for the annual statistical disclosures. Timely Warning Notices are usually issued for the Clery reportable crimes: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, the information known by local police and whether there is a continuing threat to the campus community. Timely Warning Notices may also be issued for other crime classifications as deemed necessary and appropriate.

The alerts are generally written by the administration or a designee of the administration. The notices must be approved by the ownership and administration and then are distributed to the campus community in the form of a written document that is hand delivered to individual students and staff or that can be requested either in person at the campus office or by mail by requesting a copy of the document. Documents will be distributed to the student body and will be posted conspicuously throughout the campus property.

Anyone with information warranting a timely warning should report the circumstances to the administration immediately. If crimes or serious incidents are reported to the other staff, those staff must notify the administration immediately in order to issue an alert if one is appropriate. If you are unsure of where to file a report or from whom to request assistance, you should contact schools' administration or local law enforcement, for direction and assistance

Issuance of Emergency Notifications

Emergency notification includes any incident that poses an immediate significant emergency, danger, or threat to the health and safety of students, faculty, and staff on campus. These types of threats are confirmed by a responsible party.

Timely Warnings are different, in that they are issued by the administration and or the local police department, to provide notification to the students, faculty and staff, of any criminal activity it is aware of that may aid in the prevention of similar crimes. It shall be the responsibility of any member of the School who becomes aware of a potential or existing emergency to immediately notify 911 or the appropriate agency to handle the emergency.

All first responders, the police or fire department are trained in NIMS and ICS protocol. The School will work with community first responders to collectively determine that an emergency or danger exists and determine the proper course of action to insure the safety of all involved. The administration, or other faculty or staff if the administration is unavailable, should be notified and will act as a contact person for the emergency response teams. The emergency notification system will be activated by designated personnel, and will initiate emergency notification by the following methods:

1. By using staff to make physical contact at each class room
2. Overhead intercom system within the school
3. Phone trees
4. Email
5. Notifications on the school's web page

The community first responders have the capability to initiate their reverse telephone notification of the surrounding community is required. In addition our exterior siren/emergency notification system can be heard in the immediate area. Buildings may be locked down and/or evacuated depending on the type of emergency and what constitutes the type of threat and what provides the greatest amount of safety for those involved. In the case of a lockdown, the instructors of each class will verify that all students who were scheduled to be in their classes are accounted for. The Chubbuck Police and Fire Departments are trained and equipped to respond to an emergency incident of any nature. During the initial phase of the incident, the police and fire department in conjunction with the School's administrators will evaluate the situation to determine the best course of action for the safety of the School.

Once the community first responders and other units respond to the campus, they will be responsible for all tactical operations under a unified incident command structure.

It shall be the responsibility of any member of the School's staff who becomes aware of a potential or existing emergency to immediately notify 911 and appropriate law enforcement authorities.

The School is located less than one block from the Chubbuck City Fire Department and approximately 5 blocks from the Police Department.

Campus Security and Access - Access to the Building

Access to the building is through the front doors of the building. The side entrances are armed with alarms as emergency exits. Building is open Tuesday – Saturday at 8:00am for normal business hours. Limited personnel have keys to the building or access after normal business hours.

The Institute does not provide any on campus housing and parking lots are posted and fenced and students are not allowed to leave cars in the parking facility after business hours. The Nathan Layne Institute has a private parking lot that is exclusively for the students, staff and patrons of the School. The Chubbuck Police Department assist in patrolling the parking lot and any suspicious or criminal activity will be reported to them immediately by calling 208-238-2374 for non-emergency assistance or 911 for emergency responses.

Maintenance and safety of campus facility

Facilities and landscaping are maintained in a manner to minimize hazards that might pose a potential danger.

Security Awareness Programs - Fire Drills - Safety Considerations

EMERGENCY NUMBERS

911 for all immediate emergencies Chubbuck Police department number is: 208-237-7172
Chubbuck Fire Department number is: 208-237-3212
Peak Alarm number is on the alarm box on the front wall by the entrance

Fire Evacuation Safety Procedures

Fire evacuation procedures are posted in the halls and in the Student Salon. Exits are clearly marked and fire extinguishers can be found at each of the doors and adjacent to the class room. Students are instructed to meet at the back of the parking lot on the west side. For student and staff safety, all students are advised to familiarize themselves with all exits and proper use of all safety equipment.

EMERGENCY EVACUATION PLAN · Emergency evacuation drills are conducted from time to time by the staff for the students and appropriate procedures for the student to assist the clinic patron during an emergency.

If the students are in the theory class room or break room students will exit to the front or side emergency exit and meet on the lawn at the back of the building on the west side of the building. If the students are in the clinic and if there is not obstruction of the front doors, students and patrons will exit through the front doors and meet on the lawn at the west side of the parking lot. If the front doors are obstructed, exit doors on each side of the building lead to the parking lots at the back of the building and students are expected to meet on the lawn on the west side of the lot.

Student's customers and staff must file out in an orderly fashion and meet in the designated areas. A staff member will be the last one out of the building and will do a roll call check of the students to make sure everyone cleared the building.

Fire alarms are located throughout the building and exits and extinguishers are readily available. The fire station is one block away and response time in an emergency situation is less than two minutes. Students will be responsible to assist their patrons in safely leaving the building. Staff will be responsible for assisting the students and their patrons in reaching safety. The receptionist will take the appointment book so a check to determine that all patrons of the clinic have also cleared the building.

The person finding the fire need to alert everyone to the danger, have another person hit the alarm to contact the fire department or call 911 and use the closest extinguisher to extinguish the fire if at all possible. If it is a question of personal safety, all persons are directed to leave immediately.

Fire drills and evacuation routes are published and are posted in the class rooms, lunch and break rooms and student clinic.

Missing Students

- Nathan Layne Institute does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 141 East Chubbuck Road, Chubbuck Idaho
- Nathan Layne Institute does not have a Missing Student Policy but does implement a **Missing Student Procedure**.

Missing Student Procedure

- **To report a missing student, contact, the Title IX Coordinator / Compliance Officer, (name) Chelsea Spilman 208-232-9170** A missing student is defined as a student who no-calls / no-shows for class or is a student who does not return from an approved Leave of Absence.
- The Institute does not provide on campus housing for students therefore is not required to establish official notification procedures for a missing student.

- In the event the Institute determines a student is missing, the below **Procedures** will be taken to initiate contact with the missing student.
 - If no contact is established with the student after fourteen (14) calendar days, this policy will be applied to define the date of determination for an unofficial withdrawal notification.

Procedural Process:

- Student attendance at the Institute is tracked on a daily basis by using the Guest Vision Time Clock system.
- The time clock is used to determine attendance records for all students and to alert staff of student absences.
- The Institute staff makes every effort to contact a missing student if the student has made no attempt to contact the Institute to report an absence.
- If the student fails to report an absence, Institute officials reference the student's voluntary contact information from the Enrollment Application to initiate contact which may include but are not limited to:
 - Calling the student's cell phone number
 - Calling the emergency contact person(s) references / or parental contact information
 - Attempting to contact the student via email or text messaging
- In the event the Institute is unsuccessful in making contact with the student over fourteen (14) calendar days, the Institute will start the unofficial withdrawal proceedings.
- The date of determination will be the date the Institute determines a student is withdrawing whether by official or unofficial notification.
- The withdrawal date will be the student's last date of attendance in the Institute and will be used in the refund calculation(s).
- If a student was on an official LOA and did not return from the LOA on the agreed scheduled day, the Institute will attempt to contact the student.
 - If the Institute is unsuccessful in their attempt, the Institute will start the withdrawal procedures.

Drug Free Campus

- Nathan Layne Institute prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the Institute premises or as part of any Institute activities.
- The compliance with this *Drug Free Campus* section is mandatory for all students and all staff.
- The Institute has adopted a policy that includes the expectation that Institute students will comply with federal, state, and local laws, including those relating to alcoholic beverages, narcotics and other drugs.
- Nathan Layne Institute reviews its Drug Prevention Policy and effectiveness of sanctions imposed every **two** years during the Biennial Drug Review.
 - If changes are identified, they will be implemented during a staff meeting and all students will be informed in writing of the recent necessary changes for Alcohol and other Drug Abuse and Violence Prevention.

- Newly enrolled students will receive this information during the orientation process.
- If a new staff member joins after the annual distribution, all drug related material will be given as part of the new hire program.
- The Institute will impose sanctions for violation of standards of conduct.
 - The Institute will terminate any student or staff member involved in unlawful possession, use or distribution of illicit drugs and alcohol on Institute premises.
 - The Institute will refer such cases to the proper authorities for prosecution.
 - A student or staff member may be reinstated upon completion of an appropriate drug rehabilitation program.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- If an arrest for drug or alcohol related incidences occurs off site, the student/staff member is urged to inform The Institute so the Title IX Coordinator / Compliance Officer may assist with providing resources to aid the student/staff member.
- As a condition of employment, employees must notify the owners of any criminal drug statute conviction for a violation occurring in the workplace **no later than five days** after such conviction.
- Institute policy supports and enforces state underage drinking and illicit drug laws.
- The Institute will make available, upon request, to the U. S. Department of Education and to the public, information distributed to students and staff regarding the results of the biennial review of The Institute's program that:
 - Determines the effectiveness of the program and implements needed changes;
 - Determines the number of drug and alcohol-related violations and fatalities that occur on The Institute property or as part of The Institute's school related activities and are presorted to Institute officials;
 - Determines the number and type of sanctions that are imposed and;
 - Ensures that sanctions are consistently enforced.
- All students receive the results of the biennial review during a monthly jump celebration.
 - To ensure all students will receive a copy, students who are absent on the day of jump celebration will be handed a copy by their team coach upon the student's return.
 - Team coaches will take an attendance role call during this jump celebration to determine missing students.
- The Biennial Review distribution for staff is conducted annually during a staff meeting.
 - Absent staff members will be given a copy upon their return.
 - If new staff member joins after the annual distribution, all drug and alcohol related material will be given as part of the new hire program.

Drug and Alcohol Abuse Prevention

- The Institute will immediately contact law enforcement officials to report all unlawful activities.
- The health risks of the use of illicit drugs and alcohol include:
 - Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable

- violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.
- The Institute provides drug and alcohol-abuse prevention education (including but may not be limited to: health, legal and social consequences of drug and alcohol use and providing techniques to resist peer pressure to use illicit drugs or alcohol) and distribution of materials annually, which refers students and staff to local services.
 - Description of the drug and alcohol prevention program is as follows:

In accordance with the *DRUG FREE SCHOOLS AND COMMUNITIES ACT OF 1989*, the Administration and Management of the *Nathan Layne Institute*, issue the following standards of conduct with regard to the possession, use or distribution of illicit drugs and the abuse of alcohol by students and or employees.

NO STUDENT/EMPLOYEE SHALL HAVE IN THEIR POSSESSION EITHER FOR USE OR DISTRIBUTION, ANY FORM OF ILLICIT DRUGS OR ALCOHOL WHILE ON THE PREMISES OF THE TRAINING FACILITY.

Any prescribed medications shall be in the original container with the label from the pharmacy, Doctor's name, ingredients, and directions for use.

Alcohol in any form will not be allowed on school premises or at School activities.

Any student or employee under the influence of any type of drug or alcohol will not be allowed to attend school and will be suspended for a minimum of seven (7) days All Title IV funds including loans and grants will be suspended and student will be required to obtain treatment and or counseling and apply for reinstatement of funding upon documented completion of treatment. Any student/employee violating the standards of conduct the second time will be terminated from the program and appropriate law enforcement personnel will be notified. Any student or staff member who is accused and convicted of distribution of illicit drugs will be terminated immediately and will not be reinstated until rehabilitation and court ordered restitution is made and documented.

Distribution of informational materials, video information and presentations as to awareness and prevention are utilized as the main format for the program. Guest speakers from the various law enforcement offices and health units assist us if available.

Federal Drug Trafficking Penalties / Health Risks of Drug Abuse

- A Federal Drug Trafficking Penalties Handout is provided as an attachment in the Student Handbook.
- The area drug abuse, counseling, referral, treatment and rehabilitation center information below is available to all students or staff members.

Federal Drug Trafficking Penalties / Health Risks of Drug Abuse

- A Federal Drug Trafficking Penalties Handout is provided as an attachment in the Student Handbook. *This handout is Appendix A (Federal Drug Trafficking Penalties) and Appendix B (Health Risks associated with drug abuse), from the Dept. of Ed's Part 86 Regulations.*
- A Federal Drug Trafficking Penalties Handout is provided as an attachment in the Student Handbook. *This handout is Appendix A (Federal Drug Trafficking Penalties) and Appendix B (Health Risks associated with drug abuse), from the Dept. of Ed's Part 86 regulations.*

Appendix A

Note: This appendix will not be codified in the Code of Federal Regulations.

This appendix contains a description of Federal trafficking (i.e., distribution) penalties for substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition). Persons interested in acquiring the entire publication or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402. This appendix also contains a description prepared by the Department of Justice of Federal penalties and sanctions for illegal possession of a controlled substance. Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in State statutes.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirements in Sec. 86.100(a)(2) of these regulations relating to the distribution to students and employees of a description of the applicable legal sanctions under Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The Secretary considers this description as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. In future years, IHEs should distribute the current editions of these documents that are available.

APPENDIX A - Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I And II	<p>Not less than 10 years. Not more than life.</p> <p>If death or serious injury, not less than life.</p> <p>Fine of not more than \$4 million individual, \$10 million other than individual.</p>	<p>Not less than 5 years. Not more than 40 years.</p> <p>If death or serious injury, not less than 20 years. Not more than life.</p> <p>Fine of not more than \$2 million individual, \$5 million other than individual.</p>	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg or more mixture	<p>Not less than 10 years. Not more than life.</p> <p>If death or serious injury, not less than 20 years. Not more than life.</p> <p>Fine of not more than \$4 million individual, \$10 million other than individual.</p>	<p>Not less than 20 years. Not more than life.</p> <p>If death or serious injury, not less than life.</p> <p>Fine of not more than \$8 million individual, \$20 million other than individual.</p>
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			0-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL	100 gm or more mixture		
	Drug	Quantity	First Offense	Second Offense			
	Others	Any	<p>Not more than 20 years.</p> <p>If death or serious injury, not less than 20 years, not more than life.</p> <p>Fine \$1 million individual. \$5 million not individual.</p>	<p>Not more than 30 years.</p> <p>If death or serious injury, life.</p> <p>Fine \$2 million individual. \$10 million not individual.</p>			
III	All	Any	<p>Not more than 5 years.</p> <p>Fine not more than \$250,000 individual. \$1 million not individual.</p>	<p>Not more than 10 years.</p> <p>Fine not more than \$500,000 individual. \$2 million not individual.</p>			
IV	All	Any	<p>Not more than 3 years.</p> <p>Fine not more than \$250,000 individual. \$1 million not individual.</p>	<p>Not more than 6 years.</p> <p>Fine not more than \$500,000 individual. \$2 million not individual.</p>			
V	All	Any	<p>Not more than 1 year.</p> <p>Fine not more than \$100,000 individual. \$250,000 not individual.</p>	<p>Not more than 2 years.</p> <p>Fine not more than \$200,000 individual. \$500,000 not individual.</p>			

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg .separate chart.) Does not include marijuana, hashish, or hash oil. (See

1-11 Federal Trafficking Penalties – Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil (Marijuana is a Schedule I Controlled Substance)

1-12

1-13

Federal Penalties and Sanctions for Illegal

Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Appendix B

Note: This appendix will not be codified in the Code of Federal Regulations.

This appendix contains a description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition). The appendix also includes a summary of health risks associated with alcohol, as described in *What Works: Schools Without Drugs* (1989 Edition), a Department of Education publication.

Persons interested in acquiring the publications or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402, for *Drugs of Abuse*; and *Schools Without Drugs*, Pueblo, CO 81009, for *What Works: Schools Without Drugs*.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirement in Sec. 86.100(a)(3) of these regulations relating to the distribution of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Secretary considers this information as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. If an IHE distributes this information in future years, it should use the most current editions of *Drugs Without Drugs* that are available.

The area drug abuse, counseling, referral, treatment and rehabilitation center information below is available to all students or staff members.

Pocatello Police Community Service www.pocatello.us 911 N. 7th Ave Pocatello, Id 83201 208-234-6117

Chubbuck Police 5160 Yellowstone Chubbuck Idaho 208-238-2376

Fort Hall Police/Ambulance/Fire 208-238-4000

Drunk Driver Reporting (REDDI) 800-233-1212

Idaho State Police Emergencies Pocatello 208-236-6066

Marijuana Hotline 800-524-7277

Crisis Call Center 777-784-8090 TEXT "answer" to 839863

Suicide Prevention 1-800-273-8090

Community Mental Health 720 E. Lander St. Pocatello Idaho 83201 208-478-2172

Southeastern Idaho Community 825 E. Bridger St Pocatello, Idaho 83201 208-233-9677

American Red Cross 4155 Yellowstone Ave Pocatello, Idaho 83201 208-237-9445

Family Service Alliance of South East Idaho 355 S. Arthur Ave Pocatello, Idaho 83204 208-232-0742

Salvation Army 400 N. 4th Ave Pocatello, Idaho 83201 208-232-5318

St. Vincent de-Paul Pocatello 855 S. 2nd Pocatello, Idaho 83204 208-406-1216

LDS Social Services 1169 Call Creek Dr Pocatello, Idaho 83201 208-232-7780

Pocatello Free Clinic 429 Washington Ave Pocatello, Idaho 83201 208-233-6245

Franciscan Counseling Center 1745 Pocatello Creek Road Pocatello, Idaho 83201 208-233-9383

The Institute may also be required to meet local, state federal and judicial drug abuse rulings. All local, state, federal and judicial requirements, if applicable, are listed in the *Consumer Information* document.

Sexual Assault and Misconduct (Including Title IX and Violence Against Women Act (VAWA))

- There are four primary categories of sexual assault: Dating Violence; Domestic Violence; Sexual Assault and Stalking. The primary definition for each of these categories is as follows:
- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim.
 - A social relationship is defined as a relationship of a romantic or intimate nature and is based upon the reporting party or third party statements taking into consideration the length of the relationship, the type of the relationship and the frequency of the relationship.
- **Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner; a person with whom the victim shares a child in common; a person cohabitating or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

- **Sexual Assault** is defined as an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program included in Appendix A of Subpart D or Part 668.
- **Stalking** is defined as 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 safety of others or suffer substantial emotional distress. Course of conduct is defined as engaging in two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person is defined as someone reasonable under similar circumstances and with similar identities to the victim. Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Sexual Assault and Misconduct (Including Title IX and Violence Against Women Act (VAWA))

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- **Domestic Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner; a person with whom the victim shares a child in common; a person cohabitating or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected from that person's acts under the domestic and family violence laws of the jurisdiction in which the crime of violence occurred. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.
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defined as significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

- Definitions of the following sexual misconduct / VAWA related offenses are according to local jurisdiction governing Nathan Layne Institute, Chubbuck, Idaho and are as follows:
Domestic Violence is defined as: abuse committed against an adult or minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
 - **Dating Violence** is defined as: abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - **Sexual Assault** is defined as: a physical sexual activity engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation through the use of drugs or alcohol, and taking advantage of the other persons incapacitation (including voluntary intoxication).
 - **Stalking** is defined as: behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.
- The Institute prohibits all sexual misconduct and related VAWA offenses: crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the final regulations of VAWA or the definitions of these terms in the applicable jurisdiction.

Consent as defined by local jurisdiction in reference to sexual activity:

- Is informed, voluntary and revocable.
- Consent is affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by an individual who is asleep, or mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force, or inferred under circumstances in which consent is not clear, including but not limited to the absence of "no" or "stop" or the existence of a prior or current relationship or sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Prohibited Conduct: this policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if;
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the students education program.

Bystander Intervention as defined by local jurisdiction:

- Safe and positive steps a bystander may take to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person could include, but is not limited to:
 - Understanding institutional structures and cultural conditions that facilitate violence; Information about recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action, such as reporting incidents to appropriate authorities, information on how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
- *The Institute defines the following based on the local jurisdiction in which The Institute is located and information provided by the Clery Center for Security on Campus:*
 - *Awareness programs are defined as: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.*
 - *Bystander Intervention is defined as: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.*
 - *Ongoing prevention and awareness campaigns are defined as: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.*
 - *Primary prevention programs are defined as: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.*
 - *Risk Reduction is defined as: options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote*

safety and to help individuals and communities address conditions that facilitate violence.

- The Institute will ensure proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs and Risk reduction is handled according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v).

Warning Signs of Abusive Behavior

- Information regarding risk reduction by recognizing warning signs of abusive behavior can be found at: 1.800.799.7233 – the National Domestic Violence Hotline. Probeauty.org and the CUT IT OUT- SALONS AGAINST DOMESTIC ABUSE page.

Rape

- The definition of “Rape” as defined by the FBI UCR Summary Reporting Systems is as follows: “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

Unfounded Crime Data

- The number of “unfounded” crime data that is withheld from The Institute’s crime statistics during the most recent three years will be reported to the Department through its annual security reporting (Campus Crime Report).
 - Institutions may only exclude a reported crime from its upcoming annual security report or remove a reported crime from its previously reported statistics only after a full investigation. Only sworn or commissioned law enforcement personnel (this does not include a district attorney who is sworn or commissioned) can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded”. Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.
- A case cannot be designate “unfounded” if:
 - No investigation was conducted or the investigation was not completed
 - Merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.
 - Recovery of stolen property.
 - Low value of stolen property.
 - Refusal of victim to cooperate with law enforcement.
 - The prosecution or the failure to make an arrest.

- The findings of a coroner, court, jury (either grand or petit) or prosecutor do not “unfound” crime reports of offenses or attempts as listed in this Disclosure / ASR.

If a crime is not included in the Clery Act statistics because it was “unfounded”, The Institute will still maintain accurate documentation of reported crime and the basis for “unfounding” the crime. Documentation must demonstrate that the determination to “unfound” the crime was based on the results of the law enforcement investigation and evidence.

- In conclusion, all reports of crimes must be included in the statistics and applicable crime reports, except in the rare case that crime report is “unfounded”.

Sexual Offense

- If a sexual misconduct / sexual offense has occurred, please notify the Title IX Coordinator / Compliance Officer as soon as possible.
- Nathan Layne Institute will do everything possible to assist in this serious matter.
- Rights, Disciplinary procedures, sanctions, protective measures and grievance procedures are outlined below.

Rights of the Victim / Accused:

- When a student or employee reports to The Institute Title IX Coordinator / Compliance Officer that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, The Institute will provide the student or employee a written explanation of the student’s or employee’s rights and options.
 - Under Title IX requirements, if an offense that happens off campus is reported to school personnel and this offense affects the student’s education, The Institute will take action and follow through with an investigation.
 - Criminal proceedings do not negate The Institute from performing an investigation under Title IX.
 - Interim measures that will be taken during an investigation include, but may not be limited to:
 - Placing an affected student on a leave of absence if requested and/or necessary
 - Making changes to an affected students schedule if requested and/or necessary
 - Assisting a student in obtaining outside counseling services
 - Walking a student to their car in the parking lot
- Safeguarding the victim and accused identity is a priority.
- Written notification regarding the following will be provided to the victim regardless of whether the victim chooses to report the crime to local law enforcement:
 - Local counseling agencies, including but not limited to, health, mental health, victim advocacy, and / or legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within The Institute and in the community.
 - Area counselor / facilities that counsel victims regarding sexual assault / mental health include:

Chubbuck Police 5160 Yellowstone Chubbuck Idaho 208-238-2376
Fort Hall Police/Ambulance/Fire 208-238-4000
Crisis Call Center 777-784-8090 TEXT “answer” to 839863
Community Mental Health 720 E. Lander St. Pocatello Idaho 83201 208-478-2172
Family Service Alliance of South East Idaho 355 S. Arthur Ave Pocatello, Idaho 83204 208-232-0742
St. Vincent de-Paul Pocatello 855 S. 2nd Pocatello, Idaho 83204 208-406-1216
LDS Social Services 1169 Call Creek Dr Pocatello, Idaho 83201 208-232-7780
Pocatello Free Clinic 429 Washington Ave Pocatello, Idaho 83201 208-233-6245
Franciscan Counseling Center 1745 Pocatello Creek Road Pocatello, Idaho 83201 208-233-9383

The Institute will provide written notification regarding options for and available assistance in, changing academic schedules (i.e., allowing the victim to take a leave of absence or enroll in a later program, etc. if the change is requested by the victim and the change is reasonably available), living arrangements, transportation, or protective measures if requested by the victim and such accommodations are reasonably available.

- National Hotlines available to counsel sexually assaulted students such as but not limited to:
 - National Sexual Assault Hotline at 1-800-656-4673
 - Love is Respect Hotline at 1-866-331-9474
 - National Domestic Violence Hotline at 1-800-799-7233
- Time is of the essence for evidence collection and preservation.
- Ideally, a victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam.
- The preservation of evidence is of the utmost importance to assist in proving the alleged criminal offense or obtaining a protective order; therefore, all evidence will be protected and forthcoming during an investigation.
- Alleged offenses can be reported to any of the administrative / educational staff within The Institute if the Title IX Coordinator / Compliance Officer is not readily available.
- If a student feels more comfortable with a particular staff member, the student has the right to report the alleged offense to the staff member of their choice.
- The victim has the right to decline Institute assistance, but upon request, a staff member will assist in notifying local law enforcement agencies.
- The victim has the right to contact or decline local law enforcement notification.
- If applicable, the rights of the victim and The Institute’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be followed.
- The aforementioned will be performed to the best of The Institute’s ability in order to protect its involved student(s) and / or employee(s).

- Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to judgment from others.
- If a sex offense happens where both the accused and the accuser attend Nathan Layne Institute, the accused and the accuser are entitled to the same opportunity to have others present during an Institute disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- The accused and accuser are given timely notice of meetings at which one or the other or both may be present.
- The accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
 - The outcome of The Institute disciplinary proceeding and sanctions imposed against the accused.
 - The Institute will allow the accused / accuser to appeal the result of The Institute disciplinary proceedings.
 - Any change in the results that occur prior to the time the results become final.
 - When the results become final.

Appeal proceedings are as follows:

- Appeals will be reviewed on a case-by-case basis.
- Appeal must be provided in writing to owner(s) of The Institute within 10 business days of the date the final outcome was delivered to the student.
- Owners will review the student's appeal and will respond to the appeal within 14 business days.
- All appeal determinations are final.
- The appeal decision and all appeal related documents will be placed in the student's file.

Disciplinary Procedures

- Procedures for Institute disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are included in the chart below.
- The Institute disciplinary proceedings are identified as all activities related to non-criminal resolution of an institutional disciplinary complaint including but not limited to, fact-finding investigations, formal or informal meetings and hearings.
- Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to provide to a victim.

- The student or employee may file a disciplinary complaint by: addressing all concerns and applicable information in writing to Nathan Layne Institute, President and Board 141 E. Chubbuck Road, Chubbuck Idaho 83202. The Institute will follow the below criterion to determine which type of disciplinary proceeding to implement based on the circumstances of an allegation of: Dating Violence: Readily available facts/physical evidence/statements provided by those involved.
- Domestic Violence: readily available facts/physical evidence/statements provided by those involved
- Sexual Assault: readily available facts/physical evidence/statements provided by those involved
- Stalking: readily available facts/ physical evidence/statements provided by those involved
- Bullying: readily available facts/ physical evidence/statements provided by those involved
- Cyber Bullying: readily available facts/ physical evidence/statements provided by those involved

Type of Disciplinary Proceeding	Steps Used for Disciplinary Proceeding	Anticipated Timeline to Resolution	Decision Making Process for each Type of Disciplinary Proceeding
Sexual Assault	A written request for an internal disciplinary proceeding will be given to the involved parties. Parties involved will be questioned separately during this internal disciplinary hearing in accordance with this policy. Parties involved may be removed from premises or given an LOA if deemed necessary, based on facts/circumstances and as determined by the discretion of the Owner/Title IX Coordinator. Goal of proceeding is resolution and not an escalation of the situation that was a precursor to this hearing. Local authorities may be notified, if necessary, based on facts and	60 calendar days or less	Information will be gathered throughout the internal disciplinary proceeding(s) and structure of proceedings(s) will follow the general guidelines outlined within this policy. As a result, each party's statement/information/facts/evidence will be reviewed and considered before a decision is made by the Owner/Title IX Coordinator/Operations Director

	circumstances present and/or by the victim/accused request.		
Domestic Violence			
Stalking			
Dating Violence			
Bullying			
Cyber Stalking/Bullying			

The standard of evidence that will be used during The Institute conduct proceeding arising from the report will include:

Any evidence, witness testimony, police reports, medical documentation if applicable, timelines, and other documented information that can be used to investigate all allegations.

- The Institute will provide a fair, and an impartial investigation and proceeding.
- Disciplinary proceedings, if applicable, will follow with the ultimate goal of a final consequence / result.
- The Institute will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator.
 - The Institute will disclose results, upon written request, to a victim’s next of kin in cases where the crime resulted in the victim’s death.
- The Institute will allow for an extension of timeframes for good cause with written notice to the accuser and the accused regarding the delay and the reason for the delay.
- “Proceeding” is defined as an orderly process in which participants or their representatives are able to present evidence in support of their claims and to argue in favor of particular interpretations of the law in which a fact finder makes a determination of the factual and legal issues.
- “Result” is defined as the final consequence of a sequence (ordered list) of actions or events expressed qualitatively or quantitatively. Possible results include advantage, disadvantage, gain, injury, loss, value and victory. There may be a range of possible outcomes associated with an event depending on the point of view, historical distance or relevance. Reaching no result can mean that actions are inefficient, ineffective, meaningless or flawed.

- No retaliating, intimidating, threatening, coercing, or otherwise discriminatory actions by any employee or officer against any individual for exercising their rights or responsibilities regarding sexual misconduct / assault will be tolerated.
- Safeguarding the identity of the victim and the accused will be ensured by the following Institute procedures: Information will only be released on an “need to know” basis unless otherwise dictated by policy or investigative procedures requiring such information for the fairness to all involved parties. The Institute will maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the institute will weigh the student’s request for confidentiality against the impact on the institute’s safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged offense
- The investigation will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking regarding how to conduct an investigation and impartial hearing process that protects the safety of victims and promotes accountability.
- Officials who conduct the proceedings may not have a conflict of interest or bias for or against the accuser or the accused.
- All proceedings are conducted with consistency and are transparent to the accuser and the accused.
- The Institute anticipated timeline for the decision-making process and disciplinary proceedings would be no later than 60 days.

Sanctions

- Sanctions that may be imposed following the result of The Institute disciplinary proceedings for an allegation of any sexual offense include but may not be limited to:
 - A dismissal from The Institute following a final determination of said proceedings surrounding sexual assault / misconduct or any Title IX / VAWA related offenses, including but not limited to, rape, acquaintance rape, or other forcible or non-forcible sex offenses, dating violence, domestic violence, sexual assault or stalking.
 - **Other legal remedies as required by law.**

Protective Measures

- The range of protective measures offered to a student or employee following an allegation of dating violence, domestic violence, sexual assault, or stalking includes but may not be limited to: all measures necessary to protect the safety and well being of the persons involved. i.e. additional monitoring, time away for counseling, etc.

Grievance / Complaint Policy and Procedure

- Any person who files a grievance regarding Clery Act / Title IX regulations must follow The Institute’s Complaint / Grievance Policy found in the Student Handbook.

- The grievance must be made in writing and contain all relevant names and dates and a brief description of the basis of the complaint.
- The Title IX Coordinator will be responsible for addressing the complaint.

Additional VAWA Information

- **Compliance with VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).**
- The Institute will notify proper authorities regarding any reasonable suspicion of an Institute student being a victim of sex trafficking.
- The Institute will recommend culturally appropriate victim services / shelters to assist women in the event of a domestic violence, dating violence, sexual assault, or stalking, including electronic stalking.
 - If a minor or a person with a legally appointed guardian is permitted by law to receive victim services without the parent's or guardians consent, the minor or person with a guardian may release information without additional consent.

Information for Crime Victims about Disciplinary Proceedings

- Information will be disclosed upon written request, to any alleged victim of any crime of violence or forcible / non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by The Institute against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

Primary Prevention Programs

- Primary prevention and awareness programs provided by The Institute will include the statements: The Institute prohibits the crimes of dating violence, domestic violence, sexual assault, and staking, as those terms are defined in the final VAWA regulations; the definitions of these terms in the applicable jurisdiction; the definition of "consent", in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention information on risk reduction; and information on The Institute's policies and procedures after a sex offense occurs.
- Primary Prevention Program is defined as programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur, through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourages safe bystander intervention and social norms in health and safe directions.
- The Primary Prevention Program(s) focus on changing the social norms and stereotypes that create conditions in which sexual violence occurs, are tailored and inclusive to the student body and staff community, use a range of strategies throughout The Institute to convey the Primary Prevention Program requirements and are sustainable over time.

- An annual educational program designed for the prevention of crime and to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for the purposes of primary prevention and awareness for incoming students, new employees, current students and current employees includes:
 - A description of the primary prevention program is:
 - The Institute provides educational programs for all first-time students that addresses sexual assault, relationship violence and stalking. Videos “**Can I Kiss You – Mike Domitrz** that explores the importance of consent and healthy relationships in an engaging and interactive workshop will be provided on YOUTUBE at orientation meeting.
 - Written information is available which outlines definitions for “dating violence,” domestic violence,’ “sexual assault,” and Stalking are provided.
 - Definition of “consent” in reference to sexual activity;
 - A description of safe and positive options for bystander intervention
 - Information on risk reduction
 - Description of ongoing prevention and awareness campaigns for students and employees, including information from the policies of the Institute
 - meets requirements in 34 CFR 668.46(j)(1):
- The program is in a video and written format so all new students and staff may have access to this preventative education.
- If a student or staff member wishes to learn more about the prevention of sexual assault, contact the local Police Department at 208-238-2376.
- Individuals wishing to learn additional information about registered sex offenders may go to www.isp.idaho.gov/sor_id or check website information for the City of Pocatello and Chubbuck or Bannock County.

Ongoing Prevention Awareness Programs

- *The Institute will provide ongoing prevention and awareness campaigns for their students and staff that is concurrent with the primary prevention and awareness programs presented to staff and students from outside entities.*
- The purpose of the ongoing prevention campaigns is to increase understanding of topics relevant to and skills for addressing: dating violence, domestic violence, sexual assault and stalking. These programs are tailored to meet the needs of staff and students so they are culturally relevant.

- Updates or additional information is included in student handouts and written memo's or as new information is released, students and staff will have access to the information in a classroom setting.
- If guest speakers or other trained professionals are available time will be provided for a class or community training program.
- The Institute prohibits all sexual misconduct and related VAWA offenses: crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in the final regulations of VAWA or the definitions of these terms in the applicable jurisdiction.

Emergency Response / Procedures / Evacuation

Emergency notification includes any incident that poses an immediate significant emergency, danger or threat to the health and safety of students, faculty, and staff on campus.

These types of threats are confirmed by a responsible party. Timely Warnings are different, in that they are issued by the administration and or the local police department, to provide notification to the students, faculty and staff, of any criminal activity it is aware of that may aid in the prevention of similar crimes.

It shall be the responsibility of any member of the School who becomes aware of a potential or existing emergency to immediately notify 911 or the appropriate agency to handle the emergency.

All first responders, the police or fire departments are trained in NIMS and ICS protocol. The institute will work with the community first responders to collectively determine that an emergency or danger exists and determine the proper course of action to insure the safety of all involved. The administration, or other faculty or staff or if the administration is unavailable, should be notified and will act as a contact person for personnel, and will initiate emergency notification by the following methods:

- **By using staff to make physical contact at each class room**
- **Overhead intercom system within the school**
- **Phone trees**
- **Email**
- **Texting**
- **Notifications on the Institute's web page**

The community first responders have the capability to initiate their reverse telephone notification of the surrounding community as required. In addition, our exterior siren/emergency notification system can be heard in the immediate area. Buildings may be locked down and/or evacuated depending on the type of emergency and what constitutes the type of threat and what provides the greatest amount of safety for those involved. In the case of a lockdown, the instructors of each class will verify that all students who were scheduled to be in their classes are accounted for.

Fire Evacuation Safety Procedures

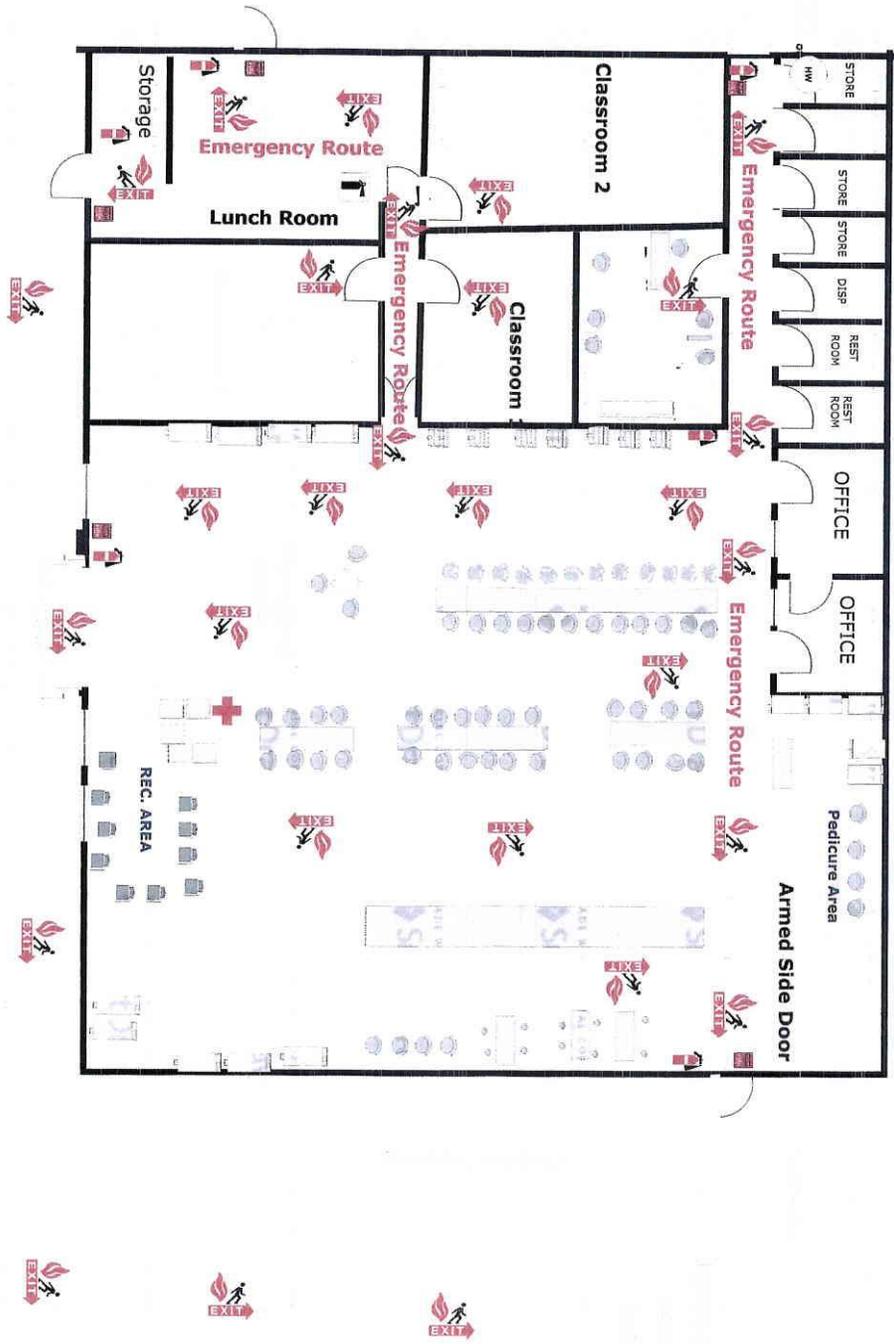
Emergency numbers: 911 for all immediate emergencies

**208-237-7172 Chubbuck Police Department; 208-237-3212 Chubbuck Fire Department
Emergency Response / Procedures / Evacuation**

Fire Evacuation Safety Procedures

- Fire evacuation procedures are posted in the halls and in the student salon.
- Exits are clearly marked and fire extinguishers can be found at each of the doors and adjacent to the class room.
- Students are instructed to meet at the back of the parking lot on the west side. For student and staff safety, all students are advised to familiarize themselves with all exits and proper use of all safety equipment.
- Emergency evacuation drills are conducted from time to time by the staff for the students and appropriate procedures for the student to assist the clinic patron during an emergency.
- If the students are in the class rooms, or break rooms, they are instructed to exit to the front or side emergency exit and meet on the lawn at the back of the building on the West side of the parking lot. If the front doors are obstructed, exit doors on each side of the building lead to the parking lots at the back of the building and students are expected to meet on the lawn on the West side of the lot.
- Students who are working in the student salon and have an assigned customer, will assist the customers in filing out in an orderly fashion and will meet in the designated areas. a staff member will be the last one out of the building and will do a roll call check of the students to make sure everyone cleared the building. Fire alarms are located throughout the building and exits and extinguishers are readily available. The fire station is one block away and response time in an emergency situation is less than two minutes.
- Students will be responsible to assist their patrons in safely leaving the building. **Staff will be responsible for assisting handicapped students and/or patrons in safely leaving the building.**
- The receptionist will take the appointment book so a check to determine that all patrons of the clinic have also cleared the building.
-
- The person finding the fire needs to alert everyone to the danger, have another person hit the alarm to contact the fire department or call 911 and use the closest extinguisher to extinguish the fire if at all possible. If it is a question of personal safety, all persons are directed to leave immediately. Evacuation routes are published and accompanies this

information.



An Emergency Procedures binder is found in The Institute Admissions Office and at the Student Salon Training Area front desk.

Emergency Phone Numbers

- **Immediate Help (Fire, Police, Rescue Squad) - 911**
- Administrative Offices – 208-232-9170
- **Emergency numbers: 911 for all immediate emergencies**
- **208-237-7172 Chubbuck Police Department**
- **208-237-3212 Chubbuck Fire Department.**

Emergency Notification

- If a dangerous or emergency situation has been confirmed on campus involving a direct threat to the health and safety of students, student salon training area guests or employees, immediately notify Institute officials of this unforeseen circumstance that calls for immediate action.
- The Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency.
- Emergency procedures will be followed if an immediate threat to the health or safety of students or employees occurs on campus.
- Updates relevant to community safety will be released as information becomes available.
- Every educator, administrative staff, and front desk personnel have received training on how to handle a pending emergency.

Emergency Situation(s)

All staff members have been trained in the Emergency Codes. **Codes for an Emergency Situation include:**

Code 1: A lock down situation has occurred. Staff and students are to remain calm and do not leave the classroom.

Code 2: Indicates a need to evacuate the classroom immediately and exit through a front entrance only.

Code 3: Indicates a need to evacuate through the back entrance only.

Code 4: Indicates a dangerous situation has occurred outside the building and no one is allowed to leave the building.

Code 5: A hostage, criminal or terrorist threat / situation

Lock Down Procedures

- Procedures to follow include but are not limited to:
 - Once the immediate threat has been identified and confirmed, the front access doors will be locked, and students and patrons in the student salon area will be escorted to a location that will assure their safety.
 - All students, patrons and staff will be accounted for and will not leave the confined area until the all clear signal has been received from the 1st responders.

Emergency Response Procedures

- Procedures to follow include but are not limited to:
 - Confirm there is a significant emergency or threat
 - At the time of an urgent unanticipated event, staff members without delay, will assess the situation to determine the extent of the emergency.
- Without delay will:
 - Contact authorities, 911
 - Determine appropriate code for the emergency
 - Assist any victim(s)
 - Respond and / or contain the emergency at hand
 - Diffuse the dangerous situation if possible
 - Determine course of action in order to protect entire Institute population
 - Account for the safety of all students, student salon training area guests, and other staff
 - Roll call will be taken as soon as reasonably possible to ensure all students and staff have been accounted for at the time of the emergency.
 - Begin the notification process
 - Will determine the content of the notification and initiate the notification system unless initiating the notification system will, in professional judgment of Institute staff, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency
 - Institute staff will determine appropriate segments of The Institute community to receive a notification
 - Student salon training area guests will be notified by verbal communication and these guests are the responsibility of every student and staff member
- **Command Decision Team (CDT).**
 - **The responsible members of the CDT consist of:**
 - **Owner – Nathan Shaw**
 - **Director- Chelsea Spilman**
 - **Title IX Coordinator- Chelsea Spilman**
 - **Financial Aid Administrator- Chelsea Spilman**
 - **Educators- Joyce Hendrix – Chelsea Spilman**
 - **Front Desk Support Staff – Tina Canto**

Initiation of the Notification System

- The CDT will identify who should be notified and determine the extent of the emergency and enact appropriate means of notification by but not limited to:
 - Fire alarms to alert the campus community
 - Emergency Code alerts
 - Telephone
 - Email / Social Media
 - Text messages
 - Posting written notices as more specific information becomes available.
 - Disseminating emergency information to the city / larger community, when applicable
 - Procedures for disseminating information is as follows:
 - Personal contact with affected community by management either in written or electronic means
- The CDT will determine the extent of information that needs to be released to the public and will disseminate information to staff, students, and student salon training area guests / public as appropriate while protecting the victim(s) identity.
- The verbal/written communication will include:
 - Type of emergency
 - Steps to be taken for the emergency situation

Emergency Procedures

- Testing of emergency procedures will take place annually and is scheduled by the Owner / Operations Director.
- Staff will be alerted to the scheduled date(s), however; the students will be unaware until the actual emergency test occurs to ensure proper evaluation of emergency procedures.
- Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.
- The testing exercise will be documented including a description of the exercise, the date, time and whether it was announced or unannounced.
 - The Institute will publish the emergency response and evacuation procedures in conjunction with at least one test per calendar year.

Emergency Procedures Due to Criminal or Terrorists Threats

- Upon receipt of information pertaining to a criminal or terrorist threat during business hours, the person receiving the information should notify a staff member(s) of the impending or occurring emergency.
- Response
 - Immediate assessment of situation to determine response needed to address the threat at hand.
 - Trained staff members will respond to the situation using Emergency Codes if necessary.
 - Conduct risk assessment of vulnerability of all areas of the building including classrooms.

- Contact civil authorities to determine appropriate action.
 - All telephones have local law authorities programmed into the system.
- Advise students to take shelter in pre-defined areas, based on threat and safety of students
 - Possible evacuation of entire campus for a length of time to be determined based on the situation at hand.
- Incident Management
 - Have current facility maps available for local authorities
 - A copy is kept readily available off sight
 - Video tape of Institute recording of all areas of the building for hostage situations
 - Cameras scan areas of the building on an ongoing basis daily.
- When applicable, The Institute will post the time class will resume on outside doors

Emergency Procedures Due to Inclement Weather:

- When a **Inclement Weather alert** is issued from the National Weather Service, The Institute alerts the students of a pending weather watch in the area and advises the students of possible cancellation of classes.

High Winds Warning

- When a high winds warning is issued:
 - Public warning will come over the radio.

High Winds Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building and the windows.

Earthquake Procedures

- Drop to the floor to prevent falling.
- Make yourself the smallest target possible, protecting your head, neck and chest by taking cover, if available, under a desk, table, or near an interior wall and hold on if possible.
- Cover your head with your hands and arms.
- When shaking stops, assess damage / injuries.
- Be attentive for possible aftershocks.
- When safe, use the buddy system to evacuate the building by suggested routes or routes from an emergency evacuation map pending exit routes are clear.
- Cover your head while evacuating.
- Move directly away from the building during exiting.

Security Plan

- All staff members and students are knowledgeable of defined plan
- Staff members and students have clearly defined roles
- Practiced unannounced drills
 - Fire

- Intrusions
- School Shootings
- Terrorist Attacks
- Hostage situation
- Earthquake
- High Winds
- Inclement Weather
-

In A Fire Emergency

If you smell smoke or see fire, report it immediately to an Institute staff member. A staff member will then give an emergency warning. Do not panic. Follow the outlined fire and emergency evacuation policy:

- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found in the student's lounge.
- **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 Idaho STATE LAWS.**

Drills

- Drills will be practiced during regular Institute hours and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.
- There will be one announced drill annually and one unannounced drill annually.
- The Institute will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year.
- The Institute documents a description of the drill, (date, time and whether it was announced or unannounced) and evaluates all drills and records the results in writing and conducts an evaluation of improvements needed.

In case of serious accident or illness:

- Call 911
- 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.

Students will sign the signature page for this document and the signature page will be retained in their file. The signature will be collected during the admissions process and at the annual renewal of information date.

On this final page of the Campus Security Disclosure / Annual Security Report I,
_____ (print name) acknowledge that I have received and read The Campus Security Disclosure / Annual Security Report (ASR) information from Nathan Layne Institute (hereinafter known as the "Institute") 141 E. Chubbuck Road Chubbuck Idaho 83202. I understand if I have any questions regarding this information, I can follow up with the Institute Title IX Coordinator / Compliance Officer / Campus Security Authority, Chelsea Spilman, chelsea@nathanlayne.com or 208-232-9170

My signature below indicates that I have received a copy of this document at the time of my enrollment, during contract signing procedure, and that I understand I will receive an update to this document no later than October 1 for each year that I am enrolled (or for staff members, employed) at the Institute. This document is updated per the footer below with the date of October 1, 2021 I acknowledge that this original signed copy is being placed in my student file. I understand I can request a paper copy for my records.

Student / Staff Signature

Date