

Clery Act (Campus Security)

Office Responsible:

President/CEO: Scott Deidun
Financial Aid Director: Shavell Pearson
Campus Coordinator: Phyllis Myers

Campus Area Information is Located:

Website, Student Handbook, Catalog

Date Document was last updated:

September 1, 2021

Date Policy and Procedure was last updated:

September 1, 2021

AMBI will distribute an annual campus security report to its students and employees. AMBI encourages complete, timely reporting of all crimes to your instructor or school administrator and appropriate law enforcement agencies. AMBI will keep a written, easily understood, daily crime log. The log will list any crime by date it was reported and that occurred within its Cleary geography, as defined in the margin. The log will also include the nature, date, time, and general location of each crime and the description of the complaint, if known.

AMBI will make an entry or addition to an entry to the log within two business days of the report of the information unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. AMBI may withhold one or more of the required pieces of information if there is clear and convincing evidence that the release of information would

- Jeopardize an ongoing criminal investigation or the safety of an individual,
- Cause a suspect to flee or evade detection, or
- Result in the destruction of evidence

However, AMBI must disclose any information withheld for any of these reasons once the adverse effect is no longer likely to occur.

AMBI will make the crime log for the most recent 60-day period open to public inspection during normal business hours. AMBI will make any portion of the log older than 60 days available within 2 business days of a request for public inspection.

(1) Crimes to be reported. AMBI must report to the Department and disclose its annual security report statistics for the three most recent calendar years the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority.

- a. Primary crimes, including criminal homicide (murder, non-negligent manslaughter, and negligent manslaughter); sex offenses (rape, fondling, incest, and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson;
- b. Arrests and referrals for disciplinary actions, including arrests for liquor law violations, drug law violations, and illegal weapons possession and persons not arrested for one of those offenses but who were referred for campus disciplinary action;

- c. Hate crimes, including the number of each type of primary crime listed above that is determined to be a hate crime and the number of the following that are determined to be hate crimes: larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property;
- d. Dating violence, domestic violence, and stalking.

(2) Reported crimes must be recorded. AMBI will include in its crime statistics all crimes listed above occurring on or within its Clery geography that are reported to a campus security authority for the purposes of Clery Act reporting. Clery Act reporting does not require initiating an investigation or disclosing personally identifying information about the victim.

AMBI may not withhold or remove a reported crime from its crime statistics based on decision by a court, coroner, jury, prosecutor, or other similar non-campus official. AMBI may withhold or remove a reported crime from its statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a formal determination that the crime report is false or baseless and therefore unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not unfound a crime report.

AMBI will report to the Department and disclose in its annual security report statistics the total number of crime reports that were unfounded and subsequently withheld from its crime statistics.

(3) Clery Geography. For the purposes of collecting statistics on the crimes, Clery geography includes buildings and property that are part of AMBI's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus.

By October 1 of each year, AMBI must distribute to all enrolled students and current employees its annual security report through appropriate publications and mailings including

- Direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail;
- A publication or publications provided directly to each individual; or
- Posting an internet or intranet website.

For the report, AMBI must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. AMBI will provide its annual security report, upon request, to a prospective student or prospective employee.

AMBI Crime Report History:

2018 – 2019 Academic Year, no reported crime

2019 – 2020 Academic Year, no reported crime

2020 – 2021 Academic Year, no reported crime

	YEAR	CAMPUS	NON CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY		TOTALS
		Number of Crimes Reported				
MURDER	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
MANSLAUGHTER	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
SEX OFFENSES- FORCIBLE	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
SEX OFFENSES- NON FORCIBLE	2020	0	0	0		
	2019	0	0	0		
	2018	0	0	0		
ROBBERY	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
AGGRAVATED ASSAULT	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
BURGLARY	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
MOTOR VEHICLE THEFT	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0

ARSON	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
HATE CRIMES W/BODILY INJURY	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
ARREST/ VIOLATIONS REPORTED TO POLICE	YEAR	CAMPUS	NON- CAMPUS BUILDINGS OR PROPERTY	PUBLIC PROPERTY		TOTALS
LIQUOR LAW ARRESTS	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
DRUG-RELATED ARRESTS	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
WEAPONS POSSESSION ARRESTS	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
CAMPUS DISCIPLINARY REFERRALS						
LIQUOR-LAW VIOLATIONS	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
DRUG-RELATED VIOLATIONS	2020	0	0	0		0

	2019	0	0	0		0
	2018	0	0	0		0
WEAPONS POSSESSION	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0

OFFENSE (CRIMES NOT REPORTED BY HIERARCHY)	YEAR	ON-CAMPUS	RESIDENCE HALLS (HOUSING)	NON- CAMPUS		PUBLIC PROPERTY
ARSON	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
DOMESTIC VIOLENCE	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
DATING VIOLENCE	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
STALKING	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0
HATE CRIMES	2020	0	0	0		0
	2019	0	0	0		0
	2018	0	0	0		0

There were no hate
crimes reported
2020, 2019, 2018

Availability of Employees for Information Dissemination Purposes 668.44

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The persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics (and how to contact)

Scott Deidun, President sdeidun@ambimassageschool.com 571-620-7170

Phyllis Myers, Campus Coordinator pmyers@ambimassageschool.com 571-620 -7170

Shavell Pearson, Financial Aid Director, spearson@ambimassageschool.com 571-620-7170

Drug and Alcohol Abuse Materials (34 CFR 86.100):

Office Responsible:

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AMBI's drug prevention materials must be annually distributed to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

1. **AMBI Alcohol & Drug Prevention Program.** In accordance with the Drug-Free Schools and Communities Act of 1989, AMBI has established an alcohol and drug-free awareness and prevention program for its students and employees. The program provides information regarding the dangers of alcohol and drug abuse; maintenance of a workplace and learning environment free from alcohol and drug abuse; available alcohol and drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on students and employees for alcohol and drug abuse violations. Questions regarding information in this policy should be directed to Scott Deidun, President & Chief Executive Officer, 571-620-7170.
2. **Standards of Conduct.** AMBI strictly prohibits the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol on campus property, and/or while on official duty and/or as part of any institute's activities. All students are expected to abide by local, state and federal laws pertaining to controlled substances, illicit drugs and the use of alcohol. Sanctions consistent with local, state, and federal law will be imposed on students and employees for violation of this policy.
3. **VIRGINIA DRUG PENALTIES.** For Virginia schedules, see Virginia Code Annotated at 54.1-3446. First Offense Manufacturing, selling, distributing, giving or possessing with the intent to manufacture, sell, give or distribute (Va. Code Ann. at 18.2-248 and 18.2-11): Schedule I and II drugs, and transporting into Virginia one or more ounces of cocaine and five or more pounds of marijuana with intent to sell or distribute: not less than five years nor more than 40 years; fine not more than \$500,000. Schedule III, IV or V drugs: not more than 12 months; fine not more than \$2,500. Trafficking in the following amounts is punishable by imprisonment of 20 years to life and a fine of not more than \$1 million: Heroin: 100 kilograms or more Cocaine: 500 kilograms or more Cocaine base: 1.5 kilograms or more Simple possession of a controlled substance is punishable as follows: Marijuana: a misdemeanor; not more than 30 days; fine of not more than \$500. (Va. Code Ann. at 18.2-250.1) Schedule I or II drug: not less than one year nor more than 10 years; or, in some cases, up to 12 months and fine of \$2,500. Schedule III drug: not more than 12 months; fine not more than \$2,500. Schedule IV drug: not more than six months; fine not more than \$1,000. Schedule V drug: fine not

more than \$500. Schedule VI drug: fine not more than \$250 (Va. Code Ann. at 18.2-250.1, 18.2-11, and 18.2-10). Penalties for the sale, gift, distribution or possession with intent to sell, give or distribute marijuana (Va. Code 18.2-248.1): Not more than one half ounce of marijuana: not more than 12 months, fine of not more than \$2,500. More than one half ounce of marijuana but not more than 5 pounds of marijuana: up to 10 years, fine of not more than \$2,500. More than five pounds of marijuana, not less than five years, nor more than 30 years. Manufacturing marijuana: not less than five years nor more than 30 years, fine not to exceed \$10,000. Other Penalties, Second and Later Offenses Sale of drugs on or near school property (including universities), state hospital grounds, a public recreation or community center, or any public library is a felony punishable by a mandatory sentence of not less than one year nor more than five years; fine of not more than \$100,000 (Va. Code Ann. at 18.2- 255.2). Forfeiture of driver's license may also occur as a result of drug violations. (Va. Code Ann. at 18.2-259.1). For penalties for sale of drugs to someone under age 18 who is at least three years younger than the seller, see Va. Code Ann. at 18.2-255. Enhanced penalties also apply to subsequent offenses.

4. **Counseling, treatment, or rehabilitation programs available to students and employees.**
 - Substance Abuse and Mental Health Services Administration (SAMHSA)
 - 1-800-662-HELP(4357)
 - Substance Abuse Services Fairfax
 - 703-533-0180
5. **Health risks associated with the use of illegal drugs and alcohol.** Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking, and use. Additionally, the impact of addiction can be far-reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be affected by drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use, however, some may occur after just one use. See National Institute on Drug Abuse.
6. **Legal Sanctions.** In addition to penalties, up to and including expulsion from AMBI, a student who violates any of the following alcohol and/or drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for a violation of local, state, and/or federal law may include, but not be limited to fines, probation, jail, or prison sentences.
7. **Biennial Review.** AMBI will conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

AMBI Incident Report Form

Date of Incident: _____

Person(s) Involved: _____

What was reported to us:

How do you (person(s) involved) respond to the above:

Person(s) Conducting Interview:

TIMELY WARNING PROCEDURES

Timely Warnings and Emergency Notifications will be in place. Any emergency where the health and/or human safety at AMBI is in question may constitute an “emergency.” Some examples include:

- Bomb threat – based on credible information that indicates a threat.
- Civil disturbance – disruption of normal activities by a group of people.
- Fire – fire to building(s), wildfires, local community, or industry that may endanger students, faculty, staff, or property.
- Hazardous material – dangerous material that is chemical, biological, or nuclear spreading from a contained area.
- Major road closing/incident – unanticipated event that would disrupt safe passage to and from college properties.
- Medical emergency – pandemic or an event with the potential of serious infection or mass casualties.
- Personal safety – situations that include use of weapons, violence, offenders’ at large, active shooter, hostage situation, or missing persons. Any situation, on or off the college campus that constitutes an ongoing or continuing threat to persons or property.
- Suspicious package – reasonable belief that a package may contain chemical, biological, explosive, radiological, or nuclear substance that would cause harm to persons or property.
- Utility failure – a major disruption or damage to utilities including gas, electrical, or water.
- Weather – severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado, or hurricane.
- Natural disasters – such as earthquakes.

In addition to criminal incidents, emergency notifications may be issued in situations such as: Safety Related Issues

- An incident that occurs in close proximity to the college campus that may affect the personal safety and security of students, faculty and staff.
- A member of the college is diagnosed with a serious or life threatening communicable/infectious disease.

The President/CEO and AMBI Administration will confirm the existence of an emergency that may warrant a timely warning notification and determine the extent of the notification, as required.

For information that is believed to be of interest or concern to the entire college body, the President/CEO, in conjunction with AMBI Administration will notify the students and staff by sending a collegewide notification through STARS.

Whenever a crime is reported that represents a serious or continuing threat to students and employees, a timely warning or emergency notification will be sent to the affected community.

Emergency Notifications will be issued, when the college is made aware of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees on campus.

Emergency notifications may be targeted to the at-risk population. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

For Non-Life-Threatening Health Related Issues

- Letters to students, faculty, and staff.
- Posting of notification on the school website
- Text message notification through STARS

For General Notifications

- Email to all students and/or faculty/staff affected.
- Postings in college facilities and on campus as applicable. Postings can be emailed as attachments.
- Delivery of hard-copy notification to all students and staff.
- Text message through STARS.

Please be advised that all students and staff are expected to report any criminal or suspicious activity to the appropriate authorities within 24-48 hours of the incident occurring.

If the incident is considered to be an immediate threat to person, or property, AMBI requires that the incident be reported as soon as the complainant is safe if applicable and has the ability to do so.

Evacuation Procedures

Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants:

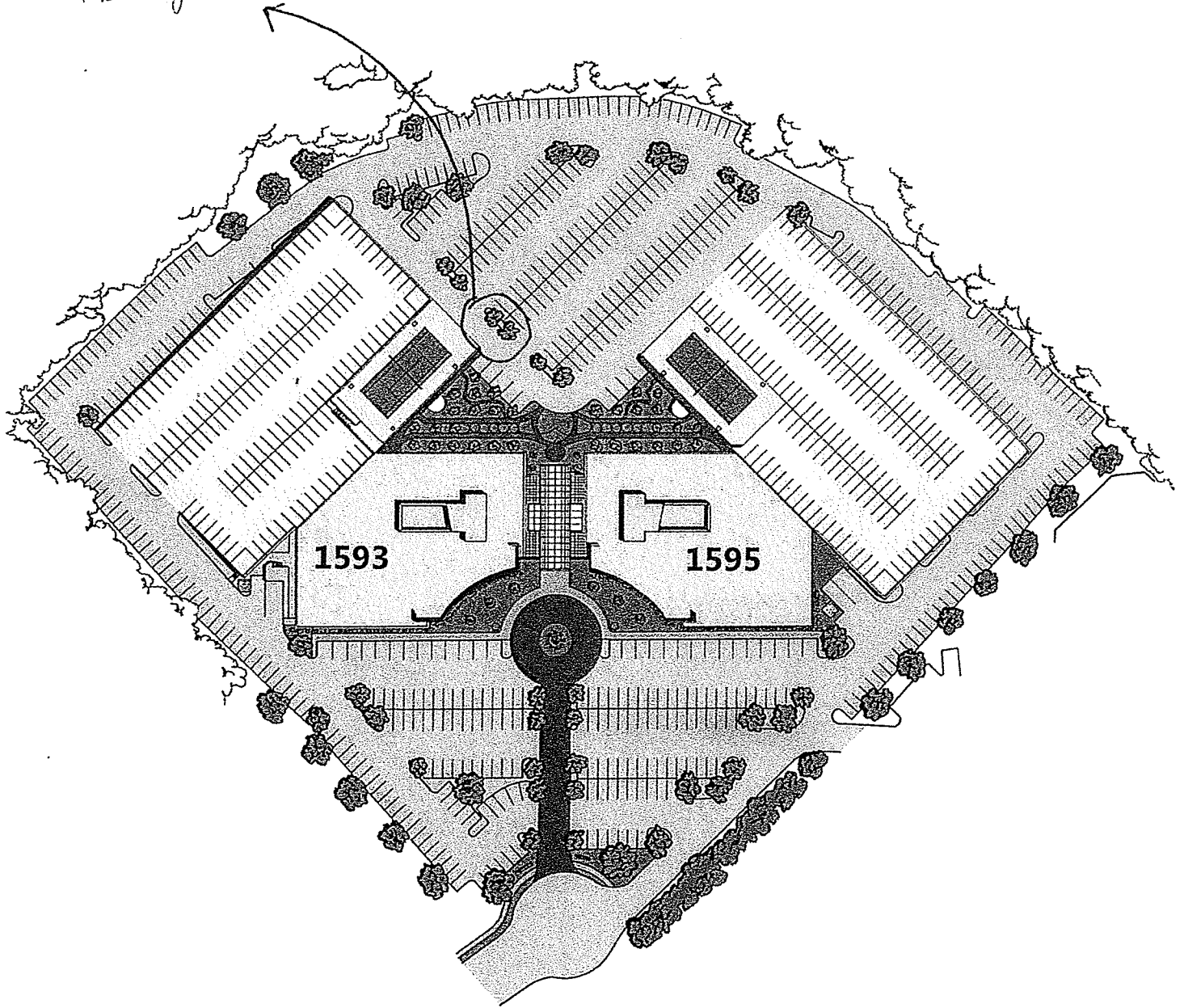
1. Activate the fire alarm.
2. Call 911 immediately and provide information.
3. Assist injured personnel or notify emergency responders of the medical emergency.
4. Exit the building following emergency maps.
5. Assist physically impaired individuals to a secure area and notify emergency responders.
6. Do not use the elevators.
7. Use a fire extinguisher only if safe to do so and you have been trained.
8. Assemble at a remote location noted on evacuation maps.
9. Report hazardous conditions.
10. Stay low if confronted with smoke. Check closed doors for heat before opening.
11. Stay away from the building until it is safe to return.
12. Take a count of students and staff
13. Administration will notify you when it is safe to return to the building

Please see the attached map of the building for our meeting location in the rear of the building.



American Massage & Bodywork Institute
Meeting Place

SITE PLAN



Emergency evacuation meeting place

APPENDIX J

TENANT RESPONSE TEAM EMERGENCY PLAN FORM

Each Tenant should appoint emergency personnel. We suggest that those appointed be someone who is respected, and can take charge in an emergency situation. Please see the attached list for a description of emergency personnel. For those tenants with few personnel, it is necessary that an assignment is made for a Tenant Warden.

Company Name:	<u>American Massage & Bodywork Institute</u>
Suite:	<u>220</u>
Telephone Number:	<u>703-774-5072</u>
Floor Monitor(s):*	<u>Scott Deidon</u>
Telephone Number:*	<u>703-774-5072</u>
Floor Monitor(s):*	<u>Shavell Pearson</u>
Telephone Number:*	<u>571-623-0610</u>
Alternate Floor Monitor(s):*	<u>Phyllis Myers</u>
Telephone Number:*	<u>240-499-6090</u>
Alternate Floor Monitor(s):*	<u></u>
Telephone Number:	<u></u>
Stairwell Monitor(s):	<u></u>
Telephone Number:	<u></u>
Handicapped Monitor(s):	<u></u>
Telephone Number:	<u></u>

* If your suite occupies a full floor, please assign two floor monitors and two alternate floor monitors per floor.



SITE PLAN

