

**Carnegie Institute, Troy MI
Campus Security & Drug Free
School/Workplace Report**

**January, 2019
For years 2018, 2017, 2016**

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Annual Notification of Campus Security

The **Crime Awareness and Campus Security Act** of 1990, (PL 101-542, Amended by PL 102-26), subsequently renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all post-secondary schools that participate in Federal Student Financial Aid Programs keep and disclose information about crime on and near their school. In addition, VAWA (Violence Against Women Reauthorization Act, 2014) requires Institutions to compile statistics of incidents of dating violence, domestic violence, sexual assault, and stalking; and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report. A timely warning of crimes that represent a threat to the safety of students or employees will be promptly given. Accurate, complete, and timely information related to crime statistics and security policies are stated in this annual security report and provided to students and employees. Information on drug and alcohol abuse education, as required under the drug-free campus requirements of Public Law 101-126, is also available in this report.

Carnegie Institute is a commuter school, located in Troy, Michigan. Classes are held in the 550 Stephenson Hwy. building and managed by Pacific Management. Ample parking is adjacent to the building and is well-lit in the evenings. Students are encouraged to be aware of their surroundings at all times and be mindful of their safety. For that reason Carnegie Institute will respond to any actual or perceived emergency with whatever course of action the situation mandates. Anyone with information warranting an emergency response must report the circumstances to the School Directors or representatives of Carnegie Institute including faculty and staff members. In order to ensure a safe environment within Carnegie Institute, all police incidents and security or safety problems including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to one of the School Directors. If there is not a school official available at said occurrence, students are to use judgment and **contact the Troy Police Department at (248) 524-3477 or dial 911.**

The Annual Campus Security information is also available on our website at www.carnegie-institute.edu. Current employees receive annual notification of the report by January 15th of each year. Prospective students may visit the website to read the full report prior to enrollment. The link can also be found in the Student Handbook, a catalog supplement.

SECURITY & ACCESS TO FACILITIES

Access to the building is available to the public during the hours of 7:00 a.m. – 8:00 p.m. At 8:00 p.m. the doors to the building are locked and the building alarm system is automatically set prior to student dismissal. For evening classes, faculty members do not leave the premises until students have left, in an attempt to ensure safe student departure. Adequate lighting is provided at Carnegie Institute, especially in outside areas.

Carnegie Institute limits access to school facilities to authorized personnel, students, and visitors. Unauthorized persons are considered trespassers and the local Troy Police will be notified of actual or perceived threats.

The campus maintains a relationship with the Troy Police Department through monthly email notifications for annual statistical information. In addition, the school cooperates with local law enforcements as necessary to report or investigate crimes.

TIMELY WARNING/ EMERGENCY RESPONSE

STANDARD OPERATING PROCEDURE

CRIME AWARENESS & PREVENTION

- During orientation, instructed on crime awareness and standard procedures is reviewed utilizing the Student Handbook, a catalog supplement.
- Students are required to follow school security guidelines for their own personal and property safety and are encouraged to report any suspicious activity.
- Prospective/current students and employees are provided with the annual campus crime awareness report. This information on crime awareness is readily available on the school's website and can also be found in the Student Handbook, a catalog supplement.
- Students performing externship or clinical rotation are expected to practice safety and security procedures as if the site were an extension of the school.

CRIME PREVENTION

Prevention efforts can be effective in reducing the opportunities for criminal activity. The school has no formal program in regard to crime prevention however, has appropriate education materials related to crime prevention for the benefit and safety of the students and employees. The following list is a compilation of tips devoted to crime prevention:

- Do not leave personal property unattended.
- Report suspicious individuals to school representatives immediately.
- Keep your car doors locked and store valuables in the trunk.
- At night always walk in groups of at least two.
- Be aware of your surroundings. If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.
- Do not prop open building doors.

CRIME INCIDENT REPORT

Carnegie Institute maintains a Crime Incident Report form that records, by the date the crime was reported, any crime that occurred on campus or off campus. The form includes:

- Incident report date
- Nature of crime or complaint
- General location of the crime
- A person wishing to report a crime anonymously can do so by contacting the school by telephone or email at 248.589.1078 or info@carnegie-institute.edu.

The Incident Report form must be completed by the individual and a School Director as soon as possible and preferably within 1-2 business days, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

All completed Incident Forms must be forwarded to a School Director, Robert McEachern, Bonnie Normile, or Linda Ingraham at info@carnegie-institute.edu.

The school must make the crime incident report for the most recent 60-day period open to public inspection during normal business hours. The campus must make any portion of the report older than 60 days available within two business days of a request for inspection.

REPORTING CRIMES

1. Students and employees should accurately and promptly report criminal acts to the school Co-School Directors or representative of the school, or a member of the school's management staff, and/or Troy Police Departments.
2. Reporting crimes is on a voluntary, confidential basis. A person wishing to report a crime or incident anonymously can do so by contacting us by telephone or email.
3. School management staff or designated campus security (if applicable) must immediately notify the campus Co-School Directors of any instances reported.
4. The school Co-Directors are responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.
5. The campus is required to make timely warnings to members of the school community regarding the occurrence of crimes; those that are reported to campus security and those considered by the institution to represent a threat to students and employees. The school community includes all the building and grounds and all adjacent property.
6. Timely warnings to the campus community will be issued via text and e-mail, as well as announcements and postings on notice boards within the school.
7. If there is ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
8. The statistics are collected by Carnegie Institute and retained for reporting compliance and will include the institution's response after a crime is reported (ex. Disciplinary action).

LOCATION OF CRIMES

Schools must report crimes that occur (1) on school grounds (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls (N/A at Carnegie Institute). Public property includes the following: All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

CRIME STATISTICS

The federal law requires that schools disclose statistics on specific crimes/offenses that occur on-campus property, or on public property adjacent to or accessible from the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report.

Carnegie Institute specific statistics are attached on the last page of this document, and may also be found in the Student Handbook, a catalog supplement, and the school's website.

DEFINITIONS for Crimes (as defined by the FBI Uniform Crime Report)

1. **HOMICIDE:** The willful (non-negligent) killing of one human being by another or the killing of another person through gross negligence. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered Murder and Non-negligent Manslaughter and (2) any death caused by the gross negligence of another is considered Criminal Homicide-Manslaughter by Negligence.
2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/ or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.

Forcible Rape – Rape by Force is defined as the carnal knowledge of a female forcibly and against her will. "Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth).

Forcible Rape – Attempts to Commit Forcible Rape is defined as assaults or attempts to forcibly rape.

Non-forcible Rape – incidents of unlawful, non-forcible sexual intercourse classified as (1) Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and (2) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent according to state statutes.

Note: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

3. **SIMPLE ASSAULT: (Hate Related Bias Crime):** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.

4. **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Examples include:

- Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.)
- Knife or cutting instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.)
- Other Dangerous Weapons include assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Example: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.

Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required. Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following”

- The type of weapon employed or the use of an object as a weapon
- The seriousness of the injury
- The intent of the assailant to cause seriousness

5. **ROBBERY:** Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. Examples include:

- Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
- Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten victim or put the victim in fear.
- Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.
- Strong –arm – Hands, Fists, Feet, Etc. includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

6. **LARCENY/THEFT (Hate Related Bias Crime):** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person.

Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft. Examples include:

- Pocket-Picking –This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.
- Purse-snatching- This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in anyway, then the offense is classified as a strong –arm robbery.
- Shoplifting

- Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories). *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft
- Theft of motor vehicle parts and accessories (attached to vehicle).
- Theft of bicycles
- Theft from buildings or theft from coin operated machine or device
- All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

7. BURGLARY: The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, house-breaking, safecracking, and all attempts at these offenses as burglary. The definition of a structure includes, but is not limited to any residence, business, campus or classroom, other buildings, public buildings, etc. An incident must meet three conditions to be classified as a Burglary:

- There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
- The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

- Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.
- Unlawful Entry _ No force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.
- Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry.

8. MOTOR VEHICLE THEFT: Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles, are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft.

9. VANDALISM (Hate Related Bias Crime): To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. The offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.

10. **INTIMIDATION (Hate Related Bias Crime):** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.
11. **ARSON:** Any willful or malicious burning or attempt to burn with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not.

NOTE: Carnegie Institute is responsible for updating the Fire Safety Report to include arson or any other types of fire.

12. **HATE CRIMES:** In general, "hate" or "bias" crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, gender, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, gender, disability, ethnicity, national origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report's definition of crime for which arrests and disciplinary referrals must be reported:

LIQUOR LAW VIOLATIONS: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

Carnegie Institute will report the following in its annual statistics:

1. The number of school violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

DRUG LAW VIOLATIONS: Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making narcotic drugs:

Carnegie Institute will report the following in its annual statistics:

1. The number of school violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

WEAPONS POSSESSION: Defined as a violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms. Cutting instruments, explosives, incendiary devices or other deadly weapons are included in this category. If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires schools to disclose to its students the location of sex offender registries and the school community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any individual may access the State of Michigan's Public Sex Offender Registry web site at www.mipsor.state.mi.us or telephone (517)241-1806 to obtain information that is provided by the state concerning registered sex offenders who might be present on campus. Sexual assault prevention programs are available at:

1. First Step, 44567 Pinetree Drive, Plymouth, and 4400 S. Venoy, Wayne, 24-Hour help Lin: (734)722-6800 or (888)453-5900
2. Haven, P.O. Box 431045, Pontiac, Michigan
Telephone (248)334-1274 or Toll Free Hot Line: (877)922-1227
3. Turning Point, Inc. P.O. Box 1123, Mount Clemens, Telephone: (586) 463-4430

Counseling for sex offense victims is available at:

1. First Step, 44567 Pinetree Drive, Plymouth, and 4400 S. Venoy, Wayne, 24-Hour help Lin: (734)722-6800 or (888)453-5900
 2. Haven, P.O. Box 431045, Pontiac
Telephone (248)334-1274 or Toll Free Hot Line: (877)922-1227
 3. Turning Point, Inc. P.O. Box 1123, Mount Clemens, Telephone: (586) 463-4430
- Educational material to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are available to all students through the Student Services Department.
 - Domestic abuse awareness and education is conducted annually by a representative from HAVEN.

- If a sex offense occurs, the victim should immediately notify campus authorities and the local police.
Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
- Students have the option to report rape or sex offenses to the proper law enforcement authorities. The school staff will assist the student in reporting these offenses at the student's request.
- The school will assist students with on-and off-campus counseling, mental health services, and other student services for victims of sex offenses upon request by the student. Information may be obtained from the school Co-Directors.
- Upon request by a victim of a sex offense, the school will change that victim's academic schedule if the change is reasonably available.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT

VAWA (Violence Against Women Act), as of July 1, 2015, requires institutions to compile and maintain statistics of the occurrences of dating violence, domestic violence, sexual assault, and stalking; and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report.

- Carnegie Institute prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.
- Institution makes available primary prevention and awareness programs to incoming students and new employees. Additional educational brochures and materials, with 24 hour crisis and support line, are displayed in the school's student lounge and free to all students and employees.
- As part of our ongoing prevention and awareness campaigns for students and employees, Domestic Violence Awareness & Education Programs are conducted at the school on an annual basis, by a representative from **HAVEN, an outreach of Oakland County Community Services**. This introduction provides a discussion-format of services available, resources, housing, 24 hour emergency shelter and Crisis Support Line, and additional prevention educational programs.
- Carnegie Institute provides written information to the victim of dating violence, domestic violence, sexual assault and stalking related to the preservation of evidence.
- Carnegie Institute provides an on-site School Support Counselor, who is a licensed professional, and will provide counseling services to all students in need of health, mental health, victim advocacy, etc.

DISCIPLINARY PROCEEDINGS

The Higher Education Opportunity Act (HEOA) requires schools to disclose upon written request, to the alleged victim of a crime of violence, a non-forcible sex offense, or VAWA, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the alleged

victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Both the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Accuser and accused will be informed of outcome of any institutional disciplinary proceeding alleging a sex offense. The school will take action to change a victim's academic situation if requested by the victim. Disciplinary action against the perpetrator includes suspension or expulsion from school.

Carnegie Institute is required to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by school administration, faculty, staff, students and guests in the event of emergencies and evacuations. Evacuation floor plans can be found in each suite. The School Directors are designated as the Campus Safety Officers (CSO), who will be responsible for reporting and ensuring the evacuation of the classes in the case of an emergency. The EREP includes:

1. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.
2. A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.
3. Procedures for disseminating emergency information to the larger community.
4. Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.
5. Procedures for testing and publishing the plan on an annual basis.
6. A list of CSO's (titles) responsible for carrying out this process.
 - a. Emergency response and evacuation procedures will be publicized using emergency notification and physical notification by authorized personnel. This is designed to reach all Carnegie Institute students and staff.
 - b. Emergency information will be broadcasted as a message throughout the school via emails, cell phones and/ or verbal announcement, allowing for both electronic and verbal communication to all students and employees.

This warning shall be authorized by the President or Co-School Directors or designee. The warning may include information such as the date, time, and nature of the threat. Warnings may only be withheld if they would compromise efforts to contain the emergency, or in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. Oakland County, Macomb County, and Wayne County all have emergency alert systems which can notify enrollees via their cell phone or email of events throughout the county. Details are outlined in Campus Safety Plan.

EVACUATION PLAN STANDARD OPERATING PROCEDURE

Carnegie Institute is required to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by school administration, faculty, staff, students and guests in the event of

an emergency and evacuation. The President and School Directors are designated as the Campus Safety Officers (CSO), who will be responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. This warning may include information such as the date, time, and nature of the emergency. Oakland County, Macomb County and Wayne County all have emergency alert systems which can notify people throughout the community. For additional information, refer to the Employee/Student Safety Handbook.

Carnegie Institute's first floor occupancy provides quick and easy exit of the building. In addition **Emergency Exit Routes** are posted in every classroom and office for evacuation procedures. Emergency Response and evacuation procedures are updated and tested annually.

The Emergency Response and Evacuation Plan includes:

1. Emergency response and evacuation procedures will be publicized using emergency PA notification and physical notification by authorized personnel. This is designed to reach all Carnegie Institute students and employees. The school's website will post notification for students and employees not in attendance.
2. Emergency information will be broadcasted as a message via emails, cell phones, and verbal announcements, allowing for both electronic and verbal communication to all students and employees.
3. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring at the school.
4. A provision for immediate notification of the school community upon confirmation of a significant emergency or dangerous situation.
5. Procedures for disseminating emergency information to the larger community.
6. Procedures for disseminating updated emergency information which explains how this information will be communicated to the school and relevant members of the community on a regular basis.
7. Procedures for testing and publishing the plan on an annual basis.
8. A list of CSO's (titles and names) responsible for carrying out this process.

DRUG-FREE CAMPUS & WORKPLACE

ALCOHOL & DRUG POLICY

Carnegie Institute is designated as a "Drug-Free" campus. The possession, sale or the furnishing of alcohol or illegal drugs of any kind on campus is governed by the Standard of Conduct found in the catalog. Students are not allowed to bring alcohol or illegal drugs of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Any student or employee committing this violation is subject to disciplinary action imposed by the school. These sanctions may include:

- Mandated counseling with the managing director or employee’s supervisor
- Mandated attendance at a local treatment center
- Mandated completion of drug rehabilitation program
- Discharge from employment or expulsion from school

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. In conjunction with the campus security personnel, the campus will utilize the Drug Free Schools Policy that was implemented, and determine the following:

- The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any school related activities must be reported to administration.
- The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the school activities.

The campus must provide a timely notice to each student who has lost eligibility for any grant or loan assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary he may be eligible of Federal Funds.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk of becoming alcoholics than other youngsters.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH DRUG USE

Marijuana – Use can lead to an increase in heart rate of up to 50%, cause disoriented behavior, acute anxiety, and tremendous mood swings. There is potential for long-term physical and psychological damage.

Cocaine – Use can affect the brain in seconds and result in heart or respiratory failure. It can cause hallucinations, convulsions, and possible death.

Crack – Intensifies effects normally experienced with cocaine and can lead to intense dependency in a short time. The health risks are basically the same associated with other forms of cocaine.

Amphetamines – Use increases heart rate, raises blood pressure, and often causes blurred vision, dizziness, lack of sleep and anxiety. Use of amphetamines can lead to long-term physical problems.

Alcohol – Use can lead to a false feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and can be fatal.

FEDERAL SANCTIONS

Campuses are required to notify current/perspective students and employees of the federal legal sanctions associated with the possession of trafficking of controlled substance. Penalties for unlawful manufacturing, distribution, and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

SCHOOL CRIME REPORT

In compliance with Federal Regulations (34CFR 668.47), all post-secondary institutions are required to complete an **Annual Security Report** and include the following statistical data collected for the three most recent calendar years concerning any crime occurrences on campus that are reported to local police agencies. **For the period of January 1, 2016 through December 31, 2018, our report includes:**

Types of Offences	On Campus Incidences			Parking Lot		
	2018	2017	2016	2018	2017	2016
Criminal Offenses						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Hate Crimes based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Arrests for violating: liquor law, drug law and illegal weapons possessions						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug Abuse violations	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0
Disciplinary Actions						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0

Examples of Federal Drug Trafficking Penalties

<u>Substance</u>	<u>Amount</u>	<u>First Offense</u>	<u>Second Offense</u>
Marijuana	Less than 50kg	Not more than 5 years	Not more than 10 years
	50 to 99 kg	Not more than 20 years	Not more than 30 years
	100 to 999 kg	Not less than 5 years	Not less than 10 years
	1000 kg or more	Not less than 10 years	Not less than 20 years
Heroin	100 to 999 g	Not less than 5 years	Not less than 10 years
	1 kg or more	Not less than 10 years	Not less than 20 years
Cocaine	500 to 4,999 g	Not less than 5 years	Not less than 10 years
	1 kg or more	Not less than 10 years	Not less than 20 years

Additional details regarding federal drug trafficking penalties are available through the U.S. Drug Enforcement Administration at <http://www.justice.gov/druginfo/ftp3.shtml>.

State legal Sanctions

It is Carnegie Institute’s policy to comply with the State of Michigan laws regarding the possession, use and sale of alcoholic beverages, including enforcement of underage drinking. Campuses are required to notify current/perspective students and employees of the state legal sanctions associated with the possession or trafficking of a controlled substance.

Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance in the state of Michigan include, but are not limited to the following:

- Marijuana and LSD- First-time offenders may be sentenced to imprisonment of not more than one year and/or \$2,000 in fines. Repeat offenders may expect double the original penalty.
- Cocaine and Heroin – First-time offenders may be sentenced based on the amount of drugs possessed:
 - Under 50 g: Up to 4 years imprisonment and/or fines up to \$25, 000
 - 50 to less than 450 g: Up to 20 years imprisonment and/or fines up to \$250,000
 - 450 to less than 1,000 g: Up to 30 years imprisonment and/or fines up to \$500,000
 - Over 1,000 g: Up to life imprisonment and/or fines up to \$1,000,000

Local Counseling, Treatment, and Rehabilitation Programs

Campuses are required to notify current/perspective students and employees of local counseling, treatments, and rehabilitation programs for possession and trafficking of a controlled substance. There is help available to our employees and students. Carnegie Institute offers confidential assistance to students and staff. Contact the Co-School Director(s) of the school for assistance. There are many programs that can provide help and support. **In addition, please refer to the Student Handbook, A Catalog Supplement, for an extended list of counseling services on pages 43, 43a, and 44.**

Oakland County:

Covenant Community Care, 27776 Woodward Ave., Royal Oak, MI 48067 248.556.4900
 Mercy Place Clinic, 55 Clinton, Pontiac, MI 48342 248.333.0840

Gary Burnstein Community Health Clinic, 90 W. University, Pontiac, MI 48342
Alcoholics Anonymous Region Office SE Michigan 877.337.0611

Macomb County:

Neighbors Caring for Neighbors, 62324 Van Dyke, Washington Twp, MI 48094
Trinity Community Care Clinic, 47511 Van Dyke, Shelby Twp, MI 48317
Neighbors Caring for Neighbors, 13355 E. 10 Mile, Warren, MI 48089

Wayne County:

St. Frances Cabrini Clinic, 1050 Porter Street, Detroit, MI 48226
St. Vincent DePaul Immaculate Heart of Mary, 16003 Pembroke, Detroit, MI 48235
SE Michigan Community Alliance 800.686.6543