



# THE ELAINE STERLING INSTITUTE

## CAMPUS SECURITY AND SAFETY REPORTING 2023

This report is required by federal law and contains policy statements  
and crime statistics for the school

The Elaine Sterling Institute

3393 Peachtree Rd. NE #1003 B  
Atlanta, GA 30326

404-256-5228



3393 Peachtree Rd. NE Atlanta, GA 30326 404.256.5228

**Policy Statements**

**Availability of Annual Security Report**

The Elaine Sterling Institute has prepared this publication and made it readily available to all current students, faculty, staff, and prospective students. This report is required by federal law and contains policy statements and crime statistics for the Institute. The policy statements address the Institute’s policies and procedures concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ work of statistics as included for certain types of crimes that were reported to have occurred on the campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is additionally available online at [www.elainesterling.com](http://www.elainesterling.com). You may request a copy from the Administration Office of The Elaine Sterling Institute.

**Campus Security Authorities**

- Elaine Sterling – Owner/Founder
- Asha Sterling – COO
- Elana Trencher – Director of Operations
- Chris Andrews – Director of Administration

Law Enforcement.....911

Fire Department.....911

Ambulance.....911

Northside Hospital.....1-800-232-4636

Buckhead Fire Department.....404-546-7000

Atlanta Lenox Mall Police Mini Precinct.....404-467-8061

CDC.....800-232-4636

Poison Control.....404-851-8000

Lenox Square Management.....404-233-7575

## **Preparation and Disclosure of Crime Statistics**

The Institute prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA). This report is located in its entirety at our website at [www.elainesterling.com](http://www.elainesterling.com). This report was prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime statistics include those reported to The Elaine Sterling Institute Administration Offices, other campus officials, and those reported to us by local law enforcement agencies because of our request for pertinent data. These statistics may also include crimes that have occurred in public areas (not owned by the Institute) but utilized by our students, faculty, and staff.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site to access this report. Copies of the report may also be obtained at the Institute Administration office or by calling (404) 256-5228. All prospective employees may obtain a copy from the Administration office or by calling (404) 256-5228, and the web site address will be attached to ESI employment applications.

## **Policy Designating Reported Locations**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that our Institution report crimes on campus, and campus buildings or properties that meet all the following criteria:

- The Institute owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to the Institute's educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of Lenox Mall located at 3393 Peachtree Rd NE Atlanta, GA 30326.

## **Policy Concerning How to Report a Crime**

To report a crime or suspected crime, an individual may contact the Atlanta Police Department by calling 9-1-1, or the Institute's Clinic Office at 404-256-5228. Any suspicious activity or person seen in parking lots or loitering around vehicles, inside buildings or around the classrooms, spa or clinic areas should be reported to the Police Department.

Elaine Sterling – Owner/Founder 404-256-5228

Asha Sterling - COO 404-256-5228 [asha@elainesterling.com](mailto:asha@elainesterling.com)

Elana Trencher – Director of Operations 404-256-5228 [elana@elainesterling.com](mailto:elana@elainesterling.com)

Chris Andrews – Director of Administration 404-256-5228 [chris@elainesterling.com](mailto:chris@elainesterling.com)

## **Policy Concerning Voluntary Confidential Reporting**

If you are a victim of a crime and do not want to pursue action within the Institute system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Founder/Owner or a designee can

Updated 08/17/2023

file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, faculty, and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the Institute community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Institute.

### **Policy Advising Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Institute Administration and to the local Atlanta Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the community, students, faculty, staff and guests help ensure increased safety for all.

To report a crime or an emergency on the Institute campus, call Administration at (404)-256-5228. To report a non-emergency security or public safety related matter, call Administration at (404)256-5228.

### **Policy Defining Crime Types**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require reporting of specific criminal act reports – not necessarily convictions. Because a criminal act or suspicion of an act was reported, does not necessarily indicate that such an act occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity or suspected criminal activity and classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*.

Crimes reported in the Crime Statistics Reporting Table by type and for the most recent three (3) year period. The Institute does not have on-campus housing, so no Fire Statistics report is made nor is there any entry in the on-campus housing facilities column of the Table. This Crime Statistics Reporting Table is located further in this report.

A second crime report for the most recent three (3) year period is also made in the narrative form for reported Hate Crimes. Hate Crimes are those acts designated by the FBI in their publications entitled "*Uniform Crime Reporting Hate Crime Data Collection Guidelines*" and "*Training Guide for Hate Crime Data Collection*". For sex offenses only, the Institution uses definitions from the FBI's *National Incident-Based Reporting System (NIBRS) edition of the UCR*. Reported Hate Crimes are shown in Appendix C.

### **Policy Concerning Timely Warnings**

For any Clery Act crime, either on or off campus that, in the judgment of the Institute, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by the Director/Owner of the Institute. The warning will be issued through all available means of mass communication including public address announcements, personal notification, campus email, and personal email, texts and Institute computer program notifications and the Institute website. Anyone with information warranting a timely warning should report the circumstances to the Founder/Owner, Chief Operating Officer, Director of Administration, or the Director of Operations, by phone (404)256-5228 or in person at the Administration Office.

## **Policy Concerning Emergency Notifications**

Depending on the circumstances of the crime, the Institute may also issue an emergency notification. The notification will be announced by the Institute Director/Owner and will inform the campus community that as soon as they have confirmed that a significant emergency or dangerous situation exists, we will:

- Consider the safety of the campus community,
- Determine what information to release about the situation, and
- Begin the notification process. Posting on the Institute website will inform the community widespread.

The Institute will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or
- Otherwise mitigate the emergency.

As directed by the Clery regulations, emergency notification methods are tested drills, exercises, and appropriate follow-through activities, for the purpose of assessment and evaluation of emergency plans and capabilities. These tests are conducted once a year when the test is announced and once when it is not announced. To comply with the Clery requirement the tests must:

- Be scheduled.
- Contain drills.
- Contain exercises.
- Contain follow-through activities.
- Be designed for assessment of emergency plans and capabilities.
- Be designed for evaluation of emergency plans and capabilities.

An evacuation drill is coordinated by the Institutes' CSAs for all buildings on campus. The emergency response and evacuation procedures are tested twice a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation in the orientation. The CSAs do not tell students in advance about the designated locations for long-term evacuations as those determinations are affected by time of day, location of the facility being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The Institutes CSA staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

## **Policy Concerning Alcoholic Beverages**

The Institute campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Atlanta Police Department. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol

to a person under 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Institute Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Institute approval.

### **Policy Concerning Illegal Drug Possession**

The Institute campus has been designated “Drug free”. The unlawful possession, use, or distribution of any drugs on The Institute’s campus or, in connection with any Institute activities is prohibited. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Atlanta Police Department. Violators are subject to Institute disciplinary action, criminal prosecution, fine and imprisonment.

In compliance with the U.S. Department of Education Drug Prevention Programs of the Higher Education Act, Publication 101-226-20 U.S.C. Section 1145g, the following Drug Free Prevention Program is incorporated into the policy of The Elaine Sterling Institute in recognition of drug and alcohol abuse.

The following legal sanctions for said illegalities are set forth by the State of Georgia.

It Is A Crime in Georgia

-Alcohol-Related Laws

It is a crime for:

- Minors to purchase or possess alcoholic beverages.
- Parents or other adults to contribute to the delinquency of a minor through the purchase, sale or providing alcoholic beverages to a minor. Parents may sue anyone who serves or gives alcohol to their minor child without their permission.
- anyone to use a false driver’s license or birth certificate or any other false identification card to obtain illegally any alcoholic beverage.
- anyone to possess an alcoholic beverage on public school grounds.
- anyone to operate a motor vehicle while under the influence of alcohol or drugs, even if the person is “legally entitled” to use the drug.
- anyone to drink alcoholic beverages on the streets, sidewalks, alleyways, parking areas, public parks, or other open areas.

The penalties for violating alcohol possession and selling laws can be a misdemeanor charge that is punishable by:

- 30 days’ imprisonment
- A fine of \$300

The penalties for driving while under the influence of alcohol can be:

- 10 days to one year’s imprisonment
- A \$100 to \$1,000 fine
- Suspension of the driver’s license

Additional penalties apply to minors:

- A new law passed by the Georgia legislation in November 1982 provides that 16 and 17-Year- old drivers convicted of serious traffic offenses will lose their driving privileges.
- Rev. 04/01

State of Georgia

Criminal Liability – Alcohol

The following alcohol-related offenses are misdemeanors under Georgia Law, Chapter 3, Regulation of Alcoholic Beverages Generally, Article 2.

Offenses:

1. Giving an alcoholic drink to a person who is in a state of noticeable intoxication (O.C.G.A. Section 3-3-22).
2. Selling, giving or furnishing alcoholic drinks to a person under 21 years of age (O.C.G.A. Section 3-3-23(a)(1)).
3. Possession of an alcoholic beverage by a person under 21 years of age (O.C.G.A. Section 3-3-23(a)(2)).
4. Misrepresentation by a person under 21 of his age for the purpose of obtaining an Alcoholic beverage illegally (O.C.G.A. Section 3-3-23(a)(3)).

Penalties:

A. Penalties for supplying alcoholic beverages to persons under 21 (O.C.G.A. Sections 3-3-23.1.).

1. First Conviction – a misdemeanor but punishment limited to not more than six months imprisonment or a fine of not more than \$300, or both, and license to be suspended for a period of six months.
2. Second Conviction – a misdemeanor of a high and aggravated nature punishable by not more than twelve months imprisonment or a fine not to exceed \$5,000, or both, and license to be suspended for a period of one year, person placed on probation as required by court and person must undergo a comprehensive rehabilitation program (including, if necessary, medical treatment), not to exceed three years. (O.C.G.A.).

Sections 3-3-23 and 17-10-4).

B. The penalty for supplying alcohol to a person who is in a state of noticeable intoxication is a misdemeanor and is punishable under O.C.G.A. Sections 3-3-22 and 17-10-3.

C. Alcohol can be given to a person under 21 for:

- 1) Medicinal Purposes. O.C.G.A. Section 3-3-23(b)(1).
- 2) Religious Ceremonies. O.C.G.A. Section 3-3-23(b)(2).
- 3) By his parents in their own home to their children. O.C.G.A. Section 3-3-23(c).
- 4) Sellers of alcoholic beverages who have been furnished proper identification.

Updated 08/17/2023

## Civil Liability

This section summarizes the laws of Georgia under which persons who furnish alcohol or drugs in violation of Georgia law may be held liable to compensate third persons for injuries caused by the intoxicated user.

### I. Intoxicated Driver

The driver of an automobile who injures someone while driving under the influence of alcohol or drugs is civilly liable to the injured victim (or the victim's heirs) and may be required to compensate the victim for all injuries that are caused by the driver's intoxication and for possible punitive damages. This liability can be enforced in a civil suit by the victim against the abuser for monetary damages.

### II. Persons who serve Alcoholic Beverages (or furnish illegal drugs)

Under Georgia law, there are two statutes which prohibit the service of alcoholic beverages to certain categories of persons:

(a) any person (adult or minor) who is in a "state of noticeable intoxication" O.C.G.A.

Section 3-3-22, and (b) person under 21 years of age, O.C.G.A. Section 3-3-23(a)(1).

These statutes provide as follows:

"3-3-22. Sale, etc., of alcoholic beverages to intoxicated persons. No alcoholic beverages

should be sold, bartered, exchanged, given, provided, or furnished to any person who is in a state of noticeable intoxication."

"3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification for sale of alcoholic beverages; dispensing, serving, etc., of alcoholic beverages by persons under 21 years of age in the course of employment."

"(a) except as otherwise authorized by the law:

"(1) no person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age."

If a bar or restaurant, an employer at a social function, or even a person entertaining social guests in his home serves alcoholic beverages in violation of these statutes to one of the prohibited categories of persons, the offense is punishable not only as a crime, but the person serving the beverage in violation of either statute can be held liable to a third party who is injured by the intoxicated person (Sutter v. Hutchings, 254 Ga 194, 137

S.E.2d 716 (1985); Brumbelow v. Shoney's Big Boy of Carrollton, Inc., 174 Ga. App.

Updated 08/17/2023



160,329 S.E.2d 319 (1985), but not for injuries to the intoxicated drinker (Sutter v. Hutchings, supra; Brumbelow v. Shoney's Big Boy of Carrollton, Inc. supra); O.C.G.A. Sections 51-1-40.

(a) Bars and Restaurants

"The Case for Tavern Keeper Liability in Georgia," 9 Ga.L. Rev. 239 (1974);

Annotation: Liability of liquor furnisher under civil damage or dram shop act for Injury or death of intoxicated person from wrongful act of a third person, 65 ALR2d 923.

(b) Employer's Social Function

Brumbelow v. Shoney's Big Boy of Carrollton, Inc., 174 Ga. App. 170, 329 S.E.2d 319 (1985); Dobozy v. Cochran Airport Systems, 174 Ga. App. 625; "see also Annotation: Intoxicating Liquors: Employer's Liability for Furnishing or Permitting Liquor on Social Occasion, 51 ALR4th 1048.

(c) Hosts

A host or hostess who serves alcohol at a social gathering in their home may be liable to compensate third parties for injuries received because of the host/hostess having served alcoholic beverages to (a) an adult or minor guest "who is in a state of noticeable intoxication", O.C.G.A. Section 3-3-22, or (b) to a guest who is under 21 years of age, O.C.G.A. Section 3-3-23 (a) (1). Sutter v. Hutchings, 254 Ga. 194, 127 S.E.2d 716 (1985); O.C.G.A. Section 51-1-40. \*See also Annotation: Common Law Right of Action for Damage Sustained by Plaintiff in consequence of Sale or Gift of Intoxicating Liquor or Habit-forming Drug to another, 97 ALR3d 528.

\*The following violations can result in suspension of a minor's driver's license:

- driving under the influence of alcohol
- Speeding more than 25 miles per hour above the speed limit
- Other major violations, including vehicular homicide, manslaughter, hit and run, felony use of a vehicle, failure to render aid, making a false

statement, use of a motor vehicle to elude an officer and fraudulent use of

a driver's license.

Rev. 04/01

It Is A Crime In Georgia

Marijuana Related Laws

In this state, the legal consequences of marijuana use, or trafficking are worth serious consideration:

- Any person charged and convicted of possession of one ounce or less of marijuana is guilty of a misdemeanor, which is punishable by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1,000, or both. O.C.G.A. Section 16-13-2.

- Where more than one ounce of marijuana is involved, the law of the state of Georgia states the following: "It is unlawful for any person to possess, have under his control, manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute marijuana. Except as otherwise provided in O.C.G.A. Section 16-13-2 (First Offender Clause), any person who violates this subsection shall be guilty of a felony and shall be punished by imprisonment for not less than one (1) year nor more than ten (10) years." (Georgia Controlled Substance Act, O.C.G.A. Section 16-13-30)

There is in Georgia an extensive list of other drugs that have been determined to have a high potential for abuse or are not currently accepted medical use or have a potential for leading to or physical dependence. The possession, use or selling or such "controlled substances" carries severe penalties, including imprisonment up to 30 years. Indeed, so serious does society regard these controlled substances that it is a serious violation (punishable by imprisonment from one (1) to ten (10) years) to possess, manufacture, deliver, sell, etc., a counterfeit of such drugs. Federal laws, too, provide stiff penalties for violations.

- See the following website: <http://www.usdoj.gov/dea/briefingbook/page10-11.htm>

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.

Please be aware that partaking of any of the following may result in health risks associated with the use of illicit drugs.

- Marijuana – fatigue, paranoia, psychosis
- Cocaine – agitation, increase in body temperature, hallucinations, convulsions, death
- Barbiturates – shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, death
- LSD - long intense —trip|| episodes, psychosis, death
- Alcohol – impaired judgment and coordination, respiratory depression, death

Students who need help can contact:

Southeastern Region Center for Drug-Free Schools and Communities at:

The Hurt Building

50 Hurst Plaza, Suite 210

Updated 08/17/2023

Atlanta, GA 30303

404.688.9227

This Center serves the following States: AL, DC, FL, GA, NC, SC, TN, VA, and WV

For individual counseling, please contact the Administrative Office for a referral.

### **Policy Concerning Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The Elaine Sterling Institute will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institute against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, The Elaine Sterling Institute will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Policy Concerning Preventing and Responding to Sex Offenses**

The Institute provides information from the Atlanta Police Department about sexual assault education and information programs to Institute students and employees upon request. Literature on date rape education, risk reduction, and Institute response is available through the Administration Office.

If you are a victim of a sexual assault at the Institute, your priority should be to get to a place of safety. You should then obtain the necessary medical treatment. The Atlanta Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Institute Administration. Filing a police report with an Atlanta police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a sexual assault victim contacts the Atlanta Police Department, Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Institute, or only the latter. A representative from the Atlanta Police Department or the Institute Administration office will guide the victim through the available options and support the victim in his or her decision. Counseling and support services outside the Institute can be obtained through the DeKalb Rape Crisis Center 204 Church St, Decatur, GA 404-377-1429.

Institute disciplinary proceedings and special guidelines for cases involving sexual misconduct are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Institute sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the Institute for the first offense. Student victims have the option to change their academic after an alleged sexual assault, if such changes are available.

## **VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines the Institute's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and/or the building management to compile the statistics used in the report. Victims or witnesses to a crime on the school premises may report the crime to Administration on a confidential basis for inclusion into the in the annual disclosure of crime statistics. This document explains the institution's policy regarding crime prevention, public safety, and criminal reporting procedures. This document will be provided to all prospective students and staff and reviewed with all students during orientation and with staff at the time of hire.

The Institute promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and the prevention of crime, as well as gives options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you are confused or uncertain. The school's Campus Security Coordinator is the Director of Operations.

To conduct awareness programs, the school provides our students and staff with knowledge, information, and resources to prevent violence, promote safety, and reduce risk by showing how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. The Institute provides information on the Center for Disease Control (CDC) resource titled "Principles of Prevention" Training. Also, the National Sexual Violence Resource Center (NSVRC) programs for Bystander Intervention online learning opportunities and Campaigns and Programs. Finally, the institute recommends the Georgia Department of Driver Services "Risk Reduction Program". Additionally, any opportunity to invite local law enforcement or victim support services is carefully evaluated and scheduled. The Elaine Sterling Institute is committed to making your school a safe place.

### **Domestic violence**

#### **Federal Definition:**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### **Procedures for Victims of Domestic Violence**

If a student or staff member is a victim of domestic violence, inform them that they can notify the appropriate law enforcement authorities, including the local police, for medical assistance. If the victim wants the Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and alert the police. The Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of domestic violence report the incident in a timely

manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident. The student or staff member can file a complaint with the Campus Security Coordinator.

The complaint should outline all the details of the event and include a list of any witnesses or documentation to help support the allegations of domestic violence. The complaint should be filed as soon as possible after the occurrence of domestic violence has taken place.

If a student or employee is a victim of domestic violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will help with any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or the opportunity to drop and reenroll later without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These and other options will be provided to the alleged victim in writing, regardless of whether the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Security Coordinator in person.

Any student or employee who reports to the school that he or she has been a victim of domestic violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

## **Sexual Assault**

### **Federal Definition:**

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape, which includes sodomy, sexual assault with an object, is the 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. Fondling is the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Incest is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

### **Hearing Process**

If a student is alleged to have committed sexual assault, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to sexual assault and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them

Updated 08/17/2023

throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings if they apply equally to both parties. The appropriate school officials will meet upon the hearing's conclusion to discuss the complaint's facts and render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's sexual assault policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The school will only disclose information necessary to provide the accommodations or protective measures requested and will consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of sexual assault, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act

## **Dating Violence**

### **Federal Definition:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For this definition, dating violence includes sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of section § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Procedures for Victims of Dating Violence**

If a student or staff member is a victim of dating violence, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and alert the police. The Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of dating violence. The complaint should be filed as soon as possible after the occurrence of dating violence has taken place. If a student or employee is a victim of dating violence, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These and other options will be provided to the alleged victim in writing, regardless of whether the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Security Coordinator in person.

### **Hearing Process**

If a student is alleged to having committed dating violence, that student will have the right to a prompt, fair, and impartial investigation and hearing before the Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to dating violence and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them

throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred.

The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay. The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings if they apply equally to both parties. The appropriate school officials will meet upon the hearing's conclusion to discuss the complaint's facts and render a decision. The appropriate school officials will meet upon the hearing's conclusion to discuss the complaint's facts and render a decision. The accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld. A student found guilty of violating the school's dating violence policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The school will only disclose information necessary to provide the accommodations or protective measures requested and will consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of dating violence, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.



## **Stalking**

### **Federal Definition:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, course of conduct means 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, surveys, threatens, or communicates to or about a person, or interferes with a person's property.

A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily lead to professional treatment or counseling. For the purposes of complying with the requirements of this regulation, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

If you feel you are being stalked and in immediate danger, call 911 for assistance.

### **Procedures for Victims of Stalking**

If a student or staff member is a victim of stalking, inform them that they can notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance if needed and/or to alert the police. The Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of stalking report the incident promptly. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, if needed, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense.

A student or staff member can file a complaint with the Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of stalking. The complaint should be filed as soon as possible after the occurrence of stalking has taken place. If a student or employee is a victim of stalking, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or the opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These and other options will be provided to the alleged victim in writing, regardless of whether the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Security Coordinator in person.

## Hearing Process

If a student is alleged to having committed stalking, that student will have the right to a prompt, fair, and impartial investigation, and hearing before the Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to stalking and how to conduct an investigation and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred. The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if they apply equally to both parties. The appropriate school officials will meet upon the hearing's conclusion to discuss the complaint's facts and render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's stalking policy could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The school will only disclose information necessary to provide the accommodations or protective measures requested and will consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and

Updated 08/17/2023

options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

## **Rape**

### **Federal Definition:**

Rape is the 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.

### **Procedures for Victims of Rape**

If a student or staff member is a victim of rape, inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police and for medical assistance. If the victim wants the Campus Security Coordinator to notify the authorities, he or she will call (911) for medical assistance and alert the police. The Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including where applicable, restraining orders, orders for protection, no contact orders, or similar lawful orders issued by a criminal or civil court.

The school and police strongly advocate that a victim of rape report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for proof of a criminal offense, so do not disturb the area surrounding the incident.

A student or staff member can file a complaint with the Campus Security Coordinator. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations of rape. The complaint should be filed as soon as possible after the occurrence of rape has taken place.

If a student or employee is a victim of rape, he or she may request a change in his or her academic or work schedule, such as moving from night to day classes, or from a full-time to a part-time schedule; the school may also change the alleged perpetrator's schedule to prevent interaction with the victim until the complaint has been investigated thoroughly. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. The school's Financial Aid Leader will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These and other options will be provided to the alleged victim in writing, regardless of whether the victim chooses to report the crime to the police or file a complaint with the school; please notify the Campus Security Coordinator in person.

### **Hearing Process**

If a student is alleged to have committed rape, that student will have the right to a prompt, fair, and impartial investigation, and hearing before the Campus Security Coordinator and two additional employees of the school's administration, who have received annual training on issues related to rape and how to conduct an investigation and

Updated 08/17/2023

hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of evidence in this case requires clear and convincing evidence that the incident more than likely occurred. The school's policy is to investigate the allegations and conduct a hearing within thirty days of receiving the complaint. If necessary, the school's investigative team may need additional time to properly conduct a review of the alleged incident and to come to a fair conclusion; however, the school will make every effort to expedite the review process. If an extension of time is needed to conduct the investigation and hearing for good cause, the school will send a written notification to the accuser and the accused of the delay and the reason for the delay.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings if they apply equally to both parties. The appropriate school officials will meet upon the hearing's conclusion to discuss the complaint's facts and render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's rape policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The school will only disclose information necessary to provide the accommodations or protective measures requested and will consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

Any student or employee who reports to the school that he or she has been a victim of rape, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and options. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act.

Updated 08/17/2023

## Policy Concerning Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Institute is providing a link to the Georgia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Georgia State Police is responsible for maintaining this registry. Follow the link below to access the Georgia State Sex Offender website.

<http://services.georgia.gov/gbi/gbisor/ControllerServlet>

## EMERGENCY CONTROL MEASURES

### Chain of Command

1. On duty supervisor should handle emergency or notify Administration immediately.
2. If emergency is a serious medical issue or fire, call 911 and notify Administration immediately.
3. For facility maintenance issues contact Lenox Mall at 404-232-5151
4. If the emergency is of a severe or critical nature notify Administration.

## SAFETY

The safety and health of the employees and students is a priority. The Elaine Sterling Institute makes every effort to comply with all federal and state workplace safety requirements. The company's workplace safety rules and regulations are as follows:

1. Learn your job and how to be safe in the workplace.
2. Learn the location of fire alarm boxes, extinguishers, and your duties in case of fire.
3. Promptly report all unsafe or potentially hazardous conditions, such as the following to your supervisor:
  - a. Wet or slippery floors
  - b. Trashy or unsafe areas at work
  - c. Equipment left in the hallways
  - d. Exposed or unsafe electrical wiring
  - e. Careless handling of equipment
  - f. Defective or shield-less equipment
4. Immediately report all accidents to your supervisor.
5. Use proper lifting procedures and get help when needed.
6. Wear safety glasses and protective clothing.
7. Handle hazardous chemicals with proper safety equipment.

## SECURITY

Updated 08/17/2023

To protect employees, students and guests, the Elaine Sterling Institute requires certain procedures be followed at the workplace. The company's workplace security rules and regulations are as follows:

1. Visitors to the workplace must be properly admitted by checking in at the reception desk. All visitors are to be escorted while in the Institute and offices. Employees are responsible for any guests they bring onto company property.
2. Visitors or guests may be required to submit themselves to a search before entering company property. Items being brought onto or removed from the property may be searched.
3. Report any suspicious or questionable conduct to your supervisor.

After taking the appropriate action as outlined above, the supervisor must fill out an incident report and have witnesses verify the situation.

#### FIRE OR IMPENDING DANGER

1. All students, staff and guests evacuate the building by moving to the nearest exit.
2. All evacuated persons must report to the bottom parking lot behind building B (away from the building to allow ambulances and or fire trucks easy access to the main entrance of the building).
3. The supervisor on duty must call 911.
4. The supervisor must call roll to account for all staff and students.
5. Administration must be called immediately to be apprised of the situation.

#### TORNADO

1. Upon notification, move all staff, students, and guests to the bottom floor into the interior hallway.
2. Remain in the interior hallway until the ALL CLEAR is given.

#### HURRICANE

1. The supervisor on duty will ensure that the local television station is monitored for upcoming safety announcements from local government.
2. Staff and instructors will take necessary action to protect students and guests.
3. Students and staff must adhere to travel warnings for driving to and from the Institute during inclement weather.
- 4.

#### SEVERE WEATHER WARNING

1. Administration will notify the local TV station (WSB and FOX Atlanta) upon school closing due to inclement weather.
2. If power outage occurs in extreme hot/cold weather
  - a. Staff and instructors will ensure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow for ventilation in hot weather.
  - b. If the indoor temperature drops below 60 degrees F. or goes above 88 degrees F., notify Administration and Johnson Control at 800-289-2647 for additional instructions.

## VIOLENT ACTS BY A GROUP OR INDIVIDUAL

1. Senior person closest to the scene will notify Administration or supervisor on duty
2. Supervisor on duty is to direct bystanders away from the immediate area and call the police 911.

### **Notice of Annual Security Report Availability**

The Elaine Sterling Institute annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at [elainesterling.com](http://elainesterling.com). You may also request a paper copy from the Administration Office.