



# **CAMPUS SAFETY & SECURITY ANNUAL REPORT AND POLICIES**

**Published October 1, 2016**  
**[www.digrigoli.com/pdf/asr16](http://www.digrigoli.com/pdf/asr16)**

## Table of Contents

Introduction .....	1
Preparing the Annual Disclosure of Crime Statistics.....	1
Campus Security Authorities.....	1
Campus Security & Facility Access .....	1
Informing the Campus Community About Security Procedures.....	2
Reporting Crimes or Other Emergencies .....	2
Timely Warning Reports .....	3
Drug and Alcohol Prevention Program .....	3
Sexual Harassment and Sexual Violence Policy .....	3
<i>Definitions</i> .....	3
<i>Prohibited Conduct</i> .....	4
<i>Title IX Coordinator</i> .....	4
<i>Notice of Non-Discrimination</i> .....	4
<i>Complaint/Grievance Procedure</i> .....	5
<i>Investigation of Complaints</i> .....	5
<i>Retaliation Prohibited</i> .....	5
<i>Reporting Requirements</i> .....	5
<i>Sexual Assault Prevention &amp; Response</i> .....	6
<i>Notification of Sex Offender Information</i> .....	6
Emergency Action Plan & Evacuation Procedures.....	6
<i>Assignment of Responsibilities</i> .....	7
<i>Reporting Fire &amp; Emergency Situations</i> .....	7
<i>Notification of Evacuation Routes &amp; Procedures</i> .....	7
<i>Accounting for Students, Employees &amp; Visitors</i> .....	7

## Introduction

This report was prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (“VAWA”) The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by DiGrigoli School of Cosmetology; and on public property within, or immediately adjacent to and accessible from, the campus. Also included within the report are institutional policies concerning crime reporting, security awareness and crime prevention programs, substance abuse education and treatment, sexual violence prevention, and emergency response procedures.

The full text of this report is available online at [www.digrigoli.com/pdf/asr16](http://www.digrigoli.com/pdf/asr16).

## Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest and referral statistics include those reported to designated school officials and local/state law enforcement agencies. The Program Coordinator compiles all crime incident reports filed by victims/witnesses to school personnel and reports gathered from the local and state police for inclusion in the annual security report and the Web-based report to the U.S. Department of Education (ED).

Once the annual report is completed, an email notification will be made to all enrolled students, faculty and staff. This notification provides information on how to access the report online. Employees or students who do not have an email address will receive a written notice which provides similar information.

Copies of this report may be requested from the Program Coordinator by mail at 1578 Riverdale Street, West Springfield, MA 01089; by phone (413) 827-8888 x14; by fax (413) 827-8026; or by email at [j.manley@digrigoli.com](mailto:j.manley@digrigoli.com).

## Campus Security Authorities

A campus security authority is defined as:

- A member of a campus police department or a campus security department of an institution.
- Any individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

- Any individual or organization specified in an institution’s campus security policies as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities and who has the authority to take action on behalf of the institution.

The purpose and authority of campus security personnel is limited to securing the premises, protecting the facility and enforcing school rules and regulations. The function of campus security personnel is to report to the appropriate law enforcement personnel, or to an official or office designated by the school, those allegations of crimes that are concluded to have been made in good faith. *In good faith* means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

A campus security authority is not responsible for determining authoritatively whether a crime took place, has no power of arrest, will not be armed, and is forbidden from using force in any situation except in self-defense. The school refers all law enforcement issues to the local police, since the institution does not have any campus-based security personnel. As such, the school does not maintain a daily crime log. The School Owner oversees campus security authorities and is responsible for canvassing these individuals and offices.

Paul DiGrigoli, School Owner/CEO  
DiGrigoli School of Cosmetology  
1578 Riverdale Street, W. Springfield, MA 01089  
(413) 827-8888 x13 [p.digrigoli@digrigoli.com](mailto:p.digrigoli@digrigoli.com)

## Campus Security & Facility Access

It is the policy of the school that access to all campus facilities is limited to authorized personnel, students, clients receiving services, and invited guests.

Visitors are subject to school policies and codes of conduct at all times and responsibility for the lawful and appropriate behavior of visitors must be shared by their student or employee host.

Staff with security responsibilities are authorized to request unidentified persons to identify themselves while on campus and to evict unauthorized persons from the campus premises.

Campus security authorities will notify local police of all actual or suspected criminal activities, including trespassing.

The main entrance and interior doors to all school areas are locked and secured by alarm system during non-business hours. Emergencies may necessitate changes or alterations to any posted schedules.

### **Informing the Campus Community About Security Procedures**

All students are informed about campus security procedures and practices during orientation on the first day of classes.

Campus security policies are provided to students as part of the *Student Handbook*. All new employees are informed about campus security policies and procedures for reporting any criminal activity or emergency. Significant changes to policies or procedures related to security are distributed to all students and employees in a written or electronic notification.

As the school is in an urban area, employees and students are encouraged to be responsible for their own safety, the safety of others in the school community, and to take a common sense approach to personal safety. The following should be considered:

- When walking outside of the building, be aware of who and what is around you. Try not to walk alone after dark. For safety reasons, a staff member will walk you to your vehicle upon request.
- Keep your vehicle in good running condition. Always lock your car and remove all packages and any valuables or put them in your trunk.
- Try to park in a well-lighted area. Have your car keys in hand when you are going to your vehicle. Before entering the vehicle, look in the windows to check for intruders.
- Do not bring valuables or excess money to school.
- Mark your personal belongings and equipment for easy identification.
- Do not leave books or personal property unattended in the classrooms, student break room or Student Salon.
- Notify police or campus security authorities immediately of suspicious persons who are loitering on campus.

The school may disclose to the victim of any crime of violence the results of any disciplinary proceedings conducted against the perpetrator. A crime of violence is defined as:

- An offense that has the element, the use, attempted use, or threatened use of physical force against the person or property of another; or

- Any other offense that is a felony and that, by its nature involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

### **Reporting Crimes or Other Emergencies**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the school's administration in a timely manner.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security authorities and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the school's administrative staff for the purpose of disciplinary action.

The school has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Should you witness a crime in process or are a victim of a crime, DiGrigoli School of Cosmetology requests that you follow this procedure:

- During school hours, notify your instructor, the Program Coordinator or the School Owner immediately. That school official will complete a Crime Incident Report Form (available in the Student Resource Center) and will notify the West Springfield Police Department, if necessary.
- If a crime occurs during non-school hours and no school official is available, notify the West Springfield Police Department immediately (911 or 413.263.3210 for non-emergency). Incidents can be reported to West Springfield PD online at <https://secure.coplogic.com/dors/en/filing/selectincidenttype?dynparam=1443721234812>. To ensure appropriate notification to the campus community, students, faculty and staff should also file a report with a school official within 24 hours of the incident.
- Whenever possible, preserve evidence for proof of a criminal offense.
- All incidents documented on the Crime Incident Report Forms must be submitted to the Program Coordinator.

### Timely Warning Reports

In addition to the annual campus security report, the school will make a timely warning to the campus community of any occurrences of the following crimes:

- Criminal homicide including, (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- Forcible (rape/fondling) and non-forcible (incest/statutory rape) sex offenses;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft; and
- Arson;
- Separately by category of prejudice each crime listed above, as well as crimes of simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury that shows evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin;
- Arrests for liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested, but referred for campus disciplinary action, for liquor, drug, and weapons law violations.

A “timely warning” will be issued to all students, faculty and staff in the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat as determined by school staff and/or security authorities. Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators of crimes are members of the campus community.

All crimes that are reported will be posted in the student break room within a day of the reporting. In situations that could pose an immediate threat to the community and individuals, this warning will be verbally announced to students and staff. In addition, a warning will be sent by text message to all students, faculty and staff that have authorized receipt of text messaging from the school. The warning will include a description of the reported offense, a list of suspects (if applicable), and any relevant personal safety precautions.

FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. Although personally identifiable information is generally precluded from disclosure, this information may be released in an emergency situation.

FERPA does not preclude an institution’s compliance with the timely warning provision of the campus security regulations.

In addition, if institutions utilize information from the records of a law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA.

### Drug and Alcohol Prevention Program

DiGrigoli School of Cosmetology is a drug free campus and complies with Massachusetts underage drinking and all federal and state drug laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the school property. The *Student Handbook* includes the school’s policies regarding the use, possession, or sale of illegal substances and alcohol, and disciplinary actions. Employees are provided with these policies upon hire. Failure to abide by these regulations, in accordance with the Student Code of Conduct and employee policies, may result in disciplinary action up to and including termination.

Contact information for professional counseling services and literature regarding drug and alcohol abuse prevention and awareness is available in the Student Resource Center. The school’s Drug and Alcohol Prevention Program is available online at [www.digrigoli.com/pdf/dafap](http://www.digrigoli.com/pdf/dafap). Additionally, notice of Federal Student Aid penalties for drug law violations is available at [www.digrigoli.com/pdf/FSAdrug](http://www.digrigoli.com/pdf/FSAdrug). Any student, faculty or staff unable to access this information online may request a copy from the Program Coordinator.

### Sexual Harassment and Sexual Violence Policy

DiGrigoli School of Cosmetology is committed to providing a safe educational environment which is free of violence, harassment and discrimination.

Therefore, in accordance with Title IX of the Education Amendments of 1972, the Clery Act and VAWA, the school has adopted strict policies regarding these matters.

### Definitions

**Sexual Assault:** A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape.

**Sexual Violence:** Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature.

Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

**Sexual Harassment:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning.

**Stalking:** In Massachusetts, stalking is defined as (1) willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) making a threat with the intent to place the person in imminent fear of death or bodily injury. Delivery methods of the described acts or threats include, but are not limited to, by mail or by use of a telephonic or telecommunication device or any electronic communication device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature (such as email, internet communications, instant messages or facsimile communications).

**Intimate Partner Abuse:** Intimate Partner Abuse is a pattern of controlling behavior with a current or former dating partner or spouse. Abuse knows no boundaries and occurs regardless of age, income, culture, religion, education and race. It often begins with isolation, jealousy, threats or name-calling and may include emotional, sexual or verbal abuse. Physical violence may or may not be part of this pattern.

**Domestic Violence:** Domestic violence is a broader term which acknowledges that abuse and control can happen within a family structure or between members of the same household.

A domestic violence survivor can be someone who grew up in a family or household where this occurred or someone who is currently in this situation.

**Advocate:** An advocate is a person who has been trained on issues related to sexual violence situations and who provides support services through their work with a community organization (e.g. the local rape crisis center). It is the role of the advocate to provide information, discuss options with a survivor and offer support with any needed step. The help provided by an advocate can be a one-time occurrence (e.g. during the evidence collection exam) or on an ongoing, longer-term basis (e.g. reporting to police and going through the criminal justice processes).

#### *Prohibited Conduct*

DiGrigoli School strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence as defined above. Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

#### *Title IX Coordinator*

The Title IX Coordinator has the responsibility for overseeing all Title IX related activities, complaints and investigations.

Jessica Manley  
Financial Aid Director/Title IX Coordinator  
DiGrigoli School of Cosmetology  
1578 Riverdale Street, W. Springfield, MA 01089  
(413) 827-8888 x14 [j.manley@digrigoli.com](mailto:j.manley@digrigoli.com)

#### *Notice of Non-Discrimination*

DiGrigoli School of Cosmetology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Questions regarding non-discrimination policies can be referred to the school's Title IX Coordinator.

### ***Complaint/Grievance Procedure***

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, a campus security authority, or preferably the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the school is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Following an alleged offense, victims will be provided with written information on their rights (Victim's Rights form) and options for, and available assistance in, changing academic and working situations. The school will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Accommodation requests will be handled via the Title IX Coordinator.

### ***Investigation of Complaints***

In response to all complaints, the school will attempt prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity, but will generally be completed within sixty (60) days of receipt of the complaint.

The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the school will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed.

Complainants should be aware that in a formal investigation, due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The 'preponderance of the evidence' standard will apply to investigations; meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved.

If the school determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and steps will be taken to prevent the recurrence of any harassment or discrimination.

In addition to any criminal sanctions which may be imposed, the following is a list of possible disciplinary actions for unlawful harassment or discrimination, rape, acquaintance rape, or other forcible or non-forcible sex offenses:

- Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or employee is found to be violating any institutional regulation(s) during the probationary period.
- Suspension - Separation of the student or employee from the school for a defined period of time, after which the student or employee is eligible to return. Conditions for readmission may be specified.
- Expulsion - Permanent separation of the student or employee from the school.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that an employee or student is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### ***Retaliation Prohibited***

DiGrigoli School of Cosmetology will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

### ***Reporting Requirements***

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community.

The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### ***Sexual Assault Prevention & Response***

The school advises students and employees to follow safe practices to increase their awareness and to prevent incidences of sexual assault. Information on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and non-forcible sex offenses is available in the Student Resource Center or from the Title IX Coordinator. Additional information can be found online at sites including [www.safety.com/womens/](http://www.safety.com/womens/) and <http://www.ovw.usdoj.gov/>.

Local counseling for sex offense victims is available at:

- Elizabeth Freeman Center, Pittsfield MA (866) 401-2425 or (413) 499-2425
- Everywoman's Center, Amherst MA (413) 545-0800 or (413) 545-0883
- Llamanos y Hablemos Hotline for Spanish-speaking Individuals (800) 223-5001
- NELCWIT, Greenfield MA (413) 772-0806 or (413) 772-0871
- YWCA of Western MA, Holyoke & Springfield MA (800) 796-8711

Victims of sexual assault or rape should:

- Get to a place of safety following the attack.
- Because physical evidence is of the utmost importance to help establish proof of criminal assault and/or identify the perpetrator:
  - Do not change or clean your clothing
  - Do not clean your body
  - Do not disturb or alter the crime scene, if possible
- You are advised to go to a rape treatment center for a medical examination and treatment of physical injuries in a timely manner. Time is a critical factor for evidence collection and preservation.
- File a police report. Reporting a rape to the police will not obligate the victim to prosecute, but will ensure that the victim receives medical treatments/tests and has access to free confidential counseling from professionals specifically trained in the area of sexual assault crisis intervention.

NOTE: The school does not recognize any off-campus student organizations and, therefore, does not publish policies pertaining to such organizations.

### ***Notification of Sex Offender Information***

Notification of sex offender information is available online at [www.digrigoli.com/pdf/offenders](http://www.digrigoli.com/pdf/offenders). Any student, faculty or staff unable to access this information online may request a paper copy from the Title IX Coordinator.

The following websites may also be used to identify those persons registered as sex offenders in your state:

- **Connecticut**  
<http://www.state.ct.us/dps/Sor.htm>
- **Delaware**  
<http://www.state.de.us/dsps/sexoff/index.htm>
- **Maine** <http://www.informe.org/sor/>
- **Maryland**  
<http://www.dpscs.state.md.us/onlineservs/sor/>
- **Massachusetts**  
<http://www.mass.gov/sorb/community.htm>
- **New Hampshire** <http://www.egov.nh.gov/nsor/>
- **New Jersey**  
[http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html)
- **New York**  
<http://www.criminaljustice.state.ny.us/nsor/>
- **Pennsylvania**  
<http://www.pameganslaw.state.pa.us/>

### ***Emergency Action Plan & Evacuation Procedures***

The objective of the school's Emergency Action Plan is to ensure that all students and staff evacuate the building properly and safely in the event of a fire or any other type of emergency (chemical spill, power failure, explosion, natural disaster, life-threatening medical emergency, etc.). Our objective is to provide a safe and comfortable environment for faculty, staff, students and guests.

In the event of an emergency, school officials are responsible for providing a process for evacuating people from danger, protecting assets and property, and restoring operations to normal as quickly as possible.

If the West Springfield fire department or emergency medical services are called to the campus, they will take over the responsibility for evacuation and public safety.

Evacuation drills are conducted annually at a minimum. The purpose of the drills is to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas, and become accustomed with emergency exits and their orderly use. These drills require that everyone respond to the given instructions and leave their areas immediately.



Emergencies requiring action include:

- Fires
- Explosions
- Severe weather (floods, earthquakes, hurricanes, tornadoes, etc.)
- Toxic material releases
- Radiological and biological accidents
- Civil disturbances
- Workplace/school violence

In the event of an emergency, designated “emergency responders” (see following assignment of responsibilities) must determine if students, employees and visitors would be safer to exit the facility or to assemble within the building. For example, if the school is threatened by a tornado, hurricane, or chemical spill on a local roadway, it would be best to stay indoors and away from windows, external doors or air vents. A fire, earthquake or flood could compromise the structural integrity of the building, making it safer to evacuate.

#### *Assignment of Responsibilities*

**Safety Equipment & Emergency Controls:** The School Owner will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to students, employees and visitors in the event of an emergency. The owner will also ensure proper adherence to this plan through regular review, occurring at least annually.

**Emergency Action Plan Management:** The Program Coordinator will manage the Emergency Action Plan for DiGrigoli School of Cosmetology by maintaining all training records pertaining to this plan; scheduling routine tests of the school’s emergency notification system; maintaining a list of all employees’ and students’ personal emergency contact information and providing easy access to the list in the event of an emergency; and ensuring that fire/evacuation drills are conducted at least annually, evaluating the drills for effectiveness and weaknesses in the plan, and implementing changes to improve the plan as necessary.

**Emergency Responders:** Emergency responders are all school officials who have significant responsibility for student and campus activities and who have the authority to take action or respond to issues on behalf of the school. These officials include, but are not limited to, instructors, departmental directors, and supervisors. Emergency responders are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency; assisting students, employees and visitors (including those who have disabilities or who do not speak English) during an evacuation; checking

offices, classrooms, break rooms and bathrooms before being the last to exit an area; and accounting for students, employees and visitors after an evacuation has occurred.

#### *Reporting Fire & Emergency Situations*

All fires and emergency situations must be reported as soon as possible to the School Owner. To eliminate confusion and the possibility of false alarms, emergency responders must be authorized by the School Owner to contact appropriate community emergency response personnel. The telephone numbers and contact information for local emergency response personnel are:

- Fire: (413) 732-2650 or 911 for emergency
- Police: (413) 263-3210 or 911 for emergency
- Emergency Management: (413) 263-3345
- Health Department: (413) 263-3206
- Public Works Department: (413) 263-3242

The Program Coordinator or an instructor will contact the School Owner as soon as possible if media coverage of the situation is expected, and will also provide the owner with information on any student, employee or visitor injuries and/or loss of life, property damages, theft, or other losses.

#### *Notification of Evacuation Routes & Procedures*

Emergency evacuation escape route plans are posted in designated areas throughout the school. Students are shown the location of evacuation route plans and fire extinguishers during orientation on the first day of classes. All employees receive instruction on this Emergency Action Plan as part of new employee orientation upon hire. Items to be reviewed during the training include:

- proper housekeeping and fire prevention practices
- fire extinguisher locations, usage, and limitations
- escape routes and procedures
- threats, hazards, and protective actions
- means of reporting fires and other emergencies
- names of Emergency Action Plan Manager and Emergency Responders
- individual responsibilities
- emergency shut-down procedures
- procedures for accounting for students, employees and visitors
- availability of written Emergency Action Plan policies

#### *Accounting for Students, Employees & Visitors*

Accounting for all students, employees and visitors following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.

Once an evacuation has occurred, Emergency Responders will account for each student, employee or visitor assigned to them at the designated assembly area. Each student, employee and visitor is responsible for reporting to the appropriate Emergency Responder so that an accurate head count can be made.