



ATI Safety Report

Ensuring a safe environment for all at ATI.

Commitment to Safety

Top Priority

Safety and security of students, faculty, and staff are of utmost importance.

Shared Responsibility

Everyone must remain vigilant and report suspicious activities or crimes promptly.

Safe Environment

ATI is dedicated to ensuring a safe experience for all.

Campus Security Policy

Crime Awareness Act
ATI complies with the Crime Awareness and
Campus Security Act of 1990.

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Comprehensive Report

A detailed Campus Security Policy and
Report is available upon request.

Annual Distribution
Current students and employees receive
the report by October 1 each year.

3

University Regulations

1

Community Adherence

All members, including visitors, must follow University regulations.

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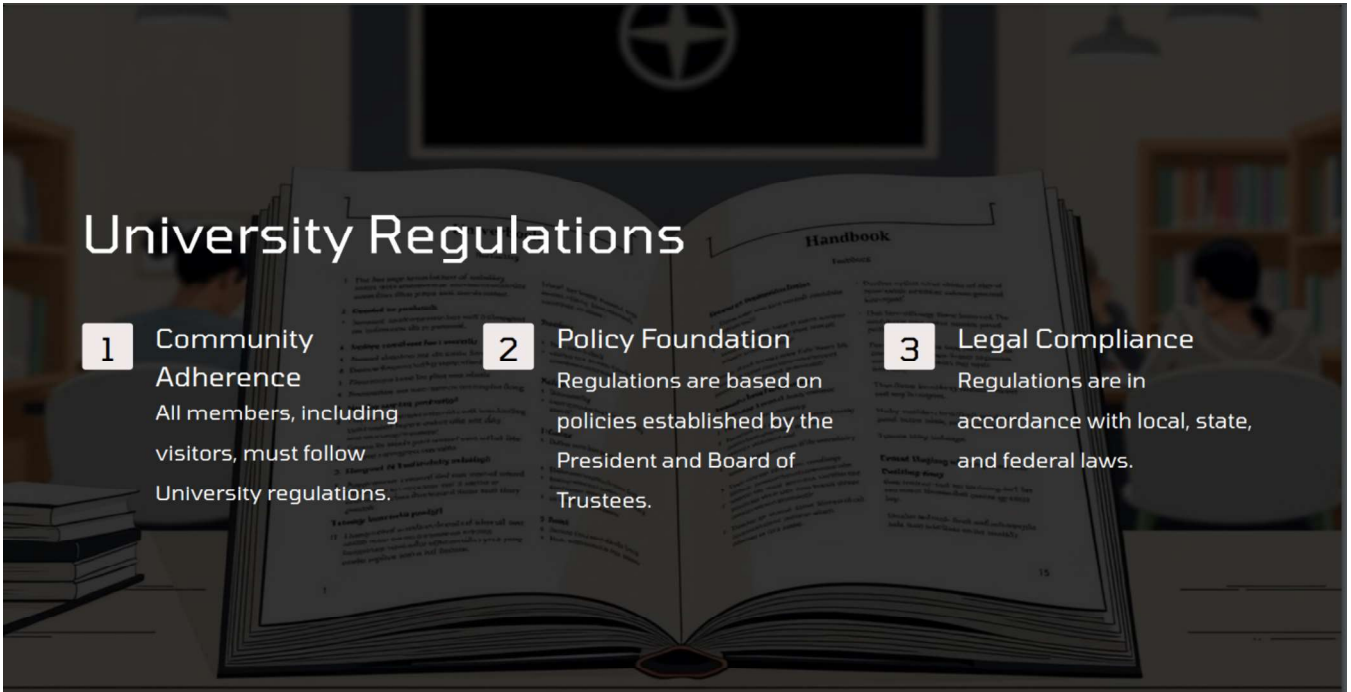
Policy Foundation

Regulations are based on policies established by the President and Board of Trustees.

3

Legal Compliance

Regulations are in accordance with local, state, and federal laws.



Student Expectations



Respect

ATI is committed to respecting students' dignity and integrity.



Rules

Students are expected to follow necessary rules and regulations.



Order

The University maintains order and can exclude disruptive individuals.

Title IX- Sexual Misconduct Policy

ATI is committed to providing a teaching, learning, and working environment that is free from sexual harassment and sexual misconduct.





What is Title IX?

[Office for Civil Rights](#)

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."



Sexual Harassment and Sexual Misconduct Policy

- This policy prohibits sexual harassment and sexual misconduct ("Prohibited Conduct") on University property and in all University programs and activities.
- All participants in University programs and activities are responsible for helping to ensure our University community is kept free of Prohibited Contact
- Individuals who are subjected to Prohibited Conduct in violation of this policy are encouraged to report these incidents.
- This policy applies to all members of the University community including, but not limited to, students, employees, interns, contractors and vendors (including their employees), guests and visitors while they are on University property or participating in University programs and activities.

Definitions under the Clery Act



Violence Against Women Act (VAWA)
Violence Against Women Act (VAWA), Federal law enacted in 1994, which promotes the investigation and prosecution of violent crimes against women, among other objectives. Recently, it amended the Clery Act [42 U.S.C. §§ 13701-14040], through the Campus Sexual Violence Elimination Act (SaVE) provision, Section 304.



Clery Act Definition of Sexual Assault
The Clery Act defines sexual assault as a forcible or nonforcible offense under the uniform crime reporting system of the Federal Bureau of Investigation.



NIBRS Definitions
This system includes the National Incident-Based Reporting System (NIBRS), which defines forcible sex offenses to include any sexual act, including rape, sodomy, sexual assault with an object, or fondling "directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent." NIBRS also includes incest and statutory rape as "nonforcible" sex offenses.

Definitions under VAWA

(Violence Against Women Act)

Dating Violence

Dating violence includes violence committed by a person who has been in a social relationship of a romantic or intimate nature with the complainant; the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by: a current or former spouse or intimate partner of the complainant, a person with whom the complainant shares a child, a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, a person similarly situated to a spouse of the complainant under the jurisdiction's domestic or family violence laws, or any other person against a complainant who is protected under the domestic or family violence laws of the jurisdiction.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress. This also includes instances of stalking based on sex—including stalking that occurs online or through messaging platforms, commonly known as cyber-stalking—when it occurs in the school's education program or activity.



Scope of Title IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department

Key Issue Areas

Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment.

Protection Against Retaliation

No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX.

Violation and Regulations

For a recipient to retaliate in any way is considered a violation of Title IX. The Department's [Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

LGBTQI+ Students

☆ Equal Access

The mission of the U.S. Department of Education's Office for Civil Rights (OCR) is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in our nation's schools.

- To serve this mission, OCR enforces civil rights laws to protect all students from unlawful discrimination and harassment based on race, color, national origin, sex, disability, and age.
- This includes students who are lesbian, gay, bisexual, transgender, queer, questioning, asexual, intersex, nonbinary, and individuals who identify their sexual orientation or gender identity in other ways (LGBTQI+).

🛡️ Protection from Discrimination

- Bullying, harassment, exclusion from school activities, and other forms of discrimination can interfere with LGBTQI+ students' access to a safe and inclusive school environment.
- Federal law requires schools to ensure that LGBTQI+ students and other students have equal access to all aspects of a school's programs and activities.



Q: What is Sexual Harassment

A: Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

Sexual assault

Any unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature

Quid pro quo harassment

A school employee offers something to an individual in exchange for sexual conduct

Hostile environment harassment

A situation of discriminatory or sexual nature that has occurred and created an adverse setting. An intimidating or offensive environment that causes a person to be fearful

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress. This includes stalking based on sex—including stalking that occurs online or through messaging platforms, commonly known as cyber-stalking—when it occurs in the school's education program or activity.

Dating violence

Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the complainant; the existence of such a relationship shall be determined based on consideration of the length of a relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence

Violence committed by a current or former spouse or intimate partner of the complainant, a person with whom the complainant shares a child, a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, a person similarly situated to a spouse of the complainant under the jurisdiction's domestic or family violence laws, or any other person against a complainant who is protected under the domestic or family violence laws of the jurisdiction

Reporting

Report to Title IX Coordinator

Violations of this Policy should be reported to the Title IX Coordinator.

Title IX Coordinator Information

Shanna Campise, Title IX/Section 504 Coordinator 5555 Greenwich Rd. Virginia Beach, VA 23462 (757) 994-1054 TitleIX_coordinator@auto.edu

Title IX Coordinator's responsibilities include:

Policy and Compliance

Promoting the creation of policies, procedures and notifications designed to ensure university compliance with Title IX;

Training and Expertise

Being trained annually regarding sexual harassment, including sexual violence, and is familiar with the university's grievance procedures;

Grievance Procedures

Overseeing implementation of grievance procedures, including investigation and disposition of complaints, and identifying and addressing any problems throughout an investigation;

Guidance and Support

Answering questions and providing guidance about Title IX compliance and the university's related policies and procedures;

Liaison Role

Serving as a liaison to the U.S. Department of Education's Office of Civil Rights and other state and federal agencies that enforce Title IX;

Education and Training

Ensuring the campus community and university employees are adequately trained and educated on their Title IX compliance responsibilities; and

Comprehensive Oversight

Monitoring all other aspects of the university's Title IX compliance.

Investigatory and Disciplinary Procedures

For purposes of this policy, a **Complainant** is any individual who is reported to have been subjected to Prohibited Conduct and a **Respondent** is a person who is accused of violating this policy. Complainants and respondents will be treated equitably.

- Upon receipt of a formal complaint, the Title IX Coordinator will assess for a possible Title IX violation. If a possible violation is found, written notification will be provided to both the complainant and respondent which contains the allegations and facts, details on the formal grievance process (investigation and live hearing), details on the informal resolution process (if an option), a statement that the parties can request to inspect and review certain evidence, and information regarding the code of conduct, presumption of innocence and false statements.
- Efforts will be made to ensure confidentiality to the extent practical consistent with the goals of preventing further instances of the alleged Prohibited Conduct and conducting a fair and thorough investigation.
- If a possible violation of Title IX is not found, if the Complainant notifies the Title IX Coordinator in writing that he/she wishes to withdraw the complaint or if the respondent is no longer employed by the University, both parties will be sent written notice which includes the reason for the dismissal and the right to appeal.

Please note that this policy sets forth our goals of promoting a teaching, learning and work environment that is free of Prohibited Conduct. The policy is not designed or intended to limit the University's authority to discipline or take remedial action for conduct the University deems unacceptable, regardless of whether that conduct meets the definition of Prohibited Conduct.

Confidential Resources



WellConnect

Support is provided by calling this toll-free number 1-866-640-4777 and speaking to someone. The line is staffed 24/7 and individuals are connected to licensed counselors who can provide telephonic support, or if appropriate, provide face-to-face counseling.



National Hotlines

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673



Online Resources

- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/cvwa>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>



Local Support

- Your local police department



Reporting a Crime or Emergency



1

Witness or Involvement

If you witness or are involved in a criminal activity or emergency.

2

Immediate Reporting

Report immediately to the Campus President or Director of Academic Affairs.

3

Investigation

ATI representative and local authorities will investigate and take necessary actions.

Record Keeping

The Campus President or Campus Director will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded at each ATI location. Monthly/ quarterly reports will be forwarded to the University Administration office at the Virginia Beach main campus.

University Administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies:

- Criminal Homicide
- Murder & non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses (including forcible and non-forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and Disciplinary Action Referrals for: Drug and Liquor Law Violations & Illegal Weapons Possession
- Hate Crimes includes the following offenses determined to be hate crimes:
 - Larceny/Theft
 - Simple Assault
 - Intimidation
 - Destruction of Property/Damaged Property/Vandalism of Property
 - Domestic Violence
 - Dating Violence
 - Stalking



Elevator Safety



- 1 Awareness**
Look into the elevator before entering and check its direction.
Don't get on an elevator if you are at all uncomfortable with anyone in it.

- 2 Positioning**
Stay near the control panel, even when alone.

- 3 Emergency Stop**
Use the red button if you are in danger.

- 4 Report**
Any vandalism and malfunctions to the Campus President or University Administration.

Parking Guidelines



Designated Areas

Students should park only in designated areas.



Parking Permits

Some campuses issue parking permits, which must be displayed as instructed.



Handicapped Parking

Reserved for those with state-issued handicap placards or license plates.

Auto Theft Prevention



Secure Parking

Park in designated, well-lit areas.

Lock Up

Roll up windows and lock your car.

Hide Valuables

Do not leave valuables in plain sight.

No Spare Keys

Never hide a spare key on the vehicle.

Lost and Found



- ▶ **Lost Item Procedure:** Personal items found on ATI's premises should be turned in to the student window or front office and may be claimed upon demonstration of ownership.
- ▶ **Retention Policy:** Items turned in will normally be retained for 30 days. ATI does not carry insurance to cover loss of personal property nor does it assume responsibility for such loss.

Fire Emergencies

Alarm Sounds

The fire alarm system will sound in case of emergency.

Use Stairs

In multi-story locations, use stairwells, not elevators.

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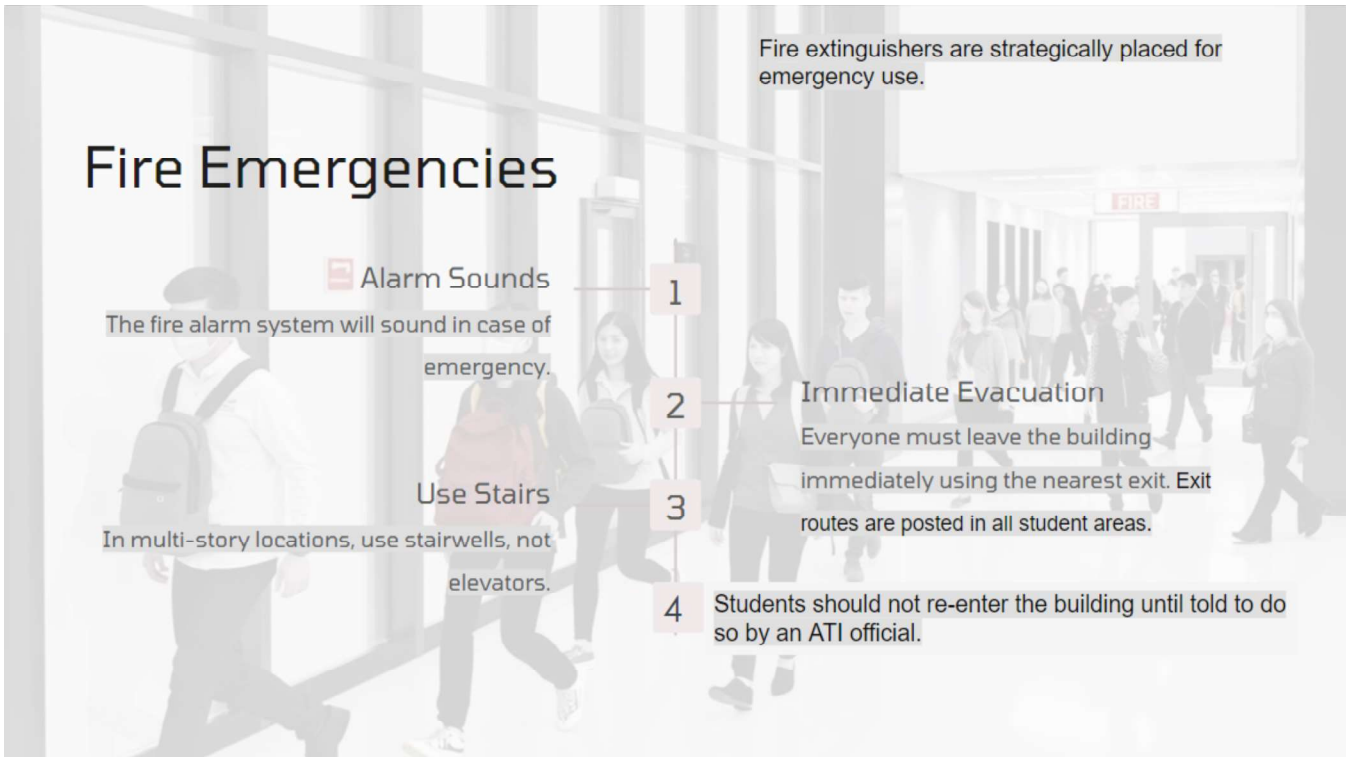
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Fire extinguishers are strategically placed for emergency use.

Immediate Evacuation

Everyone must leave the building immediately using the nearest exit. Exit routes are posted in all student areas.

Students should not re-enter the building until told to do so by an ATI official.



Evacuation and Lockdown Plan

- 1 Comprehensive Plan**
ATI has a detailed Evacuation and Lockdown Plan.
- 2 Safety Steps**
The plan outlines steps for campus management, students, visitors, and employees.
- 3 Accessibility**
The full plan is available online for review.



Evacuation and Lockdown Plan

Table of Contents

1	Introduction	2
2	Evacuation.....	2
2.1	General guidelines	2
2.2	Evacuation of persons with disabilities.....	3
2.3	Accountability for students.....	3
2.4	Accountability for employees	3
2.5	Accountability for visitors	3
2.6	Leaving premises.....	3
2.7	Further Assistance.....	4
2.7.1	State Emergency Management Offices.....	4
3	Lockdown and “Shelter-in-place”	4
4	Access control	6
5	Response team organization.....	6
6	Routine emergency preparation activities.....	7
6.1	Fire drills.....	7
6.2	Fire inspections	7
6.3	Crime reporting.....	7
6.4	Safety audit	7
6.5	Update lists	7
6.6	First aid supplies.....	8
6.7	Training	8
6.8	Annual review of plan	8
7	Communication plan.....	8

1 Introduction

The Advanced Technology Institute (ATI) Evacuation and Lockdown Plan is a component of the full Emergency Management Plan for ATI. It outlines appropriate responses to be taken by campus management, students, visitors, and employees in the event of a threat to the well-being of the campus and its occupants. The following sections outline the approved approach to evacuation and lockdown responses at ATI and provide detail about the steps to be followed in the execution of the plan.

2 Evacuation

The orderly evacuation of a campus building shall proceed via well-defined, permanent routes posted in each classroom and public area of the building. These routes take into consideration the traffic flow through the building in order to ensure that no “bottlenecks” exist and that all exits are being used within their capacities. Evacuation routes and exits shall be adequately marked so that persons unfamiliar with the building can quickly find a safe exit in the event of an emergency.

The guidelines contained in Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.36 shall be used as a basis for the designation of approved evacuation routes in a facility.

2.1 General guidelines

In the event of an emergency requiring evacuation, occupants are alerted by the sounding of an alarm and strobe light. If an emergency alert system (such as the Alertus Localized Emergency Notification System) is in place at the campus, it shall be activated with an appropriate emergency message advising evacuation of the building. All occupants shall evacuate immediately by means of the nearest available marked exit, except that the following employees may remain in the workplace to shut down or monitor critical operations before they evacuate:

- ECPI University President
- Director of Facilities
- Any Vice President of ECPI University
- ATI Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager
- Any employee(s) designated by the Campus President or University Administration to assist with clearing each floor of the building.

Students shall evacuate with their class and faculty member via the evacuation route posted in the classroom.

Portable fire extinguishers are provided in the workplace. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Per OSHA guidelines, extinguishers shall be used only if the fire is no higher than the height of the person, covers less than 60 square feet in area, is not present in the walls or ceiling, and can be fought from a standing position. Otherwise, all employees must evacuate and no attempt to extinguish the fire shall be made.

Any employee who is a licensed EMT, paramedic, or other first responder may perform rescue or medical duties during an emergency.

After an emergency evacuation, students, visitors and employees are to gather in the designated area within the parking lot at least 200 feet from the building. If possible, signs should be used to indicate the appropriate distance from the building. In the event of hazardous weather, the emergency response team may make a decision to move evacuees to a nearby shelter in a safe area.

2.2 Evacuation of persons with disabilities

Persons with disabilities are to be assisted by other students and employees if it is safe for them to do so. A “buddy system” may be implemented so that a designated employee or employees will help the disabled person in the event of an emergency. If evacuation is not possible, emergency personnel shall be made aware of the persons’ location in the building and their requirements for safe evacuation. Persons who do not speak English may also require special assistance and shall be escorted from the building if assistance is required.

2.3 Accountability for students

After an emergency evacuation, the procedure for accounting for all students includes use of classroom rosters to account for all students present on campus at the time of the emergency. Each faculty member will immediately report missing students to the Campus President or Night Manager/Campus President designee as available. Students are required to rejoin their class or, if that is not possible, otherwise contact their faculty member in the parking lot after an evacuation.

2.4 Accountability for employees

Immediately after an evacuation, each employee is required to contact his or her supervisor so that an accurate head count may be made. Supervisors are to account for each of their direct reports and report any missing employees to the Campus President or Night Manager/Campus President designee as available.

2.5 Accountability for visitors

Accountability for campus visitors shall be achieved by using the sign-in sheets from the reception area. Any visitor should be escorted out of the building by the employee(s) with whom they are meeting.

2.6 Leaving premises

In certain circumstances, students and/or employees may be allowed to leave the campus property after an evacuation. In these cases, those leaving the premises must inform their faculty or supervisors so that their absence can be recorded. Because of the absolute necessity to account for the safety of each student and employee, the ECPI University President and ATI Campus President/President designee are the only persons who may authorize students and/or employees to leave campus during or after an emergency or drill.

2.7 Further Assistance

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

- Mark Dreyfus, ECPI University President
- Director of Facilities
- ATI Campus President
- Night Manager/Campus President designee
- Campus Facilities/maintenance manager

2.7.1 State Emergency Management Offices

Each state in which ECPI-owned campuses operate has Emergency Management offices available to assist citizens and businesses in the state with emergency planning. The following contact information may be used to contact them for additional resources:

2.7.1.1 Virginia

Virginia Department of Emergency Management
10501 Trade Ct.
Richmond, VA 23236
Phone: 804.897.6500 (or 804.674.2400 after hours)
www.vaemergency.com

2.7.1.2 North Carolina

Support Services Branch
North Carolina Division of Emergency Management
116 West Jones St.
Raleigh, NC 27603
Phone: 919.733.3867
www.ncem.org

2.7.1.3 South Carolina

South Carolina Emergency Management Division
2779 Fish Hatchery Rd.
West Columbia, SC 29172
Phone: 803.737.8500
www.scemd.org

3 Lockdown and “Shelter-in-place”

In the event of a chemical, radiological, or other airborne release, regardless of the source, it may be preferable to request students, employees, and visitors to remain in the building. The presence of an intruder or other immediate threat of bodily harm inside the building may necessitate additional measures, such as a lockdown. The advice of emergency planning personnel should be followed in these

situations. However, if no such advice is forthcoming, the following procedure may be used until better information becomes available.

1. The need for a lockdown shall be communicated to employees and students via email message, text message for faculty, staff, and students (where student has given permission for ATI to send emergency text messages), and “screen pop” on campus computers where available. If an emergency notification system is available on the campus, it shall be activated with an appropriate message displayed to desktops and alert beacons. Vocal notification may also follow. Any notifications shall be given by the Campus President, the campus Night Manager, or one of the campus employees appointed by the Campus President to have access to the system being used and training in its use. If none of these people are available, the person designated as being in charge of campus operations at that time shall initiate the notification process.
2. The initial message to be used shall be a pre-approved message provided by the emergency notification system (where available) so that notification occurs as quickly as possible. If an emergency notification system is not available, messages should simply say that an emergency situation exists on the campus and a lockdown or “shelter-in-place” is now required.
3. Further information may be communicated by campus management via emergency notification system, email, text message, screen pop, and/or telephone when it is safe to do so.
4. The external doors to the campus building shall be locked and the campus shall be closed so that additional hazards (e.g., contamination) will not enter the campus in this manner and so that additional persons are not exposed to the emergency situation.
5. The automated answering systems shall be used to inform callers that the campus is closed and that all personnel are being sheltered in place until it is safe to leave the premises.
6. All employees, students, and visitors shall remain inside the building.
7. Students, employees, and visitors may call their emergency contacts to let them know that they are safely sheltered.
8. Windows and air vents shall be closed by the employee(s) closest to them. If a tool is required to close the air vents, it shall be stored in a clearly-labeled location within the room.
9. Any mechanical air handling systems, fans, and HVAC systems must be shut down by building maintenance or other person designated by the Campus President.
10. All shades, blinds, and curtains shall be closed by any employees or students near them.
11. All disaster supplies shall be gathered in an easily accessible location. The Campus President may do this or may designate another employee for this task.
12. Faculty, staff, and students shall be moved to interior rooms and hallways, away from outside walls, windows, and doors, in which both cellular and “land-line” telephones should be available so that emergency contacts may be called.
13. If possible, available employees should cover vents, windows, and doors with plastic sheeting or any other available covering. Plastic will typically be available from janitorial supply or maintenance areas of the building.
14. In each room or hallway, one employee should document all actions taken, and record the names of the people being sheltered in the room.

15. If a radio, TV, or internet connection is available in the room, monitor appropriate channels and resources for the latest information about the emergency.

4 Access control

The campus president shall identify at least two people who have access control to all areas of the campus site at any time it is open for business. This includes times when classes are not in session but when students, employees, and/or visitors still may be on the premises. This requires that two people must have master keys and passcodes to all rooms and storage locations on the premises at any time the building is open. In the event of an emergency, these people shall assist first responders in accessing any affected parts of the campus premises.

A list of possible employees with the appropriate level of access control may include (but is not limited to):

- ECPI University President
- Director of Facilities
- ECPI University Vice Presidents
- ATI Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager

5 Response team organization

The response team organization for each campus location will be responsible for interfacing with emergency first responders, selecting the correct set of emergency procedures and checklists from the emergency plan document, implementing the procedures, and securing the campus premises. The following campus personnel would be expected to serve on the campus's response team:

- ATI Campus President
- Campus Night Manager/Campus President designee
- Campus Facilities/maintenance manager

If the ECPI University President and/or Vice Presidents are on the premises, they would also be expected to assist.

In the event that an adequate number of designated response team members are not available at the campus location when an emergency situation occurs, additional "ad hoc" members may be appointed by the local response team. These persons may include other campus management officials such as the Director of Admissions, Department Heads, or any persons who have emergency response training.

Appointed members of the campus site's response team should meet at least twice a year for emergency response training, simulated emergency exercises, and any other needed preparation.

6 Routine emergency preparation activities

6.1 Fire drills

Fire drills must be held at least twice a year at each campus site. Typically these drills are conducted in the spring and fall of the year. Local emergency responders shall be contacted for assistance in conducting the drill. The evacuation criteria established by local ordinance shall be followed by the campus. The evacuation shall be timed, and the results shall be analyzed after the drill to look for ways to improve the evacuation routes and processes.

Documentation of the fire drills and subsequent analyses shall be maintained and sent to the Director of Facilities.

6.2 Fire inspections

Fire inspections shall be conducted by local fire department personnel at each campus location periodically, as required by local ordinance. Annual inspections are preferred if they can be arranged with the locality; however, less frequent inspections may be conducted as long as local ordinances are followed. Any recommendations made by the fire inspector shall be resolved within the time frame provided by the inspector.

Documentation of the fire inspections and corrective actions shall be maintained and sent to the Director of Facilities.

6.3 Crime reporting

Any criminal activity observed on campus shall be reported to local law enforcement authorities. All relevant information shall be documented including names of people involved, complete description of the incident, exact location of the incident, date and time of occurrence, and steps taken to resolve the situation. This documentation shall be maintained at the campus site and shall be forwarded to the Director of Facilities and Chief Information Officer at ECPI University Administration.

6.4 Safety audit

An annual Safety Audit shall be conducted by each campus location. This audit shall check to see that all preparations described in this plan have been made at the campus and shall include “walk-throughs” that allow assessment of the safety of the site. Fire extinguishers shall be inspected at this time to determine if they require maintenance, and if so, the needed maintenance shall be completed. A checklist to be used for the safety audit is attached in the appendix of the Emergency Management Plan. Upon completion, the checklist shall be maintained at the campus with copies returned to the Director of Facilities and the Chief Financial Officer.

6.5 Update lists

Lists of personnel serving on response teams at the campus sites, personnel with access control to campus premises, and personnel who may assist with evacuation and securing of a campus site shall be updated at least annually or whenever a personnel change has occurred at the site. Lists are expected to be kept current and are subject to audit at any time.

6.6 First aid supplies

Needed first aid supplies, to include an appropriate workplace first aid kit, shall be checked at least annually as part of the safety audit to determine if any supplies are dated and require replacement. If food and water are stored for possible shelter-in-place at a campus site, it shall also be checked for expiration and replaced if out of date.

6.7 Training

Campus response teams and campus management shall receive regular training to prepare them for fast, correct response in the event of an emergency. A base level of training should be established for emergency response and hazmat to keep all campuses equally trained. Training shall be held a minimum of two times a year. Training may include, but is not limited to, first aid training, CPR, OSHA training, hazmat response training, “tabletop” exercises (in which emergency scenarios are presented for possible response), simulation drills, Community Emergency Response Team (CERT) training, or other emergency management education.

Students and employees also will benefit from periodic safety and emergency response awareness education. These activities may include presentation of safety awareness videos, “safety minutes” at the beginning of each meeting conducted on campus that address some aspect of campus safety, practiced responses to weather-related emergency, hurricane tracking, or any other interactive presentation of safety-related topics. Links may be provided to various emergency planning websites, and emergency plans may be included as part of classroom assignments.

6.8 Annual review of plan

In order to ensure that the entire emergency management plan is current and is meeting the needs of ATI, this plan shall be reviewed annually by the Director of Facilities, Chief Financial Officer and Vice President of Operations. If changes are required, the new plan shall be distributed to the Campus President for further distribution to employees. If no changes are required, the Campus President shall be notified that the plan will remain in effect for the upcoming year. This review shall be conducted in the spring and shall take effect at the start of the academic year on July 1.

7 Communication plan

In the event of an emergency situation at a campus, the emergency response team (which may be a first responder) shall determine what information will be disseminated to the public. If that is not possible, the Campus President shall contact the ECPI University President for further instructions about what information may be released. The University President will handle all media releases about the incident on behalf of the campus.

No employee may release information about the emergency situation to the media without approval of the University President.

Internal communications proceed from the emergency response team available at the time of the emergency. The highest ranking ECPI or ATI employee available to serve on the emergency response

team shall be the point of contact for students and employees and shall provide any necessary communication to them.

Bomb Threat Procedure

1

Keep Caller on Line

Keep the caller talking and record every word spoken. Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.

2

Gather Information

Ask for bomb location, detonation time, and note caller's voice characteristics. Pay particular attention to peculiar background noises such as motor running, background music, and any other noise, which may give a clue as to the location of the caller.

3

Report Immediately

Inform Campus President or University Administration without delay.

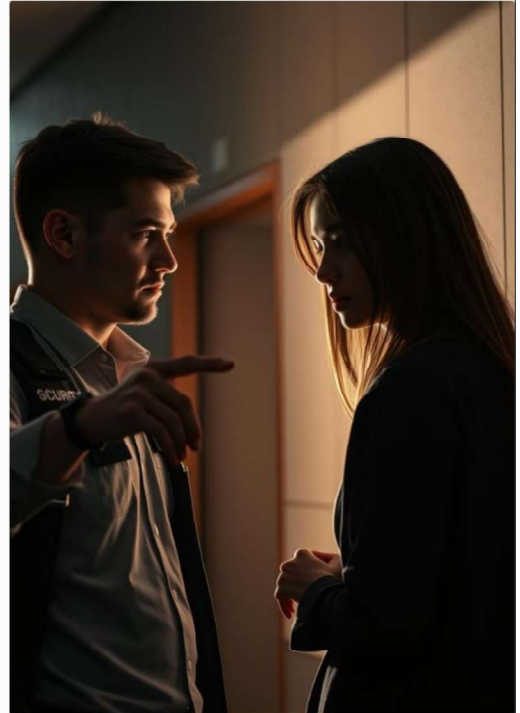
Reporting Suspicious Activities

▶ **When to Report**

Whenever you observe suspicious events, even though you may not be the only person observing them, contact the Campus President or University Administration.

▶ **Better Safe Than Sorry**

Never think that the next person will do what you should do. Often we fail to call because we are not sure if what we see is suspicious. If you are in doubt, contact the Campus President or University Administration promptly. Don't wait to talk it over with fellow students or other staff/faculty.





Identifying Suspicious Activities



Unusual Property Movement

Someone carrying valuable items at odd hours or locations.



Suspicious Sounds

The sound of shattering glass or tampering with vehicles.



Loitering

Persons loitering around school or parking areas.

Crime Prevention Strategies

Education

Educating staff, faculty, and students about safety measures.

Information Sharing

Holding meetings and disseminating important safety information.

Security Systems

Implementing security systems and surveillance equipment on campus.



Student Safety Responsibilities

Secure Doors

Never prop open exterior doors and always lock your room.

Verify Visitors

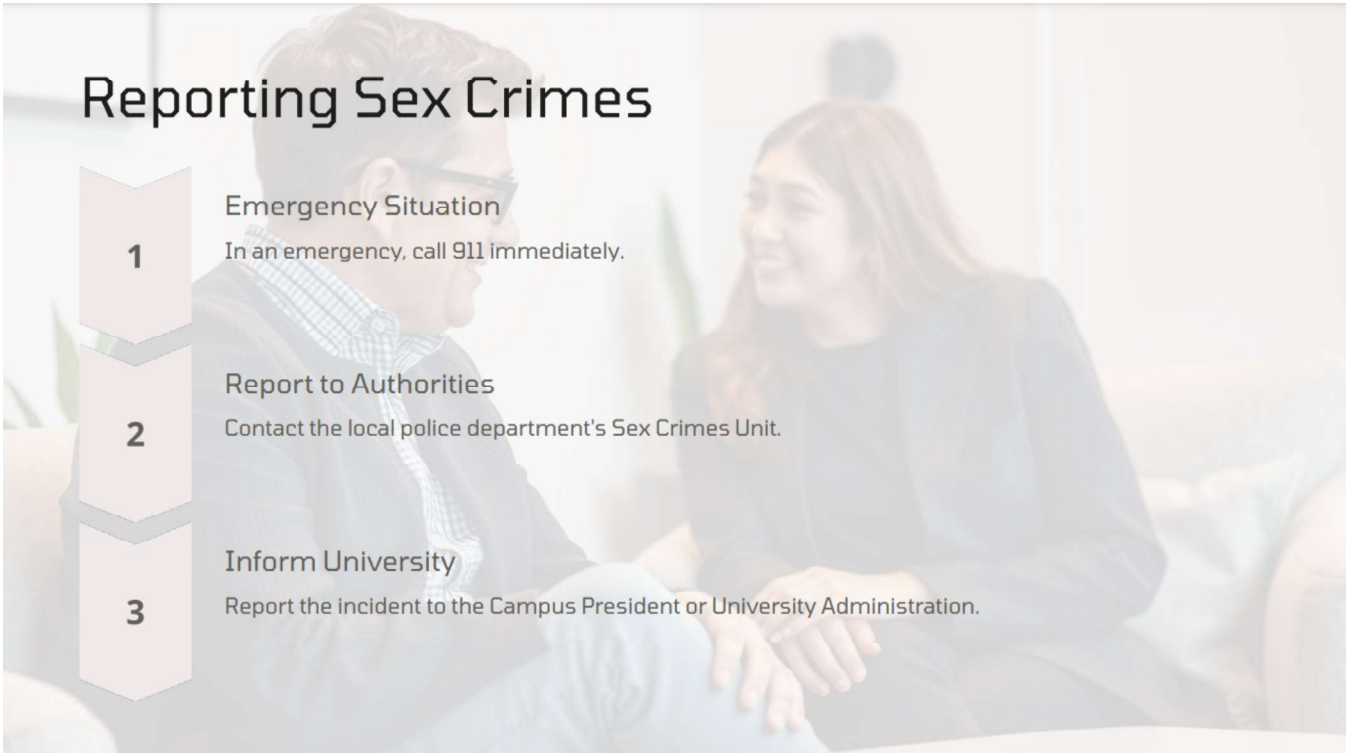
Check a visitor's identity before allowing access.

Key Safety

Carry keys at all times and never lend them out.

Buddy System

Use the buddy system when walking to your car at night.



Reporting Sex Crimes

1

Emergency Situation

In an emergency, call 911 immediately.

2

Report to Authorities

Contact the local police department's Sex Crimes Unit.

3

Inform University

Report the incident to the Campus President or University Administration.

Guidance for Rape Victims

1

Immediate Help

Seek help immediately from police, friend, doctor, hospital, or crisis program.

2

Preserve Evidence

Do not touch anything or change clothes before contacting authorities.

3

Report Incident

Contact police or go to the hospital to preserve valuable evidence.

Additional Crime Prevention Resources



McGruff Campaign

Crime prevention program available to businesses and communities.



Local Organizations

Resources available through local crime prevention organizations.

Drug Abuse Prevention Policy

Compliance

ATI complies with the Drug-Free Schools and Communities Act Amendments of 1989.

Student Information

Students are informed about drug and alcohol prohibitions and consequences at orientation.

1

2

3

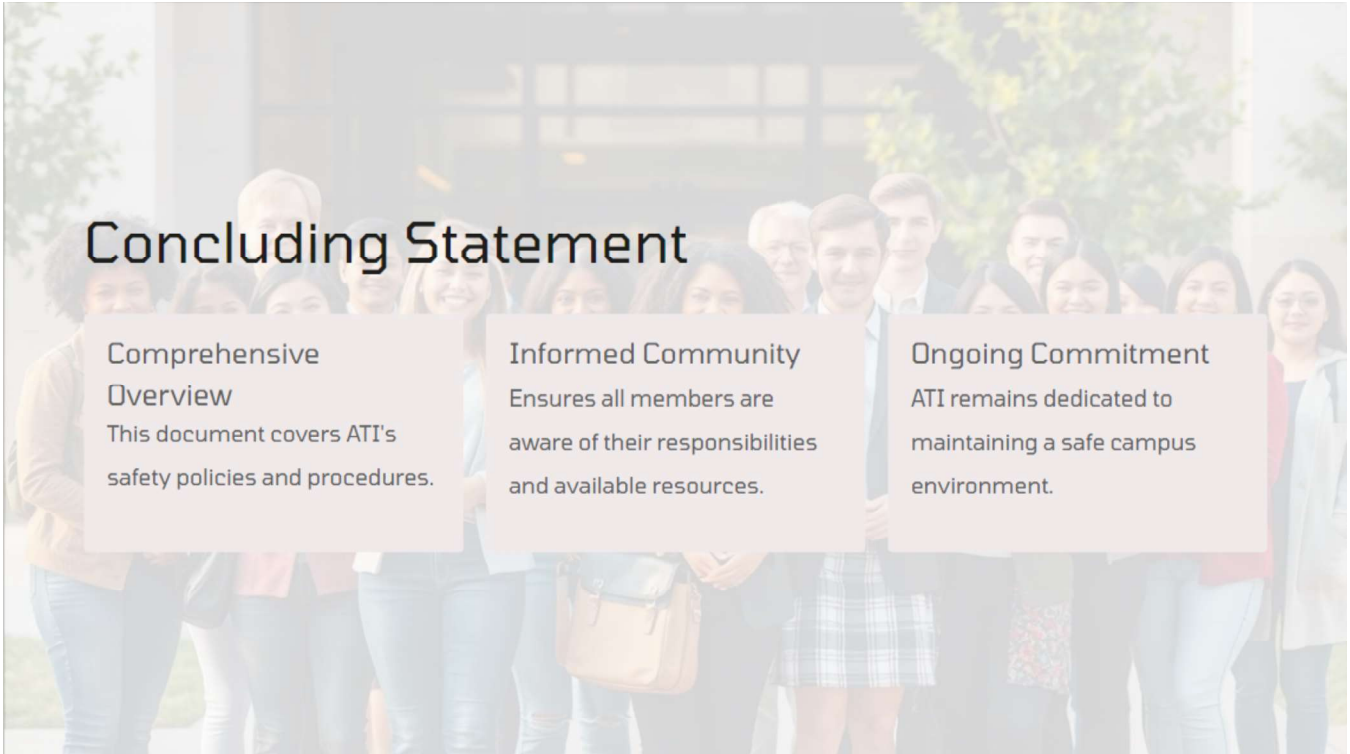
Comprehensive Program

Promotes a program to prevent and correct illicit drug and alcohol use.

State Crime Prevention Resources

Virginia

Crime Prevention
Coalition,
Commonwealth of
Virginia, Richmond, VA



Concluding Statement

Comprehensive Overview

This document covers ATI's safety policies and procedures.

Informed Community

Ensures all members are aware of their responsibilities and available resources.

Ongoing Commitment

ATI remains dedicated to maintaining a safe campus environment.

Law Violation	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Drug abuse violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caveat:															

Unfounded Crimes			
Law Violation	Number		
	2021	2022	2023
a. Total Unfounded Crimes	0	0	0
Caveat:			

Fires - On-campus Student Housing Facilities							
Housing Facilities		2021		2022		2023	
Name of Facility	Street Address	No. of Fires	Action	No. of Fires	Action	No. of Fires	Action
		0		0		0	
		0		0		0	
Caveat:							

Fires by On-campus Student Housing Facility						
Housing Facility Name:		Housing Facility Address:				
On-campus Student Housing Facility						
2021						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
2022						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
2023						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
Caveat:						

Fires - Summary									
Name of Facility	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0
Caveat:									

Law Violation	Disciplinary Actions														
	Disciplinary Actions - On Campus			Disciplinary Actions - On-Campus Student Housing			Disciplinary Actions - Non-campus			Disciplinary Actions - Public Property			Disciplinary Actions - Reported by Local Police		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Drug abuse violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caveat:															

Law Violation	Unfounded Crimes		
	Number		
	2021	2022	2023
a. Total Unfounded Crimes	0	0	0
Caveat:			

Fires - On-campus Student Housing Facilities							
Housing Facilities		2021		2022		2023	
Name of Facility	Street Address	No. of Fires	Action	No. of Fires	Action	No. of Fires	Action
		0		0		0	
Caveat:							

Fires by On-campus Student Housing Facility						
Housing Facility Name:						
Housing Facility Address:						
On-campus Student Housing Facility						
2021						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
2022						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
2023						
Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action	
		0	0			
		0	0			
Total:		0	0			
Caveat:						

Name of Facility	Fires - Summary								
	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0
Caveat:									