



CTK HEALTHCARE AND CARRIER INSTITUTE

Campus Safety and Security 2021

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Safety and Security Annual Survey Policy

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101- 542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. Specifically, it includes: “Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)”[*U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Safety and Security Reporting, 2016 Edition, Washington, D.C., 2016.*]

Safety and security of students is the primary concern of CTK Healthcare and Carrier Institute. CTK is committed to comply with safety and security guidelines set by Crime Awareness and Campus Security Act of 1990, Federal Law, State and Local Law. Firearms and other weapons are strictly prohibited across school properties as directed by the law and policies. CTK has zero tolerance policy against immoral conduct regarding verbal, sexual, and physical harassment of a fellow student or staff members as well as threat of physical violence against a fellow student or staff member.

Procedure

1. Responsibilities:

1. School Director

1. Responsible for the recruitment of Campus Security Awareness (CSA) Coordinator and CSA Team
 2. Define the scope and responsibilities of CSA Coordinator and Team
 3. Oversee the activities of CAS Coordinator and Team
 4. Evaluate all incidents reported by CSA Coordinator
 5. Criminal incidents may be turned over to local authorities for further investigations.
 6. Determine the sanction based on the nature of the incident
 7. Prepare and distribute the annual security report by October 1
 8. Held presentation to address dating violence, domestic violence, sexual assault, and stalking.
2. Campus Security Awareness Coordinator
 1. Perform yearly trainings for the CSA team's members on Crime Logs and Emergency Reporting (ER) procedures
 2. Submit the Crime Logs to School Director and alert Campus Director of all criminal activities.

Updating Clery

Policy

CTK is committed to annual update crime statistics and is made available to all perspective students, current employees, and current students. Copies of this report are available through

1. www.ctkhealthcare.com
2. Notice Board and student lounge
3. At the Financial Aid Office

Procedure

1. Responsibilities:

1. Admission/ Financial Administrator

1. Alert the perspective student of the report during the enrollment process through the enrollment packet.
 2. Alert current students of the report and it's components and location on the campus and the website or include in enrollment package.
2. School Director
1. Revise and review Crime Logs from the Crime Security Awareness Coordinator no later than July 1 of each year
 2. Contact local law enforcement department with a formal request via email or postal mail service requesting a crime report for the geographical location of CTK
 3. Based on the information retrieved, compile a report with the most 3 completed years updated.
 4. Send out notifications to all employees and students of the newly reported report via email and text messaging
 5. Release the report by Oct. 1 of each year.

Violence Against Women Act (VAWA)

Violence Against Women Act Policy

The Violence Against Women Reauthorization Act of 2013 (Pub Law 113-4)(VAWA) signed into law by President Obama on March 7. The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

1. A current or former spouse or intimate partner of the victim,
2. A person with whom the victim shares a child in common,
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
5. 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 the event of a crime act of this nature, all information will be held in the strict confidence. Only information pertain to the incident will be disclosed to the personnel or law enforcement on an as needed basis. The victim must sign a FERPA to release information to other parties (family members etc.).

CTK is committed to providing options, support and assistance to victims/ survivors of sexual assault, domestic violence, dating violence, and stalking

1. Responsibilities:

Please report any known criminal offenses occurring on campus to the school administration

School Director, in the absence of the School Director, individuals should seek out any CTK staff member.

1. The Institution encourages all students and employees to be responsible for their own security and the security of others.
2. In the event a sex offense should occur on campus; the victim should take the following steps:
 1. Report the offense to the school administration.
 2. Preserve any evidence as may be necessary to the proof of the criminal offense.
 3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 4. Request a change in the academic situation if necessary.

VAWA Disciplinary Hearings

VAWA Disciplinary Hearings Policy

Any disciplinary action related to alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

Information for crime victims about disciplinary proceedings. The institution will disclose the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense, upon written request by the alleged victim and the accuser of any crime of violence, or a non-forcible sex offense, (alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a)). The information will be released to the next of kin of the alleged victims in case of his/her decease because of the crime or offense. This provision applies to any disciplinary proceeding conducted by CTK on or after January 2013.

CTK is committed to provide a prompt, fair, and impartial disciplinary proceeding in which

- (1) officials are appropriately trained conflict of interest or bias for or against the accuser or the alleged person;
- (2) both the accuser and the alleged have equal opportunities to have others present, including an advisor of their choice;
- (3) the accuser and the alleged receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures;
- (4) the proceeding is completed in a reasonably prompt timeframe;
- (5) the accuser and alleged are given timely notice of meetings at which one or the other or both may be present; and
- (6) the accuser, the alleged, and appropriate officials are given timely access to information that will be used after the fact-finding investigation but during informal and formal disciplinary meetings and hearings.

VAWA Disciplinary Hearings Procedure

5. Responsibilities:

1. Student
 1. File a formal complaint via writing, video, or verbally
 2. Alleged will be notified in writing or verbally of alleged crime
2. School Director
 1. Report allegation to official authorities at CTK and/ or law enforcement (may be optional)
 2. CTK/or Law enforcement conducts a full investigation of allegations along with collection of evidence
 3. Possible sanctions of alleged students during investigation may include suspensions, Leave of Absence, or change in program section until investigation is complete.
 4. Victim may have the option of utilizing Victim Rights (see rights on Financial Aid website)
 5. Based on the findings made by law enforcement or CTK, a written notice will be issued to the alleged or victim

VAWA Collecting Data

VAWA Collecting Data Policy

Campus Security Awareness Team members are defined as an individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department. CSA's Coordinator and/ or team members are responsible for documenting all crimes on official log and reporting them to the CSA Coordinator. These individuals collect data throughout the year on activities that fall under the VAWA and Campus Crime Reports. They are assigned by the School Director.

VAWA Collecting Data Procedure

The purpose is to gather data and documentation of crimes.

2. Responsibilities:

1. Campus Security Awareness Team

1. Collect data yearly via Crime logs
2. Submit logs to School Director monthly
2. School Director
 1. Reviews the logs
 2. Ensures that all incidents have been reported to local officials
 3. Contacts the local law enforcement by July each year via email for the information for the annual report
 4. Compile the information for the annual report
 5. Updates the information
 6. Submits by October 1 to Clery department, current students, and employees.

VAWA Prevention and Awareness

VAWA Prevention & Awareness Policy

CTK will conduct yearly school wide event each Spring that incorporates information on the Sexual Violence and Violence Against Women. It offers resources and information on how to protect and protect others who may be a victim of criminal activity.

VAWA Prevention & Awareness Procedure

3. **Responsibilities:**
 1. Financial Aid Administrator
 1. Contacts the local battered women's shelter or qualified counselor to schedule a presentation to address the students during an assembly.
 2. Place order to any promotional items at least a month in advance, if desired
 3. Ensure that each students and employee signs the sign in sheet.
 2. Instructors
 1. Prepare lesson plans to incorporate 1 hour for a presentation on Sexual Violence and Violence Against Women
 3. School Director
 1. Keeps copies of sign in sheets and documents of presentation in Director's office.

Emergency Response & Evacuation Procedures

FSA Assessments

Emergency Response & Evacuation Procedures FSA Assessments Policy

Each instructor in class is responsible to take the lead of his/her class for the safe and orderly evacuation process during an emergency evacuation. Other instructors not in class should assist with any evacuation process. All instructors are responsible for preventing panic, control, and calm leadership during the emergency evacuation period. Everyone should consider the guidelines below:

Emergency Response & Evacuation Procedures FSA Assessments Procedure

Fire

1. All parties are notified of a Fire Emergency by the building fire alarm/ and or verbal drill
2. All Instructors are to immediately obtain Walkie Talkies/ and/ or announce verbally and begin vacating from the building
3. All instructors and students are to immediately exit to the nearest and safest exit door.
4. Once all persons are exited, everyone should move to the parking lot away from the building.
5. Instructors should immediately take role to ensure all students are accounted for using Texas Healthtech Institute walkie talkies and/ or gradebooks.
6. Once emergency staff gives clearance, all parties will be allowed to exit or enter the building.

Weather

7. All instructors and staff members should move to the middle of building away from all windows. This procedure should be done until all is clear it is safe to either exit the building or return to designated classroom.

Timely Warning & ER Notifications

Timely Warning & ER Notifications Policy

Colleges and universities should compliance with “Timely warnings and emergency notifications” of federal Clery Act to inform the school community about threats that a serious crime is going or may repeated. CTK notifies these warnings to school community via email, institutional texting system, letter or phone.

A school must report the crimes on campus to the campus community to prevent future similar crimes that includes campus come statistics such as arson, robbery, burglary, motor vehicle, theft, aggravated assault, criminal homicides, and sex offenses when considered as threat to the campus community.

The institution must follow the emergency notification procedures in case there is an immediate threat to health and safety of students and employees. The school needs to provide enough follow up information to the school community. However, CTK follows its emergency notification procedures, the institute is not required to issue a timely warning for the same circumstances.

Timely Warning & ER Notifications Procedure

4. Responsibilities:

1. School Director
 1. Will issue a timely warning in the event of emergency situations via text and voice messages through Texas Healthtech Institute email and/or phone.
 2. Will issue Test text and voice notifications via twice a year. This will be conducted once in the Spring and once in the Summer
 1. Student will be notified of the test 1 week prior to the test
 2. If the test is unsuccessful,
2. Students
 1. If the test is unsuccessful, the students will notify the Director to update or trouble shoot reason for failed test.
3. Financial Aid Administrator
 1. Will update the student’s record
 2. Notify the School Director of the update via private message
4. School Director

1. Submit an additional timely notification test to students who updated their information.

Emergency Health and Safety Plan for students, employee, and visitors

CTK has a responsibility to maintain a safe and healthy environment including emergency plan for students, employee and visitors while they are on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus. CTK does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of staff and other students with whom the student may meet. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration.

Outline of activities and the person responsible

Following are the outline and the person responsible to take care of the outlines that falls under the plan

1. Basic First Aid

Basic first aid supplies are available for student use in the front office and student phone area. First aid kits are equipped with supplies such as Band-aids and minor wound care materials. Any person in campus unable to locate the proper first aid supplies, please report to the student services coordinator or the business office know so that kits can be located and restocked as needed.

2. Accident, biohazard & Health /Safety Emergencies

Steps to follow:

1. Any persons in the facility report his/her sickness, accidents and emergencies immediately to the student services coordinator or Emergency Safety Contact person or the instructor in the class.
2. The student service coordinator or Emergency Safety Contact person will assess the situation and determine the appropriate course of action.
3. If necessary, the CAO or his designee or student service coordinator will call 911 for further assistance.
4. If the student is conscious and refuses treatment, the executive director or his designee will notify an emergency contact noted in the student's file.
5. After the emergency is over, the student service coordinator will be responsible for investigating the incident and completing an incident report.
6. Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.
7. Do not move the student if there appears to be a head, neck, or back injury due to a fall.
8. If the student needing assistance cannot walk and needs assistance, the area where the student is located should be cleared. Keep the student as calm and comfortable as possible.
9. Stay with the student needing assistance until medical help arrives.
10. Only trained personnel should provide medical assistance to the student on school property.
11. If needed, a member of the crisis management team will contact the parent, guardian, or partner of the student.

Note: If a student is transported via ambulance or life squad, the student is responsible for the cost.

12. Weather Conditions

In the case of an emergency while school is in session, the executive director has the authority to assess the situation and act accordingly. For emergencies occurring when school is closed, the executive director will assess the situation and determine whether classes will be held. If classes are cancelled, the CAO or facility coordinator will notify the media to make the announcement of delay in opening the class or school closing. In making such decision, the facility coordinator may rely on neighborhood colleges and school districts decision. It is the responsibility of facility coordinator to notify Instructors who will contact students residing out of the receiving area of the local media.

All instructors and staff members should move to the middle of building away from all windows. This procedure should be done until all is clear it is safe to either exit the building or return to designated classroom

13. Student Campus Security Policies

Students and instructors are encouraged to report crimes to local authorities and to the student service coordinator of the school. In the event of an incident, student service coordinator should be called immediately to investigate and notify authorities if warranted.

Develop habits that insure security. For example, always keep cash property secured. Know the location of all alarms and fire extinguishers and know how to use them. Make sure that the entrance of the school is well lit

Before leaving the premises.

Notify any visitors who might visit you with the receptionist in the front lobby before entering any part of the facility.

Students should keep the photo identification card issued the day of orientation with them at all times.

14. Safety Rules

Safety is everyone's responsibility. Safety must be given primary importance in every aspect of planning and performing school activities. All the employee report all injuries, regardless of how minor, to the student service coordinator or instructor. Accidents generally occur because individuals fail to follow the proper safety rules. By following the safety rules listed below, you will minimize your chances of having an accident while at CTK.

1. Avoid overloading electrical circuits with too many machines.
2. Use flammable items with caution. Always follow the printed procedures on the product.
3. Walk—don't run.
4. Report sickness, accidents and emergencies of fellow students to the executive director or department chair.
5. Ask for assistance when lifting heavy furniture or objects.
6. Smoke in designated areas only.

7. Keep cabinet doors and file and desk drawers closed when not in use.
8. Keep your work area clean or orderly.
9. Stack materials only to safe heights.
10. Use the right tool for the job, and use it correctly.
11. Avoid practical jokes.
12. Do not operate any equipment unless you have been properly trained to do so.
13. Wear eye protection when indicated.
14. Use the proper safety equipment required for the job.
15. Watch out for the safety of fellow students.

Evaluation

The effectiveness of this plan is evaluated based upon information that is provided by students through formal and informal means and revised needed, annually once a year by staff meeting and/or by advisory board and made the plan public by keeping the plan in main hallway. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students. Changes are made if indicated.