



**Annual Security Report**

**2018**

**Carsten Institute of Cosmetology 290 Madison Ave. Fifth Floor. New York, NY 10017**

**Table of Contents**

Crime Statistics and Security Policy.....	1
Description of Campus and Surrounding Areas.....	2
Responsible Individuals.....	2
Privacy.....	2
Investigative Process.....	3
Reporting Procedures.....	3
Campus Crime and Safety Statistics.....	4-7
Fire Department/Police Contacts.....	7
Fire Procedures.....	7-9
Safety.....	9
OSHA (Occupational Safety and Health Administration).....	10
Sexual Harassment.....	11-12
Drug and Alcohol Use.....	12

**Crime Statistics and Security Policy**

The safety and security of our students, staff, and property are very important to us here at the Carsten Institute of Cosmetology. Criminal behavior regarding any of these on campus will not be tolerated. Students and staff are encouraged to be aware of their surroundings and to concern themselves with their own safety and that of their fellow students, staff, and co-workers while on campus and in route to and from the parking lot, bus stops, and local stores. Carsten Institute of Cosmetology uses the campus security current policies to maintain the institute’s safety to anyone with access to the school.

With the advent of Congressional Acts, such as the Clery Act, Violence against Women Reauthorization Act (VAWA), and the Campus Sexual Violence Elimination Act (Save Act), Carsten Institute of Cosmetology recognizes that sexual misconduct, including sexual violence, is a national problem. Certainly, our student and staff are not immune to such issues. We are committed to combating these complex social problems and strive to provide a positive learning and working environment, free from sexual violence and harassment of any kind. Through school policies, awareness efforts, education and training programs, and advocacy, every member of the Carsten community should be prepared to actively contribute to a culture of respect and work to keep our community free from sexual assault, sexual violence, domestic violence, dating violence, sexual



harassment, stalking, exploitation, and intimidation. Carsten Institute of Cosmetology does not condone any of these acts in the slightest degree.

The Annual Security Report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Compilation and distribution of this report is mandatory for all institutions participating in financial aid programs under Title IV of the Higher Education Act of 1965. This report provides information on services and policies that support a safe and secure environment. Its purpose is to make public all reported campus crime for the previous three years and certain campus security policy statements. The Annual Security Report is updated and made available on Carsten Institute of Cosmetology's website (<http://www.carsteninstitute.com/>) every October. Students and staff are notified of its publication as soon as it's made available. It is also included in pre-enrollment packages, distributed during student orientation and is available in the employee handbook.

### **Campus and Surrounding Areas**

Carsten Institute of Cosmetology Campus is defined as the building, parking lot, and grounds located at 290 Madison Ave. 5<sup>th</sup> floor. New York, NY. 10017. Public Property is property that is easily accessible to our students and staff. Carsten Institute of Cosmetology is secured by an alarm system when no one is occupying the premises. The building is unlocked during the hours of 8 am to 10 pm Monday through Friday, 8 am – 5 pm Saturday and is closed on Sunday. Although our campus and surrounding areas have been safe for our students over the years, we want all students to use common sense and be safe when traveling to and from the campus. A safe environment depends on the cooperation and involvement of all students, staff, and faculty. We encourage students and employees to be responsible for their own security as well as the security of others. Carsten Institute of Cosmetology does not have on campus security personal, however the administration has a professional relationship with state and local police agencies and any criminal offense will be reported by the administrative staff.

### **Responsible Individuals**

Students and staff who are victims, witnesses or otherwise involved in any crimes committed on Campus or any of the defined Private and Public areas, or are privy to any instances of domestic violence, Dating violence, or stalking involving any of our students or staff, are encouraged to report them immediately to a school official. A school official is any employee of the Carsten Institute of Cosmetology including, but not limited to: Administration, Front Desk Coordinators, and Instructors. All allegations will be promptly, fairly, and thoroughly investigated, taking into consideration a preponderance of the evidence. Please note that school officials do not have the authority to arrest individuals.

### **Privacy**

If you are a victim of a crime and do not wish to pursue action through the criminal justice system you may consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while helping to ensure the future safety of yourself and other students. With such information the college can keep accurate records of incidents involving students, determine whether



there is a pattern of crime in a particular area, and alert the campus to potential danger. Reports filed in this manner are disclosed in the annual crime statistics report.

### **Investigative Process**

If it can be determined that the victim of the crime was intentionally selected because of the victim's perceived or actual race, gender, religion, sexual orientation, ethnicity, or disability, the crime will be reported as a "Hate Crime."

In all cases the victim, witnesses, and accused have a right to privacy and confidentiality during the investigative process. Victims and witnesses are encouraged to be careful not to do anything that would damage or destroy evidence until the proper authorities have been contacted. If the accused is a student or employee of the school, they have the same right to privacy as the victim or accuser and to have others of their choosing present during any disciplinary proceeding deemed necessary by the school. In the case of a sex offense, both the accused and accuser will be notified of the outcome of any disciplinary action taken by the school. Victims will be provided with resources to let them know that they are not alone during this ordeal. Such resources may include but are not limited to filing police reports, finding a counselor, seeking medical care, looking for a safe place to stay, securing Orders of Protection, etc.

For additional information on the school's policies on drugs and alcohol and sex offenses see our Sexual Harassment and Drug-Free School and Work Place policies - Student Manual, pgs. 21-24. For more information on other safety and security issues and possible sanctions imposed by the school see Policies and Standards, Minor and Major Standard Violations, and Search Policy - Student Manual, pgs. 24-27.

### **Reporting Procedures**

Each summer the Financial Aid Director requests a Crime Statistics Report from the City of Tempe Police Department. The Crime Statistics Report covers the most recently completed calendar year for the campus, public, and private locations, as defined above. These statistics are summarized along with incidents reported directly to school officials during the year. The collective data is reported to the US Department of Education, to all prospective students in an Admissions Packet given during an Informational Interview, and disseminated to all staff and current students via a periodic campus newsletter.

### **Campus Crime and Safety Statistics**

The following crime statistics are provided for the campus location of 290 Madison Ave Fifth Floor, New York, NY 10017.

The information was provided by the Police Department, Crime Analysis Unit. In addition to the police report, the Campus Sexual Violence Elimination Act (SaVE) passed in March 2013 as part of the Violence against Women Reauthorization Act (VAWA) requires post-secondary schools to include statistics of incidents of Domestic Violence, Dating Violence, and Stalking. It is not required that such incidents occur on campus.



Criminal Offense – On Campus	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	1	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offense – Public Property	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	1
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0



Hate Crimes - on Campus	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0

Hate Crimes – Public Property	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0

VAWA Offenses - On Campus	2015	2016	2017
---------------------------	------	------	------



Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0



Disciplinary Actions – On Campus	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Actual reports received from the Police Department and reports filed with the US Department of Education may be viewed upon request.

Additional information may be available from the following:

National Sex Offender Registry <http://www.familywatchdog.us> ; <http://az.gov/webapp/offender> ;  
[www.nationalalertregistry.com](http://www.nationalalertregistry.com); [www.registeredoffenderslist.org](http://www.registeredoffenderslist.org)

**Fire Department:**

33 W. 43<sup>rd</sup> St. New York, NY 10017

**Police Station:**

357 W. 35 Midtown S. New York, NY 10017

**Incident Procedures**

All accidents must be reported to an Instructor. The Instructor will attend to the injured client or student and determine if professional medical attention is required. If there is any doubt, it is recommended the injured person see a doctor. If the student or client is not able to make arrangements to go to the doctor themselves, the school Administration may call medical personnel; however, school employees may not transport the injured person.



The school official who is initially contacted should:

- Immediately assess the situation, determine if the situation requires emergency help.
- If required, have emergency 911 contacted, either directly or by another employee. Information such as the nature of the crime/medical situation, address of school and location of incident must be provided.
- Report the incident to the school Director as soon as possible. The school Director will ensure that an Incident Report is filled out properly and determine the need, if any, for disciplinary action (if student or employee is involved). Disciplinary action may include:
  - Written or verbal reprimands
  - Suspension
  - Termination
  - Legal penalties, if case is turned over to local authorities.
- If, in the Director's opinion, there is an immediate threat to our students and staff a verbal warning will be issued to each class.
- If, in the Director's opinion, the threat is not immediate, the warning may be in the form of a written memo posted at the Time Clock or distributed to each employee who will be responsible to report information to their students in a timely manner, to help prevent future occurrences of the crime.

In case of a medical emergency such as serious fall, apparent heart attack, unconsciousness, chemical product spills (in the eye or swallowing), etc:

Notify an Instructor immediately, who will call 911. The Instructor must provide the following information:

- Nature of medical problem
- Address of school
- Location of person in the building
- Instructor should:
  - Notify front desk and the Administrative Director of the location and nature of accident
  - Stay with injured person
  - Have someone meet the emergency personnel and keep the area clear of bystanders





- Complete an incident report form

## **Fire**

Whenever the fire alarm sounds, students and staff must:

- Follow the exit plan posted in common areas
- Instruct all clients to evacuate the building per the exit plan
- Assist clients who need help
- Request help down the stairs with disabled clients
- Walk to the farthest end of parking lot to avoid injury and to allow room for emergency crews
- Do not re-enter the building until clearance has been given
- DO NOT USE THE ELEVATOR

## **Incident Reports**

For all serious and minor accidents, the staff member on the scene must complete an incident report form, available in the Administrative Director's office. Completed forms must be returned to the Administrative Director.

## **Safety**

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries or falls, students and staff are required to take preventative measures by:

- Using equipment properly
- Following manufacturers' directions when using chemicals and products
- Immediately wipe spills found on the floor
- Dispose of objects found on the floor
- Keep all isles and areas around work stations free from personal items and debris
- Immediately report building and equipment safety hazards to Administrative Director
- Always follow the State Board of Cosmetology Blood Spill Procedure

### **OSHA (Occupational Safety and Health Administration)**

The Occupational Safety and Health Act of 1970 established OSHA as an agency within the Labor Department. It is the regulatory body that acts to protect employees from unsafe conditions in the workplace.

OSHA:

- Encourages employers and employees to reduce hazards in the workplace by improving existing safety and health programs or by implementing new ones.
- Improves safety and health conditions
- Monitors job-related injuries and illness
- Develops and enforces mandatory job safety and health standards
- Provides free on-site consultation services to small businesses to assist them in meeting OSHA standards.

### **MSDS (Material Safety Data Sheets)**

- The law now requires every manufacturer to provide specific information about the hazards of the products they sell. They must tell the consumer how to work with these products to avoid all danger and what to do if there is an accident. The distributor must pass this information on to the consumer when the product is purchased. This is done on a special form called a Material Safety Data Sheet (MSDS).
- The style and form of a MSDS has been specified by OSHA (Occupational Safety and Health Administration).
- No blank spaces are allowed on the MSDS. The sections must be filled out and “not applicable” or “does not apply” must be stated. Return MSDS to the distributor if blank spaces are found or sections deleted.
- Every MSDS must show the following:
  - Name of the product
  - Manufacturer, distributor or importer
  - Date
  - Hazardous ingredients
  - Worker exposure limits



- Physical and chemical characteristics
- Fire and explosive hazards
- Reactivity
- Routes of exposure
- Health hazards
- Whether the product can cause cancer (is a carcinogen)
- Precautions for safe handling and use
- Control measures
- Emergency and first aid procedures

### **Sexual Harassment**

The following conduct shall constitute a violation of Carsten Institute of Cosmetology sexual harassment policy:

- Making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at the Institute.
- Making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working or educational environment at the Institute or that otherwise unlawfully interferes with an individual's work or educational performance.
- Engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency or sexual abuse against a person who has not given consent, if the act is committed on the Institute's property or in connection with any Institute sponsored event or activity.
- Acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment.
- Disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting, or investigation is appropriate or required by one's supervisory position.



Also, when an individual is involved in an amorous relationship with someone over whom, he or she has supervisory authority, the individual must remove himself or herself from any participation in recommendation decisions affecting evaluation, employment conditions, instruction or the academic status of the other person in the relationship, and must inform his or her immediate supervisor of the action taken.

Information on sexual assault and rape awareness is located in the Administration Office and is available upon request. Should anyone on Carsten Institute of Cosmetology premises become a victim of a sex offense, a member of the Administrative Staff should be immediately notified. The victim will be informed of opportunities for counseling. Should that person be a student, the Institute will make changes in the victim's academic situation if reasonably possible.

Other forms of harassment like verbal, mental, and physical abuse, bullying, threatening, stalking, etc., likewise will not be tolerated at the Carsten Institute of Cosmetology. Complaints will be investigated and sanctions imposed upon offenders as described above.

Contact either of the following information for assistance: CEO (602) 840-4240 or Administrative Director (480) 456-4089.

### **Prevention and awareness**

The department of Justice has the following website <https://www.nsopw.gov/en-US> that inform about registered sexual offenders.

- Education and awareness are the most effective and meaningful forms to prevent rape
- Be aware of someone in surrounding areas
- Be aware of non-verbal signals
- Respect others rights
- Trust your instincts and look for warning signals
- Don't give your personal information to school clients
- Never stay in the Carsten institute of Cosmetology by yourself. Leave school in a group
- Report anything that makes you feel uncomfortable or harassed
- Be aware that sexual violence can come from an acquaintance

More information on sexual assault and rape awareness is located in the administration office and is available upon request



## **Counseling**

Carsten institute of Cosmetology does not have on campus professional counseling but anyone that has been a victim of sexual assault can find counseling and guidance in the following organizations

Hotline: 800.656.HOPE

800-THE-LOST (843-5678)

<http://www.stopitnow.org/>

<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

## **Drug/Alcohol Use**

Carsten Institute of Cosmetology students and staff must know that the use, possession or sale of any illegal drugs and/or alcohol is prohibited on the Institute premises and any violation of the law will be subject to suspension, expelling from the school and or termination of the contract. In addition, use of alcohol by an underage student or abuse of alcohol by any student is a sanctionable offense.

Any student or employee, who suspects either they or someone else may be at risk of drug or alcohol abuse, is invited to seek services which can be of help. The school maintains drug and alcohol education information and a list of counseling and support services which can be obtained in the Administrative Office.

Links to helpful resources are also listed below –

<http://www.addictionwithdrawal.com/> not only provides a list of the withdrawal symptoms of a variety of substances, but it also has a toll-free number for free assistance.

[www.addictionsearch.com](http://www.addictionsearch.com) delivers "the latest addiction information on the internet," a list of Arizona drug and alcohol rehab programs and addiction treatment centers, and offers counselors 24 hours a day.

<http://www.samhsa.gov/> SAMHSA, the Substance Abuse and Mental Health Services Administration, offers treatment locators, information by topic, programs, publications, FAQs, and much more.

[www.drugabuse.gov](http://www.drugabuse.gov) The National Institute on Drug Abuse (NIDA) delivers educational resources based on audience group — including students and young adults, parents, and teachers, etc. as well as by substance.