

L MAKEUP INSTITUTE

Campus Crime, Security, and Substance Abuse Awareness and Statistics

The safety of students, faculty, and visitors is important to L Makeup Institute (LMI). The Annual Campus Crime and Security Report was created to increase your awareness and provide information for your safety and well-being. Herein we provide the statistics for the previous year regarding reported crimes that occurred on campus, on public property within the campus, or immediately adjacent to and accessible from the campus. If you have any questions, concerns, or comments, please contact Student Services at (702) 685-9298 or stop by the Administrative Office.

Crime Statistics Requirement

In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as The Clery Act, federal law requires colleges and universities receiving federal student financial aid to disclose reported instances of criminal activity on or around their campuses. The report includes statistics on campus security, sexual assault, sexual misconduct, and other such offenses as specified by The Clery Act.

Campus Access and Security Awareness

LMI is open to students, faculty, and visitors during normal business hours. Business hours of operation are 10:00 am – 6:00 pm Monday and 10:00 am – 7:00 pm Tuesday through Saturday. School hours of operations are 9:00 am – 11:00 pm Monday through Friday. While on property everyone must adhere to campus rules and regulations. Students and faculty are encouraged to be responsible for their own safety as well as the safety of others. All students and staff are provided a copy of this Annual Campus Crime and Security Report. Annually this report is updated by October 1st and made available to all enrolled students and faculty informing them of updates. Hard copies of the report may be obtained upon request from the administrative offices.

Campus Crime and Security Policy

LMI is committed to providing students with a safe and secure environment. This policy encourages all faculty, staff, and students to promptly report all crimes occurring on campus to the Las Vegas Metropolitan Police Department (“LVMPD”).

Voluntary, Confidential Reporting

LMI encourages all victims, witnesses of crimes that occur on campus, and persons observing suspicious activities or accidents to report these incidents on a voluntary, confidential basis promptly to Student Services and/or local law enforcement. Although LMI does not have a campus police or a security department, LMI cooperates with corresponding law enforcement agencies.

Emergency Response and Evacuation Procedures

All faculty and staff members are appropriately trained in emergency procedures. However, in situations of significant emergencies or dangerous situations, all members of the school community must default to city and local officials’ instructions. Upon determination of the situation, students will be notified by the nearest faculty or staff member. All students are to follow given instructions immediately. In situations where the school is evacuated, the school’s evacuation procedure will be followed.

Safety, First Aid, and Emergency Evacuation Plan

Should a First Aid, Emergency, or Evacuation situation occur, all students and staff are expected to follow the reasonable requests of an institutional representative or professional Emergency Medical Technician.

First-Aid – The First Aid Kit and supplies are located in each classroom.

Evacuation Routes – In the event of an emergency that requires evacuation, all faculty and students shall evacuate the building using the posted evacuation routes. There are three exits in the back of the premises and two in the front of the premises.

Medical Emergency – Students and staff are instructed to dial 911 to request emergency medical assistance.

Emergency Assistance- DO NOT administer Emergency Medical Assistance unless you are qualified to do so.

Fire – Students and staff are instructed to dial 911 to request emergency medical assistance, and to immediately evacuate the building. The location and use of fire extinguishers are explained to each student during orientation.

Earthquake – Students and staff are instructed to remain inside the building, and to place themselves under desks or other secure areas.

Criminal Incident – Do not be a hero! Students and staff are instructed to dial 911 when it's safe to do so.

Safe Workplace and Evacuation Procedures:

1. When using or near harmful fumes, proper ventilation is required as well as face masks
2. Use of Flammables: Read labels and always follow precautions.
3. Smoking only allowed within designated smoking areas or at least 15 feet from the building. Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated areas and in moderate temperatures. Each product must be labeled correctly.
5. Protection during application of cosmetics: Follow directions, wear gloves and/or goggles as directed, and properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at the dispensary.
7. Fire Safety: Post and review evacuation procedure during new student orientation. Service fire extinguishers at least annually.
8. In the event of fire:
 - a. Contact the fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b. Evacuate premises by following the planned procedure for the facility.
 - c. Plan alternate exits for use in the event regular route is blocked by fire.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many extinguishers work as follows:
 - a. Pull the pin
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
 - a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

In the event of an emergency that requires evacuation all faculty and students shall evacuate the building using the posted evacuation routes. Periodically there will be a fire drill, where a whistle will blow and all instructors and students must use the evacuation routes. The instructors must account for all students to be safe and present that are listed on their rosters.

Emergency Telephone Numbers:

Fire / Police / Ambulance: 911
Poison Control: (702) 732-4989
Rape Crisis Center Hot Line: (702) 366-1640
Mental Health Crisis Unit: (702) 486-8020

Substance Abuse

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, which establishes a drug-free school zone, any drug or alcohol-abuse is prohibited while on school premises. LMI is committed to providing a safe environment as well as protecting the health, safety, and wellbeing of our students and employees. This commitment is jeopardized when any student or employee engages in use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, LMI has established the following policy:

1. It is a violation of company policy for any employee, student, or instructor to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
2. It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
3. It is a violation of company policy for students and/or faculty to use prescription drugs illegally. It is the responsibility of the student or employee to report the use of prescribed drugs that **may** (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.
4. Violations of this policy are subject to disciplinary action up to and including termination of employment/enrollment.

Violation and Disciplinary Policy

At the discretion of the administration, a student's enrollment may be placed on warning, probation, or terminated for violating the institute's established Rules of Conduct & Standards. Violations include being under the influence, consuming, selling, or possession of drugs or alcohol on institute premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; repeatedly using profane language, gossiping, bullying, destructive behavior or any signs of aggression; violating local, state or federal law; any behavior, medical issue, or circumstance that puts you or any student's safety at risk; or failure to meet financial obligations. Students terminated for violation of the LMI Rules of Conduct & Standards a disciplinary form will be completed and placed in the students file and tuition will be refunded as outlined in the "Refund Policy".

Disciplinary Appeals Process

LMI students have the right to appeal any disciplinary action in writing. Written appeals will be reviewed and evaluated by the Education Director. The appeal must be received within 10 days of the initial action, and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the Education Director shall issue a written response within 30 days.

Nevada Laws and Penalties

Under Nevada State Law, alcoholic beverages may not be served or sold to any person under the age of 21. Local authorities will be notified if found drinking under the legal age. The penalty is a fine of \$500 for the first offense and up to \$1,000 for repeat offenses.

Under Nevada possession laws if you are caught with any controlled substance, you will face Class E felony charges if it is your first or second drug charge. A Class E felony charge carries a mandatory minimum sentence of 1 year in prison and up to a maximum of 4 years in prison. For a third or greater drug offense charge with possessing any controlled substance, you would be facing Class D felony charges. A Class D felony carries 1 to 4 years in prison with a fine reaching up to \$20,000. Nevada possession laws are mostly similar to federal possession laws in terms of possession, defenses, and penalties definition. Unlike Nevada, federal law has no separate penalties for possession of marijuana.

For more information on Drug Abuse visit <http://drugabuse.com/usa/drug-abuse/nevada/> or call 1-877-959-9723

For Addiction Treatment Services in the Las Vegas area, visit <http://www.addicted.org/las-vegas-addiction-treatment-services.html>

Dating Violence, Domestic Violence, Sexual Assault, and Stalking

LMI promotes positive and healthy behaviors that foster mutually respectful relationships and sexuality, encourages safe bystander intervention, and seeks to change behavior in a healthy and safe direction. LMI's Rules of Conduct & Standards intend to stop dating violence, domestic violence, sexual assault, and stalking before they occur on school premises. If requested, campus officials can facilitate reporting a crime to law enforcement authorities. It is important to preserve evidence as it may assist in proving that the alleged crime occurred or may be helpful in obtaining a protection order. A victim's request not to report a crime to campus or law enforcement authorities will be respected, assuming the health and safety of students and faculty is not compromised. Where information must be shared, any public release of information will not include names of victims or information that could easily lead back to victim's identification. LMI will protect the confidentiality of victims and other necessary parties as defined in the Violence Against Women Act of 1994. Reasonable academic accommodations or protective measures can be provided to student victims, if requested, regardless of whether the victim chooses to report the crime.

FERPA is a federal law designed to protect the privacy of educational records, to establish a student's rights to inspect and review his or her educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. In accordance with FERPA guidelines, LMI has established designated directory information in the school's student records. Directory information is defined as information that is not generally considered to be harmful or an invasion of privacy. This school's directory information includes students' names, dates of attendance, receipt of Certificate, enrollment status (e.g. graduate or full – time), and courses of study. Student records and personal information beyond that which is classified as directory information may not be released without the express, written consent of the student. Each student will be required to complete a release from that grants authorization to a specific person or persons to whom information beyond directory information may be released. This may include, but is not limited to, a parent, legal guardian, or co-borrower. Student records are kept on campus in secure cabinets up

to five years after graduation. After five years, records are electronically filed. Any students or graduates requiring access to their records or for a copy of the L Makeup Institute's Privacy Policies contact Admission's.

Definitions

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a 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 is defined as a violent crime committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The abuse is characterized by forced or pressured sexual acts, including rape.

Stalking is defined as a crime of harassment directed at a specific person that would cause a victim to fear for his/her safety or the safety of others; or suffer substantial emotional distress.

Consent is defined when someone agrees, gives permission, or says "yes" to sexual activity with other person. Lack of Consent results from force, threat of force, or physical or mental incapacity of the victim to engage in sexual activity. Physical force is not a necessary element in commission of crime of rape; commission of act of sexual penetration against will of victim constitutes rape.

Hot Lines for Sexual Crimes Information

LVMPD Sex Offender Apprehension Program (702) 828-2963, or send an email to SOAP@lvmpd.com.

National Sexual Assault Hotline online.rainn.org 800.656.HOPE

Rape Crisis Hotline 702-366-1640

SAFE House Domestic Violence Hotline www.safehousenv.org 702-564-3227

Safe Nest Domestic Violence Hotline www.safenest.org 702-646-4981

Registered Sex Offender Policy

The campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institution is located and that it is entered into appropriate state records or data systems.

Sex Offenders Website: <http://www.nvsexoffenders.gov/> Phone Number: 775-684-6262

CAMPUS ANNUAL SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, LMI collects the following crime statistics as the basis for this Annual Security Report (ASR), published by October 1, is made available to students, employees, and applicants for enrollment or employment.

Crimes Reported for the following location 5525 S. Decatur, Suite, 102, Las Vegas, NV 89118. The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred at the main location. These statistics encompass the campus, buildings & property and public property surrounding the campus:

Criminal Offenses	2015			2016		
	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property *
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary/ Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
Total	0	0	0	0	0	0

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Arrests/Persons Referred for Campus Disciplinary Action

	2015			2016		
Hate Crimes	On Campus	Non-campus buildings and property	Public Property*	On Campus	Non-campus buildings and property	Public Property *
Liquor Law Violations:	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0
Arrests	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0
Total	0	0	0	0	0	0

*Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or adjacent to and accessible from the campus.