



NATIONAL
HOLISTIC
INSTITUTE

A College of Massage Therapy

**Campus/Workplace
Security Policy Guide
2024/2025**

**NATIONAL HOLISTIC INSTITUTE
EMERYVILLE CAMPUS**

2024-2025 National Holistic Institute Campus Security/Workplace Policy Guide

Campus /Workplace Security Policy Guide (Without Student Housing)

JEANNE CLERY

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later discovered there were approximately 38 violent crimes on the Lehigh campus in the three years prior to Jeanne being murdered. They joined with other victims of campus crime and persuaded Congress to enact a law, originally known as the “Crime Awareness and Campus Security Act of 1990.”

THE CLERY ACT

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101- 542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act is more commonly known as the “Clery Act”. The Clery Act requires colleges and universities to:

- Collect, classify and count crime reports and statistics
- Issue campus alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures
- Provide fire safety information

The National Holistic Institute publishes an annual Campus Security and Fire Safety Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46. This report includes important information about safety and security policies implemented to protect the welfare of our campus community, as well as crime statistics for all of the campuses and centers within the school system. You may view this report on the College website www.nhi.edu. You may also request a copy of the report by contacting the National Holistic Institute at 5900 Doyle Street Emeryville, CA 94608. Crime Statistics for each campus within the National Holistic Institute system for calendar year 2023 may be viewed at the U.S. Department of Education, Campus Safety and Security Data Analysis Cutting Tool at www.ope.ed.gov/security/.

CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

NATIONAL HOLISTIC INSTITUTE CAMPUS FACILITIES

The National Holistic Institute campus in Emeryville, California encompasses approximately 18,000 square feet of administration and instructional space located in one single building. The facility is secured with keypad locking doors with separate codes for students and staff. All College personnel and students are issued identification badges and are required to wear them on campus. All visitors to the campus are required to check in at the main reception area before entering the administration or instructional areas of the campus. The area surrounding the campus is patrolled by local law enforcement personnel. There are no residential facilities on College property, nor in use by the College at any other location.

PREPARING THE ANNUAL SECURITY REPORT

This annual security report is compiled and prepared by the Corporate office of National Holistic Institute Inc., in cooperation with the National Holistic Institute campus based personnel. Statistical information for activity that occurs off campus is retrieved from the Emeryville Police department and the Alameda County Sherriff's department. For purposes of issuing timely warnings and the annual statistical disclosure required under Clery, the campus community should report all crimes to the local campus personnel.

There are currently no fraternities or sororities located off-campus that are recognized by the National Holistic Institute. Criminal activity occurring off-campus is monitored and recorded by the following agencies: Emeryville Police Department and the Alameda County Sherriff's Department. Students involved in criminal activity off-campus may be contacted, cited or arrested by one of these agencies. During the preparation of the Annual Security Report, each of the above agencies is contacted and a good faith effort is made to obtain information as to crimes that are reportable under the Clery Act.

CAMPUS SECURITY AUTHORITIES

Who is a Campus Authority?

Even at institutions with police or security on campus, a student who is a victim of a crime may be more inclined to report it to someone other than the campus police or security. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be campus security authorities.

Who is a Campus Security Authority?

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

Although the reporting of criminal activity directly to a Police Department is the ideal scenario, crimes may also be reported to college officials who have significant responsibility for student and campus activities. The faculty and staff of the National Holistic Institute are trained to assist students in contacting (CSA's) Campus Security Authorities in the event the student needs to report a crime. Campus Security Authorities (CSA) are responsible for forwarding non-identifying information for inclusion in the annual

security report, regardless of whether or not the victim chooses to file a report with law enforcement or press charges. As defined under the Clery Act, CSA's include college deans and assistant deans, college directors, assistant directors, athletic team coaches, athletic assistant coaches, faculty advisors to student groups, and campus staff involved in disciplinary and judicial proceedings. Please be aware that information forwarded by CSA's is for statistical purposes only.

PROFESSIONAL AND PASTORAL COUNSELORS

When acting in their official capacity, professional and pastoral counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics under 20 U.S.C. Section 1092(f). Professional and pastoral counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures available for reporting crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. A "pastoral counselor" is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition as a pastoral counselor. A "professional counselor" is a person whose official responsibilities include providing mental health counseling and who is functioning within the scope of his or her license or certification.

VOLUNTARY/CONFIDENTIAL REPORTING

If you are the victim of a crime, we encourage you to file a crime report with the National Holistic Institute. If you would like to maintain confidentiality and do not wish to pursue action within the college or criminal justice system, you are encouraged to consider filing a confidential report for purposes of inclusion in the annual disclosure of crime statistics. These types of reports can be made to the National Holistic Institute. Individuals can do this by mail. The information can enhance community safety by allowing the college to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists and alerting the campus to potential danger.

TIMELY WARNING

The College is required to issue "Timely Warnings" when Clery Act events occur and may affect College students and personnel.

Scope: Narrow focus on Clery crimes.

Why: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within your Clery geography that is reported to your campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

Where: Applies to crimes that occur anywhere on your geographical locations.

When: Issue a warning as soon as the pertinent information is available. In the event of a situation which, in the judgment of the Campus Manager, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the Administration.

Events that qualify for timely warnings include, but are not limited to, the following:

- Burglary
- Homicide
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Manslaughter
- Sex Offenses
- Robbery

- Aggravated Assault
- Any crime considered to represent a threat to the public

The warning will be distributed utilizing one or more of the following systems:

- Campus e-mail
- Text message/cell phones
- Public address system
- Posted flyer

EMERGENCY NOTIFICATIONS

Emergency Notification

Scope: Wide focus on any significant emergency or dangerous situation (may include Clery crimes).

Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the College facilities. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.

Where: Applies to situations that occur on College property.

When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Upon confirmation of a serious or emergency situation that poses an immediate threat to the health or safety of the campus community, a campus-wide notice will be disseminated, unless issuing a notification will, in the judgment of the responding authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency events that qualify for emergency notifications include, but are not limited to:

- Outbreak of Meningitis, Norovirus, or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Active Shooter/Armed Intruder
- Bomb Threat
- Civil Unrest
- Explosion
- Nearby chemical or hazardous waste spill
- Aircraft crash
- Fire

The notification will be distributed as soon as possible under the following guidelines:

Authority to activate a public notification will rest with the Campus Manager who may designate agents with the authority to activate a notification. In situations when there is not time for consultation, a Campus Security Authority may initiate a notification. In matters of a criminal nature, the Campus Manager or local law enforcement will determine whether notifications are appropriate and necessary. The Campus Manager or designee will determine an incident's extent and scope, and whether it meets the criteria for an emergency notification.

In matters not of a criminal nature, the Campus Manager or Campus Security Authority that has jurisdiction will determine whether notifications are appropriate and necessary. When a Campus Security Authority that has jurisdiction over an incident is not available to make a determination about notifications, a designee may determine an incident's extent and scope and whether it meets the criteria for an emergency notification.

In matters not of a criminal nature, the Campus Manager or Campus Security Authority that has jurisdiction will determine whether notifications are appropriate and necessary. When a Campus Security Authority that has jurisdiction over an incident is not available to make a determination about notifications, a designee may determine an incident's extent and scope and whether it meets the criteria for an emergency notification.

Once requested by a designated authority, notifications will be made as soon as practicable. Notifications will generally be made by a staff member who has been trained and is authorized to send notifications.

All messages should include the type of situation, the location of the situation, the time and date, instructions for the recipient and an additional method for the public to obtain information. One or more of the following systems will be used for sending notifications:

- Campus e-mail
- Public address system
- Text Message/cell phones
- Posted Flyers

EMERGENCY RESPONSE and EVACUATION PLAN

National Holistic Institute requires its ground campuses to maintain an Emergency Response and Evacuation Plan (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. Each campus has a group of Campus Security Authorities (CSA's), who are responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP includes:

1. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.
2. A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.
3. Procedures for disseminating emergency information to the larger community.
4. Procedures for disseminating updated emergency information, which explain how this information will be communicated to the campus and relevant members of the community on a regular basis.
5. Procedures for testing and publishing the plan on an annual basis.
6. A list of CSA's (titles) responsible for carrying out this process. The campus will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

SECURITY & ACCESS TO FACILITIES

1. Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.
2. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours.
3. Only authorized vehicles are allowed to park in the designated parking areas.
4. Persons employed as security personnel at each campus represent the campus and are instructed to enforce campus security policies.
5. Security personnel is defined as campus police department, campus security department, or any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as individuals who are responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities including, but not limited to student housing, student discipline, or campus judicial proceedings. The security personnel do not have powers of arrests, unless such personnel possess valid certification as a law enforcement officer, peace officer, or are authorized to act in such a capacity by way of official authority granted by a court of state regulatory agency.
6. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
7. The campus maintains its relationship with local police through campus in-services and collection of statistical in-services. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

CRIME AWARENESS & PREVENTION

1. All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.
2. Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request, and will be updated and re-distributed to all existing students and staff on an annual basis.
3. The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.
4. The campus does not maintain any off-campus student organizations.
5. Students performing externship or clinical practice off-campus are expected to practice safety and security procedures as if the site were an extension of the campus.

CRIME PREVENTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

1. Do not prop open campus or residence hall doors.
2. Do not leave personal property unattended.
3. Report suspicious individuals to security.
4. Keep your classroom locked at all times.
5. At night, always walk in groups of at least two.
6. Stay on main walkways.
7. Remove valuables from your car and lock it.
8. Engrave your valuables.
9. Attend college-sponsored programs led by law enforcement officials.
10. Always carry your picture ID.
11. Be aware of your surroundings and what is going on around you. If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

CRIME LOG

The campus maintains a Crime Log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or within the geographic jurisdiction of the Campus.

The log includes:

1. Date of entry
2. Incident report date
3. Date/time of the crime
4. Nature/type of the crime/complaint
5. General location of crime
6. Disposition of complaint, if known

A campus may withhold information required above if there is clear and convincing evidence that the release of the information would:

- a) Jeopardize an ongoing criminal investigation or the safety of an individual;
- b) Cause a suspect to flee or evade detection; or

- c) Result in the destruction of evidence.

The campus must make an entry or an addition to an entry to the log within two business days of the report of the information to the campus authority, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The campus must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The campus must make any portion of the log older than 60 days available within two business days of a request for inspection.

REPORTING CRIMES

1. Students should accurately and promptly report criminal acts to the Campus Manager or designee at the campus, a member of the Campus Management staff, campus security or local police departments.
2. Reporting crimes is on a voluntary, confidential basis.
3. The Campus Manager or designee is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.
4. The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes, those that are reported to campus security, and those considered by the institution to represent a threat to students and employees. The campus community includes all campus buildings and grounds, all adjacent public property and externship sites.
5. Timely warnings to the campus community will be issued in a handout or flyer and also posted on any notice boards within the campus.
6. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
7. The statistics are collected centrally for each campus on a monthly basis and reported to the Department of Education annually.
8. Should also include the institution's response after a crime is reported (ex. disciplinary hearing).

CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on twelve crimes that may occur on campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report. Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and perspective) via the campus website or at the residential campus location.

Federal Bureau of Investigation's (FBI) Uniform Crime Report (UCR) program. A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes as defined by the FBI UCR.

DEFINITIONS for Crimes (as defined by the FBI Uniform Crime Report)

1. **HOMICIDE:** The willful (non-negligent) killing of one human being by another or the killing of another person through gross negligence. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered **Murder and Non-negligent Manslaughter** and (2) any death caused by the gross negligence of another is considered **Criminal Homicide-Manslaughter by Negligence**.

2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.
RAPE: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
INCEST: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent. (Statutory age of consent may vary by state.)

3. Any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior; by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, shares a child in common with the victim; or commits acts against a youth or adult against an adult or youth victim who is protected from acts under the family or domestic violence laws of the jurisdiction [under VAWA].

4. **DATING VIOLENCE:** Any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of the relationship; and the frequency of the interaction of the persons involved in the relationship.

5. **STALKING:** May be defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
For the purpose of this definition:
COURSE OF CONDUCT: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means,

follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

REASONABLE PERSON: A reasonable person under similar circumstances and with similar identities to the victim.

SUBSTANTIAL EMOTIONAL DISTRESS: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

6. **SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults. **Simple, Not Aggravated** includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.
7. **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Examples include:

- a) Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.).
 - b) Knife or Cutting Instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.).
 - c) Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Examples: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.
 - d) Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required. Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following:
 1. The type of weapon employed or the use of an object as a weapon
 2. The seriousness of the injury
 3. The intent of the assailant to cause serious injury
8. **ROBBERY:** Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Examples include:

- a) Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
 - b) Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.
 - c) Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.
 - d) Strong-arm – Hands, Fists, Feet, Etc. includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.
9. **LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person. Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft.

Examples include:

- a. Pocket-picking – This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.
- b. Purse-snatching – This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery.
- c. Shoplifting.
- d. Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories) *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.
- e. Theft of motor vehicle parts and accessories (attached to vehicle).
- f. Theft of bicycles.
- g. Theft from buildings.
- h. Theft from Coin-Operated Machine or Device.
- i. All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

10. **BURGLARY:** The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, house-breaking, safecracking, and all attempts at these offenses as burglary. The definition of a structure includes, but is not limited to, any residence, business, campus or classroom, other buildings, public buildings, etc.

An incident must meet three conditions to be classified as a Burglary:

- a. There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
- b. The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- c. The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

- a. Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.
- b. Unlawful Entry – No Force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.
- c. Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry. **Note: If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.**

11. **VANDALISM:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.

12. **MOTOR VEHICLE THEFT:** Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft. **Note: If a motor vehicle is stolen in conjunction with another offense, each offense must be classified accordingly.**

Examples include:

- a. Trucks and Buses include the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.
- b. Other Vehicles includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

13. **INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

14. **ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc. Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not. **Note: If arson is recorded, the campus is responsible for updating the Fire Safety Report to include arson or any other types of fire.**

Examples include:

- a. Structural includes single occupancy residential (houses, townhouses, etc.), other residential (apartments, tenements, hotels, etc.), storage (barns, garages, etc.), industrial/manufacturing, other commercial (stores, restaurants, offices, etc.), community/public (churches, jails, campuses, colleges, etc.), all other structure (out buildings, monuments, buildings under construction, etc.). Structures are further divided into two subcategories: residential and nonresidential.
- b. Mobile includes motor vehicles (automobiles, trucks, buses, motorcycles, etc.) and other mobile property (trailers, recreational vehicles, airplanes, boats, etc.).
- c. Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category. Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during arson must be reported as aggravated assaults along with the arson.

15. **HATE CRIMES:** In general, "hate" or "bias" crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, gender, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, gender, disability, ethnicity, national

origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

HIERARCHY RULE: A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Crime Statistics – Emeryville Campus

Criminal Offenses	2023	
	On Campus	Public
Homicide		
Murder/Non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Sex Offenses		
Rape	0	0
Fondling	0	0
Non-forcible		
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0

2022	
On Campus	Public
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

2021	
On Campus	Public
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

VAWA Offenses	On Campus	Public
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

On Campus	Public
0	0
0	0
0	0

On Campus	Public
0	0
0	0
0	0

Arrests	On Campus	Public
Weapons: carrying, possessing, etc.	0	0
Drug abuse violations	0	0
Liquor law violations	0	0

On Campus	Public
0	0
0	0
0	0

On Campus	Public
0	0
0	0
0	0

Disciplinary Actions	On Campus	Public
Weapons: carrying, possessing, etc.	0	0
Drug abuse violations	0	0
Liquor law violations	0	0

On Campus	Public
0	0
0	0
0	0

On Campus	Public
0	0
0	0
0	0

Unfounded Crimes	On Campus	Public
Unfounded Crimes	0	0

On Campus	Public
0	0

On Campus	Public
0	0

Hate Crimes	2023	
	On Campus	Public
Murder/Non-negligent manslaughter	0	0
Sex Offenses		
Forcible		
Rape	0	0
Fondling	0	0
Non-forcible		
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated assault	0	0
Burglary	0	0
Motor vehicle theft	0	0
Arson	0	0
Simple Assault	0	0
Larceny-theft	0	0
Intimidation	0	0
Destruction / damage / vandalism of property	0	0

2022	
On Campus	Public
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	0
0	0

2021	
On Campus	Public
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	0
0	0

Bias Key: R = Race; F = Faith; S = Sexual Orientation

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report's definition of crime for which arrests and disciplinary referrals must be reported:

LIQUOR LAW VIOLATIONS: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

The campus will report the following in its annual statistics:

1. The number of campus violations.
2. The type of sanction for violations.
3. The number of arrests.
4. The number of fatalities.

DRUG LAW VIOLATIONS: Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

The campus will report the following in its annual statistics:

1. The number of campus violations.
2. The type of sanction for violations.
3. The number of arrests.
4. The number of fatalities.

WEAPONS POSSESSION: Defined as a violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms. Cutting instruments, explosives, incendiary devices or other deadly weapons are included in this category. If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant. Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry and www.meganslaw.ca.gov .

SEX OFFENSES (Also see the Title IX Brochure in this document)

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the Colleges policy includes the following:

- a. In conjunction with the campus security bi-annual in-services, the campus will address awareness and prevention of rape and sex offenses. These in-service programs are conducted by trained professionals twice a year. Notice of the programs is given to faculty, employees, and students by bulletins posted at the campus.
- b. If a sex offense occurs, the victim should immediately notify the campus authorities and local police. The standard of evidence used by the College in these cases will be that standard applied by any reasonable person investigating a similar circumstance. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
- c. Students have the option to report rape or sex offenses to the proper law enforcement authorities including on-campus and local police. The campus staff will assist the student in reporting these offenses at the student's request.
- d. The campus provides and assists students with on- and off-campus counseling, mental health services, and other student services for victims of sex offenses. Information may be obtained from the Campus Manager or designee.
- e. Upon request by a victim of a sex offense, the campus will change that victim's academic schedule if the change is reasonably available.
- f. The campus has adopted a Procedure for Processing Complaints of Unlawful Discrimination and Other Grievances (the "Grievance Procedure") which applies in the event of an accusation of a sex offense. Copies of the Grievance Procedure may be obtained from the Campus Manager or designee. As provided in the Grievance Procedure, the accuser and the accused are entitled to the same opportunities to have others present during any proceedings that take place. Both the accused and the accuser will be notified of the results of the proceedings as stated in the Grievance Procedure. Decisions reached during the proceedings, other than referral to legal authorities, may be appealed using the campus Grievance Procedure. Documentation of any sex offense proceedings is required by National Holistic Institute and must be kept on file indefinitely by the campus and the Home Office. This should include sanctions the campus may impose following a final determination of a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. See the Title IX Brochure in this document.

DISCIPLINARY PROCEEDINGS

The Higher Education Opportunity Act (HEOA) requires colleges to disclose, upon written request, to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

DEFINITION

Referred for campus disciplinary action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

DRUG-FREE CAMPUS POLICY:

Behavior involving illegal drugs, firearms and weapons, alcohol, criminal behavior, or behavior that is irresponsible or unprofessional may be cause for dismissal.

Drug and Alcohol Abuse Prevention / Awareness

In order to keep NHI a safe environment for students and staff to learn and grow, we participate in the Federal Drug-Free Schools and Communities program. NHI cooperates with the U.S. Department of Education in providing education and resource materials.

It is prohibited to possess, use, buy, sell, or be in the presence of others possessing, using, buying or selling any dangerous or illegal drugs, narcotics, or other controlled substances on NHI property, or while attending affairs sponsored by NHI. Any student found in violation of this prohibition may be dismissed and may be subject to criminal charges.

NHI students and staff have access to information and support in managing substance- abuse challenges. We encourage you to talk with someone in Student Support Services or your mentor if issues concerning drugs or alcohol become a problem. Also, a guide is provided during orientation that contains current information on resources available for anyone needing special assistance with a drug-abuse or alcohol-abuse problem.

EMERGENCY RESPONSE and EVACUATION PLAN

The *National Holistic Institute Campus Security Authority Chart* details personnel who are responsible for carrying out the Emergency Response and Evacuation Plan.

Campus Security Authority Chart, Individuals to contact in case of an emergency:

1. Campus Manager
2. Student Life and Career Coordinator
3. Senior Vice President
4. Director of Faculty and Students
5. Director of Education and Administration
6. President

CLERY ACT GEOGRAPHY DEFINITIONS

ON CAMPUS

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.

Any building or property that is within or reasonably contiguous to 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).

*Please see Clery Act Map of the Emeryville Campus.

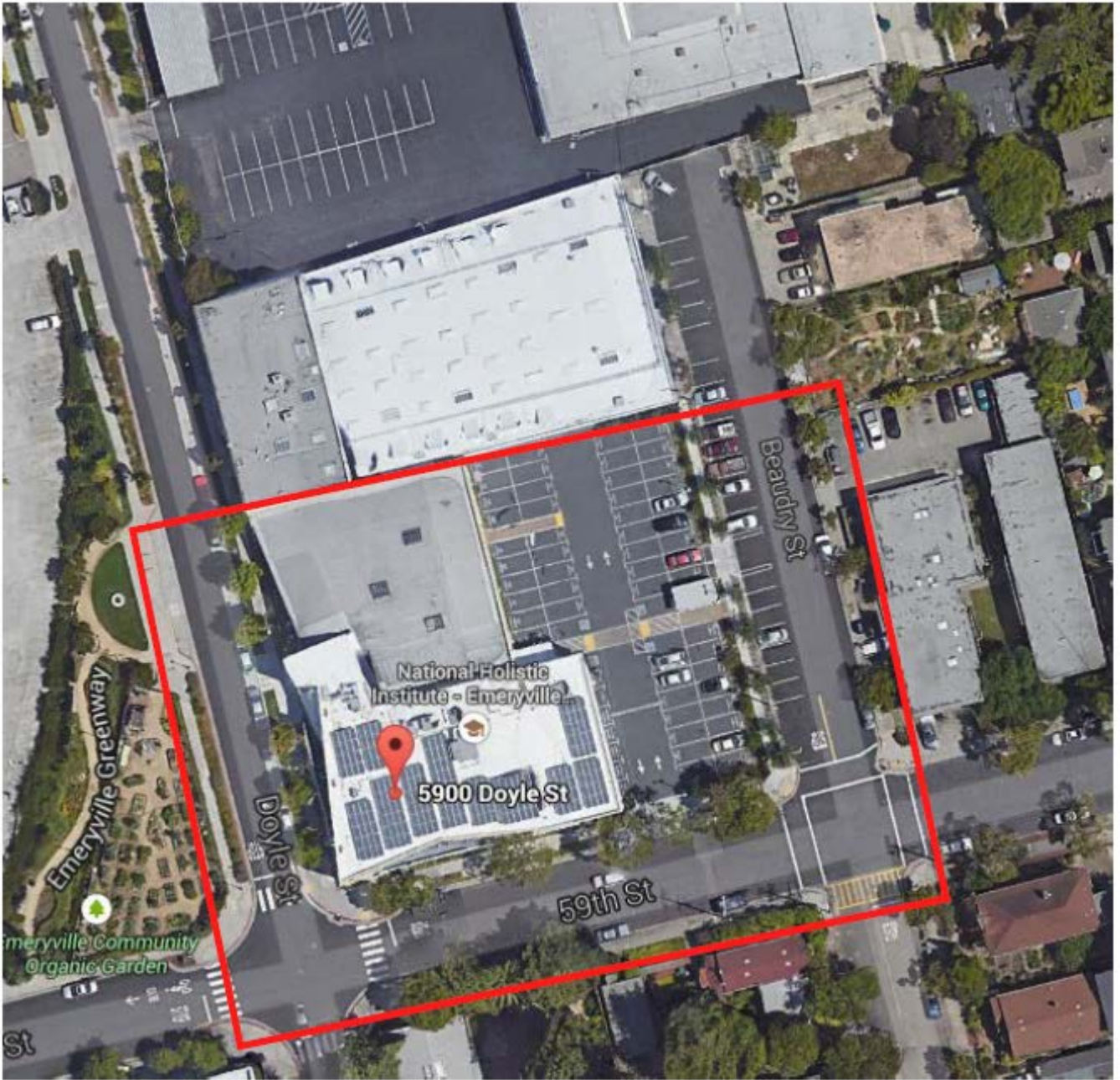
NON-CAMPUS BUILDING OR PROPERTY

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY

All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

5900 Doyle St. Emeryville, CA 94608. The area outlined in **RED** represents the Emeryville College Campus.



Emeryville Campus Clery Geograpy Map

**National Holistic Institute
Emergency Response Plan
2024-2025**



NATIONAL

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A College of Massage Therapy

National Holistic Institute Emergency Response Plan

The purpose of this plan is to provide for the carrying out of emergency functions to save lives; establish responsibilities necessary to performing these functions; prevent, minimize, and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the Campus. This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response and critical support services, and provides a management structure for coordinating and deploying essential resources.

Your campus has a detailed Emergency Response Plan (ERP) procedure that outlines the procedures to be followed in case of an emergency. This document serves as a description of what you should expect in an emergency situation and actions you should take specific to your campus or location. Please contact your Campus Manager or designee for more information about the detailed ERP procedures.

An emergency is any situation that poses danger to the safety of persons or property, and which requires an immediate response. An emergency can be caused by air pollution, fire, flood or floodwater, storm, hurricane, epidemic, riot, earthquake, intruder, or other causes. An emergency may be beyond the control of the resources available to the campus and may require the combined efforts of the state, city, or other political subdivisions.

It is a primary goal of National Holistic Institute to provide a safe and secure environment for our students, faculty, and staff at all of our locations. However, emergencies both large and small can arise suddenly, and it is critical that site personnel know how to respond to them immediately and effectively. They must be prepared to respond in an appropriate, coordinated manner that minimizes the risks to everyone involved and allows students, faculty, and staff to resume or continue to function normally without creating additional emergencies.

The greatest mistakes leaders make in a crisis come from not knowing what steps to take or in what order to take them. Planning, preparation, training, and drills help prevent these mistakes. Site personnel will be trained at least once a year on the ERP to prepare them to respond to emergencies. While the ERP provides guidance for how to respond to numerous types of emergencies, it cannot foresee every possible emergency. Therefore, site personnel must be prepared to evaluate all the circumstances and make sound judgments based on the situation.

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, National Holistic Institute senior executives, and the general public.

In any emergency, the Campus Manager (CM) will, without delay, and taking into account then safety of the community, determine the content of the notification and initiate the campus or location notification system, unless issuing a notification will, in his/her professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Communication

When an emergency condition exists, the CM will notify the necessary members of the Emergency Response Team (ERT) to respond to their areas of assignment. Notifications must be given in plain

language. Code words should not be used. The methods of communication the school may utilize to notify all persons on campus of an emergency include:

- a) Intercoms
- b) Two-way radios
- c) Telephones
- d) Runners

The Campus' CM will evaluate the situation and determine the best method to notify the campus community of the emergency. In some cases, e-mail, the Web, word-of-mouth, or even the media will be used to alert the campus or broader community of events on campus.

The ERT is responsible for controlling the overall emergency response and managing personnel, students, facilities, equipment, and communications. The team consists of several members of the Campus' faculty and staff. Your campus or location has specific policies that ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The ERT positions with short descriptions are as follows (Note: The Campus Manager covers the responsibility for each of these functions, unless assigned to a specific designee.):

1. Incident Commander (IC):

The IC ensures the safety of students, staff, and others on campus. The IC will assess the type and scope of emergency, determine the threat, if any, to human life and structures, and activate the rest of the ERT, if necessary. The IC will also determine the content of the emergency notification and the appropriate audience to receive the communication. Several incident-specific responses are included in this ERP for reference.

2. Safety Officer:

The Safety Officer ensures that all emergency response related activities are conducted in as safe a manner as possible. The Safety Officer will monitor drills, exercises, and emergency response activities for safety, and identify and mitigate safety hazards and situations.

3. Communications Officer:

The Communications Officer is responsible for coordinating all on-site communications between the ERT and the media, families of students, and the public. The Communications Officer will release statements, arrange interviews, and ensure that the privacy of students and on-site personnel is protected when communicating with the media.

4. Operations Chief:

The Operations Chief manages the direct response to the disaster, including site facility check, security, search and rescue, medical, student care, and student release. Specifically, the Operations Chief:

- a) Briefs the ERT on the situation, assigns team members to their proper roles, and supervises ERT activities.

- b) When additional site personnel are available, briefs them on the situation and assigns them as needed.
- c) Supervises search and rescue operations.
- d) As information is received from operations staff, forwards it to the IC.
- e) Makes arrangements to provide shelter for students and staff; and
- f) Ensures that operations staff follows standard procedures, using appropriate safety gear, and document their activities.

5. Search and Rescue Teams and Team Leader:

The Search and Rescue Team, led by a Team Leader, searches areas for on-campus occupants that may be in danger. The Team searches known hazards or situations first, then searches the campus using specific planned routes.

6. Medical Team and the Medical Team Leader:

The Medical Team, led by a Team Leader, is responsible for providing emergency medical response, first aid, and counseling prior to the arrival of emergency medical services.

7. Student Care Team:

The Student Care Team ensures the care and safety of all students on campus, except those who are in the medical treatment area.

GENERAL PROCEDURES

National Holistic Institute is committed to providing as safe, comfortable, and productive work environment as possible during periods of severe weather such as hurricanes and tornados. **The National Weather Service will issue a HURRICANE WARNING when hurricane conditions are expected in the next 36 hours.** When a warning is issued, National Holistic Institute will determine the course of action for offices in the threatened area. National Holistic Institute offices in the warning area will close no later than **12 hours** after a Hurricane Warning is issued. Affected offices will remain closed until the Warning has been lifted and the buildings have been deemed safe for re-entry. It is National Holistic Institute's intention to re-open each office as soon as possible. Your campus location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus location.

Incident Commander (IC):

- Calls 911, if necessary.
- Activates the Emergency Response Team (ERT).
- Determines if students and site personnel should be evacuated outside of building or to a relocation center.
- Directs students and site personnel to follow evacuation drill procedures and the primary evacuation route, or alternate routes if the primary route is too dangerous.

- Describes how ERT will provide for disabled and non-English speaking students and site personnel.

Faculty:

- Direct students to follow the evacuation procedure announced by the IC. Take class roster and emergency kit.
- Take roll when safely outside.
- Immediately notify the IC of any missing students.
- Stay with class until relieved by another faculty member.

If evacuated to relocation center, take roll again and notify the IC of any missing students. Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or local office. Lockdown/shelter-in-place orders may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons if they were to leave the facility or campus building.

Incident Commander (IC):

- Calls 911, if necessary.
- Activates the Emergency Response Team (ERT).
- Issues lockdown/shelter-in-place order by announcing a warning over PA system, sending a messenger to each classroom, or other alternate method, as deemed necessary by the situation.
- Directs all students, site personnel, and visitors to seek shelter in classrooms or other secure rooms.

Faculty:

- Lock classroom doors and barricade with furniture.
- Close windows and, if available, close window blinds, curtains, or shades.
- Direct all persons to move away from windows and doors so that they cannot be seen from outside the room.
- Direct all persons to get down on the floor.
- Allow no one to exit the classroom until the IC gives the all-clear signal.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Reverse evacuation provides refuge for students, site personnel, and members of the public within facilities during an emergency. Shelters must be located in areas that maximize the safety of everyone seeking shelter. Safe areas may change depending on the emergency. Implementation of lockdown/shelter-in-place procedures may be necessary once everyone is inside the shelter.

Incident Commander (IC):

- Calls 911, if necessary.
- Activates the Emergency Response Team (ERT).
- Identifies safe areas in each building.
- Directs students, site personnel, and members of the public to assemble in the safe areas.

Faculty:

- Take class roster and emergency kit.
- Close all exterior doors and windows.
- Barricade doors and windows with furniture. Turn off any ventilation leading outdoors.
- Move everyone away from windows and doors.
- If advised, instruct everyone to cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Take roll of students and staff after securing the safe area. Immediately notify the IC of any missing people.
- All persons must remain in safe areas until notified by the IC that the emergency has ended.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

- The person who recognizes the emergency should call 911, if necessary.
- The person who recognizes the emergency should notify the Incident Commander (IC).
- The IC will seal off high-risk area.
- The IC will announce emergency via intercom, if necessary.
- The IC will take charge of area until incident is contained or relieved.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Select site personnel and students will meet with mental health workers to determine level of intervention required.

The Campus Manager will:

- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other “highly stressed” students or site personnel to counselors.
- Debrief all students and site personnel.
- Assess stress level of all students and site personnel.
- Recommend counseling to overly stressed students and site personnel. Follow up with students and site personnel who received counseling. Designate site personnel to attend funeral(s), if necessary.
- Allow for changes in normal routines or test schedules following any injuries or deaths.

INCIDENT SPECIFIC RESPONSES

In the event a fire or smoke from a fire has been detected:

- The person who recognizes the fire should activate fire alarm or call 911.
- The ERT will evacuate students and site personnel to a safe distance outside of building.

Follow the primary fire drill route as detailed by your campus location, or the alternate route if the primary route is too dangerous.

- Instructors and managers take roll after evacuating and immediately notify the IC of any missing people.
- IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.
- No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a person is suspected of carrying a weapon into a National Holistic Institute facility or onto a campus:

- The person who believes someone has a weapon should immediately call 911.

- The person who believes someone has a weapon should immediately notify the Incident Commander (IC).
- If suspect threatens you with a weapon, do not try to disarm him or her. Back away with your arms up. Remain calm.
- The ERT should escort police on search through the building, if requested.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

- The person who witnesses an assault or fight should call 911, if necessary, and notify the Incident Commander (IC).
- The ERT will diffuse the situation, if possible.
- The ERT should seal off area where assault/fight took place, if possible.
- The ERT will document all activities and ask victim(s)/witness(es) for their account of incident, including details about whether:
 - A weapon was used; or
 - A victim has a physical injury causing substantial pain or impairment of physical condition; or
 - Victim was assaulted involving sexual contact (this means intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

- The person who discovers a wild animal on the premises should call 911, if necessary.
- The person who discovers a wild animal on the premises should notify the Incident Commander (IC).
- If possible, the ERT will seal off the area if the animal is still present.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

- The person who receives a bomb threat should immediately call 911.
- The person who receives a bomb threat should notify the Incident Commander (IC) IC initiates Evacuation Procedures.
- Follow Evacuation Procedures to a safe distance outside of building.

- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If gas odor has been detected in the building:

- The person who smells the gas odor should immediately call 911.
- The person who smells the gas odor should immediately notify Incident Commander (IC).
- The person who smells the gas odor should use the fire alarm pull station.
- The ERT will evacuate students and staff to a safe distance outside of building.
- Follow the primary evacuation route as detailed by your campus or location, or the alternate route if the primary route is too dangerous.
- Instructors and managers take roll after evacuating. Immediately notify the IC of any missing people.
- IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If gas odor has been detected outside the building:

- The person who receives the report of the gas odor should immediately call 911.
- The person who receives the report of the gas odor should immediately notify the Incident Commander (IC).
- The person who smells the gas odor should use the fire alarm pull station.
- The ERT will evacuate students and staff to a safe distance outside of building.
- Follow the primary evacuation route as detailed by your campus or location, or the alternate route if the primary route is too dangerous.
- Instructors and managers take roll after evacuating.
- Immediately notify the IC of any missing people.
- IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.

- No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If advised to evacuate:

- The ERT will designate team member to evacuate students and staff to a safe distance outside of building.
- Follow the primary evacuation route, or the alternate route if the primary route is too dangerous.
- Instructors and managers take roll after being evacuated. Immediately notify the IC of any missing people.
- IC may move students to an alternate relocation center if the weather is inclement or the building is damaged.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Incident occurred in a National Holistic Institute facility or campus:

- The person experiencing the event should immediately call 911, if necessary.
- The person experiencing the event should immediately notify the Incident Commander (IC).
- IC determines whether to shelter in place or evacuate (fire personnel will assist with decision). Follow procedures for sheltering or evacuation.
- IC seals off area of leak/spill.
- IC takes charge of area until fire personnel contain incident.
- No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Occurred near National Holistic Institute facility or campus:

- The person experiencing the event should immediately call 911, if necessary.
- The person experiencing the event should immediately notify the Incident Commander (IC).

- IC determines whether to shelter in place or evacuate (fire personnel will assist with decision). Follow procedures for sheltering or evacuation.
- No one may re-enter the building(s) until entire building(s) is declared safe by fire or police personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

National Holistic Institute campuses within 10 miles of a nuclear facility will be prepared for a radiological event. Should a radiological event occur, it is standard protocol for the nuclear facility to blast a steady siren for 3 to 5 minutes. If this siren is heard, seek additional information from an Emergency Alert Station (EAS) on a radio. A radiological release may require protective actions. There are two basic protective actions: sheltering-in-place and evacuation. The procedures are described in the General Procedures section of this document.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a serious injury or death occurs in a National Holistic Institute building or on a campus:

- The person who encounters the serious injury or death should immediately call 911.
- The person who encounters the serious injury or death should notify the Incident Commander (IC).
- If possible, the ERT will isolate the affected person.
- IC notifies National Holistic Institute Communications team.
- If it is an injury, the IC designates a staff member to accompany the injured person to the hospital.
- National Holistic Institute Communications team determines the method of notifying the family of the affected person, students, and site personnel.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a member of the campus community dies or is seriously injured offsite:

- The person who encounters the serious injury or death should notify the IC.
- IC notifies NHI Communications team.
- NHI Communications team determines method of notifying students and site personnel.
- The person who discovers the unrest should call 911.

- The person who discovers the unrest should notify the Incident Commander (IC).
- The ERT will ensure the safety of students and site personnel in the immediate vicinity.
- IC warns site personnel of the unrest.
- IC warns other students, if necessary, of the unrest.
- IC will seal off the affected area, if possible.
- IC determines whether or not to issue a lockdown order (if it determined that a lockdown is necessary, see the Lockdown/Shelter-in-Place Procedure section).
- Instructors and managers make a list of all the students that are absent from their classrooms and deliver this information to the IC.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

If a suicide attempt occurs in a National Holistic Institute building or on a campus:

- The person who discovers the attempt should immediately call 911.
- The person who discovers the attempt should notify the Incident Commander (IC).
- IC activates ERT.
- The IC or other designated person should attempt to calm suicidal person.
- The ERT should isolate suicidal person from other students or site personnel, if possible.
- Stay with the person until a counselor or suicide intervention team arrives.
- **Do not leave the suicidal person alone.**
- IC notifies the designated suicide intervention service.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

Weapons of mass destruction likely to be employed by terrorists fall into a few basic categories: nuclear and conventional.

Nuclear Weapon Use

Defense against nuclear weapons depends primarily on distance from the point of detonation. If a nuclear device is detonated:

- The person who discovers the attack should immediately call 911.
- The person who discovers the attack should immediately notify the Incident Commander (IC).

- The ERT will utilize PA system or other system to notify campus occupants of the emergency.
- The ERT will move students and staff to specifically identified basement or lower level rooms; interior hallways may be used as an alternative.
- Campus personnel should close all doors leading into hallways to minimize flying glass.
- The ERT should shut down all utility systems to the building (gas and electricity are the priorities).
- Shelter in place to protect from fallout, if attack is far enough away. Keep students and site personnel inside buildings.
- Allow students and site personnel to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Conventional Explosive Device Use

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survival. If responding to the threat of an imminent blast nearby:

- The person perceiving the attack should immediately call 911.
- The person perceiving the attack should immediately notify the Incident Commander (IC).

If the source of the threat is outside, the ERT will:

- Reverse-evacuate all people into school buildings.
- Move students and staff to specifically identified basement or lower level rooms; interior hallways may be used as an alternative.
- Close all doors leading into hallways to minimize flying glass.
- Shut down all utility systems to the building (gas and electricity are the priorities).
- All people assume the duck, cover, and hold position on the ground. Keep students and site personnel inside buildings.
- Allow students and staff to leave at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

If the source of the threat is inside n National Holistic Institute building, the ERT will: Evacuate students and site personnel to a safe distance outside of building.

- Follow the primary fire drill route, or the alternate route if the primary route is too dangerous. Instructors and managers take roll after evacuating.
- Immediately notify the IC of any missing people.

- IC may decide to move students to an alternate relocation center.
- No one may re-enter the building(s) until entire building(s) is declared safe by public safety, emergency management, or military authorities.
- The ERT will seek medical treatment for any students or site personnel affected by the explosive device.

Your campus or location has specific policies that the ERT follows. In the event of an emergency, you should carefully follow all instructions given by the ERT at your campus or location.

The campus will test these procedures once per year, and will include:

- Drills that may be announced or unannounced;
- Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year; and
- Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.