

Modern Technology School

Annual Security Report 2017 (calendar years 2014, 2015 & 2016)

Crime occurs in every community, unfortunately, the campus community is not immune. To a significant degree, campuses mirror the dynamics of the larger surrounding area. That does not mean, however, that they experience crime to the same degree. Typically, campuses have fewer crimes than the locales in which they are situated and Modern Technology School is no exception. It is unfair and unwise to make assumptions about the level of campus crime based on the campus' location, and it is equally unfair and unwise to make simple comparisons of crime statistics between or among educational institutes.

Clery Act Geography Definitions

The Modern Technology School Campus is the building & property located at 16560 Harbor Blvd. Suites K-Q, Fountain Valley, CA 92708. The School controls only the suites K through Q in the 16560 building. The public property adjacent and accessible from the 16560 building at this address includes the parking area, and thoroughfares accessible from the campus building.

The School is open each business day Monday through Friday, excluding any day when the campus is closed. The School is a private business and uses the Fountain Valley Police department for any difficulties that arise on campus.

Crime Reporting Policy

The security reporting is a continual process. The School makes every effort to ensure that the report is complete and accurate. The process includes the gathering of crime statistics from individuals identified as MTS Campus Safety Officers and law enforcement agencies reporting where appropriate. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education. Included are crimes reported three calendar prior to the reporting date.

Campus Safety Officers are individuals, who by virtue of their responsibility and under the Clery Act, are designated to receive reports of criminal incidents that occur on on-campus or on public property surrounding the campus.

It is the policy of Modern Technology School that the following individuals are designated as Campus Safety Officers in accordance with the guidelines established under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," and subsequent rules.

The Campus Safety Officers for Modern Technology School are:

- Evening Students: Yvonne Parker, Medical Assisting Program Director
 - Email: yparker@mtschool.edu – Tel: 714-418-9100, Fax: 714-418-9109
- Day Students: Adam Cooper, Radiation Safety Officer
 - Email: acooper@mtschool.edu – Tel: 714-418-9100, Fax: 714-418-9109

Victim or witness reporting: victims of crimes or witnesses of crimes on campus can voluntarily and confidentially report crimes to the Campus Safety Officers for inclusion into the annual disclosure.

Preparation of Annual Security Report

The preparation of the university's annual security report is a continual process. In preparation of the annual crimes statistic disclosures, the School accesses the monthly Fountain Valley Police Department crime statistics on their web-site. The School makes every effort to ensure that the report is complete and accurate. Daily crime reports are also sent to the Campus Director via e-mail, for the immediate area. Any on-campus criminal activity is recorded and by the Campus Safety Officers to the Campus Director for posting notification. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

Crime & Emergency Notification

Crime awareness alerts will be sent or posted via email and other on-campus flyers. These are information bulletins to increase situational awareness of crimes or that pose a threat to students and employees and that have occurred on campus or in the proximity of the School. Notifications will go out within 24 hours of reporting. Names and personal identifying information of victims of crimes, or those reporting crimes are withheld and kept confidential.

If there is an immediate threat to the health or safety of students or employees occurring on campus the emergency notification procedure are to be followed.

Security & Access to Campus Facilities

Modern Technology School is a private vocational school. The school is located in a commercial building complex and has seven connected suites in the 16560 building. The administrative side of the campus is unlocked & open from 7:30 AM to 5:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday. The classroom side of the campus is unlocked & open from 7:30 AM to 10:00 PM Monday-Thursday and 7:30 AM to 4:00 PM on Friday.

There are designated personnel that have entry code and key access. Specific personnel are assigned to secure and lock the building at closing. The classroom side of the campus is closed to the general public and entrance may be denied and the trespass laws invoked for persons found in or around our buildings without legitimate reasons.

Visitors to the campus must sign-in at the reception desk and presents an ID if visiting with a student. Other potential students must also check in at the reception desk before entering the campus administrative area.

Megan's Law and Sex Offender Registrant Information

The Federal Campus Sex Crimes Prevention Act (CSCPA), requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. In the state of California, convicted sex offenders must also register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Drug and Alcohol Policies

In compliance with the Drug Free Schools and Communities Act (Public Law 101-26) Modern Technology School prohibits the unlawful possession, use, and/or distribution of illegal drugs, alcohol and marijuana by students. This includes providing alcoholic beverages or marijuana to a person under 21, and the possession or consumption of alcoholic beverages or marijuana by a person under 21. Any student who violates of this policy may be subject to disciplinary action, up to and including permanent expulsion.

No student shall use, sell or be under the influence of drugs, to include prescription drugs, alcohol or marijuana while on campus, in classrooms, labs, in the parking lot, at break or during clinical training hours. Anyone found or suspected of using, selling, or arriving under the influence will be subject to a random drug test at their expense. If a student tests positive for drugs, alcohol or marijuana, it is grounds for immediate dismissal from the program, without chance of reinstatement.

Health & Safety Policy

It is the policy of MTS to have its facility in compliance with the requirements of the state and local building codes, the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, MTS will take action to obtain local medical services as needed. The School is OSHA compliant & CDPH-RHB compliant.

Harassment, Discrimination & Sexual Harassment Policies

Modern Technology School is committed to the principle that it's learning and clinical environment be free from inappropriate conduct. Any type of harassment, discrimination, sexual harassment or sexual misconduct in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action or dismissal from the program.

This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any harassment, sexual harassment-misconduct or any inappropriate conduct.

Specifically addressing Sexual Harassment, Modern Technology School is committed to providing an environment which is free of sexual harassment in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope harassment directed to members of the same sex as well as harassment of members of the opposite sex. Sexual harassment is a form of harassment and discrimination strictly prohibited. It is strictly prohibited to engage in threats or reprisals to dissuade another from reporting sexual harassment under this policy; impede or obstruct the investigation under this policy of complaints of sexual harassment; or retaliate in any manner against someone for pursuing or participating in a charge of sexual harassment.

Types of Harassment Prohibited by this Policy

Discrimination: Discrimination refers to conduct that exposes an individual to unequal treatment on the basis of age, disability, veteran status, race, color, religion, ancestry, national origin, gender, marital status, sexual orientation.

Harassment: This includes unwelcome, offensive, undesirable or unsolicited conduct of any kind. Conduct that would be offensive to a reasonable person under the circumstances in question and, if not corrected, could interfere with an individual's academic performance or create or substantially contribute to an intimidating or hostile academic, or student environment.

Examples:

- Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual's or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity; or
- Visual, through the use of writings, graffiti, e-mail, posters, objects, or symbols that ridicule or demean an individual's or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material; or
- Physical, such as unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic.

Sexual Misconduct/Harassment: This includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of harassment, but is unprofessional and inappropriate for the classroom or clinical setting.

Examples:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status.
- Submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual.
- Conduct that has the purpose or effect of unreasonably interfering with an individual's performance, creating an intimidating, hostile or offensive environment.
- Physical contact of a sexual nature including touching, patting, hugging or brushing against a person's body;
- Explicit or implicit propositions or offers to engage in sexual activity;
- comments of a sexual nature, including sexually explicit statements, questions, jokes or remarks of a sexual nature about a person's clothing or body; remarks about sexual activity' speculation about sexual experiences'
- Exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
- Physical interference with or restriction of an individual's movements.

Conduct of a Sexual Nature: This includes conduct that is verbal, visual, or physical. Conduct of a sexual nature may either be explicitly sexual or may involve conduct that derives its sexual nature from the circumstances in which the conduct occurs or when combined with other conduct that occurs in a sexual context. Conduct does not need either to express any sexual desire or to be directed to a specific person and can include conduct that attempts to demean, control, or stereotype others on the basis of their sex.

Examples:

- sexual jokes, innuendoes, slurs or sexually suggestive comments other than in an appropriate academic study of such activity;
- sexually explicit or sexist statements or anecdotes or questions or statements about sexual activity other than in an appropriate academic study of such activity;
- unwanted sexual advances, propositions, invitations, or other forms of pressure (either blatant or subtle) for sexual activity; offensive touching, including engaging in unwanted hugging, patting, kissing, or brushing up against someone's body, or other inappropriate sexual touching;
- knowingly invading another's personal space in a sexually suggestive manner;
- sending suggestive or obscene notes, phone calls, e-mails or texts.

Reporting Complaints

Any person who believes that they have been subjected to harassment, discrimination, retaliation or sexual harassment, including sexual assault, sexual violence or other misconduct prohibited under this policy or who feels they are aware of prohibited harassment or discrimination directed toward others should immediately report the circumstances. The School requests that complaints be made in writing to assure the accuracy of the charge, although verbal complaints will also be accepted. Reporting can be informal or formal and there is no time limit for reporting.

Informal report:

The informal process is intended to resolve concerns at the earliest stage possible. Employees are encouraged to resolve their complaints directly with the alleged offender/respondent and/or with the alleged offender's Program Director.

An individual who does not wish to file a formal complaint may make an informal complaint. The Program Director's will provide assistance strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should be immediately ceased.

Formal report:

Modern Technology School encourages any person who believes that he or she has been subjected to harassment, sexual misconduct/harassment to immediately report the incident to the Program Director of their prospective program. The School requests that complaints be made in writing to assure the accuracy of the charge.

Complaints of harassment or discrimination against students shall be reviewed and resolved in accordance with the disciplinary procedure for student conduct violations. Complaints against faculty generally will be reviewed and resolved under the disciplinary procedure in the Faculty Handbook.

Investigation:

Investigation of the written incident will begin ten (10) days after receipt of the complaint. Any person that has information relevant to the complaint shall be interviewed and appropriately documented. Offensive material involved will be reviewed as necessary. Upon completion of the investigation a written report will be issued. The report is to include a recommendation of whether a violation of the policy occurred and recommended disciplinary action if a violation of the policy occurred. This will be disseminated to the appropriate persons involved. Documentation of the names of complainant and respondent, documentation used in the investigation, investigation report, findings letters and interim measures provided to the parties.

Notification of formal complaint/allegations:

Both parties involved will be notified in writing of any formal complaint/allegations, and the investigator will request a meeting with the accused to provide the accused an opportunity to respond to the allegations.

False complaints:

Any persons who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the school.

Personnel to report to:

Program Director	Email Address	Tele:	Fax:
Lani Coates	lcoates@mtschoool.edu	714-418-9100	714-418-9109
Yvonne Parker	yparker@mtschoool.edu	714-418-9100	714-418-9109
Susan Shannon	sshannon@mtschoool.edu	714-418-9100	714-418-9109

Conduct which is Offensive to a Reasonable Person

The conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected could interfere with an individual’s academic or work environment or create or substantially contribute to an intimidating or hostile work, academic, or student living environment. In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will assess whether the alleged conduct is severe and/or pervasive based upon but not limited to the totality of the circumstances. Considering the constellation of the surrounding circumstances and expectations, including but not limited to the nature and context of the conduct, the type, frequency, and duration of the conduct, the identity of and relationship between the parties, the number of individuals involved, the degree to which the conduct affected the complainant or other students, staff and/or faculty and the principles of academic freedom.

Protection against Retaliation

Retaliation against an individual is an adverse action or treatment taken against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited. This includes intimidation, harassment, efforts to impede an investigation, or filing a false or bad faith cross-complaint.

Retaliation is prohibited by the School and federal law. Retaliation is a serious violation, which can subject the offender to drop from the School.

Appeal of Disciplinary Action

Either party may appeal the disciplinary action taken as a result of the investigation by filing a written appeal within 10 business days of the date of written outcome. This appeal only reviews the disciplinary action taken as a result of the investigation and not the outcome or findings of the investigation itself. Notification of outcome of appeal will be sent out within 30 days.

Confidentiality

To the extent possible, the School will make a reasonable effort to conduct all proceedings related to harassment and discrimination allegations in a manner which will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the School is required by law to disclose information, when disclosure is warranted by the School in order to protect the rights of others, or disclosure is necessary to facilitate legitimate School processes including investigation and resolution of harassment and discrimination allegations. In addition to these efforts by the School, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

Prevention of Dating Violence, Domestic Violence, Sexual Assault & Stalking Policies

Modern Technology School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any dating violence, domestic violence, sexual assault and stalking.

Modern Technology School is committed to providing an environment which is free of dating violence, domestic violence, sexual assault and stalking, in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope, directed to members of the same sex as well as members of the opposite sex. Dating violence, domestic violence, sexual assault and stalking is strictly prohibited.

The following are definitions to help you understand each type of violence:

Dating Violence: Intimate partner violence and abuse, also referred to as dating violence, is violence committed against a person by a person with whom they have a previous or current dating, romantic, intimate or sexual relationship.

Example: Intimate partner violence and abuse may include, but is not limited to, the following types of behavior within the context of an intimate partner relationship:

- Battering that causes bodily injury
- Emotional abuse (bodily injury or property damage)
- Sexual assault/battery
- Sexual exploitation
- Sexual harassment
- Forcible denial of use of or access to owned or shared assets
- Coercion used to attempt to compel another to act as directed
- Depriving another of personal freedom of movement or access to friends, family, or support systems

Domestic Violence: Domestic violence is a misdemeanor crime or felony crime of violence committed against a person by a person who is their spouse or former spouse, cohabitant or former cohabitant, a person with whom they have a child, or a person with whom they have a previous or current dating, romantic, intimate or sexual relationship.

Sexual assault/battery:

- Sexual assault – Any non-consensual act of penetration, however slight, of person’s vaginal or anal openings with any body part or object (including a finger) or non-consensual oral-genital penetration.
- Sexual battery – Any intentional sexual contact, however slight, with any object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to genitals (the inner thigh); touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

Stalking: Repetitive and menacing behavior towards another, or pursuit, tracking, surveilling, or harassing another in such a way that would cause a reasonable person, under similar circumstances and with similar identities, to fear for their safety or the safety of others, the safety of their property, or to otherwise suffer substantial emotional distress.

Bystander Intervention

Notice the situation or conditions that perpetuate violence. Be aware of who you are with, how they are acting, and what is happening in your surroundings. Once you notice a possible violent situation, it is crucial to see it as an issue and understand why or how it could perpetuate violence. Feel responsible to act and understand that your actions and words can make a significant difference in someone else’s life or in a situation you witness. You have the power and the incredible potential to influence a situation for the better.

Understand what to do next. Active bystanders understand actions they can take to safely and positively intervene in a potentially harmful situation to prevent harm or further harm.

Try to intervene safely; not only do active bystanders see a situation and know what to do, but they actually take action to end a situation or prevent the occurrence of violence.

Risk Reduction

Try to avoid isolated areas or situations. If someone asks you to come with them or meet them in a secluded area, consider staying in a public place instead if you do not feel comfortable.

Walk with purpose and scan your surroundings as you walk. Even if you do not have a specific destination or are not sure about where you are going, act like you do and take each step with conviction. As you walk, look around at who and what is around you.

If you are travelling on a sidewalk in public, try to choose the route that is best lit. If you do not have appropriate lighting, use a flashlight or a flashlight app on a smartphone to ensure that you can accurately scan your surroundings.

Always lock your vehicle when you leave and immediately once you get inside the car. For example, if you get into a car but plan to do something such as organize your items or send a text before you drive away, lock the doors of the car so you are in a secure environment in the meantime.

Avoid any sort of travelling with two headphones so that you can hear anything out of the ordinary or someone approaching you.

If you have food or a drink, like water or a soda never leave it unattended while talking, using the restroom, or making a phone call. If you accidentally lose sight of your drink for even a moment, dump it out and get a new one. Also watch your purse or backpack at all times; never leave personal articles unattended.

What is Consent?

Consent is an affirmative, conscious, voluntary agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. Affirmative consent must be continuously present throughout an interaction, for all sexual activities, and may be modified, withdrawn or revoked at any time. It is the responsibility of each person involved in the activity to ensure that affirmative consent has been obtained from the other or others before engaging in any sexual activity. Existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, can never by itself be assumed to be an indicator of consent.

Prevention and Awareness Campaigns

Modern Technology School uses outside help to provide assistance to victims of crimes and to obtain information on prevention and awareness. During orientation students will be made aware of security and safety measures. Below are listed the off-campus programs available near the campus.

Student responsibilities:

The cooperation and involvement of the students and staff in a campus safety program is absolutely necessary. Students and staff must assume responsibility for their own safety and the security of their personal belongings by taking simple common sense precautions.

Students and employees with cars should keep them locked at all times. Valuables should be locked in the trunk or out of sight. Students and employees should report any suspicious looking persons/vehicles who they feel should not be around the parking areas that are used by students or staff. Also any unusual incidents should be reported.

If Attacked:

It is often difficult to know what action will work the best on the aggressor. Scream, kick, bite and try to get away. Pepper spray would be worth trying if you have it, especially if you are in an area where there are other people near you. When you go to get into your car, check first to see if there are any signs of illegal entry before you enter your car. Visually check the back seat area prior to entering. If you are in a remote area or your life is in danger, cooperate with your attacker. Survival is your goal.

Immediately tell someone that you were attacked. If the attack is on school property and/or another student was the attacker, report it immediately to your Instructor or the Campus Director who will call the police. Modern Technology School will carry out disciplinary actions and sanctions that will be enforced by campus disciplinary proceedings.

If you are sexually assaulted, do not shower or change clothes. Do not disturb any of the area of the attack. If this occurs away from school, access the nearest phone and call 911. The police will send out the appropriate officer who is specially trained to handle rape cases.

Fountain Valley Police Department: promotes awareness of sexual offense to both men and women. **Fountain Valley Police Department Phone Number: 714-593-4485**

Community Service Program victim Assistant:

CSP Victim Assistance Programs provide comprehensive services for individuals who are victims of crime, with specialized services for those who are impacted by violent crime. The primary goals of the program are to advocate for victims' rights, provide emergency assistance in the immediate aftermath of crime, provide on-going support to alleviate the trauma associated with crime, and ease the process of participation in the criminal justice system.

Link: <https://www.cspinc.org/Victim%20Services>

Victim Advocates are available at each Orange County Justice Center to provide crisis intervention services, emergency financial and resource assistance, support counseling, referral to and help in accessing community resources, support during criminal justice proceedings, assistance with Victim of Crime Compensation Claims processing, and other services as required by individual circumstances. Bi-lingual/bi-cultural advocates are available to work with Spanish and Vietnamese speaking clients and translation services are available for those individuals who speak other languages

Other resources: available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.ovw.usdoj.gov/sexassault.htm> -Department of Justice

<https://www2.ed.gov/about/offices/list/ocr/index.html> Dept of Ed., Office of Civil Rights

Disciplinary Actions

All students or staff involved will have due process. All information gathered will be considered and decided upon, on an individual basis. Depending on the circumstances and severity of the action students can be placed on probation or dropped from the school. Students can also be transferred from day to evening classes and vice versa. All probations are 30 days. Drops can be appealed.

Possible sanctions:

Intimate Partner Violence	A student found in violation of dating or domestic violence policies would likely be expelled. However, incidents involving verbal abuse only or other less severe incidents may result in probation only.
Sexual Assault/ Sexual Battery	A student found in violation of the sexual assault or battery policy will typically be expelled from the School.
Stalking	A student found in violation of the stalking policy would likely be expelled from the School. However, less severe violations of this policy may result in probation only.

Consensual Relationships

It is the policy of Modern Technology School to strongly discourage romantic or sexual relationships between the following:

- a faculty member & a student who is enrolled in School;
- a supervisor or administrator & a student who is enrolled in School;
- a student & any affiliated clinical staff employee;
- any two students who are enrolled at the School.

Romantic or sexual relationships often create situations that lead to sexual harassment, conflicts of interest, favoritism and low morale. Even consenting romantic and sexual relationships may evolve into sexual harassment case with serious implications, either from a subsequent change of attitude by the parties involved or from a contemporary complaint from a disadvantaged third-party.

Notification & Emergency Procedures

It is the policy of Modern Technology School to notify students and staff of any emergency at the School. Modern Technology School is a small campus with a limited number of students. Students and staff are only on campus at specified times, making it easy to notify and evacuate during an emergency. Program Directors, Supervisors and Instructors communicate via cell phone making it easy to notify the campus from the administrative building and vice versa. The School also utilizes a public address system through the phones, text messaging, voice messaging, e-mail, and desktop messaging for notification purposes.

Emergency Evacuation Plan

Any member of the Safety Team can activate the paging system to alert the campus of an emergency situation. The paging system is located on most telephones in the administrative office and teachers' lounge.

Safety Team Members

Main number is 714-418-9100

Susan Shannon, Campus Director	extension #28	sshannon@mtschool.edu
Jan Taylor, Accounting Manager	extension #29	jtaylor@mtschool.edu
Lani Coates, Ultrasound Program Director	extension #30	lcoates@mtschool.edu
Yvonne Parker, Med. Asst. Program Director	extension #38	yparker@mtschool.edu
Adam Cooper, X-ray Radiation Safety Officer	extension #26	acooper@mtschool.edu

Other:

Faculty lounge:	extension #36
Fountain Valley Police General Information:	714-593-4485

Accident/Injury Procedure

If an injury or accident occurs, use the following procedure:

- The current class Instructor will attend to the injured person.
- One class-member should retrieve any available Program Director/or Administrator to the classroom where the injured person is located.
- The class should be placed on a break by the instructor until crisis is over. Class may be dismissed if the injury is serious. Program Director will evaluate situation.
- Program Director (or designate) will call 911 using the Procedure for Calling 911 form. Forms are available in each classroom and are attached to this document.
- After the EMS has arrived the Program Director (or designate) will call the person's emergency contact number located on the attendance card in the class-book.
- Program Director to fill out an incident report form for student/employee file.

Note: there will be no designated person to accompany the adult student to the hospital. Assistance would be on a voluntary basis only.

- Follow-up phone calls to the student will be made by the Campus Director (or designate) within 12-24 hours of accident.
- Program Director to initiate a leave of absence for the student if necessary.

Earthquake Procedure:

DURING EARTHQUAKE

- Instructors & Students: If earthquake is severe have students duck under tables in classroom for protection or get them outside the building if possible. (See emergency exit map)
- Administration: Duck and cover or exit building. (See emergency exit map)

AFTER EARTHQUAKE

- Instructors & Students: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store. Instructors bring your roll sheet, you will account for students and report to Program Director. Program Director will account for all instructors and report to Campus Director.
- Administrative Staff: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store. Campus Director or designate to account for Administrative Employees.

Fire:

DURING FIRE EVACUATION

Generally, when a building fire alarm sounds, California law mandates that everyone must evacuate the building.

- Close your door as you leave.
- If possible, know at least two escape routes from wherever you are.
- If smoke or flame is detected, and no alarm is sounding, alert others as you exit.

Smoke Detectors: If there is a fire in the building, the Campus's Fire Security System will detect smoke, and an alarm will sound. This system also alerts the fire department. Campus Director or Administrative Staff Member designate call 911 to report a fire.

- Instructors & Students: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.
- Administrative Staff: Immediately evacuate the building using the emergency exits. Meet at the north end of the complex, towards the 7-11 store.

AFTER EVACUATION

- Instructors bring your roll sheet, you will account for students and report to Program Director.
- Program Directors will account for all instructors and report to Campus Director.
- Campus Director or designate to account for Administrative Employees.

Any injuries should be reported to Program Director and activate a separate 911 call using the Procedure to Call 911.

Fire Extinguishers: See campus map for locations of fire extinguishers throughout the campus.

Emergency Exits: There are several marked emergency exits on campus. Exiting an emergency exit will sound an alarm that will summons the police.

Police Alarm: The police alarm may be manually activated on the security system key pad. There is one located in the Administration office across from the reception desk AND one located in the Faculty lounge across from the copy machine. Press POLICE button to activate manually.

Shelter in Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, protocol could vary and emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

Procedure for testing emergency response and evacuation

J&S Security which monitors our Fire and Safety system at the school tests the alarm system quarterly. Annually they perform a fire test which we used to make an announced fire drill. Each time this is performed we document the date and time it is performed.

Crime Statistics for 2014-2017

Number of Crimes Committed – Modern Technology School for the following years

Type of Crime	2014	2015	2016	2017
Murder	0	0	0	0
Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offences	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Arrests for liquor law violations	0	0	0	0
Drug law violations	0	0	0	0
Illegal weapon possession	0	0	0	0
Dating violence	0	0	0	0
Domestic violence	0	0	0	0
Stalking	0	0	0	0
Hate crimes to include:	0	0	0	0
• Larceny-theft	0	0	0	0
• Simple assault	0	0	0	0
• Intimidation	0	0	0	0
• Vandalism	0	0	0	0
• Destruction /damage of property	0	0	0	0

Crime Log

Any crime reported to the Campus Safety officers must be logged and forwarded to the Campus Director to add to the tallying of the Crime Statistics. This form is to be used for this type of reporting.

Person taking complaint:			
Name of complainant: (confidential)			
Time/Date:			
Location:			
Nature of complaint:			
Details:			

Modern Technology School Campus Map
16560 Harbor Blvd. Suite K-Q

