



**California College of Physical Arts, Inc.  
dba CalCopa Massage School**

# **Campus/Workplace Security Policy Guide**

## **2024/2025 Policies**

CalCopa Massage School  
18582 Beach Blvd, Suites 11 – 14  
Huntington Beach CA 92648

2024/2025 CalCopa  
Annual Security Report Project Plan Without Campus Housing



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# BACKGROUND INFORMATION

The Clery Act and the United States Department of Education's regulations require Title IV participating institutions to publish an annual security report containing safety and security related policy statements and crime statistics and distribute it to all current students and employees. Institutions must also inform prospective students and employees about the availability of the report.

The Clery Act was established because of the rape and murder of freshman Jeanne Clery in 1986 in her own campus residence. The event led to increased attention on unreported crimes on numerous college campuses across the country. In 1990, Congress enacted the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Reports must include the following information:

- Crime Statistics
- Security and Access
- Campus Law Enforcement
- Accurate and Prompt Reporting
- Voluntary Confidential Reporting Procedures
- Program
- Monitoring and Recording
- Non-campus locations of Student Organizations'
- Drugs and Alcohol Policies
- Sexual Assault, Domestic Violence, Dating Violence, & Stalking Statistics
- Sex Offender Registration
- Emergency Response & Evacuation

## CalCopa Campus

CalCopa Massage School campus in Huntington Beach, California is 5,000 square feet of administration and instructional space located in three suites located on the first floor of the Town & Country Shopping Center. The entrances to the campus are through Suites 11 and 14; each are monitored by security cameras. Suite 11 has additional auditory sounds to indicate entrance to the suite.

Visitors must check in with the reception area in suite 11 for all activities on campus. The area surrounding the campus is patrolled by local law and private security from 6 p.m. to 8 a.m. daily. There are no residential facilities on campus.

## PREPARING THE ANNUAL SECURITY REPORT

This annual security report is compiled and prepared by the Administration Department of CalCopa Massage School. 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.

CalCopa Massage School statistics were obtained through <https://www.areavibes.com/>. Information on this site is compiled from the Federal Bureau of Investigation (FBI) and the Department of Defense. Inquiries were made to the Huntington Beach Police Department. The department was unable to provide crime statistics for the immediate area. No crimes or violations have occurred on campus.

During the preparation of the Annual Security Report, each of the above agencies are contacted and a good faith effort is made to obtain information as to crimes that are reportable under the Clery Act.

## Campus Security Authorities

As defined under the Clery Act, Campus Safety Authorities 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.

People authorized to provide security for a campus include:

- 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 the Police Department is the ideal scenario, crimes may also be reported to college officials who have significant responsibility for student and campus activities. The staff and faculty at CalCopa Massage School are trained to assist students in contacting the local police department in the event the student needs to report a crime. The Executive Director or Director will be responsible for forwarding non-identifying information for inclusion in the annual security report, regardless of whether the victim chooses to file a report with law enforcement or press charges.

As defined under the Clery Act, Campus Safety Authorities 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.

## VOLUNTARY/CONFIDENTIAL REPORTING

If you are the victim of a crime, we encourage you to file a crime report with CalCopa Massage School. 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 CalCopa Massage School. Individuals can do this by mail. This information can enhance community safety by allowing the school to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists and alerting everyone to potential danger.

## EMERGENCY NOTIFICATIONS

**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 campus 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 campus.

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

## TIMELY WARNING

CalCopa Massage School is required to issue "Timely Warnings" when Clery Act events occur and may affect 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 Executive Director, or Director, 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:

- "Remind App" notification
- Emails
- Text message/cell phones
- Posted flyer

Upon confirmation of an emergency that poses an immediate threat to the health or safety of the students and faculty, information will be disseminated immediately. However, it may not be released if the information may compromise the situation as determined by the responding authorities.

Emergency notifications include, but are not limited to:

- Outbreak of contagious infections, or other serious illness
- Approaching floods, fires, 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 Executive Director, or Director, or whoever may be designated 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 Executive Director, or Director, or local law enforcement will determine whether notifications are appropriate and necessary. A Director, 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 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, 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:

- "Remind App" notification
- Emails
- Text message/cell phones
- Posted flyer

## EMERGENCY RESPONSE and EVACUATION PLAN

CalCopa Massage School created 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. The EREP includes:

1. The process to 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 CSAs responsible for carrying out this process.

## 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 for those entering and leaving the building after sunset.
3. Security personnel monitors the shopping center and individual businesses from 6 pm to 8 am.
4. Such persons have the authority to evict unauthorized persons from the premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
5. CalCopa Massage School maintains its relationship with local police through the collection of statistical in-services. Additionally, the school works with local law enforcements as necessary to report or investigate crimes.

## CRIME AWARENESS & PREVENTION

1. All new 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.
2. Students are required to follow CalCopa’s security guidelines for their own personal and property safety and are encouraged to report any suspicious activity.
3. Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus. A detailed policies and procedures package on crime awareness can be received from the Administration office upon request.
4. This information is updated and redistributed to all existing students and staff on an annual basis.
5. CalCopa Massage School does not maintain any off-campus student organizations.

## 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 doors.
2. Do not leave personal property unattended.
3. Report suspicious individuals to security.
4. Locks are on each classroom door.
5. Always walk in groups of at least two, especially at night.
6. Remove valuables from your car and lock it.
7. Engrave your valuables.
8. 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

CalCopa Massage School maintains a Crime Log by the date the crime was reported.

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 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 Executive Director, Director, an instructor on duty, or local police departments.
2. Reporting crimes is on a voluntary, confidential basis.
3. The Executive Director, or Director, or designee is responsible to document any criminal acts and report crimes to the local authorities as required by law.
4. Timely notifications to all students and staff will be made.
5. The Director(s) may delay the timely warning if there is an ongoing investigation of a crime that occurred in 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, until any adverse effect is no longer likely to occur.
6. The statistics are collected monthly and reported to the Department of Education annually.
7. Reports also include the school'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, or public property adjacent to the campus. For the purposes of the Clery Act, any building 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.

***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. **DOMESTIC VIOLENCE:** 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 people 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 this definition:
- a) **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.
  - b) **REASONABLE PERSON:** A reasonable person under similar circumstances and with similar identities to the victim.

- c) **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 using a weapon or by means likely to produce death or great bodily harm.

Examples include:

- a) Firearms include 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:
  - a. The type of weapon employed or the use of an object as a weapon
  - b. The seriousness of the injury
  - c. 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) 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 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 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 of 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. 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 include 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.

12. **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.

13. **INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm using 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 origin 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.



## 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](http://www.meganslaw.ca.gov).

## **SEX OFFENSES**

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 CalCopa Massage School 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 because 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.

## 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

To keep CalCopa Massage School a safe environment for students and staff to learn and grow, we participate in the Federal Drug-Free Schools and Communities program. CalCopa 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 CalCopa property, or while attending affairs sponsored by CalCopa. Any student found in violation of this prohibition may be dismissed and may be subject to criminal charges.

CalCopa 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

CalCopa Massage School provides a list of personnel responsible for carrying out the Emergency Response and Evacuation Plan.

Individuals to contact in case of an emergency:

1. Executive Director
2. Director
3. Students Dean
4. Administrative Assistants
5. Instructors

# 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 CalCopa Massage School and surrounding businesses.

## 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.





**California College of Physical Arts, Inc.  
dba CalCopa Massage School**

# **Fire Prevention Plan**

## **CalCopa Massage School Huntington Beach, California**

**Last Revised: April 17, 2024**

### **OBJECTIVE**

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps employees recognize, report, and control fire hazards.

## BACKGROUND

CalCopa Massage School is committed to minimizing the threat of fire to employees, students, visitors, and property. CalCopa Massage School complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. CalCopa Massage School separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at CalCopa Massage School, Huntington Beach, California in the following ways:

- A. Identifies materials that are potential fire hazards and their proper handling and storage procedures.
- B. Distinguishes potential ignition sources and the proper procedures for control of those materials.
- C. Describes fire protection equipment or systems.
- D. Identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
- E. Identifies people responsible for the control and accumulation of flammable or combustible material;
- F. Describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues; and
- G. Provides employee training about fire hazards they may encounter.

## ASSIGNMENT OF RESPONSIBILITY

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and should understand that they are responsible for adhering to company policy regarding fire emergencies.

### Management

Management determines the CalCopa Massage School fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

### Plan Administrator

Executive Director, Michelle Mangano and Director, Celina Sahagún, will manage the Fire Prevention Plan for CalCopa Massage School and will maintain all records pertaining to the plan. The Plan Administrator will also:

1. develop and administer the CalCopa Massage School fire prevention training program;
2. ensure that fire control equipment and systems are properly maintained;
3. control fuel source hazards; and
4. conduct fire risk surveys (see Appendix A) with the local fire department and other emergency responders and make recommendations.



## Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying Michelle Mangano, or Celina Sahagún when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing CalCopa Massage School fire prevention and protection policies.

## Employees

All employees will:

1. complete all required training before working without supervision;
2. conduct operations safely to limit fire risk;
3. report potential fire hazards to supervisors; and
4. follow fire emergency procedures.

## PLAN IMPLEMENTATION

### Good Housekeeping

To limit the risk of fires, employees will take the following precautions:

1. Minimize storage of combustible materials.
2. Make sure doors, hallways, stairs, and other exit routes are free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (chemically reactive) substances away from each other.
7. Keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
8. Ensure that heating units are safeguarded.
9. Report all gas leaks immediately to Michelle Mangano, or Celina Sahagún, who will ensure they are repaired immediately.
10. Repair and clean up flammable liquid leaks immediately.
11. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
12. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
13. Ensure that required hot-work permits are obtained.
14. Turn off electrical equipment when not in use.

## Maintenance

Michelle Mangano and Celina Sahagún will ensure that equipment is maintained according to manufacturers' specifications. CalCopa Massage School must also comply with the requirements of National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems.
2. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
3. detection systems for smoke, heat, or flame;
4. fire alarm systems; and
5. emergency backup systems and the equipment they support.

## TYPES OF HAZARDS

The following sections address the major workplace fire hazards at CalCopa Massage School's facilities and the procedures for controlling the hazards.

### Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees will:

1. make sure worn wires are replaced.
2. use only appropriately rated fuses.
3. never use extension cords as substitutes for permanent wiring;
4. use only approved extension cords [those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label];
5. check wiring in hazardous locations where the risk of fire is especially high;
6. check electrical equipment to ensure it is properly grounded or double insulated; and
7. ensure adequate spacing during maintenance.

### Portable Heaters

All portable heaters must be approved by Michelle Mangano, or Celina Sahagún. Portable electric heaters must have tip-over protection that automatically shuts off the unit when it is tipped over. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Allow adequate clearance between the heater and combustible furnishings or other materials at all times.

### Office Fire Hazards

Fire risks are not limited to CalCopa Massage School's classroom facilities. Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

1. avoid overloading circuits with office equipment.

2. turn off and unplug nonessential electrical equipment, such as coffee pots, at the end of each workday.
3. keep storage areas clear of rubbish.
4. ensure that extension cords are not placed under carpets; and
5. ensure that trash and paper set aside for recycling is not allowed to accumulate.

## Flammable and Combustible Materials

Michelle Mangano and Celina Sahagún will regularly evaluate the presence of combustible materials at CalCopa Massage School. (see Appendix D).

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

### *Class A combustibles.*

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas, such as offices.

To handle Class A combustibles safely:

- a. Dispose of waste daily.
- b. Keep trash in metal-lined receptacles with tight-fitting covers. Metal wastebaskets that are emptied every day do not need to be covered.
- c. Keep work areas clean and free of fuel paths that could allow a fire to spread.
- d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- e. Store paper stock in metal cabinets.
- f. Store rags in metal bins with self-closing lids.
- g. Do not order excessive amounts of combustibles.
- h. Frequently inspect areas where combustibles are kept.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

### *Class B combustibles.*

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- a. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).

- b. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.
- c. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks.
- d. Do not use a flammable liquid as a cleaning agent inside a building. The only exception is in a closed machine approved for cleaning with flammable liquids.
- e. Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
- f. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- g. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. (NOTE: Halon is an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a serious health hazard are used.)

## Smoking

Smoking is prohibited in all CalCopa Massage School areas. Certain outdoor areas may also be designated as no smoking areas. The areas where smoking is prohibited outdoors are identified by NO SMOKING signs.

## TRAINING

Michelle Mangano will present basic fire prevention training to all employees upon employment and will maintain documentation of the training, which includes:

- A. review of 29 CFR 1910.38, including how it can be accessed.
- B. this Fire Prevention Plan, including how it can be accessed.
- C. good housekeeping practices.
- D. proper response and notification in the event of a fire;
- E. instruction in the use of portable fire extinguishers, as determined by company policy in the Emergency Action Plan; and
- F. how to recognize potential fire hazards.

Supervisors will train employees about fire hazards associated with the specific materials and processes to which they are exposed and will maintain documentation of the training.

Employees will receive this training:

- A. at their initial assignment,
- B. annually, and
- C. when changes in work processes necessitate additional training.

#### PROGRAM REVIEW

Michelle Mangano will review this Fire Prevention Plan at least annually for necessary changes.



## Appendix B

### CalCopa Massage School General Fire Prevention Checklist

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

- Yes  No Is the local fire department acquainted with your facility, its location, and its specific hazards?
- Yes  No If you have a fire alarm system, is it tested at least annually?
- Yes  No If you have interior stand pipes and valves, are they inspected regularly?
- Yes  No Are portable fire extinguishers provided in adequate number and type?\*
- Yes  No Are fire extinguishers mounted in readily accessible locations?\*
- Yes  No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?\*
- Yes  No Are employees periodically instructed in the use of extinguishers and fire protection procedures?\*

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

### CalCopa Massage School Exits Checklist

Use this checklist to evaluate CalCopa Massage School's compliance with OSHA's standard on emergency exit routes.

- Yes  No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes  No Are the directions to exits, when not immediately apparent, marked with visible signs?
- Yes  No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or with another appropriate marking?
- Yes  No Are exit signs provided with the word "EXIT" in letters at least 5 inches high with lettering at least 1 inch wide?
- Yes  No Are exit doors side-hinged?
- Yes  No Are all exits kept free of obstructions?
- Yes  No Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
- Yes  No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix D

### CalCopa Massage School Flammable and Combustible Material Checklist

Use this checklist to evaluate CalCopa Massage School's compliance with OSHA's standards on flammable and combustible materials:

- Yes No Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
- Yes No Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Yes No Are all connections tight on drums and combustible liquid piping, vapor, and liquid?
- Yes No Are all flammable liquids kept in closed containers when not in use?
- Yes No Are fire extinguishers appropriate for the materials in the areas they are mounted? \*
- Yes No Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?\*
- Yes No Are extinguishers free from obstruction or blockage?\*
- Yes No Are all extinguishers serviced, maintained, and tagged at least once a year?\*
- Yes No Are all extinguishers fully charged and in their designated places?\*
- Yes No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
- Yes No Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
- Yes No Are all spills of flammable or combustible liquids cleaned up promptly?

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**California College of Physical Arts, Inc.  
dba CalCopa Massage School**

# **Emergency Response Plan**

## **CalCopa Massage School Huntington Beach, California**

**Last Revised: September 15, 2024**

### **OBJECTIVE**

The purpose of this Emergency Response Plan is to provide a series of emergency functions to ensure the safety of students and employees of CalCopa Massage School.

### **BACKGROUND**

CalCopa Massage School is committed to prevent, minimize, and repair damage; and ensure continuity of operations so that essential services may continue to be provided. This plan assigns roles and responsibilities to individuals that are directly responsible for emergency response and critical support services and provides a management structure for coordinating and deploying essential resources as needed.

CalCopa Massage School has a detailed Emergency Response Plan (ERP) which outlines the procedures to be followed in case of an emergency. 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.

CalCopa Massage School's primary goal is to provide a safe and secure environment for our students, faculty, and staff. 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.

In any emergency, the Executive Director will notify the necessary members of the Emergency Response Team (ERT) to begin their assigned tasks in clear and concise directions. The Emergency Response Team Consists of the following personnel:

#### 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.

#### Safety Officer (SO)

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.

#### Communications Officer (CO)

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.

### GENERAL PROCEDURES FOR WEATHER RELATED EMERGENCIES

CalCopa Massage School is committed to providing as safe, comfortable, and productive work environment as possible during periods of severe weather such as floods and fires. **The National Weather Service will issue a FLOOD WARNING when floods are expected in the next 36 hours.** When a warning is issued, CalCopa Massage School will determine if the school is in the threatened area. If CalCopa Massage School is in the warning area, it will close no later than **12 hours** after a Flood Warning is issued. The school will remain closed until the Warning has been lifted and the building has been

deemed safe for re-entry. It is CalCopa Massage School's intention to re-open as soon as possible.

#### IF A PERSON IS SUSPECTED OF CARRYING A WEAPON INTO CALCOPA MASSAGE SCHOOL

- Any person who believes someone has a weapon should immediately dial 911.
- The person who believes someone has a weapon should immediately notify the Incident Commander (IC).
- If a 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 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 building is damaged.