

2022 ANNUAL SECURITY REPORT AND CAMPUS SAFETY AND SECURITY SURVEY

The purpose of this document is to inform students and employees about Fosbre Academy of Hair Design's safety and security policies and procedures. Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the school updates this report annually by contacting the local police department, using their suggested site neighborhoodscout.com, and maintaining a campus security log onsite to report any incidents. The following outlines the schools policy regarding crime, accident prevention, public safety, criminal and accident reporting procedures, fire safety, and procedures to follow if certain events occur. We always encourage students and staff to ask questions if anything is unclear, because their safety and security is our top priority. The students are given an updated copy of the report each year on the 1st of October, it is posted on our website www.fosbre-academy.com, and is always accessible in the Fosbre Academy Admissions/Financial Aid Office. While we are required to provide all students and faculty with the following safety information about our campus, we also emphasize the need for them to always be vigilant and responsible for their safety and security while on campus.

This Annual Security report has also been updated to reflect recent changes in crime reporting, policies and procedures as required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July, 1 2015. Fosbre Academy does not employ security professionals but does have a good working relationship with local police departments that are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to local police.

DEFINITION OF CAMPUS:

For the purposes of this report and informing students and staff how to report any campus crimes or accidents, Fosbre Academy of Hair Design located at 2703 Capital Mall Drive Southwest, Olympia Washington 98502 is the "Campus". This includes the entry of the building as well as the parking lot leading up to the sidewalk next to Capital Mall Drive. The campus is considered private property and any crime or accident reports are limited to this space. Parking is also reserved for clientele so wherever a student chooses to park near local businesses it is done at their own risk.

CAMPUS SECURITY AUTHORITIES

Staff Responsible: Owner & Administrative staff are responsible for Campus Safety and Security Compliance.

School Phone Number: 360.481.6816

Office Responsible: Fosbre Academy Office of Admissions and Financial Aid

Area Information is located: Fosbre Website/Paper copy provided in October, and by request.

Date of Last Update: September 1st, 2022

Policies and Procedures Update: September 1st 2022

ALL POLICES AND PROCEDURES ARE ENACTED AND ENFORCED BY THE COMMAND DECISION TEAM (CDT)

COMMAND DECISION TEAM (CDT) members consist of: Fosbre Academy Owner, Fosbre Academy Admissions Personnel, Administrative Staff, Front Desk Manager, and Instructional Staff.

THE CDT LEADER (also known as the designated official and/or emergency coordinator) is Academy owner: Noah Fosbre.

Fosbre Academy is committed to providing safety to all its students, faculty, and staff. If a crime happens to a student or

the student's property or if there is an emergency occurring on campus, please report the incident to the CDT Leader or member immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

ANNUAL SECURITY REPORT

Fosbre Academy will provide students, faculty, and staff with a copy of the crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and an internal incident/crime log to be compiled in the annual report.

The report will show the number of incidents on campus, including the Fosbre Academy parking lot. At any time, statistics can be accessed from the Fosbre Academy Admissions Office or found on the school website.

Again, while Fosbre Academy does not employ security officers, we have a working relationship with the local police who are able to support us and provide prompt service in the event of an incident.

POLICIES

POLICY: PREPARATION OF DISCLOSURE OF CRIME STATISTICS

Noah Fosbre, Owner, and Leader of the CDT, prepares this report to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery ACT) as amended by the Violence Against Women Reauthorization Act of 2013, effective July 1, 2015. The full text of this report can be located on our website at www.fosbre-academy.com. This report is prepared in cooperation with local law enforcement agencies surrounding our campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Police Department and the Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses, but it is not required by law. Fosbre Academy accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the student/client. A procedure is set in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students which provides information on how to access this report on the school website. Faculty receives a similar notification at our staff meetings and professional development sessions. All prospective faculty and potential students may obtain a copy of the report in the Admissions Office, on the school website, or by calling 360.481.6816.

POLICY: HOW TO REPORT CRIMINAL OFFENSES

To report a crime on or off campus:

Contact the police department at 360.704.2740 (non-emergency dispatch) or dial 9-1-1 for emergencies only.

Additionally, you may report a crime to the following areas: Fosbre Academy Command Decision Team (CDT) in the Admissions office or call 360.481.6816.

POLICY: VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within Fosbre Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the

matter confidential, while also taking steps to ensure the future safety of yourself and others. With such information, Fosbre Academy can keep an accurate record of the number of incidents involving students, determine when/if there is a pattern of crime regarding a particular location, method, or assailant. That way the campus can be alerted to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Fosbre Academy prohibits any retaliation against anyone who, in good faith, reports any violations of campus security policies.

POLICY: LIMITED VOLUNTARY CONFIDENTIAL REPORTING

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public record under state law, the police department cannot hold reports of a crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus authorities as identified above. Confidential reports of a crime may also be made to organizations such as Crime Stoppers.

STATEMENT: INSTITUTION THAT HAS A MEMORANDUM OF UNDERSTANDING (MOU)

Fosbre Academy recognizes that laws and rules are necessary for society to function and supports the enforcement of the law by governmental agencies and rules instated by officials of Fosbre Academy. All persons on campus are always subject to these laws and rules. While Fosbre Academy is private property and constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. The response time of the police department to campus averages 2 minutes for emergency calls. Additionally, the officers are invited to patrol the campus to assist CDT in determining crime. All law enforcement agencies are asked to call the Admissions Office prior to entering Fosbre Academy. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the police. The exercise of that authority is described in a "memorandum of understanding" (MOU) between Police and CDT that outlines which law enforcement agency will have jurisdiction over which type of offenses.

As noted in the introduction, and in the emergency policies, the Police Department is notified of all serious crimes on campus and is immediately notified of major crimes via telephone at 360.481.6816. Fosbre Academy relies on this number to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to the Olympia Police Department. Annually, Fosbre Academy receives an email report of all crimes committed on campus from the police department, when available.

POLICY: ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to Fosbre Academy in a timely manner. To report a crime or emergency to Fosbre Academy call the CDT LEADER, or other members of the Command Decision Team.

CDT TEAM LEADER: Noah Fosbre

CDT will investigate and report when it is deemed appropriate.

If assistance is required from the Police or Fire Department, CDT will contact the appropriate entity. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a variety of services.

POLICY: COUNSELORS AND CONFIDENTIAL CRIME REPORTING

Fosbre Academy does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to Fosbre Academy CDT Leader for review.

POLICY: SECURITY AWARENESS PROGRAMS FOR FACULTY AND STUDENTS

Prior to course start, orientation is held. Students are informed that Fosbre Academy does not have campus police. Students are informed about the Campus security policies and procedures contained in this report and about crime awareness at Fosbre Academy and in the surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

POLICY: SECURITY OF AND ACCESS TO CAMPUS FACILITIES:

Fosbre Academy has 5 entrances/exits equipped with locks. Two of the exits are located on the north and south ends of the building up a flight of stairs and the three other exits are located on the west side of the building. There is one exit on each end of the west side of the building and double doors in the center directly in front of the reception desk. The front entrance (west middle) is monitored by the front desk staff when Fosbre Academy is open for business between 8:30AM and 5:30PM Wednesday to Saturday each week. The North and South exits are unable to be opened from the outside but can be opened from the inside at any time. All faculty have keys to all outside doors. Students only have access to enter from the west middle door which is monitored by the front desk staff.

POLICY: CRIME PREVENTION PROGRAMS FOR FACULTY AND STUDENTS

Crime prevention programs on personal safety and theft prevention are discussed at orientation.

To enhance personal safety, and especially after dark, walk with friends or colleagues from Fosbre Academy to your destination/car.

POLICY: ADDRESSING ALCOHOLIC BEVERAGES

The possession, sale, or the furnishing of alcohol on Fosbre Academy's campus is prohibited. Fosbre Academy has been designated a "drug, alcohol, and tobacco free" campus and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. It is also a violation of Fosbre Academy's alcohol policy for anyone to consume or possess alcohol in any public or private area of the Fosbre Academy campus. Organizations or groups violating alcohol/substance use policies may be subject to sanctions by the Police.

POLICY: ILLEGAL DRUG POSSESSION

Fosbre Academy has been designated "Drug free," and under no circumstance is the possession, use, or sale of illegal drugs permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both federal and state laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of Fosbre Academy's illegal drug possession policy.

POLICY: MEDICAL MARIJUANA

Although Washington State permits the use, possession, and cultivation of medical marijuana by individuals possessing lawfully issued medical marijuana cards, federal law still prohibits the use, possession, or cultivation in educational

institutions and other recipients of federal funding. Therefore, the use, possession, and/or cultivation is prohibited at Fosbre Academy, including on campus, on Fosbre Academy property, or at events sponsored by Fosbre Academy. Even if a student, faculty or staff member possess the appropriate documentation permitting the use, possession, and/or cultivation of medical marijuana, these activities are prohibited and are subject of disciplinary action.

The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

POLICY: SUBSTANCE ABUSE EDUCATION

Fosbre Academy has developed a contact list to prevent the illicit use of drugs and abuse of alcohol by faculty and students. The list provides services related to drug use and abuse including the dissemination of informational materials, educational programs, and counseling services.

POLICY: CAMPUS SAFETY

All reported incidents are reviewed, and applicable information is collected and presented to the proper authorities. To ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner. Any suspicious activity should be considered and any reasonable suspicion should be reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices) If a situation seems abnormal to you in any way, please report it.

POLICY: BULLYING AND HARASSMENT

Fosbre Academy does not tolerate bullying, implied threats, intimidation, sexual harassment or sexual violence.

Weapons of any kind are not permitted on campus; this includes the Fosbre Academy building and surrounding parking lot.

Fosbre Academy will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to students; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with any investigation of an alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty members. Its further definitions of bullying include but are not limited to:

- Unwanted purposeful written, verbal, nonverbal, or physical behavior.
- Any threatening, insulting, or dehumanizing gestures by a student or faculty member that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage;
- To cause discomfort or humiliation or unreasonably interfere with the individual's academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

BULLYING may involve, but is not limited to unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of Fosbre Academy or personal property, social exclusion, including incitement and/or coercion, rumors, or spreading of falsehoods.

HARASSMENT is defined as any threatening, insulting, or dehumanizing gestures, use of technology/computer software, written, verbal, or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to their person or damage to their property including:

- Having the effect of substantially interfering with a student's educational performance, or an employee's work performance;

- Having the effect of substantially and negatively impacting a student or employee's emotional or mental well-being; and
- Having the effect of substantially disrupting the orderly operation of Fosbre Academy.

SEXUAL HARASSMENT is defined as intimidating, bullying, threatening, or coercion of unwanted sexual advances either physical or verbal, including by means of social media and/or technological devices. Sexual harassment can also include:

- Inappropriate promise of sexual favors; and
- It can take the form of anything from crude language of a sexual nature, mild annoyances/transgressions, to actual sexual assault and/or abuse.

If bullying or harassment in any form occurs at Fosbre Academy, contact any member of the faculty, CDT, or the local Police Department to file a report immediately. Fosbre Academy will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve the evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and accuser attend Fosbre Academy, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings. They will also be informed of Fosbre Academy's final determination of any school disciplinary proceedings with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings.

Fosbre Academy will work with students to change their situation (i.e. allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

SEX OFFENDER REGISTRY:

Individuals wishing to learn additional information about registered sex offenders may check the City of Olympia website.

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by Fosbre Academy against the student who is the alleged perpetrator of the crime or offence. If the alleged victim is deceased because of the crime or offence, the information shall be provided, upon request, to the next of kin of the alleged victim.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Fosbre Academy does not employ security officers but does have a direct working relationship with the Olympia Police Department. The Olympia Police Department provides prompt service and can support Fosbre Academy with any crime related issues. We encourage accurate and prompt reporting of all crimes to the Olympia Police Department.

If, for inclusion in the annual disclosure of crime statistics, a student would like to report a crime on a voluntary and confidential basis, they can do so through the CDT.

Annually, Fosbre Academy collects and reviews crime statistics from: Fosbre Academy's crime log, the police department, and the state police.

UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information about crime in the nation.

The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics in the nation. In 1930, the FBI (Federal Bureau of Investigation) was tasked with collecting, publishing, and archiving those statistics.

THE DAILY CRIME LOG

Fosbre Academy updates and keeps a Daily Crime/Incident Report log in the Emergency Procedures and Evacuation Binder. The binder is kept in the Admissions office for CDT members and the public to access and maintained by CDT.

The report, at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime, and the disposition of the complaint if known.

Disposition is defined as, "pending," "judicial," "referral," or "criminal arrest." SAMPLE:

DAILY CRIME LOG					
Nature	Reported By:	Date/Time Reported	Date/Time Occurred	General Location	Disposition

CRIME STATISTICS

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Fosbre Academy is required to provide students with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA).

Fosbre Academy is committed to a providing a violence-free campus.

STUDENT DISCLOSURE OF ANNUAL CRIME STATISTICS

Fosbre Academy agrees to comply and provide all faculty and students with a copy of the campus security report at the beginning of each calendar year and to all prospective students enrolling at Fosbre Academy. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent three completed calendar years.

Statistics will be gathered from the Olympia Police Department/Daily Crime Logs and compiled in the discourse.

These same statistics will be added to our annual security report and entered on the web-based data collection system prior to October 1st of each year.

CRIME DEFINITIONS

The definitions listed below are used by Fosbre Academy to classify the criminal offenses listed in the annual security report statistics:

Advisor: any individual who provides the accuser or accused support, guidance, or advice.

Aggravated Assault/Battery: an unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by using a weapon or other means that is likely to produce deadly or grievous bodily harm. (It is not necessary that the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.

Awareness Programs: community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Burglary: The unlawful entry into a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit larceny; housebreaking, safecracking, and all attempts to commit the aforementioned.

Bystander Intervention: safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing a situation of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and talking actions to intervene.

Criminal Homicide: Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Negligent manslaughter: the killing of another person by gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- a. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.
- b. Dating violence does not include acts covered under the definition of Domestic Violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act Reporting.

Destruction, Damage, or Vandalism to Property: 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.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- a. A current or former spouse or intimate partner of the victim
- b. A person with whom the victim shares a child in common
- c. By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner
- d. By a person similarly situated to a spouse of the victim under the Domestic or Family Violence Laws of the jurisdiction in which the crime of violence occurred, or
- e. By any other person against an adult or youth victim who is protected from that person's acts under the Domestic

or Family Violence Laws in the jurisdiction of where the violent crime occurred.

Drug Law Violation: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacturing, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing, and making of narcotic drugs.

Embezzlement: to appropriate (something, such as property entrusted to one's care) fraudulently to one's own use including: financial fraud, confidence games, forgery, worthless checks, theft of company funds, personal use of company funds, etc.

Hate Crimes: a crime reported to the local police or to a campus authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim because of their perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental physical, or sensory disability.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

Larceny-Theft (except for motor vehicle theft): the unlawful taking of property from the rightful owner with the intent to deprive them of it permanently. Attempted larcenies are included.

Liquor Law Violation: the violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing Prevention And Awareness Campaigns: programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs: programming, initiatives, and strategies informed by research or addressed for value, effectiveness, or outcomes that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. This is done through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in a healthy and safe direction.

Proceeding: all activities related to non-criminal resolution of an institutional disciplinary complaint, including but not limited to: fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures being provided to a victim.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns to end dating violence, domestic violence, sexual assault, and stalking that:

- Are currently relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs.
- Informed by research or assessed for value, effectiveness, or outcome
- Considered environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking, include both primary prevention and awareness programs directed at incoming students and new employees as well as ongoing prevention and awareness campaigns directed at the same.

Prompt, Fair, and Impartial Proceeding: a proceeding that is completed within a reasonably prompt time frame designated by an institution's policy, including a process that allows for extension of time frames for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay. Conducted in a manner that:

- Is consistent with the institutions policies and transparent to both the accuser and the accused
- Includes timely notice of meetings at which the accuser or accused, or both may be present
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
- Conducted by official's who do not have a conflict of interest or bias for or against the accuser or the accused.

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, without consent of the victim.

Result: any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

Risk Reduction: options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims. To promote safety and to help individuals and communities address conditions that facilitate violence.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear for themselves.

Sexual Assault/Offences: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- Fondling: the touching of 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 their age, and/or their temporary or permanent mental incapacity.
- 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 age of consent.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual Abuse includes, but is not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demanding manner.

Sexual Violence: any physical sexual acts engaged in without consent of the other person or when the other person is

unable to consent to the activity. This includes assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Simple Assault/Battery: 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.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to A) Fear for their safety or the safety of others, or B) inflict substantial emotional distress.

For the purposes of this definition:

- a. Course of conduct means 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, communicates to or about a person, or interferes with a person's property.
- b. Reasonable person means a person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of the Clery Act Reporting.

Weapons Law Violation: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed annually by Fosbre Academy. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

Fosbre Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any Fosbre Academy activities.

In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding.

Fosbre Academy will expel students and terminate faculty involved in the unlawful possession, use, or distribution of illicit drugs and/or alcohol on Fosbre Academy premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program.

If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform Fosbre Academy so they can assist with providing resources to aid the student/faculty member.

As a condition of employment, faculty must notify Fosbre Academy of any criminal drug statute convictions for a violation occurring in the workplace no later than five days after such a conviction.

Fosbre Academy policy supports and enforces state underage drinking and illicit drug laws.

The Biennial Review method of distribution for newly enrolling students is done during the orientation process. The Biennial Review method of distribution for all current students is handing out a copy in the class.

To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by

their facilitator upon the students return.

The facilitator will take an attendance role call during class to determine missing students.

The Biennial Review and distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return.

If new faculty joins after the annual distribution, all drug related materials will be given as part of the new hire program.

DRUG AND ALCOHOL ABUSE PREVENTION

Fosbre Academy will immediately contact law enforcement officials to report all unlawful activity.

The health risks of illicit drugs and alcohol abuse requires Fosbre Academy to provide education and referrals for faculty and students. Fosbre Academy provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers, or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

The following information was obtained from the U.S. Department of Justice Drug Enforcement Administration's Diversion Control Division. (Title 21 United States Code (USC) Controlled Substances Act-Section 801-971 <https://www.deadiversion.usdoj.gov>)

FEDERAL DRUG LAWS: POSSESSION

According to Title 21 Part D Section 844: "it shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substances was obtained directly, or pursuant to a valid prescription or order from a practitioner, while acting in the course of their professional practice..."

Penalties for simple possession, depending on the amount of the controlled substances found include:

1. First offense may result in being sentenced to a term of imprisonment up to one year and fined a minimum of \$1000.
2. Second offence the individual shall be sentenced to a term of imprisonment for not less than 15 days and not more than 2 years and fined a minimum of \$2,500.
3. Third offense the individual shall be sentenced to a term of imprisonment for not less than 90 days but not more than three years and fined a minimum of \$5,000.

Civil Penalty for possession of small amounts of certain controlled substances:

1. Any individual who possesses a controlled substance listed in section 841 that are in violation of section 844 in an amount that is a personal use amount is liable for a penalty in an amount not to exceed \$10,000 per violation.

FEDERAL DRUG LAWS: TRAFFICKING

According to Title 21 of the USC Act: "it shall be unlawful for any person knowingly or intentionally:

- 1) To manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense a

controlled substance or

- 2) To create, distribute or dispense or possess with intent to distribute or dispense a counterfeit substance.” (Part D Section 841: Prohibited Acts A(a))

FEDERAL DRUG TRAFFICKING PENALTIES

Penalties for federal drug trafficking convictions vary according to the quantity and type of the controlled substance involved:

1. Any individual violating federal drug trafficking laws shall be sentenced to a term of imprisonment of which may not be less than 10 years or more than life.
 - a. If a death or serious bodily injury occurs from the use of the trafficked substance, the sentence shall be not less than 20 years, or more than life with fines up to \$10 million if acting alone, or up to \$50 million if not acting alone.
2. Subsequent convictions will result in a term of imprisonment not less than 20 years or more than life.
 - a. If death or serious bodily injury occurs during a second offence the sentence is life in prison with fines up to \$20 million for an individual acting alone, or \$75 million if not acting alone. (Part D Section 841: Prohibited Acts A(b))
3. Any person who violates federal drug trafficking laws within one thousand feet of properties compromising public or private schools/colleges is subject to twice the maximum punishment.

DRUG POSSESSION PENALTIES IN WASHINGTON STATE

The Washington State laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance are found respectively in Olympia Washington.

45-9-101 CRIMINAL DISTRIBUTION OF DANGEROUS DRUGS

1. Except as provided in Title 50, chapter 46, a person commits the offence of criminal distribution of dangerous drugs if the person sells, barter, exchanges, gives away, or offers to sell, barter, exchange, or give away any dangerous drug, as defined in 50-32-101
2. A person convicted of criminal distribution of a narcotic drug as defined in 50-32-101(18)(d), or an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of no less than 2 years or more than life, and may be fined no more than \$40,000, except as provided in 46-18-222
3. A person convicted of criminal distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224, except marijuana or tetrahydrocannabinol,
 - a. Who has a prior conviction for criminal distribution of such a drug shall be imprisoned in the state prison for a term of not less than 10 years, or more than life and may be fined not more than \$50,000 except as provided in 46-18-222
 - b. Upon a third or subsequent conviction for criminal distribution of such a drug, the person shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222
 - c. The exception for marijuana or tetrahydrocannabinol in subsection (3)(a) does not apply to synthetic

cannabinoids listed as dangerous drugs listed in 50-32-222

4. A person convicted of criminal distribution of a dangerous drug, not otherwise provided for in subsection (2), (3), or (5), shall be imprisoned in the state prison for a term of not less than 1 year or more than life and/or fined an amount of not more than \$50,000, or both.
5. A person who was an adult at the time of distribution and who is convicted of criminal distribution of dangerous drugs to a minor shall be sentenced as follows:
 - a. If convicted pursuant to subsection (2), the person shall be imprisoned in the state prison for not less than 4 years, or more than life, and may be fined not more than \$50,000, except as provided in 46-18-222
 - b. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of such a distribution, the person shall be imprisoned in the state prison for not less than 20 years, or more than life and may be fined not more than \$50,000, except as provided in 46-18-222
 - c. If convicted of the distribution of a dangerous drug included in Schedule I or Schedule II pursuant to 50-32-222 or 50-32-224 and if previously convicted of two or more such distributions, the person shall be imprisoned in the state prison for not less than 40 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222.
 - d. If convicted pursuant to subsection (4), the person shall be imprisoned in the state prison for not less than 2 years, or more than life, and may be fined not more than \$50,000, except as provided in 46-18-222.
6. Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-102 CRIMINAL POSSESSION OF DANGEROUS DRUGS

1. Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession of a dangerous drug if the person possesses any dangerous drug as defined in 50-32-101.
2. A person convicted of criminal possession of marijuana or its derivatives in an amount the aggregate weight of which does not exceed 60 grams of marijuana, or 1 gram of hashish is, for the first offence, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 and by imprisonment in the county jail for not more than 6 months. The minimum fine must be imposed as a condition of a suspended or deferred sentence. A person convicted of a second or subsequent offense under this subsection is punishable by a fine not to exceed \$1000 or by imprisonment in the county jail for a term not to exceed 1 year or in the state prison for a term not to exceed 3 years or by both. This subsection does not apply to the possession of synthetic cannabinoids listed as dangerous drugs in 50-32-222.
3. A person convicted of criminal possession of an anabolic steroid as listed in 50-32-226 is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than \$100 or more than \$500 or by imprisonment in the county jail for not more than 6 months, or both.
4. A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), shall be imprisoned in the state prison for a term of not less than 2 years or more than 5 years and may be fined not more than \$50,000, except as provided in 46-18-222
5. Possession of methamphetamine
 - a. A person convicted of a second or subsequent offense of criminal possession of methamphetamine shall

be punished by:

- i. Imprisoned for a term not to exceed 5 years or by a fine not to exceed \$50,000, or both;
 - ii. Commitment to the department of corrections for placement in an appropriate correctional facility or program for a term of not less than 3 years or more than 5 years. If the person successfully completes a residential methamphetamine treatment program operated or approved by the department of corrections during the first 3 years of a term, the remainder of the term must be suspended. The court may also impose a fine not to exceed \$50,000.
- b. During the first 3 years of a term under subsection (5)(a)(ii), the department of corrections may place the person in a residential methamphetamine treatment program operated or approved by the department of corrections or in a prison or program. The residential methamphetamine treatment program must consist of time spent in a residential methamphetamine treatment facility and time spent in a community-based pre-release center
- c. The court shall, as conditions of probation pursuant to subsection (5)(a), order:
- i. The person to abide by the standard condition of probation established by the department of corrections
 - ii. Payment of the costs of imprisonment, probation, and any methamphetamine treatment by the person if the person is financially able to pay those costs
 - iii. That the person may not enter an establishment where alcoholic beverages are sold for consumption on the premises or where gambling takes place.
 - iv. That the person may not consume alcoholic beverages
 - v. The person is to enter and remain in an aftercare program as directed by the person's probation officer; and
 - vi. The person is to submit to a random or routine drug and alcohol testing.
6. A person convicted of criminal possession of dangerous drugs not otherwise provided for in subsections (2) through (5) shall be imprisoned in the state prison for a term not to exceed 5 years or be fined an amount not to exceed \$50,000, or both.
7. A person convicted of a first violation under this section is presumed to be entitled to a deferred imposition of sentence of imprisonment
8. Ultimate users and practitioners, as defined in 50-32-101, and agents under their supervision acting during a professional practice are exempt from this section

45-9-103 CRIMINAL POSSESSION WITH INTENT TO DISTRIBUTE

1. Except as provided in Title 50, chapter 46, a person commits the offense of criminal possession with intent to distribute if the person possesses with intent to distribute any dangerous drug as defined in 50-32-101
2. A person convicted of criminal possession of an opiate, as defined in 50-32-101(19), with intent to distribute shall be imprisoned in the state prison for a term of not less than 2 years or more than 20 years and may be fined not more than \$50,000, except as provided in 46-18-222
3. A person convicted of criminal possession with intent to distribute not otherwise provided for in subsection (2) shall be imprisoned in the state prison for a term of not more than 20 years or be fined an amount exceeding \$50,000 or both.
4. Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

45-9-110 CRIMINAL PRODUCTION OR MANUFACTURE OF DANGEROUS DRUGS

1. Except as provided in Title 50, chapter 46, a person commits the offence of criminal production or manufacture of dangerous drugs if the person knowingly or purposely produces, manufactures, prepares, cultivates, compounds, or processes a dangerous drug, as defined in 50-32-101
2. A person convicted of criminal production or manufacture of a narcotic drug, as defined in 50-32-101(18)(d), or an opiate as defined in 5-32-101(19), shall be imprisoned in the state prison for a term of not less than 5 years or more than life and may be fined not more than \$50,000, except as provided in 46-18-222
3. A person convicted of criminal production or manufacturing of a dangerous drug included in Schedule I of 50-32-222 or Schedule II of 50-32-224, except marijuana or tetrahydrocannabinol, who has a prior conviction that has become final for criminal production or manufacture of a Schedule I or Schedule II drug shall be imprisoned in the state prison for a term of not less than 20 years or more than life and may be fined not more than \$50,000 except as provided 46-18-222. Upon a third or subsequent conviction that has become final for criminal production or manufacture of a Schedule I or II drug, the person shall be imprisoned in the state prison for a term of not less than 40 years or more than life and may be fined not more than \$50,000 except as provided in 46-18-222. The penalties provided for in this subsection also apply to the criminal production or manufacture of synthetic cannabinoids listed as dangerous drugs in 50-32-222
4. A person convicted of criminal production or manufacture of marijuana, tetrahydrocannabinol, or a dangerous drug not referred to in sections (2) and (3) shall be imprisoned in the state prison for a term not to exceed ten years and may be fined not more than \$50,000, except that if the dangerous drug is marijuana and the total weight is more than a pound or the number of plants is more than 30, the person shall be imprisoned in the state prison for not less than 2 years, or more than life and may be fined not more than \$50,000. "Weight" means the weight of the dry plant and includes the leaves and stem structure but does not include the root structure. A person convicted under this subsection who has a prior conviction that has become final for criminal production or manufacture of a drug under this subsection shall be imprisoned in the state prison for a term not to exceed twice the authorized for a first offense under this subsection and it may not be fined more than \$100,000
5. Practitioners, as defined in 50-32-101, and agents under their supervision acting in the course of a professional practice are exempt from this section.

SEX OFFENSES

Please contact Olympia Police Department to report any sex offenses immediately. The seriousness of this type of offense makes it vital to preserve the evidence for proof of the criminal offense. Fosbre Academy will help in any way possible. Information on counseling or referral centers is released to the faculty and students upon request. If a sex offense happens where both the accused and the accuser attend Fosbre Academy, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Fosbre Academy's final determination of an Fosbre Academy disciplinary proceeding with respect to the alleged sex offense.
- Also, any sanction that is imposed against the accused and the dismissal that will occur following a final determination of any proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Fosbre Academy will work with student to change their academic situation (i.e. allowing the student to take a leave of absence, allowing the student to re-enroll in a later program, etc.) if the change is requested by the victim and the change

is reasonably available.

Fosbre Academy does not provide any programs on campus regarding sexual assault prevention. If students or faculty wish to learn more about the prevention of sexual assault, contact the Olympia Police Department.

Individuals wishing to learn additional information about registered sex offenders may check the Olympia Police Department website for more information.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). This requires Fosbre Academy to report on the additional crime categories of Dating Violence, Domestic Violence, and Stalking as part of our annual Clery Act crime statistic to the U.S. Department of Education in our annual security report. The VAWA crimes as well as a primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. The Annual Security Report has also been updated to reflect the recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women's shelters were established in localities and state and local laws had changed. However, the progress had been uneven around the country. VAWA was born out of the need for a national solution. This act enhances the investigation and prosecution of violent crimes against women.

HOTLINES

National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Hotline	1-800-334-9474

**Fosbre Academy has a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.

FOSBRE ACADEMY & WASHINGTON STATE REQUIREMENTS FOR SEXUAL HARASSMENT & VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires Fosbre Academy to include crimes of domestic violence, dating violence, and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires Fosbre Academy to provide the definitions of dating violence, domestic violence, stalking, and consent under Washington State Law.

STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, AND CONSENT

DOMESTIC VIOLENCE (Family/Household Member and/or Intimate Partner Violence)

Under Washington State Law RCW 10.99.020, Domestic Violence includes but is not limited to any of the following crimes when committed either by (a) one family or household member against another family or household member, or (b) one intimate partner against another intimate partner:

- Assault (any degree), Drive-by shooting, reckless endangerment, coercion, burglary (first and second degree),

criminal trespass (first and second degree), malicious mischief (degree 1-3), kidnapping (1&2), unlawful imprisonment, violation of the provisions of a restraining, no-contact, or protection order, Rape (first and second degree), residential burglary, stalking, interference with the reporting of domestic violence, electric monitoring, etc. (further definitions of the above can be found on leg.wa.gov)

FAMILY OR HOUSEHOLD MEMBER means: adult persons related by blood or marriage, adult persons who are presently residing together or have resided together in the past, and persons who a biological or legal parent-child relationship, including stepparents, stepchildren, grandparents and grandchildren.

INTIMATE PARTNER means: spouses or domestic partners, former spouses or domestic partners, persons who have a child in common, adult persons presently or previously residing together or who have resided together in the past and who have or had a dating relationship; or persons of 16 years of age or older with whom a person 16 years of age or older has or has had a dating relationship.

Examples of Domestic Violence include hitting your child and/or threatening to hit your spouse if the threat creates a reasonable fear of injury.

DATING VIOLENCE falls under the same definition and category as Domestic Violence/Intimate Partner Violence.

STALKING under Washington State Law RCW 9a.46.110 is defined as the intentional and repeated harassment or following of another person. It is also considered stalking when the person being harassed or followed is placed in a state a fear that the stalker intends to injure the person, another person, or property of the person or another person.

CONSENT under Washington State law means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indication freely given agreement to have sexual intercourse or sexual contact. Furthermore as written in WAC 504-26-221(2) consent to any sexual activity must be clear, knowing and voluntary. Anything less is equivalent to a "no." Clear, knowing, and voluntary consent to sexual activity requires that, at the time of the act, and throughout the sexual contact, all parties actively express words or conduct that a reasonable person would conclude demonstrates clear permission regarding willingness to engage in sexual activity and the conditions of such activity. Consent is ACTIVE; silence or passivity is NOT CONSENT.

SEXUAL HARASSMENT

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition above). Fosbre Academy will respond to reports of any such conduct in accordance with its policy.

Sexual harassment may include incidents between members of the Fosbre Academy community including faculty or other staff, students, and non-student or non-employee participants in programs (e.g. vendors, contractors, guest educators, and visitors). Sexual harassment may occur in hierarchical relationships between peers, or between individuals of the same or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of conduct as well as the totality of the circumstances, including the context in which the conduct occurred.

Harassment of one student by another is defined as unwelcome conduct of a sexual nature that is so severe or pervasive

and objectively offensive that it substantially impairs a person's access to Fosbre Academy programs or activities so that the person is effectively denied equal access to the school's resources and opportunities.

Fosbre Academy is committed to creating and maintain a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, and intimidation. Every member of the community should be aware that Fosbre Academy prohibits sexual harassment and sexual violence and that such behavior violates both law and Fosbre Academy policy. Fosbre Academy will respond promptly and effectively to reports of sexual harassment and sexual violence, and it will take appropriate action to prevent, correct, and when necessary to discipline behavior that violates this policy. The policy applies to all employees and students and furthers Fosbre Academy's commitment to compliance with the law.

POLICY TEXT

A. General

Fosbre Academy prohibits sexual harassment and sexual violence. Such behavior violates both law and Fosbre Academy Policy. Fosbre Academy will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary to discipline behavior that violates the policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is considered sexual harassment or sexual violence in this policy is considered to be outside the course and scope of employment and disciplinary action or termination may follow. Relationships between students and employees or instructional staff are strictly prohibited.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Fosbre Academy community are not subject to this policy. Meaning relationships between two students or two employees/instructional staff, not between a student and an employee/instructor.

Gender Identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex or gender stereotyping, or sexual orientation is also prohibited by Fosbre Academy's non-discrimination policy if it denies or limits a person's ability to participate in or benefit from Fosbre Academy's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, this type of discrimination may contribute to the creation of hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Fosbre Academy may consider acts of discrimination based on gender, gender identity, gender expression, sex or gender stereotyping, or sexual orientation.

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or violence, or participates in any manner in an investigation or resolution of a sexual harassment or violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

D. Dissemination Of The Policy, Educational Programs, And Employee Training

As a part of Fosbre Academy's commitment to providing a working and learning environment free from sexual harassment and violence, this policy shall be disseminated widely to the Fosbre Academy community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Fosbre Academy makes preventative educational materials available to all members of the community to promote compliance with this policy and familiarity with Fosbre Academy Procedures. Fosbre Academy has designated an employee to be responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees. The Academy's Title IX Coordinator is Julie Woolsey.

In addition, the school provides annual training to the Title IX Coordinator and all staff involved as investigators, and hearing officers in sexual harassment and sexual violence disciplinary procedures.

E. Reporting Sexual Harassment Or Sexual Violence

Any member of the Fosbre Academy community may report conduct that may constitute sexual harassment or violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate such complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence, who knew about an incident and took no action to stop it or failed to report the prohibited act, may be subject to disciplinary action up to and including termination of employment.

Fosbre Academy has designated the Title IX Coordinator as the person who members of the Fosbre Academy Community can consult for advice and information regarding making a report of sexual harassment or violence. Requests regarding the confidentiality of reports of sexual harassment or violence will be considered in determining the appropriate response. However, such requests will be considered in the dual contexts of Fosbre Academy's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or violence under Fosbre Academy's grievance procedure.

F. Response To Reports Of Sexual Harassment Or Sexual Violence

Fosbre Academy shall provide prompt and effective response to reports of sexual harassment or sexual violence which may include early resolution, formal investigation, and/or targeted prevention training or educational programs.

If an individual reports to Fosbre Academy that they have been a victim of domestic violence, dating violence, sexual assault or stalking, they shall be provided with a written explanation of their rights and options whether the offense occurred on-or-off campus.

Upon a finding of sexual harassment or sexual violence, Fosbre Academy may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable compliant resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, or another appropriate intervention such as changes in academic, living, transportation or working situations.

Any member of the Fosbre Academy community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable Fosbre Academy disciplinary procedure or other Fosbre Academy policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the

opportunity to participate in or benefit from educational programs.

PROCEDURES

A. Fosbre Academy Responsibilities

In accordance with State and Federal Laws, Fosbre Academy shall:

- Offer sexual harassment prevention training and education to the Fosbre Academy Community, and provide sexual harassment prevention and education to each supervisory employee
- Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the Fosbre Academy community, to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Including the definition of consent, options for bystander intervention, and risk reduction awareness information.
- Offer annual training on issues related to sexual violence, as is defined in the policy for individuals conducting formal investigations of reports, or conducting hearings.
- Provide all members of the Academy community with a process for reporting sexual harassment or violence in accordance with the policy.
- Identify on and off campus resources for reporting sexual harassment or violence including law enforcement, medical, and victim support services.
- Provide prompt and effective responses to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy.

Provide written notification of this policy; and

- Designate trained individuals, including, or other than, the Title IX Coordinator to serve as resources for members of the Academy community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

TITLE IX COORDINATOR

The Academy's designated Title IX Coordinator is Julie Woolsey

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

- Coordinate with other responsible units to ensure that local sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the policy
- Disseminate the policy widely to the Academy Community
- Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures.
- Train school employees responsible for reporting or responding to reports of sexual harassment or sexual violence
- Provide prompt and effective responses to reports of sexual harassment and sexual violence in accordance with policy
- Maintain records of reports of sexual harassment and sexual violence at the Academy and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action as appropriate; and

- Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints

PROCEDURES FOR REPORTING & RESPONDING TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

All members of the Academy community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or violence. If the person whom harassment is normally reported to is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or violence should be brought forward as soon as possible after the alleged conduct occurs. While there is not a stated time frame for reporting, prompt reporting will better enable the Academy to respond to the report, determine the issues, and provide appropriate remedy, and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Fosbre Academy's ability to investigate and/or to take appropriate remedial actions.

1. REQUIRED NOTIFICATIONS FOR REPORTS OF SEXUAL VIOLENCE

The school will provide a written explanation of the available rights and options, including procedures to follow when the school receives a report that a student or employee has been the victim of domestic violence, dating violence, sexual assault, or stalking whether the offense occurred on or off campus or in connection with any school program.

The written information shall include:

- i) To whom the alleged offense should be reported
- ii) Options for reporting to law enforcement authorities, the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant chooses to do so and the right to decline to notify such authorities.
- iii) The rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the Academy's responsibilities regarding such orders.
- iv) The importance of preserving evidence as it may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking to obtain a protection order.
- v) Existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services.
- vi) Options for, and available assistance to change academic, living, transportation, and working situations if requested by the complainant and if reasonably available regardless of whether the victim chooses to report the crime to the CDT or local law enforcement.
- vii) Any applicable procedures for institutional disciplinary action.

2. OPTIONS FOR RESOLUTION

Individuals reporting sexual harassment or violence shall be informed about options for resolving potential violations of the

policy. These options shall include procedures for early resolution, procedures for formal investigation, and filing complaints or grievances under applicable Academy complaint resolution or grievance procedures. Individuals making reports shall also be informed about policies applying to confidentiality of reports under this policy. The Academy shall respond to the greatest extent possible to reports of sexual harassment and violence brought anonymously or brought by third parties not directly involved in the alleged offenses.

However, the response to such reports may be limited if information contained in the report can not be verified by independent facts.

Individuals reporting sexual harassment and/or violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused regarding the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or violence in good faith, who assists someone with a report of sexual harassment or violence may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

3. PROCEDURES FOR EARLY RESOLUTION

The goal of early resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. The Academy utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a Formal Investigation. Means for early resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating and agreement between parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventative education, and training programs, or providing remedies for the individual(s) harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period to assure that the resolution has been implemented effectively.

Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts shall be documented.

While the Academy encourages Early Resolution of a complaint, the Academy does not require that parties participate in Early Resolution prior to the Academy's decision to initiate a Formal Investigation. Some reports of sexual harassment or violence may not be appropriate for mediation and may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate officials designated to review and investigate sexual harassment complaints. Fosbre Academy will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. PROCEDURES FOR FORMAL INVESTIGATION

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the Academy may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for a Formal Investigation. The wishes of the individual making the request shall be considered but are not determinative in the decision to initiate a Formal Investigation of a report of sexual harassment or violence. In cases

where there is not written request, the Title IX Coordinator (Sexual Harassment Officer) in consultation with the administration may initiate a Formal Investigation after making preliminary inquiry into the facts.

In cases where a complainant states that they do not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1. The seriousness of the allegation, 2. The case of student complainant and their age, 3. Whether there have been other complaints or reports against the accused, and 4. The rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as where there is risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

- 1) To provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation reports of sexual harassment and/or sexual violence should incorporate the following standards
 - i) The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation, or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and
 - ii) The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to investigate while protecting the safety of the complainants and promotes accountability.
- 2) The complainant shall be informed if there were findings that their policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complaint, such as an order that the accused not contact the complainant. In accordance with Fossbre Academy Policies protecting individuals' privacy, the complainant may be generally notified that the investigators receive annual training on issues related to sexual violence. Such training includes how to investigate in a way that protects the safety of the complainant and promotes accountability.
- 3) If the alleged conduct is also subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges) the campus must promptly resume and complete its fact finding for the sexual harassment or sexual violence investigation. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of the facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
- 4) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy
- 5) Upon request, the complainant and the accused may each have a representative present when there are interviews, and at any subsequent proceeding or related meeting. Otherwise, witnesses may have a representative present at the discretion of the investigator or as required by applicable Academy policy or collective bargaining agreement.
- 6) At any time during the investigation, the investigator may recommend interim protections or remedies for the parties or

witnesses to be provided by appropriate Academy officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or housing arrangements. Failure to comply with the terms of the interim protections may be considered a separate violation of this policy.

- 7) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. The deadline may be extended on approval by a designated Academy official.
- 8) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of facts, and a determination by the investigator whether this policy has been violated. The report may also contain a recommendation of actions to resolve the complaint, including preventative educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated school official with the authority to implement the actions as necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances, and/or disciplinary actions. The complainant may be made aware that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.
- 9) The complainant and the accused may request a copy of the investigative report pursuant to Fosbre Academy's policy governing privacy and access to personal information. However, in accordance with school policy, the report shall be redacted to protect the privacy of the person and confidential information regarding all individuals other than the individual requesting the report.
- 10) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault, or stalking, the complainant and the accused will be simultaneously informed in writing of:
 - i) The outcome of any school disciplinary proceedings
 - ii) The schools procedures for appealing the results of the proceeding
 - iii) Any change to the results that occur prior to the time that such results become final, and
 - iv) When the results become final.

COMPLAINTS OR GRIEVANCES INVOLVING ALLEGATION OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE

Any individual who believes they have been subjected to sexual harassment or violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in the appendix which can also be found under Grievance Policy in the school catalog. Such complaints or grievances may be filed either instead of, or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate designated official who review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or violence must meet all of the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or violence is filed in addition to a report made to the Title IX Coordinator or other appropriate designated official, the individual(s) will be informed that complaint or grievance procedures will be put on hold pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual still wishes to proceed with the additional complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or violence may also file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or violence did not follow policy. Such a complaint or

grievance may not be filed to address any disciplinary sanctions imposed on the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or violence must be filed in a timely manner. The time-period for filing begins the date the individual was notified of the outcome of the sexual harassment or violence investigation or other resolution process to this policy, and/or the actions taken by the administration in response to the report of sexual harassment or violence, whichever is later.

REMEDIES AND REFERRAL TO DISCIPLINARY PROCEDURES

Findings of policy violations may be considered to determine remedies for individuals harmed by sexual harassment or violence and shall be referred to applicable disciplinary procedures. Procedures under this policy have been coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or violence or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

PRIVACY

The Academy shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Fosbre Academy Policy. A report of sexual harassment or violence may result in the gathering of extremely sensitive information about individuals in the Fosbre Academy community. While determining which information is considered confidential, Academy policy regarding access to public records and disclosure of personal information, may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records to protect the privacy of the individual(s). An individual who has made a report of sexual harassment or violence may be advised of possible sanctions imposed against the accused. The individual needs to be aware of the possible sanctions for them to be fully effective. (Such as restrictions on communication or contact with the individual that made the report) In addition, when the offense involves a crime of sexual violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act (FERPA) permits disclosure to the complainant the results of disciplinary proceedings against the accused, regardless of whether the Academy concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of the individual(s).

CONFIDENTIALITY OF REPORTS OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The school does not employ professional or pastoral counselors. Fosbre Academy notifies the Academy community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or violence, even if the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of sexual harassment or violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the Academy's legal obligation to secure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the Academy will comply with requests for confidentiality to the extent possible.

RETENTION OF RECORDS REGARDING REPORTS OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the Academy's records

policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

SAFEY, EMERGENCY PREPAREDNESS, AND SUPPORT

List of housing resources: homeless shelters, supportive housing, halfway housing, transitional housing, day shelters, low-income housing, residential alcohol and drug treatment centers.

We have listed the shelters and low-cost housing services in Thurston County below. This list has homeless shelters, halfway houses, affordable housing etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

SAFEPLACE is the only shelter for battered women and children and one of the only such shelters in the state of Washington to offer around the clock security. Resident advocates are also present 24 hours a day to provide practical and emotional support.

Places that offer food, clothing, shelter, and spiritual guidance to homeless men, women, and children in need:

- Housing Authority, Low Income Affordable Housing, Public Housing Consumer Credit Counseling Services agency that provides HUD Approved Housing Assistance Programs.

TYPES OF SHELTERS AND SERVICE INFORMATION

Day Shelters supplement homeless and low-income people when the shelter they are staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene supplies may also be offered. Almost all Day shelters provide their service free of charge. An emergency or homeless shelter that allows clients to stay the day is also classified under this category.

Emergency Homeless Shelters provide both short term relief for the homeless and low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask that their clients leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long term solution or housing. Residents are often allowed to stay if they remain in the low income bracket, but sometimes it is limited to 3 to 5 years. Residents pay no more than 20% of their income towards rent. Emergency Shelters, Homeless Shelters, and Transitional Housing programs that allow their clients to stay without a maximum time frame are also classified under this category.

Drug and Alcohol Rehabilitation Programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and method of treatment can vary significantly. Help can be provided through Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing programs provide alternative living arrangements to those who, because of age, disability, substance abuse, mental illness, chronic homelessness, or other circumstances, are unable to live independently without care, supervision and/or support to help them in their day to day lives. Or those who need access to case management,

housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs help bring low-income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanting more companionship. Shelterlists.org finds these shared housing locations and lists them throughout their website.

Rooming or Boarding Houses: a rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose-built structure. Rooming houses are low-cost housing and may have as few as three rooms for rent, or more than 100. The same goes for boarding houses. These types of residences can also be found on shetlerlists.org

Transitional Housing is affordable low-cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or close to homelessness. The transition is to help them become more self-sufficient to move toward independent living. Services provided at transitional housing facilities can vary from substance abuse treatment, psychological assistance, job training, domestic violence assistance and more. The assistance provided varies, but it is generally affordable and low-cost housing. Read the descriptions of each of the transitional housing locations for more detailed information.

EMERGENCY PREPAREDNESS AND SAFETY PROCEDURES

EVACUATION ROUTES

Evacuation route maps have been placed strategically throughout the building and by all major exits

The following information is marked on evacuation maps

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Assembly points

On Site Personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

CALL 911 FOR EMERGENCIES

OLYMPIA FIRE DEPARTMENT: 360 753 8348

OLYMPIA EMS: 360 491 9480 (ST PETERS) 360 754 5858 (CAPITAL MEDICAL CENTER)

AMBULANCE: 360 704 2780 (THURSTON COUNTY MEDIC ONE)

OLYMPIA POLICE DEPARTMENT: 360 753 8300

OLYMPIA POLICE DEPARTMENT NON EMERGENCY DISPATCH: 360 704 2740

BUILDING OWNER: NOAH FOSBRE 360 791 8803

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRICITY: PUGET SOUND ENERGY 888 225 5773

WATER: CITY OF OLYMPIA 360 753 8340

PHONE: COMCAST/XFINITY 800 943 6498 (1 800 XFINITY)

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- TERRORIST ATTACK/HOSTAGE TAKING

TIMELY WARNING

In the event that a situation arises, or a crime occurs, either on or off campus, that in the judgement of the Emergency Coordinator and/or the Command Decision Team Leader, constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through Fosbre Academy by either, verbal communications, intercom broadcast system, phone, email, text, social media, and signage to staff students and guests.

If the situation or crime occurs on campus and represents an immediate threat to the health and safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely warning procedures.

Anyone with information warranting a timely warning should report the circumstances to the Emergency Coordinator/CDT Leader, by phone or in person at 2703 Capital Mall Drive SW Olympia WA 98502.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following emergency code

CODE LOCK DOWN: A lock down situation has occurred. Faculty, students, and guests are to remain calm and are not to leave Fosbre Academy.

CODE EVACUATE FRONT: Indicates a need to evacuate Fosbre Academy immediately and exit through a front entrance only.

CODE EVACUATE BACK: Indicates a need to evacuate through the back/side entrances only

CODE DANGEROUS: Indicates a dangerous situation has occurred outside Fosbre Academy and no one is allowed to leave Fosbre Academy.

CODE HOSTAGE: a hostage, criminal, or terrorist threat situation.

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, the CDT Leader/Emergency Coordinator will assess the situation to determine the significance of an emergency. Without delay, the safety of the faculty students, guests, and community neighbors will be taken into account.

The extent of the emergency will be determined and the appropriate means of notification will be enacted. The CDT will respond by assisting any victim(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests/public as appropriate.

In the event of a dangerous situation, without delay, the CDT will assess the situation and will contact the authorities or determine the course of action in order to protect the entire Fosbre Academy population. CDT will determine the means of notification outlined under “timely warning,” and if necessary will notify the radio and local television stations. The notifications will include the type(s) of emergency and the steps for that emergency situation.

Fosbre Academy will provide the Fire Department and the Police Department with a floor plan of the building. The CDT will also notify these agencies of any new construction, long-term function or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through campus regularly.

At least once a year during student training, the faculty will conduct either an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency and Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety, and crime prevention on and off campus.

Annually, Olympia Police Department will speak on practicing safety for faculty and student members. Faculty and students complete a tour of Fosbre Academy, locating fire extinguishers and exits. They are informed about what to do in case of an emergency.

Roll Call will be taken as soon as reasonably possible to ensure all faculty and students have been accounted for at the time of the emergency.

PRIOR TO PREPARING FOR AN EMERGENCY

MAKE A COMMUNICATION PLAN

Fosbre Academy communicates through verbal communication, intercom, phone, email, text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the local radio and television stations to confirm a significant emergency or dangerous situation involving immediate threats to the health or safety of faculty, students, and guests occurring on campus.

Fosbre Academy does not supply the complete Basic Emergency Kit as listed below. While the school has most of the items, it does not store food or water.

A basic emergency supply kit should contain the following:

- Water: one gallon of water per person, per day, for at least three days for drinking and sanitation.
- Food: at least a three-day supply of non-perishable food.
- Battery-powered or hand crank radio and a NOAA weather radio with tone alert and extra batteries for both
- Flashlights and extra batteries.
- First aid Kit
- Whistles to signal for help,
- Dust masks to help filter contaminated air.
- Plastic sheeting or duct tape to create shelter
- Wipes, garbage bags, and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities and local maps.

There may be conditions under which you will decide to get away, or there may be situation when you are ordered to leave.

GUIDELINES FOR EVACUATION

- If you have a car, keep a full tank of gas in the event evacuation seems likely

- Keep a half a tank of gas at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.
- Become familiar with alternate routes and other means of transportation out of your area
- Leave early enough to avoid being trapped by severe weather
- Follow recommended evacuation routes. Do not take shortcuts, they may be blocked
- Be alert for road hazards such as washed-out roads or bridges, and downed power lines
- Do not drive into flooded areas
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

IF TIME ALLOWS

- Call or email your family
- Secure Fosbre Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions, and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Fosbre Academy and you are instructed to do so, shut off water, gas, and electricity before leaving.
- Leave a note telling others when you left and where you are going
- Wear sturdy shoes and clothing that provide some protection such as long pants, long-sleeved shirts, and a hat.

MOST COMMON SAFETY PROCEDURES

- First Aid: there are first aid kits located in each dispensary and each classroom
- Cut finger: educator should immediately check the wound to see how deep the cut is. Small cuts should be taken care of following blood spill procedure.
- Cuts requiring stitches: if possible a faculty member should take the student to the doctor.
- Fainting: Do not move the person, call 911. Give as many facts as possible. Keep calm and notify CDT members for help if necessary. Make the person comfortable.

DANGEROUS SITUATION, ALERTING FACULTY, STUDENTS, GUESTS, AND OR NEIGHBORS

Dangerous situations are brought to the attention of the Command Decision Team (CDT) and if confirmed, the CDT will alert faculty, students, and guests by announcing, emailing, text, and/or a written notification that will be posted in a conspicuous area directing them to a safe location or the Thurston County Health Department.

Once the dangerous situation has diminished, an announcement, email, text, or written notification will be posted or sent to inform students when classes will resume.

EXTREME WEATHER CONDITION PROCEDURES

Are issued from the Local Weather Service. If this happens Fosbre Academy offices will be closed and classes will be cancelled. Once the weather conditions diminish, the CDT will alert faculty and students when classes will resume.

EMERGENCY SPECIFIC PROCEDURES MEDICAL EMERGENCY

Either call 911 or one of the medical emergency numbers listed above.

Provide the Following Information

- a) Nature of the medical emergency
- b) Location of the emergency (address, building, room number etc.)
- c) Your name and the phone number from which you are calling

DO NOT move victim unless absolutely necessary

The following staff have CPR/First Aid certifications: Noah Fosbre, Masit Matisons, Jana Leicht, Maddie Patton, and Kitty Burks.

If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wound(s) while avoiding contact with blood or other bodily fluids

- Clear the air passages using the Heimlich Maneuver in case of choking

In case of rendering assistance to personnel exposed to hazardous materials, consult product Safety Data Sheets (SDS) and wear the appropriate personal protective equipment. Attempt first aid only if trained and qualified. First Aid kits can be found in both dispensaries and in each classroom.

FIRE EMERGENCY

WHEN A FIRE IS DISCOVERED:

- Activate the nearest fire alarm
- Notify the local fire department by calling 911
- If the fire alarm is not available, notify site personnel about the fire emergency by voice communication and/or phone paging

FIGHT THE FIRE **ONLY** IF:

- The fire department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it.

UPON BEING NOTIFIED ABOUT THE FIRE EMERGENCY, OCCUPANTS MUST:

- Leave the building using the designated escape routes
- Assemble in the designated area
- Remain outside until the competent authority announces that it is safe to re-enter.

DESIGNATED OFFICIAL, EMERGENCY COORDINATOR, OR SUPERVISORS MUST

- Disconnect utilities and equipment unless doing so jeopardizes their safety
- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area
- Determine a rescue method to locate missing personnel
- Provide the Fire Department personnel with the necessary information about the facility
- Perform assessment and coordinate weather forecast office emergency closing procedures

AREA/FLOOR MONITORS:

- Ensure all employees have evacuated the area/floor
- Report any problems to the emergency coordinator at the assembly area

ASSISTANTS TO THE PHYSICALLY CHALLENGED SHOULD:

- Assist all physically challenged employees in emergency evacuation

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

SEVERE WEATHER/NATURAL DISASTER

In preparation for a natural disaster of any kind, it is important to make sure all staff/faculty know how to shut off utilities and how to prepare for the aftermath.

Utility Shut Off: Natural Gas

Natural gas leaks and explosions are responsible for a significant number of fires following natural disasters.

Because there are different gas shut-off procedures for different gas meter configurations, it is important that you contact your local gas company for any guidance on preparations and response regarding any gas service to Fosbre Academy. If you smell gas or hear a blowing or hissing noise, get everyone out of the building quickly. Turn off the gas if you can and call the gas company.

CAUTION: if you turn the gas off for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

WATER

Water quickly becomes a precious resource following many disasters. All staff/faculty must know where to locate the shut-off valve for the water line that enters Fosbre Academy and label it with a tag for easy identification. The effects of gravity may drain the water in the hot water heater and toilet tanks unless you trap it by shutting off the main house valve.

ELECTRICITY

Electrical sparks have the potential of igniting natural gas if it is leaking. Make sure all staff/faculty know where to locate the electrical circuit box(s). Make sure to always shut off individual circuits before shutting off the main circuit.

PLAN FOR A PANDEMIC

After any natural disaster there is always the potential for an influenza pandemic.

- Get involved in your community and help prepare for a possible influenza pandemic
- Limit the spread of germs and prevent infection
- Avoid close contact with people who are sick,
- When you are sick, keep your distance from others to protect them
- If possible stay home
- Cover your mouth and nose when coughing or sneezing
- Wash hands often
- Avoid touching your eyes, nose, or mouth. Germs often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth.
- Given the recent Covid-19 Pandemic, follow all masking, quarantining, and social distancing measures that are recommended by the CDC and local government officials.

WINTER STORMS/EXTREME COLD

BEFORE:

To prepare for a winter storm you should do the following/add the following to your automobile

- Sand to improve traction
- Snow shovels and other snow removal equipment
- Sufficient heating fuel
- Adequate clothing and blankets to keep you warm

DURING:

Fosbre Academy will notify students who travel if a winter storm/extreme cold are expected. If the student is traveling long distances, the student will be advised to leave extra early or not travel at all. If the winter storm/extreme cold happen while faculty, students, and guests are in attendance the following will apply.

- Stay calm and await instructions from a designated official

- Stay indoors
- If there is no heat:
 - Close off unneeded rooms or areas
 - Stuff towels or rags in cracks under doors
 - Cover windows at night
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration
- Wear layers of loose-fitting, lightweight, warm clothing, if available

IF OUTDOORS:

- Find dry shelter. Cover all exposed parts of the body
- If shelter is not available:
 - Prepare a lean-to, snow cave, or wind break for protection from wind
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat
 - Do not eat snow. It will lower body temperature. Melt it first.

IF STRANDED IN A CAR OR TRUCK:

- Stay in the vehicle
- Run the motor for around ten minutes each hour. Open the windows for a little fresh air to avoid carbon monoxide poisoning. Make sure that the exhaust pipe is not blocked.
- Make yourself VISIBLE to rescuers
 - Turn on the dome light at night when running the engine
 - Tie a colored cloth to your antenna or door
 - Raise the hood after the snow stops falling
 - Exercise to keep blood circulating and to keep warm

AFTER

- If Fosbre Academy loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the Fosbre Academy building, you may want to go to a designated public shelter if you can get there safely. Text SHELTER + your zip code to 43362 (4FEMA) to find the nearest shelter in your area (E.G. SHELTER98502)
- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting lightweight clothing in several layers. Stay indoors if possible.

THUNDERSTORMS AND LIGHTENING PROCEDURES

BEFORE:

To prepare for a thunderstorm you should do the following:

- Secure outdoor objects that could blow away or cause damage
- Get inside Fosbre Academy or an automobile (not convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Rubber-soled shoes and rubber tires provide NO protection from lightening
- Close window blinds, shades, or curtains.
- Unplug any electronic equipment well before the storm arrives.

DURING

If thunder and lightning are occurring in our area you should

- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords
- Unplug appliances and other electrical items such as computers, and turn off air conditioners
- Power surges from lightening can cause serious damage
- Avoid contact with plumbing
- Do not wash your hands and do not do laundry
- Plumbing and bathroom fixtures can conduct electricity
- Stay away from windows and doors
- Do not lie on concrete floors and do not lean against concrete walls
- Take shelter in a sturdy building
- Avoid isolated sheds or other small structures in open areas, avoid contact with anything metal, i.e. motorcycles and bicycles.

The following are things you should check when you attempt to give aid to a victim of lightning:

Breathing- if breathing has stopped, begin mouth-to-mouth resuscitation. Heartbeat- if the heart has stopped, administer CPR

Pulse-if the victim has a pulse and is breathing, looking for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

AFTER

- Never drive through a flooded roadway. Turn around, don't drown!
- Stay away from downed power lines and report them immediately

FLOODING:

Even if you feel like you live in a community with low risk of flooding remember that anywhere it rains it can flood. Just because you haven't experience a flood in the past, doesn't mean you won't in the future. Flood risks are not just based on history, they are based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development

BEFORE

To prepare for a flood you should check valves are installed in all sinks to prevent water from backing up into the drains.

DURING/INDOORS:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated officials. Unless there is a possibility of a flash flood, then you would move to higher ground immediately without waiting for instruction.
- If told that evacuation will be necessary do the following before evacuating via either the primary or secondary evacuation routes:
 - Secure Fosbre Academy
 - Turn off utilities at the main switches or valves if instructed to do so.
 - Disconnect electrical appliances. HOWEVER, do not do so if you are wet or standing in water
- Evacuation tips:

- Do not walk-through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving
- Use a stick to check for the firmness of the ground in front of you.
- Do not drive into flooded areas
- If flood waters rise around your car, abandon the car and move to higher ground when water is not moving or not more than a few inches deep.
- If water is rising inside the vehicle seek refuge on the roof.
- Do not camp or park your vehicle along streams, rivers, or creeks, particularly during threatening conditions.

AFTER

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days following a flood:

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Continue to avoid moving water
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or a relief organization
- Help emergency workers by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can still occur, continue to listen to local warnings and information.
- If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because of damage or continued flooding. Barricades have been placed for your safety, if you come across one turn around.
- If you must walk or drive in areas that have been flooded stay on firm ground. Moving water can sweep you away and standing water may be electrically charged from downed power lines.
- Flooding may cause familiar places to change. Avoid walking through flood debris as it may hide animals or broken glass.
- Floods may weaken roads and building foundations. Use extreme caution.

EARTHQUAKES

If there is any indication that an earthquake is coming make sure to secure shelves, heavy objects, mirrors, and electronics such as computers and printers.

DURING/INDOORS

- Drop, cover, and hold on.
- Cover your head and neck with your arms. This position protects you from falling and provides some protection to vital organs.
- Because moving can put you in danger from debris in your path, only move if necessary to get away from the danger of falling objects, and minimize your movements to a few steps to reach a safe place.
- If you can move safely, crawl for additional cover under a sturdy desk or table.
- HOLD ON to any sturdy shelter until the shaking stops
- Stay away from glass, windows, outside doors, walls, and anything that could fall such as lighting fixtures or furniture

- Stay inside until the shaking stops and it safe to go outside. Do not exit Fosbre Academy during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or attempt to leave.
- DO NOT get in a doorway. It will not provide protection from falling or flying objects and you may not be able to remain standing.
- Be aware that the electricity may go out, or the sprinkler or fire alarms may turn on.

AFTER

When the shaking stops, look around to make sure it is safe to move and there is a safe way through the debris so you can exit Fosbre Academy.

- Do not move about unnecessarily or kick up dust.
- Cover your nose and mouth with a handkerchief or clothing.
- Check for injuries and provide assistance ONLY if you have training
- Assist with rescues if you can do this safely.
- Look for and extinguish small fires. Fires are the most common hazard after an earthquake.
- Only use the phone for emergency calls
- Never use a lighter or matches near damaged areas.
- If you cannot move:
 - Tap on a pipe or a wall so rescuers can locate you.
 - Use a whistle if one is available.
 - Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust or debris.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main earthquake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months. Drop, cover, and hold on whenever you feel shaking.
- Go to a designated public shelter if your home has been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.
- Return home only when authorities say it is safe to do so.
- Be careful driving after an earthquake and expect traffic light outages.
- After it is determined that it is safe to return home, your safety should be your top priority as you begin clean up and recovery.
- Leave the area if you smell gas or fumes from other chemicals. Inspect utilities. (Follow Utility shut off)

TORNADO

BEFORE:

A tornado WATCH means conditions favor the development of a tornado, be prepared to take shelter.

A tornado WARNING means that a tornado has been spotted and you need to seek inside shelter immediately

Consider the following places to go

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows
- Room constructed with reinforced concrete, brick or block with no windows.

DURING:

- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over.

AFTER:

Look around to make sure that it is safe to move and that there is a safe way through any debris the tornado may have caused.

- Check for injuries and remain calm. You may find yourself in a position of taking care of other people
- Provide assistance ONLY if you have training
- Only use the phone for emergency calls
- If you smell gas or hear a blowing or hissing noise, open a window and get everyone out of the building quickly.
- Avoid damaged buildings
- Watch for downed power lines and report them immediately
- Do not cut or cross any caution tape that has been placed by emergency personnel.

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off (or unplugged) in the event that power restoration would surge causing damage to the electronics and/or effective sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of long term power loss
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent taps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

UPON RESTORATION OF HEAT AND POWER:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water has been turned back on.

OTHER EMERGENCY SITUATIONS**ROBBERY**

- Stay calm and give the robber what he is asking for. (Likely the money from the cash register)
- Do not fight or confront the robber. Your safety is more important than the money
- Take notice of the robber's description and any distinctive or unusual markings or apparel.
- If taking off in a car, try to get license plate number ONLY if it safe for you to do so.

- Notify the designated emergency coordinator or closest designated official so they can notify the authorities.
- Provide the authorities with as much information about the robber as possible.

ACTIVE SHOOTER

- Stay calm and make your way to the closet exit away from the location of the shooter.
- Call 911
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power as these may cause injury
- If you are able to exit the building meet at the designated area as instructed by the Emergency coordinator/designated official.
- Assist people with disabilities/injuries only after making sure you are safe.

BOMB THREAT

Most bomb threats are received by telephone. ALWAYS assume bomb threats are serious until proven otherwise. Faculty and/or students are to act quickly, but remain calm and obtain as much information as possible and write it down. Below there is a bomb threat checklist for example.

- If a threat is received by phone, DO NOT HANG UP, even if the caller does.
- If possible, write a note to a faculty member or student telling them to call the authorities
- If phone has caller ID copy the number and/or letters on the window display.
- Immediately upon termination of the call, DO NOT HANG UP, but from a different phone contact Federal Protective Services and await instructions.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be Calm, Be Courteous, Listen, DO NOT interrupt the caller

Your Name: _____ TIME: _____ DATE: _____

Callers Identity: MALE _____ FEMALE _____ ADULT _____ Juvenile _____ Estimated age? _____

ORIGIN OF CALL: Local _____ Long Distance _____

Voce Characteristics
 ___ Loud ___ Soft
 ___ High Pitch ___ Deep
 ___ Raspy ___ Pleasant
 ___ Intoxicated Other: _____

Speech
 ___ Fast ___ Slow
 ___ Distinct ___ Distorted
 ___ Stutter ___ Nasal
 ___ Slurred Other: _____

Language
 ___ Excellent ___ Good
 ___ Fair ___ Poor
 ___ Foul Other: _____

Accent
 ___ Local ___ Not Local
 ___ Foreign ___ Region
 ___ Race

Manner
 ___ Calm ___ Angry
 ___ Rational ___ Irrational
 ___ Coherent ___ Incoherent
 ___ Deliberate ___ Emotional
 ___ Righteous ___ Laughing

Background noises
 ___ Factory ___ Trains
 ___ Machines ___ Animals
 ___ Music ___ Quiet
 ___ Office ___ Voices
 ___ Street ___ Airplanes
 ___ Traffic ___ Party
 ___ Highway ___ Atmosphere

BOMB FACTS

Pretend difficulty hearing- keep caller talking – if caller seems agreeable to further conversations ask questions like:

When will it Go Off? Certain hour? _____ Time Remaining? _____

Where is it located: Building _____ Area: _____

What kind of bomb? _____

What kind of package? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose the same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Administration at 360 791 8803 and relay the information about the call

Did the caller appear familiar with the plan or building based off of their description of the bomb location?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to this check list.

Notify your supervisor immediately

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE

- Immediately Call 9-1-1
- Handle the note as minimally as possible
- Notify the Emergency coordinator, or designated official.

IF A BOMB THREAT IS RECEIVED BY EMAIL

- Call 9-1-1
- Do not delete the message
- Notify the emergency coordinator or a designated official

SIGNS OF A SUSPICIOUS PACKAGE

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect tiles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO NOT

- Use cell phones, radio signals have the potential to detonate a bomb
- Evacuate Fosbre Academy until the police arrive and evaluate the threat
- Activate the fire alarm
- Touch or move a suspicious package

EXPLOSION

BEFORE

The following are things you can do to protect yourself in the event of an explosion

- Know your communities warning systems and disaster plans
- Knowing evacuation routes

DURING

- Get under a study table
- Exit Fosbre Academy as quickly as possible.
- Stay low if there is smoke

- Do not stop to retrieve personal possessions or make phone calls
- Check for fire and other hazards
- Once you are out, attempt to meet at designated areas
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the school
- If stuck:
 - Tap on a pipe or wall so rescuers can hear where you are.
 - If possible use a whistle to signal rescuers
 - Shout only as a last resort. Shouting can cause a person to inhale a dangerous amount of dust. Avoid unnecessary movement so you don't kick up dust.
 - Cover your nose and mouth with anything you have on hand.

AFTER

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and infrastructure.
- Because of this staff/faculty need up-to-date information about any medical needs you may have and how to contact your designated beneficiaries
- Heavy law enforcement involvement at the local, state, and federal levels, due to the events criminal nature
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Fosbre Academy may be closed
- Fosbre Academy may have to evacuate, avoid blocked roads for your safety
- Clean up may take many months

While Fosbre Academy does not want to dismiss or diminish the possibility of terrorism, we believe the risk is low in relationship to the school.

This is based on:

- Small faculty, less than 15
- Small student body, less than 100
- Building has no significant interest or location
- Building is on one level
- No luggage is stored or kept on premises
- No underground parking.

2022 Campus Safety and Security Survey

Provided 10/1/2022

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2019	2020	2021
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Manslaughter by Negligence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Burglary	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
j. Motor vehicle theft <small>(Do not include theft from a motor vehicle)</small>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

For Year 2020 item i was changed from 2 to 1 because one of the events happened in 2021 not 2020.

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2019	2020	2021
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Manslaughter by Negligence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Burglary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Motor vehicle theft <small>(Do not include theft from a motor vehicle)</small>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

YEAR 2019

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime

Total occurrences On Campus

	2019	2020	2021
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on **Public Property**.

Crime	Total occurrences on Public Property		
	2019	2020	2021
a. Domestic violence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Dating violence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Stalking	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Arrests - On campus

Enter the number of **Arrests** for each of the following crimes that occurred **On Campus**.

Crime	Number of Arrests		
	2019	2020	2021
a. Weapons carrying, possession, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Arrests - Public Property

Enter the number of **Arrests** for each of the following crimes that occurred on **Public Property**.

Crime	Number of Arrests		
	2019	2020	2021
a. Weapons carrying, possession, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Disciplinary Actions - On Campus

Enter the number of persons **referred for disciplinary action** for crimes that occurred **On Campus** for each of the following categories.
 Do not include disciplinary actions that were strictly for school policy violations.
 If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. Weapons carrying, possession, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Disciplinary Actions - Public Property

Enter the number of persons **referred for disciplinary action** for crimes that occurred on **Public Property** for each of the following categories.
 Do not include disciplinary actions that were strictly for school policy violations.
 If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. Weapons carrying, possession, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Unfounded Crimes

Of those crimes that occurred **On Campus**, in **On-campus Student Housing Facilities**, on or in **Non-campus** property or buildings, and on **Public Property**, enter the number of crimes that were unfounded.
 The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

Crime	Number		
	2019	2020	2021
a. Total unfounded crimes	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>