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## Campus Security and Safety Reporting

This report is required by federal law and contains policy statements and crime statistics for the school.

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2014-2015



509-591-4979

[www.lucasmarcacademy.com](http://www.lucasmarcacademy.com)

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# Policy Statements

## Availability of Annual Security Report

Lucas Marc Academy has prepared this publication and made it readily available to all current students, faculty, staff and prospective students. This report is required by federal law and contains policy statements and crime statistics for Lucas Marc Academy. The policy statements address LMA's policies and procedures concerning safety and security, in example, policies for responding to emergency situations and sexual offences. Statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report will be made available online at [www.lucasmarcacademy.com](http://www.lucasmarcacademy.com). You may request a copy from the Administration Office of Lucas Marc Academy.

## Campus Security Authorities

Emily Saldana – School Director / Director of Education

Roberta Brewer - Financial Aid Administrator / Administrative Director

Law Enforcement	911
Fire Department	911
Ambulance	911
Kadlec Medical Center	(509) 946-4611
Children's Hospital & Regional Medical Center	(509) 946-0976
Emergency Medical Svcs.	(509) 737-0949
Fire & emergency Medical Svcs	(509) 737-0911
Richland Police Non-Emergency	(509) 628-0333
Richland Fire Non-Emergency	(509) 942-7550
Richland Ambulance Non-Emergency	(509) 628-0333
CDC	(800) 232-4636
Poison Control	(800) 222-1222

## Preparation and Disclosure of Crime Statistics

Lucas Marc Academy prepares this report to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA). This report will also be made available in its entirety at our website at [www.lucasmarcacademy.com](http://www.lucasmarcacademy.com). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime statistics include those reported to Lucas Marc Academy Administration Offices, other campus officials, and those reported to us by local law enforcement agencies as a result of our request for pertinent data. These statistics may also include crimes that have occurred in public areas, not owned by Lucas Marc Academy, but utilized by our students, faculty and staff.

Each year, a text notification is made to all enrolled students, faculty and staff that provides the website to access this report. Copies of the report may also be obtained at the Lucas Marc Academy Administration office or by calling (509) 591-4979. All prospective employees may obtain a copy from the Administration office or by calling (509) 591-4979.

## Policy Designating Reported Locations

The Jeanne Clery Disclosure of campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require that Lucas Marc Academy report crimes on campus, and campus buildings or properties that meet all of the following criteria:

- Lucas Marc Academy owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to Lucas Marc Academy's educational purposes.

We have adopted the reporting geography of all property, streets, parking lots, and sidewalks surrounding / bordering our campus located within the confines of the city of Richland, WA located at 71 Gage Blvd in Richland, WA 99352.

### **Policy Concerning How to Report a Crime**

To report a crime or suspected crime, an individual may contact the Richland Police Department by calling 9-1-1, or the Lucas Marc Academy Administrative Office at (509) 591-4979. Any suspicious activity or person seen in the parking lots loitering around vehicles, inside buildings or around the classrooms, spa or clinic areas should be reported.

Emily Saldana – School Director / Director of Education  
 Roberta Brewer - Financial Aid Administrator / Administrative Director

### **Policy Concerning Voluntary Confidential Reporting**

If you are a victim of a crime and do not want to pursue action with the Lucas Marc Academy system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director/Designee can file a report detailing the incident without revealing your identity. The purpose of a confidential report is to comply with your desire to keep the matter confidential, while taking steps to insure the future safety of yourself and others. With such information, Lucas Marc Academy can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the Lucas Marc Academy community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Lucas Marc Academy.

### **Policy Advising Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Lucas Marc Academy Administration and/or to the local Richland Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the community, students, faculty, staff and guests help insure increased safety for all.

To report a crime or an emergency on the Lucas Marc Academy campus, call Director/Designee at (509) 591-4979.  
 To report a non-emergency security or public safety related matter, call Director/Designee at (509) 591-4979.

### **Policy Defining Crime Types**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require reporting of specific criminal act reports - not necessarily convictions. Because a criminal act or suspicion of an act was reported, does not necessarily indicate that such an act actually occurred or that specific individuals were convicted of such an act. The Clery requirements are for disclosure of reports of criminal activity or suspected criminal activity and classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*.

Crimes reported in the Crime Statistics Reporting Table by type and for the most recent three (3) year period. Lucas Marc Academy does not have on-campus housing, so no Fire Statistics report is made nor is there any entry in the on-campus housing facilities column of the Table. This Crime Statistics Reporting Table is located further in this report.

A second crime report for the most recent three (3) year period is also made in the narrative form for reported Hate Crimes. Hate Crimes are those acts designated by the FBI in their publications entitled "*Uniform Crime Reporting Hate Crime Data Collection Guidelines*" and "*Training Guide for Hate Crime Data Collection*". For sex offences only, Lucas Marc Academy uses definitions from the FBI's National Incident Based Reporting System (NIBRS) edition of the UCR. Reported Hate Crimes are shown in Appendix C.

### **Policy Concerning Timely Warnings**

For any Clery Act crime, either on or off campus that, in the judgment of Lucas Marc Academy, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by Director/Designee of Lucas Marc Academy. The warning will be issued through all available means of mass communication including: public address announcements, personal notification, campus texts, personal email, texts, and/or Lucas Marc Academy computer program notifications. Anyone with information warranting a timely warning should report the circumstances to the Lucas Marc Academy Director/Designee, by phone (509) 591-4979 or in person at the Administration Office.

### **Policy Concerning Emergency Notifications**

Depending on the particular circumstances of the crime, Lucas Marc Academy may also issue an emergency notification. The notification will be announced by the Lucas Marc Academy Director/Designee and will inform the campus community that as soon as they have confirmed that a significant emergency or dangerous situation exists, will:

- Take into account the safety of the campus community,
- Determine what information to release about the situation, and
- Begin the notification process. Posting on the Lucas Marc Academy website will inform the community widespread

Lucas Marc Academy will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency, or
- Otherwise mitigate the emergency.

As directed by the Clery regulations, emergency notification methods are tested drills, exercises, and appropriate follow-through activities, for the purpose of assessment and evaluation of emergency plans and capabilities. These tests are conducted once a year that the tests are announced and once when it is not announced. To comply with the Clery requirement the tests must:

- Be scheduled,
- Contain drills,
- Contain exercises,
- Contain follow-through activities,
- Be designed for assessment of emergency plans and capabilities, and
- Be designed for evaluation of emergency plans and capabilities.

An evacuation drill is coordinated by Lucas Marc Academy's staff for our campus. The emergency response and evacuation procedures are tested once a year at a minimum. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The staff do not tell students in advance about the designated locations for long-term evacuations as those determinations are affected by time of day, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. Lucas Marc

Academy's staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

### **Policy Concerning Alcoholic Beverages**

The Lucas Marc Academy campus has been designated "Drug Free" and no certain circumstances is the consummation 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 Richland Police Department. Violators are subject to Lucas Marc Academy 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 21 years of age in a public place or place open to the public is illegal. It is also a violation of the Lucas Marc Academy Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

### **Policy Concerning Illegal Drug Possession**

The Lucas Marc Academy campus has been designated "Drug Free". The unlawful possession, use, or distribution of any drugs on the Lucas Marc Academy campus or in connection with any Lucas Marc Academy activities is prohibited. 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 Richland Police Department. Violators are subject to Lucas Marc Academy disciplinary action, criminal prosecution, fine and imprisonment.

In compliance with the U.S. Department of Education Drug Prevention Programs of the Higher Education Act, Publication 101-226-20 U.S.C. Section 1145g, the following Drug Free Prevention Program is incorporated into the policy of Lucas Marc Academy in recognition of drug and alcohol abuse.

Please be aware that partaking of any of the following may result in health risks associated with the use of illicit drugs.

- Marijuana - fatigue, paranoia, possible psychosis
- Cocaine - agitation, increase in body temperature, hallucinations, convulsions, possible death
- Barbiturates - shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
- LSD - long intense trip episodes, psychosis, possible death
- Alcohol - impaired judgment and coordination, respiration depression, possible death

Students who need help can contact:

- Benton Franklin Community Action: Alcoholic / Drug Help Line 800-562.1240
- Action Chemical Dependency Center 509-735-7410
- Advocates for Wellness 509-783-8833
- Alcoholics Anonymous 509-735-4086

For individual counseling, please contact the Administrative Office for a referral.

### **Policy Concerning Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Lucas Marc Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Lucas Marc Academy against the student who is alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense. Lucas Marc Academy will provide the result of the disciplinary hearing to the victim's next of kin, if so requested.

## **Policy Concerning Preventing and Responding to Sex Offenses**

Lucas Marc Academy provides information from the Richland Police Department and SARC (Sexual Assault Response Center) about sexual assault education and information programs to Lucas Marc Academy students and employees upon request. Literature on date rape education, risk reduction, and Lucas Marc Academy response is available through the Administration Office.

If you are a victim of a sexual assault at Lucas Marc Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Richland Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Lucas Marc Academy's Director/Designee. Filing a police report with Richland Police will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgment opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Richland Police Department, Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Lucas Marc Academy, or only the latter. A representative from the Richland Police Department or the Lucas Marc Academy Administration office will guide the victim through the available options and support the victim in his or her decision. Counseling and support services outside Lucas Marc Academy can be obtained through the Sexual Assault Response Center (SARC).

Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Lucas Marc Academy sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Lucas Marc Academy for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault, if such changes are reasonably available.

## **Policies Concerning Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974, Lucas Marc Academy provides a link to the WA State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Washington State Police is responsible for maintaining this registry. Follow the link below to access the WA State Sex Offender website.

[www.doc.wa.gov/offenderinfo](http://www.doc.wa.gov/offenderinfo)

## **Emergency Control Measures**

### **Chain of Command**

1. On duty supervisor should handle emergency or notify the Lucas Marc Academy Director immediately.
2. If emergency is a serious medical issue or fire, call 911 and notify the Lucas Marc Academy Director immediately.
3. For facility maintenance issues contact Emily Saldana at (509) 591-4979.
4. If the emergency is of severe or critical nature notify the Lucas Marc Academy Director.

The safety and health of the employees and students is a priority. Lucas Marc Academy makes every effort to comply with all federal and state workplace safety requirements. The company's workplace safety rules and regulations are as follows:

1. Learn your job and how to be safe in the workplace.
2. Learn the location of fire alarm boxes, extinguishers, and your duties in case of a fire.
3. Promptly report all unsafe or potentially hazardous conditions, such as the following to your supervisor:
  - a. Wet or slippery floors
  - b. Trashy or unsafe areas at work
  - c. Equipment left in the hallways
  - d. Exposed or unsafe electrical wiring
  - e. Careless handling of equipment
  - f. Defective or shield-less equipment
4. Immediately report all accidents to your supervisor.
5. Use proper lifting procedures and get help when needed.
6. Wear safety glasses and protective clothing at all times.
7. Wear closed toed shoes.
8. Handle hazardous chemicals with proper safety equipment

### **Security**

In order to protect employees, students and guests, Lucas Marc Academy requires certain procedures be followed at the workplace. The company's workplace security rules and regulations are as follows:

1. Visitors to the workplace must be properly admitted by checking in at the reception desk. All visitors are to be escorted at all times while in Lucas Marc Academy and offices. Employees are responsible for any guests they bring onto company property. All guests must be pre-approved before coming onto Lucas Marc Academy campus.
2. Report any suspicious or questionable conduct to your supervisor.

After taking the appropriate action as outlined above, the supervisor must fill out an incident report and have witnesses verify the situation.

### **Fire or Impending Danger**

1. All students, staff and guests evacuate the building by moving to the nearest exit.
2. Evacuated persons must report to the front parking lot of the designated emergency location (away from the building to allow ambulances and or fire trucks easy access to the main entrance of the building).
3. The supervisor on duty must call 911.
4. The supervisor must take sign in sheets from the reception desk as leaving and call roll to account for all staff and students.
5. The Lucas Marc Academy Director must be called immediately to be apprised of the situation.

### **Severe Weather Warning**

1. If power outage occurs in extreme hot/cold weather
  - a. Staff and instructors will insure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow for ventilation in hot weather.
  - b. If indoor temperature drops below 60 degrees F or goes above 88 degrees F, notify the Lucas Marc Academy Director at (509) 591-4979.

**Violent Acts by a Group or Individual**

1. Senior person closest to the scene will notify the Lucas Marc Academy Director or supervisor on duty.
2. Supervisor on duty is to direct bystanders away from the immediate area and call the police 911.

**Bomb Threat**

1. Every threat is to be taken seriously.
2. Record the following information:
  - a. Time of call
  - b. Type of bomb
  - c. Location of bomb
  - d. Expected time of detonation
  - e. Voice (male or female)
  - f. Keep person on phone as long as possible. Ask why the bomb was placed and whom the caller wishes to hurt.
3. Report incident to the Lucas Marc Academy Director or supervisor immediately.
4. Lucas Marc Academy Director/supervisor will call 911 for bomb squad assistance.

## Hate Crimes

There were no reported hate crimes for the years 2011, 2012, 2013.

## Notice of Annual Security Report Availability

The Lucas Marc Academy annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or on property owned or controlled by the school and on public property within or immediately adjacent to the campus.

Offense	Year	On Campus Property	Non-Campus Property	Public Property
Murder	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Sexual Offenses	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Dating Violence	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Domestic Violence	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Stalking	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Robbery	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Aggravated Assault	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Burglary/Theft	2011	2	0	0
	2012	2	0	0
	2013	0	0	0
Motor Vehicle Theft	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Arson	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Alcohol Violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug Violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons Possession	2011	0	0	0
	2012	0	0	0
	2013	0	0	0