Midwest College of Oriental Medicine (MCOM)  
College and Clinic  
Emergency Action Plan  
Crime Reporting and Safety Manual  

PURPOSE:  
The Emergency Action Plan is designed to provide a policy to protect students, faculty, school staff and visitors, as well as define the communications steps and procedures necessary to handle a wide range of emergency and disaster situations and provide crime statistics / safety information  

Special Thanks to: Daryll Daley, MCOM Evanston Campus Safety Officer MCOM  
Adapted with permission from http://www.eschoolnews.com/resources/reports/safe/Plans.cfm  
http://www.eschoolnews.com/resources/reports/safe/index.cfm
# Emergency Action Plan
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EMERGENCY ACTION PLAN OVERVIEW / Quick Reference List

In all cases, call 911 as appropriate and contact Safety Officer, Academic Dean or other school authority. For each situation, assume that this is part of the instructions if not included.

AIRCRAFT DISASTER: See page 11 for more details--
If there is danger to the building, evacuate to safe area up-wind and uphill from crash.

ALLERGIC REACTION: See page 11 for more details--
Monitor victim. Be prepared to render CPR.

BIOLOGICAL SPILL: See page 12 for more details--
Evacuate area.

BIOLOGICAL THREAT: See page 13 for more details--
Monitor media.

BOMB THREAT: See page 14 for more details--
Keep caller on the phone as long as possible
Follow evacuation procedures under “Fire” page 4.

CHEMICAL SPILL: See page 17 for more details--
Evacuate area.

CHEMICAL THREAT: See page 16 for more details--
Monitor media.

DEATH: See page 18 for more details--
Call 911, if death occurs at MCOM.

DISRUPTIVE STUDENT: See page 17 for more details--
Report disruptive behavior to Safety Officer, Academic Dean, or other school authority.

EARTHQUAKE:
Drop – Cover – Hold
Get under desk or table and hold leg firmly.
If instructed, follow evacuation procedure under “Fire.”.
EMERGENCIES DURING DISMISSAL OR ARRIVAL TIME:
Any event that requires activation of the safety response team/safety management plan that happens during
arrival time:
Every effort will be made to notify students not to come to school that day
Students / teachers will not be allowed to enter campus
Students and staff already on campus must follow the applicable action plan
Family members or friends who choose to pick up students or staff are encouraged not to do so until
the crisis is over
Any event that requires activation of the safety response team/safety management plan that happens during
dismissal time:
Students / staff will stay in their action plan locations until the crisis is over
Family members or friends who choose to pick up students or staff are encouraged not to do so until
the crisis is over

EXPLOSION: See page 19 for more details--
Evacuate area.

FIRE: See page 19 for more details--
During Class Time
Determine quickest route to exit the building safely
Take Safety Manager binder and attendance record(s)
Take outside door key.
Leave lights on and doors open.
Safety Officer, teachers and clinic supervisors will lead all students, interns, patients,
administrative staff and anyone else present to appropriate evacuation zone—each of which is a
safe distance from the building (at least 20 yards)—and account for all persons (if missing anyone,
inform nearest teachers or administrators immediately).
Listen for instructions
During Class Break
Students will depart immediately for appropriate evacuation zone and gather with their teacher (if
missing anyone, report to nearest Safety Officer, teacher or administrator immediately).
Safety Officer’s, teachers and supervisors will lead all students, patients, administrative staff and
anyone else present to appropriate evacuation zone and account for all persons (if missing anyone,
report to nearest teachers or administrators immediately).

GAS LEAK: See page 19 for more details--
Report the location of the smell to the Safety Officer, Academic Dean, or other school authority.
Evacuate all personnel on site to appropriate evacuation zone.
Call 911 once safely outside.

HOSTILE INTRUDER/TRESPASSER: See page 19 for more details--
Contact the Safety Officer, Academic Dean or other school authority and report location of unknown
visitor.
Listen for further instructions.

ILLNESS/INJURY: See page 20 for more details--
Assess extent of injury or illness and render first aid as appropriate.
Do not move injured person unless further harm is a major threat
Contact Safety Officer, or Academic Dean and contact medical assistance – 911– and request assistance
from emergency first aid-trained staff.
KIDNAPPING: See page 23 for more details--
Call 911.
Notify Safety the Officer, Academic Dean, or other school authority.

MEDIA RELATIONS: See page 23 for more details--
Refer all media relations to President or Academic Dean.

MEDICAL: See ILLNESS/INJURY above

MISCELLANEOUS:
Contact the Safety Officer, Academic Dean or other school authority in order to get immediate assistance to the specific area as soon as possible. When in doubt, call 911.

PANDEMIC INFLUENZA: See page 24 for more details--
Contact the Safety Officer, Academic Dean or other school authority if situation is not generally known. Monitor media.

POISONING: See page 25 for more details--
Contact Clinic Supervisor on duty if there is one. Call the Poison Control Center at 1-800-222-1222 Administer first aid suggested by poison information center. Notify Safety Officer, Academic Dean or other school authority.

POWER FAILURE: See page 26 for more details--
Contact Safety Officer, Academic Dean or other school authority. MCOM will assess estimated duration of power outage and take action as appropriate. Classes may or may not be canceled for the day.

RADIATION THREAT: See page 26 for more details--
Monitor media.

SEXUAL ASSAULT: See page 27 for more details--
Call 911, if incident occurs at MCOM. Notify Safety Officer, Academic Dean or other school authority.

SHOOTING: See page 28 for more details--
If the sniper is outside:
Close all window blinds.
Turn off all lights.
Get all students on the floor and out of the line of fire.
If the sniper is inside:
Lock the classroom door.
Move students to a side of the room out of the direct line of fire.
Call 911 and administer first aid for victims until EMS arrives.
Be careful not to make changes to the scene of the incident, since law enforcement authorities will investigate the area later. If safely possible, move to an evacuation zone away from the line of fire.
Notify the Safety Officer, Academic Dean or other school authority.
SUICIDE THREATS: See page 29 for more details--
Notify the Safety Officer, Academic Dean or other school authority.

TORNADO:
During Class Time
   Evacuate room—follow tornado evacuation route to designated safe haven—the break room.
   Take outside door key.
   Leave lights on and doors open.
   Check attendance after arriving at safe haven.
   Listen for instructions.
During Class Break
   Students will depart immediately for their safe zone and gather with teacher (if missing anyone,
   report to nearest Safety Officer, Academic Dean or other school authority immediately).
   Safety Officers, teachers and supervisors will lead all students, interns, patients, administrative
   staff and anyone else present to their safe zone and account for all persons (if missing anyone,
   report to nearest Safety Officer, Academic Dean or other school authority immediately).

VANDALISM: See page 29 for more details--
Notify the Safety Officer, Academic Dean or other school authority.

WEAPONS: See page 30 for more details--
Notify the Safety Officer, Academic Dean or other school authority.
Call 911, if necessary.

WEATHER EMERGENCY: See page 32 for more details--
Notify Safety Officer, Academic Dean or other school authority.
Decide on the appropriateness of dismissing students early.
If safety in the school is at risk, move the students to the safest location in the building (the break room).
Maintain communication/contact with local news media outlets and law enforcement agencies.
Stay away from all exterior windows and doors.
SAFETY OFFICER DUTIES

Safety Officer and Responsibilities

First line of defense in emergencies
Trained in CPR / First Aid
Communicates throughout school
Checks and maintains first aid kits
Maintains safety management information in all classrooms / areas within school as appropriate
   Binder (to be kept in Reception Area, in Classroom’s and in Administration area)
   Emergency Action Plan
   Escape routes
   Posted escape routes
   Quick reference chart
Practices primary and secondary evacuation routes
Practices moving to safe haven for tornado drills
Knows operation of fire pulls / covers
Knows operation of fire extinguishers
Evacuations (fire, etc.)
   Gets Safety Officer first aid kit
   Brings updated attendance list
   Clears school area to make sure all are out
   Tells any who are present to evacuate through their route immediately
   Teachers will report any missing students, staff or visitors to you
   Takes action to locate missing persons. Documents the situation.
   After evacuation, ensures binders are put back in holders.
Tornado
   Gets Safety Officer first aid kit
   Clears school area to make sure all are in safe haven
   Teachers will report any missing students to you
   Takes action to locate missing students. Documents the situation.
All other emergencies (gas leak, illness/injury, power failure, shooting, hazardous spill, explosion, disruptive students, weapons, trespassing, etc.)
   Ready to act
   Reports any emergencies to administrative and/or Safety Response Team
   Communicates with all in school area
SAFETY RESPONSE TEAM DUTIES

Team members should possess the desire to be on the safety team and should be able to maintain order and calm under difficult circumstances.

The responsibilities of the Safety Response Team members are as follows:

1. Provide factual information to all involved and dispel rumors.
2. Request staff to arrive 30-60 minutes early the following day to review the administration plans and revised schedule when necessary.
3. Refer students or staff who are experiencing profound trauma to appropriate support staff and grief counselors.
4. Assign a support team to the class or area where the tragedy occurred or to accompany affected students or staff during the business day.
5. Write a detailed summary report of how events were handled for the day for administration review.
6. Maintain a First-aid Kit.
7. Administrators will be responsible for external and internal communications and therefore should always have their personal cell phones with them.
8. No one will be allowed to return to the building until an administrator gives the all-clear signal.
<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Person</th>
<th>Name/Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator in Charge</td>
<td>President</td>
<td>William Dunbar, 262-554-2010</td>
</tr>
<tr>
<td></td>
<td>Curriculum Director</td>
<td>Robert Chelnick 773-975-1295</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Deirdre Pittman-Dunbar (Racine)</td>
<td>262-554-2010</td>
</tr>
<tr>
<td></td>
<td>Daryll Daley (Evanston)</td>
<td>773-975-1295</td>
</tr>
<tr>
<td>Office/Clinic Manager</td>
<td>Stephanie Pittman (Racine)</td>
<td>262-554-2010</td>
</tr>
<tr>
<td></td>
<td>Candace Liu (Evanston)</td>
<td>773-975-1295</td>
</tr>
</tbody>
</table>

**Initial Response Team**

Available members of above list

Highest ranking person on site not on above list, if needed

**First Responders**

- Police/Fire/Medical Coordinator
- Receptionist
- Media Spokesperson(s)
- President
- Campus Safety Officers
- Student Family/ Friend Coordinators
- Dean of Students
- Student Coordinators
  - (same as above)

**CPR/First Aid Responders**

- **Racine** - Olga Gajdosik
  - Jennifer Rose
- **Evanston** - Daryll Daley
  - Martina Moore
  - Candace Liu
  - Mike Jamlang

**Counselors**

- Olga Gajdosik (Racine)
- Kris LaPoint (Evanston)
STAFF ROLES DURING A CRISIS

President (or Curriculum Director, if the President unavailable):
- Remain highly visible
- Address media
- Contact Governing Board
- Set tone and direction
- Chair safety team

Administrators:
- Be available to help where needed
- Safety of students, patients, staff and visitors is primary concern
- Be prepared to drop everything and move into action

Counselor/Dean of Students:
- Provide counseling for students
- Plan logistics of counseling
- Coordinate all counseling activities
- Communicate with faculty/staff
- Cancel scheduled activities
- Seek additional counseling support if appropriate
- Contact other students if appropriate
- Seek additional administrative support if appropriate
- Provide information to family and/or friends of students, staff, patients or visitors

Faculty:
- Announce events to students
- Lead class discussion
- Identify students in need of counseling
- Generate activities to reduce impact of trauma
- Structure and shorten assignments
- Postpone testing

Other Non-Teaching Staff:
- Report to assigned evacuation area to assist with students / teachers / staff / visitors
DETAILED EMERGENCY ACTION PLANS

AIRCRAFT DISASTER

Aircraft crash into or near building
- Call 911
- Notify the Safety Officer, Academic Dean or other school authority.
- Utilize emergency exit plan modified to maximize safety of students. Persons on site should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.
- Provide for treatment and removal of injured building occupants.
- Account for all building occupants and determine extent of injuries.

Aircraft on or near school site but no damage to building
- Notify the Safety Officer, Academic Dean or other school authority. All students and staff should remain in the building. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- If explosions or fire endanger the building, evacuation procedures should be implemented.

ALLERGIC REACTION

Possible Symptoms
- General feeling of impending doom or fright, weakness, sweating, sneezing, short of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

First Actions:
- Call for the Clinic Supervisor, if on-site. Notify the Safety Officer, Academic Dean or other school authority.
- Assess situation, remain calm, make student/employee comfortable.
- Only move for safety reasons
- The school authority in charge will call 911, if deemed appropriate.
- The office will notify relatives/friends as deemed appropriate.
- Obtain and administer medication, by order of a doctor, if appropriate.
- Observe for respiratory difficulty.
  Record on an attached label time and site of insect sting, time and nature of ingested allergen, or other appropriate information, plus name of medicine, dosage and time, if appropriate.

Preventive/Supportive Actions
- Encourage students to list health situations on emergency card
- Encourage employees having health situations affecting them to alert Safety Officer or other school authority of any difficulties and possible remedial actions.
**BIOLOGICAL SPILL**

**Notes & Precautions**
Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the facility. These spills are very serious if they involve microorganisms that require Bio safety Level (BSL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the facility immediately. The facility should not be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the facility by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BSL 2 or BSL 3 containment. This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

<table>
<thead>
<tr>
<th>Spill Involving a microorganism Requiring BSL 1 or BSL 2 Containment</th>
<th>Spill Involving a microorganism Requiring BSL 3 Containment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alert people in immediate area of the spill.</td>
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<tr>
<td>2. Put on proper personal protective equipment.</td>
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<tr>
<td>3. Cover spill with paper towels or absorbent pads.</td>
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<tr>
<td>4. Carefully pour a freshly prepared 10% (vol. / vol. w/water) dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.</td>
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<tr>
<td>5. Allow 15 minute contact period.</td>
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<tr>
<td>6. Use paper towels to wipe up the spill, working from the edges into the center.</td>
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<tr>
<td>7. Clean spill area with fresh towels soaked in disinfectant.</td>
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<tr>
<td>8. Place towels in a red plastic bag for disposal in the biohazard waste container.</td>
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<tr>
<td>1. Attend to injured or contaminated persons and remove from exposure.</td>
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<tr>
<td>2. Alert people in the laboratory to evacuate.</td>
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<tr>
<td>3. Close doors to affected area.</td>
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<tr>
<td>4. Call the Campus Director</td>
<td></td>
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<tr>
<td>5. Have person knowledgeable of incident and laboratory assist emergency personnel.</td>
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</tbody>
</table>
BIOLOGICAL THREAT

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

If There is a Biological Threat
Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news including the following:

- Are you in the group or area authorities consider in danger?
- What are the signs and symptoms of the disease?
- Are medications or vaccines being distributed?
- Where?
- Who should get them? Where should you seek emergency medical care if you become sick?

Protect Yourself
If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn’t hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

Symptoms and Hygiene
At the time of a declared biological emergency, if a family member becomes sick, it is important to be suspicious. Do not automatically assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

Hate Crimes
If there is any indication that the biological threat was a hate crime, see crime reporting requirements pages 28-30.
BOMB THREAT

A bomb threat may be received at any time. Experience shows that most written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. **Appropriate action must be taken in every case, to provide a high degree of safety for students, staff, visitors, and facilities.**

**You must do something! It cannot be ignored!**

Caution should be taken to avoid an irresponsible attitude regarding these threats on the part of all staff. These calls interfere with and interrupt our instructional program; however, they cannot be ignored. Complacency may get someone hurt. Explicit following of this procedure will be a proper response and will be taking reasonable precaution. Due care and caution should always be used in handling these difficult situations.

**Preparation**

It is recommended that only staff answer school telephones if at all possible. All who answer the phone should:
- Expect the call
- Remain calm
- Begin filling out the Bomb Threat Form. See example of form on page by itself following this section on Bomb Threats.

**Emergency Action Plan Binder** containing bomb threat forms and call procedures shall be kept in the clinic reception area, in the Classroom, and in a designated location in the administrative area that is not ever behind a locked office door. Each location shall be labeled: “Emergency Action Plan Binder” in clearly visible location.

**Procedure Plan**

**Telephone Threat**

Remain calm. Do not hang up! Listen carefully.

Try to keep the caller calm and talking so that you can gather more information. Write down all information!

Attempt to find out why the caller is upset.

Note any characteristics about the call and caller:
- Time of the call
- Age and sex of the caller
- Emotional state
- Background noises
- Speech pattern, accent

Identify the type of threat and note any details offered:
- When is the bomb going to explode?
- What does it look like?
- Where is the bomb located?
- What kind of device is it?

Immediately after the call ends, notify the Police, call 911, and supply them with the information obtained.

**Written Threat**

If the threat is received by mail, do not further handle the letter, envelope, or package.

If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for the police.
In Any Case of Threat

Notify your supervisor and call the police (911).

Follow instructions of proper authorities. Evacuate building if they say to, or if they do not say not to.

Administrators will be assigned to check the outside of the building and take note of any suspicious persons or vehicles on or near the campus.

All personnel should be instructed that, should they find any object of which they are suspicious, it should not be touched or moved, but rather the information regarding the suspect device should be directed to the Safety Officer, or available teacher or supervisor. That person will in turn notify the police. Should the services of the Bomb Squad be required, the police department will deal with the situation as they deem appropriate and in all cases will be responsible for the suspect device.

During a Bomb Threat, “walkie-talkie” or other two-way radios should not be used for safety reasons. Radio frequency (RF) energy can cause an explosive device to detonate.

Students shall not go to bathrooms.

Each teacher shall be required to know the location of fire extinguishers in the building.

Administrators will be responsible for communicating with public safety officials and therefore should always keep their personal cell phones with them. IMPORTANT: Phones to remain off until clearance is given from authorities.

No one will be allowed to return to the building until an administrator gives the all-clear signal.

Hate Crimes

If there is any indication that the bomb threat was a hate crime, see crime reporting requirements pages 28-30.
BOMB THREAT FORM

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

EXACT WORDING OF THREAT

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SEX OF CALLER: M _____ F _____
Adult _____ Child _____
Race: _____ Age: _____
Time/Length of call: ___________ min./sec.
Number at which call is received:

________________________________________________________________________

Time: __________ Date: ____/____/____
Inside Call _____ Outside Call ______

CALLER’S VOICE

____ Calm
____ Angry
____ Excited
____ Slow
____ Rapid
____ Soft
____ Loud
____ Laughter
____ Crying
____ Normal
____ Distinct
____ Slurred
____ Whispered

____ Nasal
____ Stutter
____ Lisp
____ Raspy
____ Deep
____ Ragged
____ Clearing throat
____ Deep breathing
____ Cracking voice
____ Disguised
____ Accent
____ Familiar

If voice is familiar, who did it sound like?

________________________________________________________________________

BACKGROUND SOUNDS

____ Street noises
____ Voices
____ PA system
____ Music
____ House noises
____ Motor
____ Office
____ Machinery

____ Factory
____ Machinery
____ Animal noises
____ Clear
____ Static
____ Local
____ Long distance
Other ______

________________________________________________________________________

THREAT LANGUAGE

____ Well spoken
____ Foul
____ Irrational
____ Normal

____ Incoherent
____ Taped
____ Message read
____ Distinct
____ Accent

Remarks:

________________________________________________________________________

________________________________________________________________________

Security Contact/Phone No. ______________
Local Emergency Phone No. ______________

Date: ____/____/____
Name: ______________________________________
Position: ___________________________________

Phone Number: ___________________________________
CHEMICAL SPILL

Minor Chemical Spill
1. Alert people in immediate area of spill.
2. Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
3. Avoid breathing vapors from spill.
4. Confine spill to small area.
5. Use appropriate neutralizer for inorganic acids and bases. Absorb neutralized spill, collect residue, place in container, and dispose as chemical waste.
6. For other chemicals, absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container, and dispose as chemical waste.
7. Clean Spill area with detergent and water.

Major Chemical Spill
1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the immediate area to evacuate.
3. If spilled material is flammable, turn off ignition and heat sources.
4. Call the Campus Director
5. Close doors to affected area.
6. Have person knowledgeable of incident and laboratory assist emergency personnel.

CHEMICAL THREAT

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Possible Signs of Chemical Threat
- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.

If You See Signs Of Chemical Attack
- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release is and “shelter-in-place.”
- If you are outside, quickly decide what the fastest escape from the chemical threat is. Consider if you can get out of the area, or if you should follow plans to “shelter-in-place.”

If You Think You Have Been Exposed to a Chemical
- If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.
- If you think you may have been exposed to a chemical, strip immediately and wash.
- Look for a hose, fountain, or any source of water, and wash soap if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention.

Hate Crimes
If there is any indication that the chemical threat was a hate crime, see crime reporting requirements pages 28-30.
DEATH

Death of a Student or Staff Member
1. Notify Safety Officer, Academic Dean or other school authority.
2. Contact Safety Team members and have a team meeting as soon as possible.
3. Hold a faculty meeting as soon as possible. Review this set of procedures, availability of support services, referral process for at-risk students.
4. Contact family of the deceased. Preferably an administrator and Safety Team member should visit the family at their home and offer assistance.
5. Hold a faculty meeting at the end of the day to review the day’s events.
6. Notify all teachers to be alert for students who show signs of emotional distress, along with a telephone number for teachers to use to reach a guidance counselor.

DISRUPTIVE STUDENTS

Take appropriate action if:
- An individual makes threats of physical harm towards you, others or him/herself.
- The individual has a weapon.
- Behaves in a bizarre manner or exhibits unstable behavior patterns.

All violent or criminal behavior should be reported to the Safety Officer, Academic Dean, or other school authority.
- Maintain direct eye contact with the disruptive student.
- Avoid embarrassing the student in front of the class.
- Document any major student problems.

Indicators for referral assessment: Moderately disruptive students.
- Manifests a change in personality which goes from quiet and withdrawn to agitated.
- Student displays aggressive behavior towards fellow students.
- Makes general statements or discusses suicide, homicide, or feelings of helplessness.
- Becomes suspicious of others or expresses fears of being watched or followed.
- Shows signs of depression (no visible interest or emotions, moves slowly, looks tired and complains of lack of sleep or headaches, displays feelings of worthlessness)

The major warning signs are:
- Social withdrawal
- Excessive feelings of isolation and being alone
- Excessive feelings of rejection
- Being a victim of violence
- Feelings of being picked on and persecuted
- Expression of violence in writings and/or drawings
- Uncontrolled anger

Hate Crimes
If there is any indication that the student poses a threat, see crime reporting requirements pages 28-30.
EXPLOSION

Report any explosion by contacting a Safety Officer, Administrative Dean or other school authority immediately.
1. Call 911 and follow their instructions.
2. If evacuation is called, follow the procedure under “Fire” at beginning of this document.
3. Each teacher shall be required to know the location of fire extinguishers in the building.

FIRE

1. A fire evacuation route shall be clearly posted in each classroom.
2. Fire drills will be held minimum of four times a year.
3. Follow the procedure for evacuation under “Fire” at the beginning of this document.
4. Injured personnel shall be accounted for and relocated to triage area.
5. Each teacher shall be required to know the location of fire extinguishers in the building.

Hate Crimes
If there is any indication that the fire was due to arson, see crime reporting requirements pages 28-30.

GAS LEAK

Report location of smell to Safety Officer, Academic Dean or other school authority.
Evacuate all personnel on site to appropriate evacuation zone.
Call 911 once safely outside.

HOSTILE INTRUDER

Extent of the Crisis:
1. Call 911 and request police assistance.
2. Determine the number of victims, if any. Determine the necessity for first aid.
3. Determine the amount of threat still pending – was this an isolated incident which is now over? Is there continued danger to the individuals already involved or to any other potential victims?

Move Others to Safety:
If the assailant has not been contained and continues to be a threat to others, inform staff to keep their students in the classrooms, away from the halls, doors, or windows. Staff should remain calm and quietly move their student’s to an appropriate evacuation zone, unless otherwise directed. Inform staff of potential plans as soon as possible.

Provide First Aid:
Provide first aid for victim(s) via trained staff member, or 911. Have someone at the entrance to meet and direct the ambulance staff to the victim and designate a staff member to accompany victim(s) in ambulance.

Question the Victim:
Make notes which can be shared with the police upon their arrival. These notes may be helpful in a court case.

Notifications:
The President should be contacted as soon as possible.
The President or Academic Dean will handle all media and community inquiries into the event(s).
Relatives or friends of the victim should be notified as soon as possible.
Inform staff of situation as soon as possible. The Safety Response Team can effectively deliver information to the other staff members so your time can be used for other decisions/actions.
Students will be able to deal with the situation by being informed of the facts as soon as possible, rather than receiving their “facts” through rumors.
The Safety Response Team may be needed to provide counseling support for students and staff in dealing with the trauma. The team may seek additional help from the County’s Department of Human Resources and Department of Health.
After the crisis is over, the President may wish to arrange a special press conference to give the media the same information that has been shared with relatives/friends.

**Telephone Answerer:**
Prepare a statement for the individuals who answer the telephones to read. Instruct them that any further inquiries should be made to the President or Academic Dean.

**Police information for Charges:**
The police will need to be sure of details from you as well as from the victim. Assault/Battery are chargeable offenses.

**Written Memo for Staff and Parents:**
As soon as the immediate crisis/danger is over, staff, students and relatives/friends will need to know not only what occurred but why you took the action that you did. Individuals with the correct facts can help to stop rumors and misperceptions.

**Call emergency staff meeting and review situation and actions taken.**

**TRESPASSER**
Access points to the school building shall be identified to visitors. All visitors are required to sign-in and identify the purpose of their visit and destination within the building.

Main entrances should be monitored at all times students are present on campus.

Students should be encouraged to report suspicious individuals or unusual activity on school grounds. Additionally, license plate numbers should be reported if suspicious vehicles continue to enter and leave school parking lots.

**Hate Crimes**
If there is any indication that the intruder committed a hate crime, see crime reporting requirements pages 28-30.

**ILLNESS/INJURY**

1. Assess extent of injury or illness and render first aid as appropriate.
2. Do not move injured person unless further harm is a major threat
3. Contact medical assistance – 911– and request assistance from emergency first aid-trained MCOM staff.
4. Contact Safety Officer, Academic Dean or other available school authority.

Personal safety is the first priority for those coming in contact with the injured:
Use protective equipment when coming in contact with the victim’s bodily fluids or blood.

Document the cause of an injury on school property by completing and submitting an accident report. See OSHA manual.

**In the event of multiple, serious injuries, a triage area shall be set up in a central location that is highly accessible to emergency vehicles and communications.**
Medical and First Aid

1. In case of serious injury or illness on campus, immediately call 911 and inform one of the above named personnel. Give your name. Describe the nature of the problem and the location of the victim. [Have the receptionist call 911 after informing them of the basics of the situation. If they are not available, call 911 yourself. If neither the receptionist nor you can call 911, select someone who is free to make the call, in a relatively calm state of mind and capable of answering the questions of emergency personnel in a clear, concise manner.]

2. Quickly perform these four steps to help determine what to tell 911:
   1. Determine welfare of the victim by asking, “Are you okay,” and “What is wrong?”
   2. If victim is unconscious, check pulse and breathing and give CPR or artificial respiration if necessary.
   3. Control serious bleeding by direct pressure and elevation of the wound.
   4. Keep victim still and comfortable; have them lie down if necessary.

3. Before ambulance arrives, clear passageway for gurney—move chairs and wastebaskets and any other obstructions to make room for gurney and emergency personnel. Send someone out to meet the ambulance when it arrives. Have them bring the gurney to the correct area.

4. Call the victim’s emergency contact.

5. Gather the patient’s belongings and give them to the Clinic Director, Clinic Dean, Clinic Manager or receptionist if the patient is a student or faculty member. Send purse, coat, shoes or other appropriate items with patient in ambulance.

6. Someone must chart notes of the medical situation, including the time every event occurs, blood pressure, breathing rate, pulse rate, body temperature, symptoms, and every action taken by patient and attendees (including emergency personnel). Note names of attendees as much as possible.
**First Aid Instructions**

<table>
<thead>
<tr>
<th>Mouth to Mouth Rescue Breathing</th>
<th>Severe Bleeding and Wounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Place victim on side and remove foreign matter from mouth with finger.</td>
<td>1. Apply direct pressure on the wound.</td>
</tr>
<tr>
<td>2. Place victim on back.</td>
<td>2. Use clean cloth of hand.</td>
</tr>
<tr>
<td>3. Tilt victim’s head back to open airway.</td>
<td>3. Elevate body part.</td>
</tr>
<tr>
<td>4. Close victim’s nostrils with fingers.</td>
<td>4. Apply pressure to blood vessel if necessary.</td>
</tr>
<tr>
<td>5. Exhale until victim’s chest expands.</td>
<td>Add more Cloth if blood soaks through.</td>
</tr>
<tr>
<td>6. Repeat every 1-2 seconds after chest deflates.</td>
<td>Never remove bandage once applied.</td>
</tr>
<tr>
<td>8. If unable to give breath, check victim for airway obstruction.</td>
<td>6. Use tourniquets ONLY as a last resort.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fainting, Unconsciousness and Shock</th>
<th>Choking &amp; Airway Obstruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have victim lie down and rest.</td>
<td>1. If victim is coughing, or able to speak stand by and allow victim to cough object up.</td>
</tr>
<tr>
<td>2. Keep victim comfortable, not hot or cold.</td>
<td>2. If unconscious check victims mouth and clear of foreign matter.</td>
</tr>
<tr>
<td>3. Place victim on side if unconscious.</td>
<td>3. Give abdominal thrusts (Heimlich Maneuver)</td>
</tr>
<tr>
<td>5. Treat other injuries as necessary.</td>
<td></td>
</tr>
<tr>
<td>6. Perform acupuncture as appropriate.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Burns, Thermal &amp; Chemical</th>
<th>Poisoning &amp; Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Immerse burned area in cold water.</td>
<td>1. Determine what substance is involved and how taken.</td>
</tr>
<tr>
<td>2. Flood chemical burn with cool water for 15 minutes.</td>
<td>2. Call Poison Control Center at 800-222-1222.</td>
</tr>
<tr>
<td>3. Cover burn with dry bandage.</td>
<td>3. Stay with victim and assist as directed by Poison Control.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fractures &amp; Sprains</th>
<th>CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Keep injured area immobile.</td>
<td>2. Kneel down to one side of the victim, facing their midline. Interlock fingers of both your hands and place the heel of the bottom hand on the victim’s sternum between the nipples. Keep your arms straight, elbows locked.</td>
</tr>
</tbody>
</table>

3. Rock your body forward, compressing the victim’s chest 1.5-2 inches for 30 chest compressions. Compress at the rate of 100 compressions/minute. Check for pulse and administer 2 rescue breaths. |

4. Continue this procedure at this ratio until help arrives or you are unable to continue. If someone else can take over for you, have them do so. |
KIDNAPPING

Checklist

1. Call 911.
2. Call the Safety Officer, Academic Dean or other school authority.
3. Activate Safety Response Team to work on the crisis while rest of school maintains routine.
5. Obtain full description and get out any available photographs.
7. Try to obtain description of suspect.
8. Prepare memo to inform staff and relatives/friends of incident and actions taken.
9. Arrange for counseling for staff and students, if necessary.
10. Call emergency staff meeting.

MEDIA RELATIONS

The news media have a responsibility to factually report events taking place.
Students and staff should decline interviews and instead refer the reporter to the President or Academic Dean.
   The spokesperson should insure that the public has access to reliable and factual information.
   Never use the statements “no comment” or “this is off the record.”
   Non-factual reporting errors should be addressed immediately with the specific reporting agency/media outlet.
   Present the facts based on the following: Who, what, when, where and why. To the news media, the most sensational information will usually be “why.” Avoid speculation as to “why” and move the discussion to “what next.”

An appropriate response is: “All of our efforts now are on the safety of the students, so I’m not going to speculate on the cause at this time.”

Important points to include in a statement:
   a. Preparedness of the school for incidents
   b. Access to information for family/friends
   c. Responsible immediate action taken by a powerful school representative
   d. Support already provided for students at the school
The Influenza Pandemic Response Plan was developed to promote an effective coordinated response to the numerous cases of influenza expected in the state in the event of a pandemic. The goals of the plan include limiting illness and death, preserving continuity of operations in government/businesses, and minimizing social disruption and economic loss. The Plan will be updated in response to changes in planning assumptions, response capacities, or information on potential pandemic strains and disease.

Influenza pandemics are caused by new influenza viruses that have adapted to humans. Health experts have been monitoring a new and extremely severe influenza virus—the H5N1 strain—for almost eight years. Should H5N1 evolve to a form as contagious as normal influenza, a pandemic could begin. An influenza pandemic may emerge with little warning—affecting a large number of people within a short period of time. Early detection is our best weapon and first line of defense against this. Proactive planning followed by decisive action can make the difference in successfully dealing with an influenza pandemic.

**Concept of Operation**
Because a pandemic is a global event with local impact, all levels of government must have a clear understanding of their resources and how to mobilize a response with pre-established partners who are prepared to act according to their response plans. The State Department of Health and Human Services Division of Health is the state government entity responsible for containing and controlling disease outbreaks via power conferred by the State Board of Health.

Federal, state, and local responses to an influenza pandemic include:

**Federal**
As the pandemic develops, the World Health Organization (WHO) will notify the Centers for Disease Control and Prevention (CDC) and other national health agencies on the progress of the pandemic. CDC will communicate with DOH and other state and territorial health departments about pandemic states, information about the virus, vaccine availability, recommendations for prioritizing vaccine and other recommended strategies for pandemic detection, control and response.

**State**
The Governor may declare a state of emergency and activate the Emergency Operation Center (EOC) at the State Department of Emergency Management.

DOH is the lead agency in the event of an influenza pandemic and has the power to contain and control disease outbreaks. The State Health Officer may choose to initiate the Influenza Pandemic Plan and the DOH EOC and/or to request the Strategic National Stockpile.

**Local**
Local government responsibilities are described in the State Emergency Operations Basic Plan and local EOPs.
MCOM will coordinate emergency response activities with the local health unit, the County Health Department, county government, and DHHS field offices. The Public Health Laboratory will support surveillance for pandemic influenza through the same mechanisms used for seasonal influenza. Laboratory support for seasonal influenza surveillance includes testing for circulating and new subtypes of influenza, as well as providing viral collection and transport kits to local health units (LHU) and sentinel clinics in the region. The lab will report unusual viral subtypes to the CDC or enlist the assistance of the CDC in identifying isolates that cannot be readily sub-typed. In the event of a surge of activity in the early stages of a pandemic, the laboratory is prepared to scale up with temporary staff that have been cross-trained in performing influenza diagnostic tests.

**Recommendations for Infection Control in Schools**

In school’s infection control for pandemic influenza should focus on:

- Keeping sick students, faculty, and workers away while they are infectious.
- Promoting respiratory hygiene/cough etiquette and hand hygiene as for any respiratory infection.

The benefit of wearing masks in these settings has not been established.

Public gatherings can provide a rich environment for disease transmission. Limiting opportunities, or social distancing, can reduce the influenza transmission. Two ways to increase social distance are to cancel events (e.g. concerts, sports events, and to close or restrict access to certain sites or buildings).

“Snow Days” may be declared to close schools, as if there were a major snowstorm. **The Governor has statutory authority in the declaration of an emergency to close schools.**

**Detection of Initial Case**

MCOM will follow the local and state health department recommendations on reporting for patients who meet the criteria for pandemic influenza.

In the event of a suspected case, notify the President (262-554-2010), and the County Health Department.

Upon identification of an initial case, the school will fall under the direction of the County Health Department, the County Judge, and the Governor.

**POISONING**

In the event of the poisoning or suspected poisoning of a student, patient, or an employee:

**Immediate Actions**

1. Contact Clinic Supervisor on duty if there is one.
2. Call the Poison Control Center at 1-800-222-1222.
3. Administer first aid suggested by poison information center.
4. Notify the Safety Officer, Academic Dean or other school authority.

**Preventive Measures**

1. Post in the reception area, break room and Clinic Supervisor office information from Poison Control Center regarding emergency numbers
2. Provide staff information on possible poison materials in the building.

**Hate Crimes**

If there is any indication that the poisoning was a hate crime, see crime reporting requirements pages 28-30.
POWER FAILURE

1. Approval to dismiss classes will be granted by the President or Academic Dean based on the expected duration of the outage, as estimated by MCOM.
2. Consideration should be given to the ability to continue conducting classes without electrical power for the duration of the day.
3. Computers and appliances that are subject to damage from power surges should be turned off or unplugged until the power is restored.
4. If electrical lines are on the ground within proximity of the school grounds, a Safety Officer or administrator shall secure the area until appropriate authorities are on site.

RADIATION THREAT

A radiation threat or “Dirty Bomb” is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, try to limit exposure.

IF THERE IS A RADIATION THREAT OR “DIRTY BOMB”

The following procedures should be coordinated through the administration and school nurses:

1. Limit the amount of radiation exposure, think about shielding, distance and time.
2. Shielding: Have a thick shield between the person and the radioactive materials more of the radiation will be absorbed, and exposure will be less.
3. Distance: The farther away from the blast and the fallout, the lower the exposure.
4. Time: Minimizing time spent exposed will also reduce personal risk.

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what the public should do. However, watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

Hate Crimes

If there is any indication that the radiation threat was a hate crime, see crime reporting requirements pages 28-30.
When a school is notified that a sexual assault has occurred to a student or staff member, the Safety Response Team and the school must protect the identity and right to privacy of the assault survivor and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff will be directed at minimizing the fear of fellow students and quelling the spread of rumors. As opposed to convening a Safety Response Team meeting and alerting the student body, services provided to the victim and her/his family should be kept confidential and should be coordinated with outside providers, such as a sexual assault crisis team or hospital emergency room.

A SEXUAL ASSAULT ONLY BECOMES A CRISIS TO BE MANAGED BY SCHOOL STAFF WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:

- An assault occurs on campus.
- A member of the assault survivor’s family requests school intervention.
- The assault survivor’s friends request intervention.
- Rumors and myths are widespread and damaging.
- Students witness police action or emergency services response.

When one or more of the above conditions exists, the following should be implemented:

- Direct the person providing the information not to repeat it elsewhere in the school.
- If the assault occurred on campus, notify the appropriate law enforcement office and/or local sexual assault crisis team.
- If office staff members heard the report, tell them not to repeat or give out any information within or outside school unless they are specifically told to do so.
- Designate the Safety Response Team member closest to the victim to talk to her/him about the types of support he or she and the closest friends need, and the person(s) the assault survivor would like to provide that support.
- Provide space in the school for the assault survivor and identified peers to receive support services. Provide necessary passes to release these students from class to receive services.

SEXUAL ASSAULT RESPONSE CHECKLIST

School involvement in incident due to:

- Sexual assault occurrence on campus
- Survivor’s family requests school intervention
- Survivor’s friends request intervention
- Rumors and myths are widespread and damaging
- Students witness police/emergency services
- Information provider/recipients informed not to repeat information elsewhere.
- Steps taken to protect survivor’s identity and right to privacy.
- Law enforcement and sexual assault crisis agency notified if appropriate.
- Safety Response Team member closest to victim designated to talk with student and determine type of support and support provider desired.
- Sexual assault survivor encouraged to seek additional support from community assault crisis agency.
- Space provided on site for assault survivor and identified peers to receive support services.
- School services coordinated as appropriate and legal with outside service providers.
- Action taken to quell rumors.
- All records related to sexual assault incident and services provided stored in confidential file.

See crime reporting requirements pages 28-30.
SHOOTING

If the sniper is outside:
   Close all window blinds
   Turn off all lights
   Get all students on the floor and out of the line of fire

If the sniper is inside:
   Lock the classroom door
   Move students to a side of the room out of the direct line of fire

Call 911 and administer first aid for victims until EMS arrives.

Be careful not to make changes to the scene of the incident, since law enforcement authorities will investigate the area later.

If safely possible, move to an evacuation zone away from the line of fire.

Administrators will be responsible for communicating with public safety officials and therefore should be encouraged to keep their personal cell phones with them at all times.

If building is evacuated, no one will be allowed to return to the building until the administrator in charge gives the all clear signal.

Teachers and staff who are not administering first aid need to remain on site to tend to victims and provide support for students. Designated administrators or faculty members will be dispatched to each area hospital to help with identification and to support family/friends.

Set up pre-designated areas for media to assemble. Do not allow members of the media into the building. Only the school spokesperson should make media statements.

See crime reporting requirements pages 28-30.
SUICIDE THREATS

Crisis Intervention Procedures for Potentially Suicidal Students

**Referral**

Go to a Member of the Safety Response Team.

Students at risk can self-refer or be referred to the Safety Response Team by school staff, relative, friend, neighbor, or other person from the community. Students at risk range from those talking of hopelessness to those writing poems with suicidal intent to students telling someone of planning to harm themselves. The team member receiving the referral should gather pertinent information from the referral source before contacting other team members.

**Team Consultation**

Designate counselor, gather information.

When possible, the available team members gather to designate a counselor, considering the following factors: 1) existing relationship with the student, 2) time and coverage constraints, 3) seriousness of the problem, 4) experience of the members. The team or counselor reviews the student’s records and gathers information from staff members and others who know the student.

**Crisis Interview**

Conduct interview.

The counselor interviews the student on the day of referral. The counselor determines the extent of suicidal thinking, the potential plan of suicide, the lethality of the plan, and the history of the student’s suicidal thinking and attempts. For severe cases, insure the safety of the student through adult supervision. Depending on the seriousness of the case, the team may wish to consult with other members not initially involved or discuss case with County Mental Health.

**Outside Contacts**

Relatives notified.

The counselor will contact nearest relatives of all interviewed students on the same day of referral and interview. The family will be told of the reason for referral, the outcome of the interview, and the plans formulated. When the suicide potential is significant, the counselor needs to ascertain that the parents accept responsibility to follow through with the team’s recommendations. If the student is dangerous to self and the parents cannot be located, then the counselor contacts the Crisis Intervention Unit of the Mental Health Department. In extremely dangerous situations, the police may be called first to ensure the safety of the student. Follow-up remains the responsibility of the counselor unless explicitly agreed to by other staff members. The counselor documents the case and shares information with other team members.

VANDALISM

1. Notify the Safety Officer, Academic Dean or other school authority.
2. Photograph any willful and malicious destruction of school property (e.g., graffiti, broken windows, etc.). For minor damage, simply note the time, date, and type of damage for your records.
3. For serious acts of vandalism (e.g., hate crimes or gang-related activity), report them to the President.
4. Clean up and repair the damage as soon as possible to avoid encouraging future acts of vandalism.
5. Aggressively prosecute all vandals to convey that you will not tolerate this type of offense.
6. Collect restitution by having the offender pay money or provide labor to clean and/or repair the damage he or she has caused.
WEAPONS

Students or faculty who become aware of a weapon brought onto school property must immediately notify the Safety Officer, Academic Dean or other school authority:

A “weapon” means any object, device or instrument designed or capable of producing bodily harm or which may be used to inflict self-injury.

“School property” includes school buildings, school grounds, scheduled field trips, sanctioned school functions or school-contracted vehicles.

“Possession” means having a weapon on one’s person or in an area subject to one’s proximity or control (i.e., car, locker, etc.)

President or Academic Dean will notify local authorities.

Students or faculty should not attempt to pick up or transport the weapon.

Items defined as “weapons” include:

- Firearms, whether loaded or unloaded; pellet guns; BB guns; air guns; stun guns
- Ammunition; poisons; chains; arrows
- Knives; blades; clubs; metal knuckles; numchucks; throwing stars
- Explosives; fireworks; mace and other propellants
- Any object that has been modified to serve as a weapon
- Any student who uses articles designed for other purposes such as scissors, belts, combs, pencils, baseball bats or files to inflict bodily harm will be reported to the Safety Officer, or Academic Dean.

No student shall possess, use or distribute any object or device that has the appearance of a weapon or any device that is a facsimile of a real weapon.

See crime reporting requirements pages 28-30.
Weapons Situation

Checklist
1. Assess the situation.
2. Notify police.
3. Gather information.
4. Isolate individual or suspect.
5. Do not use force or touch the person or weapon.
6. Remain calm.
7. Tell another administrator what the situation is.
8. Notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
10. Refer media questions to President.
11. Call emergency staff meeting.

Specifics
1. Assess the situation.
2. Notify the President.
3. Notify police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police. If necessary, have a map of the school available for police.
4. Gather as much detailed information as possible. Try to determine:
   - Location, identity and detailed description of individual
   - Location and description of weapon
   - Any pertinent background information on individual, including possible reason for carrying a weapon
4. Isolate individual or suspect. (If weapon is in a locker or elsewhere, prevent access to it.)
5. Confer with police when they arrive. They will advise you how to intend to proceed.
6. If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.
7. Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
8. Be certain that at least one other administrator (or designee) is aware of the situation, but limit information to staff and students on a need to know basis.
9. Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
10. Refer media questions to Central Office.
11. Call emergency staff meeting.
Handling a Weapon-Wielding Student

1. Evacuate the area
2. Evaluate the perpetrator
3. Isolate
4. Negotiate
5. Remain calm
6. Get help
7. Avoid heroics
8. Don’t threaten
9. Keep a safe, nonintimidating distance
10. Avoid abrupt sporadic movements
11. Look for a place to dive or jump
12. Report incident to law enforcement as soon as possible

WEATHER EMERGENCY

- Notify the Safety Officer, Academic Dean or other school authority.
- Decide on the appropriateness of dismissing students early.
- If safety in the school is at risk, move students to the safest location in the building (the break room).
- Maintain contact with local news media outlets.
- Maintain communication with local law enforcement agencies.
- Stay away from all windows and exterior doors.

EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>POLICE DEPARTMENT</th>
<th>FIRE DEPARTMENT</th>
<th>AMBULANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>911</td>
<td>911</td>
</tr>
</tbody>
</table>

College’s 24-hour emergency hotline (adverse reaction / chemical response) (866)253-4818

HOSPITAL, EVANSTON   Evanston Hospital, 2650 Ridge Ave. (847)570-2000
HOSPITAL, RACINE    Wheaton Franciscan Healthcare, 3801 Spring St. (262) 687-5134

ILLINOIS DISASTER CENTER; weather, etc. http://www.ready.illinois.gov/
WISCONSIN DISASTER CENTER; weather, etc. http://www.disastercenter.com/wisconsi/wisconsi.htm

SECURITY/LANDLORD: 847-967-1111 Evanston

POISON CONTROL CENTER 800-222-1222

DEPARTMENT OF HOMELAND SECURITY 800-237-3239

CONTACT 800-593-2320, after hours (773/842-9820), for contact with:
President, Curriculum Director, Safety Officer, Dean of Students, Clinic Managers
Sample Notification

To: All Midwest Staff
From: William Dunbar, President
Date: ________________________________

Re: Crime Reporting Requirements

If you observe or if any person reveals to you that they learned of or were the victim of, perpetrator of, or witness to any reportable alleged criminal offenses {Attachment A} at a Reportable Crime Location {Attachment B}, immediately contact your locations designated security person {Attachment B}. If they are not available, contact Kris LaPoint.

The reportable crime allegation statistics are based on “good faith” claims that a crime took place. They are not based on the subsequent determination of whether or not a crime actually occurred. MCOM is not responsible for performing the function of law enforcement personnel or the judicial system. Even if you are aware that there was a finding of “not-guilty”, you are still required to report the allegation. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make a report. Appropriate College personnel may later contact you or others to gather additional information. Crimes must be reported by location (on campus, non-campus property, public property) and type of crime. See the attached two pages for details.

For additional information, please review pages 42 and 43 of the Midwest College of Oriental Medicine Student Handbook and Internship Manual.

cc: each recipient’s personnel file

(over)
REPORTABLE ALLEGED CRIMINAL OFFENSES

MURDER OR MANSLAUGHTER – Did someone kill someone else? Suicides, traffic fatalities and fetal deaths are not reportable.

SEX OFFENSES – Includes forcible rape, forcible sodomy, sexual assault, and forcible fondling. The only non-forcible sex offenses that are reportable are incest and statutory rape. Sexual harassment, voyeurism and indecent exposure are not reportable.

ROBBERY – Included attempted robbery.

AGGRAVATED ASSULT – Did someone unlawfully attack another person for the purpose of inflicting severe or aggravated bodily injury?

BURGLARY – Did someone unlawfully enter a structure to commit a felony or theft?

MOTOR VEHICLE THEFT – Theft of an item (such as a purse or car stereo) from a motor vehicle is not reportable.

ARSON

If one of the above occurred, also consider if it was a HATE CRIME – the victim was intentionally selected because of the perpetrator’s bias due to any of the following: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

ANY OTHER CRIME INVOLVING BODILY INJURY THAT WAS A HATE CRIME.

ARRESTS OR DISCIPLINARY REFERRALS FOR ILLEGAL WEAPONS POSSESSION OR SUBSTANCE ABUSE (including liquor) LAWS

HATE CRIMES – The following categories apply on to alleged hate crimes:

SIMPLE ASSAULT
LARCENY THEFT
INTIMIDATION
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY
Campus Security & Fire Safety

This information is required under the Clery Act. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on our campus. Should you witness a crime in process or are a victim of a crime, MCOM requests that you follow this procedure:

- During school hours, notify the Campus Director, Safety Officer and the Police Department immediately at 773-975-1295 Evanston or 262-554-2010 Racine or 911.
- If a crime occurs during non-school hours and no faculty or staff members are available, notify the Police Department immediately and the Campus Director and Safety Officer as soon as possible during normal business hours.

Remember: Preserving evidence for proof of a criminal offense is very important.

MCOM does not recognize any off-campus student organizations that would be covered under this act.

MCOM does not employ security personnel. Literature is available from the local law enforcement authorities which details ways to prevent crimes. Outside mercury vapor lights are situated throughout campus to keep areas well lighted.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices at the time of registration.

- When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid secluded pathways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
- Do not leave equipment or personal property anywhere at the campus.

Any person who is a victim of a sex offense occurring on campus should immediately report the offense to the:

Campus Director and Safety Officer, and to local law enforcement officials. The Dean of Students may assist the victim in reporting to local law-enforcement officials if the victim requests assistance. Victims of sex offenses are encouraged to seek immediate medical attention and to preserve any physical evidence of such crimes.

Student disciplinary procedures shall be communicated to all students during orientation. These procedures include provisions for a hearing before Administrative personnel when appropriate. If any disciplinary hearings are held in cases of alleged sex offense both the accuser and the person(s) accused of an offense are entitled to attend during disciplinary proceedings. Both the accused and the accuser shall be informed in writing of the outcome of any campus disciplinary hearing.

MCOM shall make available educational information to students to promote awareness of rape, acquaintance rape and other sex offenses.

Any student, who in the opinion of the School Administration has committed an act of sexual assault or aggravated sexual assault, will be subject disciplinary action. The decision shall be based on the "preponderance of the evidence" rather than "proof beyond a reasonable doubt" and need not coincide with legal actions taken by a court of law.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused can have others present. Both the accuser and the accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.
The following sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. The discipline imposed by the school may range from written warning with probationary status to expulsion from enrollment and discharge from employment.

The victim of a sex-related crime, who resides in a campus residence hall, may request that his/her residence be changed. Reasonable efforts to accommodate such requests will be made in accordance with established housing procedures. In addition, students may request class schedule changes. These requests may be accommodated provided the appropriate class sections are available.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101.226). All students and employees should refer to the "Policy on Illegal Drug and Alcohol Abuse" for information concerning the campus policies and individual responsibilities required under this Act which is available at the school office.

REPORTABLE CRIME LOCATIONS

ON CAMPUS – Midwest has two campuses: Racine, Wisconsin and Evanston, Illinois. On campus includes the inside space directly controlled by MCOM. For Evanston, the hallways used to access the first floor rooms and the hallways, stairways, and elevators used to access the second floor mezzanine rooms controlled by the School are also included.

IN OR ON A NON-CAMPUS BUILDING OR PROPERTY – The downtown Racine clinic is a non-campus building and property. Since the parking spaces and driveway are owned and controlled by the School, any allegations of crimes outside the building on property owned by the School are included. Since other Wisconsin and Illinois off-campus internship sites are not owned or controlled by Midwest, these sites are exempt from these reporting requirements.

ON PUBLIC PROPERTY - Includes property within or immediately adjacent to and accessible from a campus. PARKING LOTS: Although technically not public property since they are owned by landlords from whom MCOM rents its Evanston and Racine space, these parking lots are intended for the use of numerous tenants and their guests and customers. These parking lots are thus considered to be public property for reporting purposes. In addition to the parking lots where students are encouraged to park, the following are considered to be public property for reporting purposes:

Evanston Campus – Daryll Daley is the designated security person. Public property includes: All ground level outdoor land owned by Fountain Square Building [1601 Sherman Ave. Evanston IL]. The entire intersection of Sherman Ave, and Davis St. including the sidewalks on the southwest corner [1601 Sherman Ave.] of Davis and Sherman.

Racine Campus – Deirdre Pittman-Dunbar is the designated security person. Public property includes: parking lots surrounding buildings utilized by the School. Since there are no sidewalks along the roads and since there is minimal likelihood of students using the streets except to drive to or from the School, no streets or thoroughfares surrounding the office park where the School is located are included.

This information is required under the Clery Act. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on our campus. Should you witness a crime in progress or are a victim of a crime, MCOM requests that you follow this procedure:

During school hours, notify the; Evanston, IL Campus Director immediately at 773.975.1295 or the Evanston, IL Police Dept. Address: 1454 Elmwood Ave, Evanston, IL 60201. Phone: (847) 866-5000, OR dial 311 locally.

Mt. Pleasant Campus Director immediately at 262.554.2010. or the Mt. Pleasant, WI Police Dept. Address: 8811 Campus Drive, Mt Pleasant, WI 53406. Phone: (262) 884-0454
If a crime occurs during non-school hours and no faculty or staff members are available, notify the Police Department immediately and the School Director as soon as possible during normal business hours. Remember: Preserving evidence for proof of a criminal offense is very important.

MCOM does not recognize any off-campus student organizations that would be covered under this act.

MCOM does not employ security personnel. The School encourages students and employees to be responsible for their own safety as well as the safety of others. Literature is available from the local law enforcement authorities which details ways to prevent crimes. To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices on registration day in the office during their entrance interview and:

- When walking around either college campus, be aware of who and what is around you. Try not to walk alone and avoid secluded pathways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
- Do not leave equipment or personal property unattended.

Any person who is a victim of a sex offense occurring on campus should immediately report the offense to the Confidential Advisor or Safety Officer, and to local law enforcement officials. The Confidential Advisor will inform the Safety Officer to assist the victim in reporting to local law-enforcement officials if the victim requests assistance. Victims of sex offenses are encouraged to seek immediate medical attention and to preserve any physical evidence of such crimes.

Sexual assault prevention programs are available at:
YWCA Evanston/North Shore (Evanston, IL) Phone: (847) 864-8445. Address: 1215 Church St, Evanston, IL 60201
Woman and Children’s Horizons, Kenosha, WI. Phone: 262-652-9900. Address: 2525 63rd Street, Kenosha, WI 53143

Student disciplinary procedures shall be communicated to all students during orientation. These procedures include provisions for a hearing before Administrative personnel when appropriate. If any disciplinary hearings are held in cases of alleged sex offense both the accuser and the person(s) accused of an offense are entitled to attend during disciplinary proceedings. Both the accused and the accuser shall be informed in writing of the outcome of any campus disciplinary hearing.

MCOM shall make available educational information to students to promote awareness of rape, acquaintance rape and other sex offenses.
Any student, who in the opinion of the School Administration has committed an act of sexual assault or aggravated sexual assault, will be subject to disciplinary action. The decision shall be based on the "preponderance of the evidence" rather than "proof beyond a reasonable doubt" and need not coincide with legal actions taken by a court of law.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of the institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

The following sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. The discipline imposed by the school may range from written warning with probationary status to expulsion from enrollment and discharge from employment.

The victim of a sex-related crime, who resides in a campus residence hall, may request that his/her residence be changed. Reasonable efforts to accommodate such requests will be made in accordance with established housing procedures. In addition, students may request class schedule changes. These requests may be accommodated provided the appropriate class sections are available.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101.226). All students and employees should refer to the "Policy on Illegal Drug and Alcohol Abuse" for information concerning the campus policies and individual responsibilities required under this Act which is available at the school office.

### Total criminal offenses on or near campus, Evanston, IL:

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder / No –negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>j. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>k. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>l. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>m. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Total criminal offenses on or near campus, Mt. Pleasant, WI:

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder / No –negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>j. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>k. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>l. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>m. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Hate Crimes: The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>Total hate crimes on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder / No –negligent manslaughter</td>
<td>0  0  0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0  0  0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0  0  0</td>
</tr>
<tr>
<td>d. Rape</td>
<td>0  0  0</td>
</tr>
<tr>
<td>e. Fondling</td>
<td>0  0  0</td>
</tr>
<tr>
<td>f. Sex offenses - Non-forcible</td>
<td>0  0  0</td>
</tr>
<tr>
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<td>0  0  0</td>
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<tr>
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<tr>
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</tr>
<tr>
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<td>0  0  0</td>
</tr>
<tr>
<td>l. Motor vehicle theft</td>
<td>0  0  0</td>
</tr>
<tr>
<td>m. Arson</td>
<td>0  0  0</td>
</tr>
<tr>
<td>n. Simple assault</td>
<td>0  0  0</td>
</tr>
<tr>
<td>o. Larceny-theft</td>
<td>0  0  0</td>
</tr>
<tr>
<td>p. Intimidation</td>
<td>0  0  0</td>
</tr>
<tr>
<td>q. Destruction/damage/vandalism of property</td>
<td>0  0  0</td>
</tr>
</tbody>
</table>
VAWA Offenses:
VAWA Offenses - On or near campus Evanston, IL.
Total arrests on campus

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

VAWA Offenses - On or near campus Mt. Pleasant, WI.
Total arrests on campus

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>0</td>
</tr>
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<td>b. Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Arrests and Disciplinary Actions:
Arrests - On or near campus Evanston, IL.

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing. etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Arrests and Disciplinary Actions:
Arrests - On or near campus Mt. Pleasant, WI.

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2015</th>
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<th>2017</th>
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<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The complete OPE Campus Crime and Security data for MCOM can be accessed at www.acupuncture.edu Statistics Website at http: http://www.acupuncture.edu/?s=crime
Meet at Fountains  Sherman Ave. and Davis Street