

CAMPUS SECURITY ACT INFORMATION DISCLOSURE & ANNUAL SECURITYREPORT

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

IMC is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

IMC will provide students, faculty, and staff with a copy of this crime report from the 3 previous calendar years by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including IMC parking lot and adjacent streets. At any time, statistics can be accessed from IMC Admissions Office.

Although IMC does not employ security Officers, IMC has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

TIMELY WARNING

In the event that a situation arises, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through IMC by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to faculty, students and guests. Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (or in person at IMC of.

ANNUAL SECURITY REPORT

IMC published and distributes an annual security report by Oct. 1 to all enrolled students and all faculty.

POLICIES

Policy: Preparation of Disclosure of Crime Statistics

Diane Micich, Dainah Craft, and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at www.IndianaMassageCollege.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

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

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at IMC in the Admissions Office or by calling (317)979-5923.

Policy: How to Report Criminal Offenses

To report a crime on or off campus:

Contact Police Department at (317) 571-2500 (non- emergencies),

Dial 9-1-1- (emergencies only). Additionally, you may report a crime to the following areas:

IMC Command Decision Team (CDT)	
CEO Office	(317)379-6007
Director of Education	(317-379-5800
Financial Aid Office	(317) 427-6237
Clinic Manager	(317)376-8640

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within IMC or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, IMC can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. IMC prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Crime Stoppers at (317) 262-8477

Policy: Encouragement of Accurate and Prompt Crime Reporting

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to IMC in a timely manner. To report a crime or emergency on IMC, call the

CDT Team Leader: Jason Craft

CDT will investigate a report when it is deemed appropriate.

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

Policy: Counselors and Confidential Crime Reporting

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

Policy: Security Awareness Programs for Faculty and students

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

Policy: Security of and Access to Campus Facilities: IMC has five entrances/exits equipped with locks. They are located on the South side, and west side of the building. The front entrance (west side) entrance is monitored by the front desk staff when the SCHOOL is open for business from 9am to 5pm Monday thru Thursday and from 9am to 7pm Friday,

Saturday and Sunday. All faculty have keys to all outside doors. Students only have access to enter the building by the east and west side door and are monitored by the front desk staff and faculty members.

Policy: Crime Prevention Programs for Faculty and students

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

To enhance personal safety, and especially after dark, walk with friends or colleagues from IMC to your destination.

CAMPUS SECURITY AUTHORITIES

Campus Director, CEO, and Clinic Manager, is responsible the Campus Safety and Security Compliance. 317-376-8649 AND ElizabethC@IndianaMassageCollege.com

Office Responsible:	CEO
Area Information is Located:	www.IndianaMassageCollege.com HYPERLINK "http://www.indianamassagecollege.com/" / paper copy upon request
Date Document was Last Updated:	10/01/2016
Date Policies and Procedures Updated:	4/20/2017

Command Decision Team, (CDT) are responsible CDT Members consisting of:

IMC Owners: Dainah
& Jason Craft

Financial Aid Director
Jason Reed

Academic Manager
Brittney Tuttle

CDT Team Leader: Jason Craft

Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)	9-1-1
Administrative Offices	(317) 376-8640
Fire Department	(317) 571-2600
Ambulance Department	(317)-571-2663
Police Department	(317) 571-2500
Sheriff Department	(317) 773-1282
City-County Health Department –	(317)-776-8500

Mental Health agencies:

http://adultandchild.org/	(317) 635-3306
http://indianacouncil.org/	(317) 684-3684
http://www.liferecoverycenterindiana.com/	(317) 887-3290
http://www.hamiltoncenter.org/	(317) 937-3712
http://www.fcahelp.com/	(317) 585-1060
http://www.indianahealthgroup.com/	(317) 843-9922
http://www.calicocounseling.com/	(317) 449-0839

Hospitals:

http://www.stvincent.org/St-Vincent-Carmel/	(317) 582-7000
http://iuhealth.org/north/	(317) 688-2000
http://www.ecommunity.com/s/communitynorth/community-hospital-north/	317-621-6262
http://www.ecommunity.com/s/communitynorth/community-hospital-north/	(317)-621-6262
https://www.ides.org/	(317) 773-4111

State government offices related to emergency management (hazards):

FEMA, specifically the regional office	(800)621FEMA (3362)
U.S. Department of Homeland Security (DHS)	(317) 233-4280
American Red Cross of Indiana	(317) 684-1441
Salvation Army	(317) 253-0761
United Way	(317) 815-4600
Homeless Hoosiers	(317) 232-7777
Rescue Mission Women and Family Shelter (Julien Center)	(317) 920-9320
Rescue Mission Men's Shelter (for Mem: Wheeler Mission)	(317) 635-3575

Timely Warning Procedure and Emergency Notification

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to senior administration. We will issue "timely warnings" for the following:

- Criminal homicide
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses
- Rape
- Fondling
- Incest
- Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal

- weapons possession
- Hate crimes, including:
 - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

This communication is prepared as part of the timely warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. IMC will issue a timely warning when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation. We will issue a timely warning of off-campus crimes which are reported to senior administration by local police that may present a serious or continuing threat to the campus community. This will be determined by senior administration on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by the local police.

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

The warning will be issued through email, memos, texts, or announcements to students, faculty and staff member of the administrative personnel listed above.

Who to Contact

Anyone with information warranting a timely warning should report circumstances to any of the following senior administrators:

Jason Craft (Director of Education)

JasonC@IndianaMassageCollege.com

Dainah Craft (Chief Executive Officer)

DainahC@IndianaMassageCollege.com

Brittney Tuttle (Academic Manager)

BrittneyT@IndianaMassageCollege.com

Jason Reed (Director of Financial Aid)

JasonR@IndianaMassageCollege.com

Emergency Response and Evacuation

Procedure

In the event that a significant emergency or dangerous situation were to be confirmed on campus involving an immediate threat to the health or safety of students or employees, IMC will use the following procedures to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving

an immediate threat to the health or safety of students or employees occurring on the campus: An emergency or dangerous situation will be confirmed by senior administration of IMC prior to notifying students and staff.

- 1) Confirmation of such an event will be made after investigation of the situation and determination that an immediate threat is posed.
- 2) In the situation that such an event arises, senior administration of IMC will initiate the notification of staff and students through verbal announcements.
- 3) The content of the notification will depend on the emergency taking place.
- 4) If the owners are unable to be contacted, all staff members have the authority to carry out a notification to staff and students.
- 5) IMC will, without delay, and taking into account the safety of the students and staff, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
- 6) Evacuation of the IMC will take place if deemed necessary and beneficial by the senior administration.
- 7) Staff members will be notified of the decision to evacuate and will be responsible for assisting in the evacuation of all students, clients and other staff members. Any of the senior administration

listed above are responsible for confirming an emergency and initiating the notification system. To disseminate information to the larger community emergency, senior administration will notify local police and the local emergency service and disaster agency.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (317) 376-8640 or in person at IMC of 10585 North Meridian St Suite 102 Indianapolis IN 46290.

EMERGENCY NOTIFICATION

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

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students and guests are to remain calm and do not leave IMC.

Code Evacuate Front: Indicates a need to evacuate IMC immediately and exit through a front entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside IMC and no one is allowed to leave IMC.

Code Hostage: A hostage, criminal or terrorist threat / situation

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty, students, guests and community neighbors. The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible. The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate. In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire IMC population. CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations. The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

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

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

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

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

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

IMC does not employ security officers, but does have a direct working relationship with the Carmel Police Department. Carmel Police Department provides prompt service and are able to support IMC with any crime issues. We encourage accurate and prompt reporting of all crimes to the Carmel Police Department.

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

Annually, IMC collects and reviews
crime statistics from: IMC Crime Log

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UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement

executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of
Investigation <http://www.fbi.gov>
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THE DAILY CRIME LOG

IMC updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept CEO's office all CDT members and the public to access. The CDT team maintains the log.

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

Disposition is defined as, "pending", "judicial", "referral" or "criminalarrest". Sample:

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

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing For an Emergency

Emergency Kit:

IMC does not supply the complete "BASIC EMERGENCY KIT" as listed below: While we have most of the items, we do not store food or water.

Make a communication plan:

IMC communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply kit could include the following recommended items:

Water, one gallon of water per person per day for at least three days, for drinking and

sanitation Food, at least a three-day supply of non-perishable food

Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both Flashlight and extra batteries First aid kit

Whistle to signal for help

Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter Moist towelettes, garbage bags and plastic ties for personal sanitation

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Cell phone with chargers, inverter or solar charger

Evacuation Guidelines

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

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Follow these guidelines for evacuation

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

If Time Allows

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

In Case Of Serious Accident or Illness

Call 9-1-1

Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva. Stay with the victim and reassure her/him that help is on the way.

Power Failure

Remain calm Do not
move Await

instructions from
CDT

If instructed to evacuate, use designated emergency exits ONLY.

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also Against Women Reauthorization Act of 2013 (VAWA). IMC is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics - IMC agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at IMC. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Statistics will be gathered from the Carmel Police Department/daily crime logs and compiled in the disclosure.

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

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require IMC to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking as part of our annual Clery Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

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

HOTLINES	
National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474