

# Cobb Beauty College

---

## Campus Security and Safety Reporting

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

---

# 2016-2017

**770-424-6915**

**770-425-8280 fax**

[www.cobbbeautycollege.edu](http://www.cobbbeautycollege.edu)

[info@cobbbeautycollege.edu](mailto:info@cobbbeautycollege.edu)

**TABLE OF CONTENTS**

Availability of Annual Security Report ..... 2

Campus Security Authorities..... 2

Preparation and Disclosure of Crime Statistics..... 3

Policy Designating Reported Locations..... 3

Policy Concerning How to Report a Crime..... 3

Policy Concerning Voluntary Confidential Reporting ..... 4

Policy Advising Accurate and Prompt Crime Reporting..... 4

Policy Defining Crime Types..... 4

Policy Concerning Timely Warnings..... 5

Policy Concerning Emergency Notifications ..... 5

Policy Concerning Alcoholic Beverages..... 6

Policy Concerning Illegal Drug Possession ..... 6

Policy Concerning Disclosures to Alleged Victims of Crimes of Violence or..... 10

Non-forcible Sex Offenses..... 10

Policy Concerning Preventing and Responding to Sex Offenses ..... 11

Policies Concerning Sex Offender Registration..... 12

Emergency Control Measures..... 12

    Chain of Command..... 12

    Security ..... 13

    Fire or Impending Danger ..... 13

    Tornado..... 13

    Hurricane..... 13

    Severe Weather Warning..... 13

    Violent Acts by a Group or Individual ..... 14

    Bomb Threat ..... 14

Crime Statistics Report..... 15

    Hate Crimes..... 16

    Prevention and Awareness Efforts..... 16

Appendix A - ..... 16

Appendix B - ..... 16





# Policy Statements

---

## Availability of Annual Security Report

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

### Campus Security Authorities

Gail Little - Owner/Director  
Glenn Little - Vice President  
Michelle Slater - Financial Aid Administrator  
Jamie McKinnon - Director of Student Services  
Nicole Rosa- Title IX Coordinator

---

Law Enforcement	911
Fire Department	911
Ambulance	911
WellStar Kennestone Hospital	(770) 793-5000
Kennesaw Fire Department	(770) 528-8000
Kennesaw Police Department	(770) 422-2505
CDC	(800) 232-4636
Poison Control	(404) 851-8000

---

## Preparation and Disclosure of Crime Statistics

Cobb Beauty College prepares this report to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA). This report can also be located in its entirety at our website at [www.cobbbeautycollege.edu](http://www.cobbbeautycollege.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

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

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the website to access this report. Copies of the report may also be obtained at the Cobb Beauty College Administration office or by calling (770) 424-6915. All prospective employees may obtain a copy from the Administration office or by calling (770) 424-6915, and the website address will be attached to CBC employment applications.

## Policy Designating Reported Locations

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

- Cobb Beauty College owns or controls them;
- They are reasonably contiguous to one another;
- They directly support or relate to Cobb Beauty College's educational purposes.

We have adopted the reporting geography of all contiguous property to our campus located within the confines of the city of Kennesaw, Georgia located at 3096 Cherokee Street, Kennesaw, Georgia 30144.

## Policy Concerning How to Report a Crime

To report a crime or suspected crime, an individual may contact the Kennesaw Police Department by calling 9-1-1, or CBC's Director of Wellness and Prevention, Nicole Rosa at (770) 424-6915.

Any suspicious activity or person seen in the parking lots loitering around vehicles, inside buildings or around the classrooms, spa or clinic areas should be reported to the Police Department.

Gail Little - Owner/Director	(404) 353-3388
Glenn Little - Vice President	(770) 294-7019
Michelle Slater - Financial Aid Administrator	(770) 424-6915 ext. 208

## Policy Concerning Voluntary Confidential Reporting

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

## Policy Advising Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Cobb Beauty College Director of Wellness and Prevention and to the local Kennesaw Police Department in a timely fashion. Only by the prompt reporting of the crime and the subsequent action taken by appropriate authorities will issues be quickly investigated and resolutions effected. The process of making accurate and prompt reports the community, students, faculty, staff and guests help insure increased safety for all.

To report a crime or an emergency on the Cobb Beauty College campus, call CBC's Director of Wellness and Prevention at (770) 424-6915. To report a non-emergency security or public safety related matter, call CBC's Director of Wellness and Prevention at (770) 424-6915.

## Policy Defining Crime Types

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

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

A second crime report for the most recent three (3) year period is also made in the narrative form for reported Hate Crimes. Hate Crimes are those acts designated by the FBI in their publications entitled "*Uniform Crime Reporting Hate Crime Data Collection Guidelines*" and "*Training Guide for Hate Crime Data Collection*". For sex offences only, Cobb Beauty College uses definitions from the FBI's National

Incident Based Reporting System (NIBRS) edition of the UCR. Reported Hate Crimes are shown in Appendix C.

### **Policy Concerning Timely Warnings**

For any Clery Act crime, either on or off campus that, in the judgment of Cobb Beauty College, represents an ongoing threat to the safety of students or employees; a campus-wide "timely warning" will be issued by Director/Owner of Cobb Beauty College. The warning will be issued through all available means of mass communication including: public address announcements, personal notification, campus email, personal email, texts, Cobb Beauty College computer program notifications and the Cobb Beauty College website. Anyone with information warranting a timely warning should report the circumstances to the Director of Wellness and Prevention, by phone (770) 424-6915 or in person at the Administration Office.

### **Policy Concerning Emergency Notifications**

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

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

Cobb Beauty College will not immediately issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to:

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

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

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

An evacuation drill is coordinated by Cobb Beauty College's CSAs for all facilities on campus. The emergency response and evacuation procedures are tested once a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation in the orientation. The CSAs do not tell students in advance about the designated locations for long-term evacuations as those determinations are affected by time of day, location of the facility being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. Cobb Beauty College's CSA staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

### **Policy Concerning Alcoholic Beverages**

The Cobb Beauty College campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Kennesaw Police Department. Violators are subject to Cobb Beauty College disciplinary action, Criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. It is also a violation of the Cobb Beauty College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus.

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

The Cobb Beauty College campus has been designated "Drug Free". The unlawful possession, use, or distribution of any drugs on the Cobb Beauty College campus or in connection with any Cobb Beauty College activities is prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Kennesaw Police Department. Violators are subject to Cobb Beauty College disciplinary action, criminal prosecution, fine and imprisonment.

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

The following legal sanctions for said illegalities are set forth by the State of Georgia.

It Is A Crime in Georgia

-Alcohol-Related Laws

It is a crime for:

- minors to purchase or possess alcoholic beverages
- parents or other adults to contribute to the delinquency of a minor through the purchase, sale or providing alcoholic beverages to a minor. Parents may sue anyone who serves or gives alcohol to their minor child without their permission.

- anyone to use a false driver's license or birth certificate or any other false identification card to obtain illegally any alcoholic beverage
- anyone to possess an alcoholic beverage on public school grounds
- anyone to operate a motor vehicle while under the influence of alcohol or drugs, even if the person is "legally entitled" to use the drug
- anyone to drink alcoholic beverages on the streets, sidewalks, alleyways, parking areas, public parks or other open areas

The penalties for violating alcohol possession and selling laws can be a misdemeanor charge that is punishable by:

- 30 days of imprisonment
- a fine of \$300

The penalties for driving while under the influence of alcohol can be:

- 10 days to one year imprisonment
- a \$100 to \$1000 fine
- suspension of the driver's license

Additional penalties applies to minors:

- A new law passed by the Georgia legislation in November 1982 provides that 16 and 17 year old drives convicted of serious traffic offenses will lose their driving privileges.

Rev. 04/01

State of Georgia

Criminal Liability - Alcohol

The following alcohol-related offenses are misdemeanors under Georgia Law, Chapter 3, Regulation of Alcoholic Beverages Generally, Article 2.

Offenses:

1. Giving an alcoholic drink to a person who is in a state of noticeable intoxication (O.C.G.A. Section 3-3-22).
2. Selling, giving or furnishing alcoholic drinks to a person under 21 years of age (O.C.G.A. Section 3-3-23(a)(1)).
3. Possession of an alcoholic beverage by a person under 21 years of age (O.C.G.A. Section 3-3-23(a)(2)).
4. Misrepresentation by a person under 21 of his/her age for the purpose of obtaining an alcoholic beverage illegally (O.C.G.A. Section 3-3-23(a)(3)).

Penalties:

A. Penalties for supplying alcoholic beverages to persons under 21 (O.C.G.A. Sections 3-3-23.1).





First Conviction - a misdemeanor but punishment is limited to not more than six months of imprisonment or a fine of not more than \$300, or both, and license to be suspended for a period of six months.

Second Conviction - a misdemeanor of a high and aggravated nature punishable by not more than twelve months imprisonment or a fine not to exceed \$5,000, or both, and license to be suspended for a period of one year, person placed on probation as required by court and person must undergo a comprehensive rehabilitation program (including, if necessary, medical treatment), not to exceed three years. (O.C.G.A. Sections 3-3-23 and 17-10-4).

B. The penalty for supplying alcohol to a person who is in a state of noticeable intoxication is a misdemeanor and is punishable under O.C.G.A. Sections 3-3-22 and 17-10.3.

C. Alcohol can be given to a person under 21 for:

1. Medicinal Purposes. O.C.G.A. Section 3-3-23(b)(1).
2. Religious Ceremonies. O.C.G.A. Section 3-3-23(b)(2).
3. By his/her parents in their own home to their children. O.C.G.A. Section 3-3-23(c).
4. Sellers of Alcoholic beverages who have been furnished proper identification.

O.C.G.A. Section 3-3-23(d)

Rev. 04/01

Civil Liability

This section summarizes the laws of Georgia under which persons who furnish alcohol or drugs in violation of Georgia law may be held liable to compensate third persons for injuries caused by the intoxicated user.

#### I. Intoxicated Driver

The driver of an automobile who injures someone while driving under the influence of alcohol or drugs is civilly liable to the injured victim (or the victim's heirs) and may be required to compensate the victim for all injuries that are caused by the driver's intoxication and for possible punitive damages. This liability can be enforced in a civil suit by the victim against the abuser for monetary damages.

#### II. Persons who serve Alcoholic Beverages (or furnish illegal drugs)

Under Georgia law, there are two statutes which prohibit the service of alcoholic beverages to certain categories of persons:

- (a) any person (adult or minor) who is in a "state of noticeable intoxication" O.C.G.A. Section 3-3-22, and
- (b) person under 21 years of age, O.C.G.A. Section 3-3-23(a)(1).

These statutes provide as follows:

"3-3-22. Sale, etc., of alcoholic beverages to intoxicated persons. No alcoholic beverages should be sold, bartered, exchanged, given, provided, or furnished to any person who is in a state of noticeable intoxication."

"3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification for sale of alcoholic beverages; dispensing, serving, etc., of alcoholic beverages by persons under 21 years of age in the course of employment."

"(a) except as otherwise authorized by the law:"

"(1) no person knowingly, directly or through another person, shall furnish, cause to be furnished, or permit any person in such person's employ to furnish any alcoholic beverage to any person under 21 years of age."

If a bar or restaurant, an employer at a social function, or even a person entertaining social guests in his/her home serves alcoholic beverages in violation of these statutes to one of the prohibited categories of persons, the offense is punishable not only as a crime, but the person serving the beverage is in violation of either statute can be liable to a third party who is injured by the intoxicated person (*Sutter v. Hutchings*, 254 Ga. 194, 137 S.E.2d 716 (1985); *Brumbelow v. Shoney's Big Boy of Carrollton, Inc.*, 174 Ga. App. 160, 329 S.E.2d 319 (1985), but not for injuries to the intoxicated drinker (*Sutter v. Hutchings*, supra; *Brumbelow v. Shoney's Big Boy of Carrollton, Inc.* supra); O.C.G.A. Sections 51-1-40.

#### (a) Bars and Restaurants

"The Case for Tavern Keeper Liability in Georgia," 9 Ga.L. Rev. 239 (1974);

Annotation: Liability of liquor furnisher under civil damage or dramshop act for injury or death of intoxicated person from wrongful act of a third person, 65 ALR2d923.

#### (b) Employer's Social Function

*Brumbelow v. Shoney's Big Boy of Carrollton, Inc.*, 174 Ga. App. 170, 329 S.E.2d319 (1985); *Dobozy v Cochran Airport Systems*, 174 Ga. App. 625; "see also Annotation: Intoxicating Liquors: Employer's Liability for Furnishing or Permitting Liquor on Social Occasion, 51 ALR4th 1048."

#### (c) Hosts

A host or hostess who serves alcohol at a social gathering in their home may be liable to compensate third parties for injuries received as a result of the host/hostess having served alcoholic beverages to (a) an adult or minor guest "who is in a state of noticeable intoxication", O.C.G.A. Section 3-3-22, or (b) to a guest who is under 21 years of age, O.C.G.A. Section 3-3-23 (a) (1.) *Sutter v Hutchings*, 254 Ga. 194, 127 S.E.2d 716 (1985); O.C.G.A. Sections 51-1-40. \*See also Annotation: Common Law Right of Action for Damage Sustained by Plaintiff in Consequence of Sale or Gift of Intoxicating Liquor or Habit-forming Drug to another, 97 ALR3d 528.

\*The following violations can result in suspension of a minor's driver's license:

- driving under the influence of alcohol
- speeding more than 25 miles per hour above the speed limit
- other major violations, including vehicular homicide, manslaughter, hit and run, felony use of a vehicle, failure to render aid, making a false statement, use of a motor vehicle to elude an officer and fraudulent use of a driver license.

Rev. 04/01

### Marijuana Related Laws

In this state, the legal consequences of marijuana use or trafficking are worth serious consideration:

- Any person charged and convicted of possession of one ounce or less of marijuana is guilty of a misdemeanor, which is punishable by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1,000, or both. O.C.G.A. Section 16-13-2.
- Where more than one ounce of marijuana is involved, the law of the state of Georgia states the following: "It is unlawful for any person to possess, have under his control, manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute marijuana. Except as



otherwise provided in O.C.G.A. Section 16-13-2 (First Offender Clause), any person who violates this subsection shall be guilty of a felony and shall be punished by imprisonment for not less than one (1) year nor more than ten (10) years." (Georgia Controlled Substance Act, O.C.G.A. Section 16-13-30) There is in Georgia an extensive list of other drugs that have been determined to have a high potential for abuse or are not currently accepted medical use or have potential for leading to psychological or physical dependence. The possession, use or selling or such "controlled substances" carries severe penalties, including imprisonment up to 30 years. Indeed, so serious does society regard these controlled substances that it is a serious violation (punishable by imprisonment from one (1) to ten (10) years) to possess, manufacture, deliver, sell, etc., a counterfeit of such drugs. Federal laws, too, provide stiff penalties for violations.

- See the following website: <http://www.usdoj.gov/dea/briefingbook/page10-11.htm>

#### Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

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

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

Students who need help can contact:

Southeastern Region Center for Drug-Free Schools and Communities at:

The Hurt Building

50 Hurst Plaza, Suite 210

Atlanta, GA 30303

(404) 688-9227

This center serves the following States: AL, DC, FL, GA, NC, SC, TN, VA, and WV

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

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

Cobb Beauty College will, upon written request, disclose to the alleged victim of a crime of violence (domestic, dating, or intimate partner, stalking), or a non-forcible sex offense, the results of any disciplinary hearing conducted by Cobb Beauty College against the student who is alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense. Cobb Beauty College will provide the result of the disciplinary hearing to the victim's next of kin, if so requested.

## Policy Concerning Preventing and Responding to Sex Offenses

Cobb Beauty College provides information from the Kennesaw Police Department about sexual assault education and information programs to Cobb Beauty College students and employees upon request. Literature on date rape education, risk reduction, and Cobb Beauty College response is available through the Administration Office. In addition to this, Cobb Beauty College also requires students to participate in a bi-annual mandatory 101 presentation. This presentation covers: Sexual Assault, Domestic Violence, Dating Violence, and Stalking as well as other key information for overall student wellness.

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

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

When a sexual assault victim contacts the Kennesaw Police Department, Sex Crimes Unit will be notified as well. A representative from the Office of Housing and Residential Education will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Cobb Beauty College, or only the latter. A representative from the Kennesaw Police Department or the Cobb Beauty College Administration office will guide the victim through the available options and support the victim in his or her decision. Counseling and support services outside Cobb Beauty College can be obtained through the Cobb County Rape Crisis Center.

Cobb Beauty College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct or any other Clery Act/Title IX violations, are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Cobb Beauty College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Cobb Beauty College for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault, if such changes are reasonably available.

## Policies Concerning Sex Offender Registration

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

<http://services.georgia.gov/gbi/gbisor/ControllerServlet>

### Emergency Control Measures Chain of Command

1. On duty supervisor should handle emergency or notify the Cobb Beauty College Director immediately.
2. If emergency is a serious medical issue or fire, call 911 and notify the Cobb Beauty College Director immediately.
3. For facility maintenance issues contact Joel Little at (770) 294-2019.
4. If the emergency is of severe or critical nature notify the Cobb Beauty College Director.

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

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

## Security

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

1. Visitors to the workplace must be properly admitted by checking in at the reception desk. All visitors are to be escorted at all times while in Cobb Beauty College and offices. Employees are responsible for any guests they bring onto company property. All guests must be pre-approved before coming onto Cobb Beauty College campus.
2. Visitors or guests may be required to submit themselves to a search before entering company property. Items being brought onto or removed from the property may be searched.
3. Report any suspicious or questionable conduct to your supervisor.

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

## Fire or Impending Danger

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

## Tornado

1. Upon notification, move all staff, students and guests to the interior hallway near the men's restroom.
2. Remain in the interior hallway until the ALL CLEAR is given.

## Hurricane

1. The supervisor on duty will insure that the local television station is monitored for upcoming safety announcements from local government.
2. Staff and instructors will take necessary action to protect students and guests at all times.
3. Students and staff must adhere to travel warnings for driving to and from Cobb Beauty College during inclement weather.

## Severe Weather Warning

1. The Cobb Beauty College Director will have a post placed on the Cobb Beauty College website. ([www.cobbbeautycollege.edu](http://www.cobbbeautycollege.edu))
2. If power outage occurs in extreme hot/cold weather



- a. Staff and instructors will insure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow for ventilation in hot weather.
- b. If indoor temperature drops below 60 degrees F or goes above 88 degrees F, notify the Cobb Beauty College Director and Joel Little at (770) 294-7019.

### **Violent Acts by a Group or Individual**

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

### **Bomb Threat**

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



## Crime Statistics Report

OFFENSE	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
SEX OFFENSES FORCIBLE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
SEX OFFENSES, NON-FORCIBLE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ROBBERY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
AGGRAVATED ASSULT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
BURGLARY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARSON	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: WEAPONS: CARRYING POSSESSING, ETC.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS THEFT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DICIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Sexual Assault	2013	0	0	0
	2014	0	0	0
	2015	0	0	0





Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

### Hate Crimes

There were no reported hate crimes for the years 2013, 2014, 2015.

### Prevention and Awareness Efforts

Cobb Beauty College has made extensive efforts in implementing a prevention and awareness initiatives into their daily activities. The college has hired a Director of Wellness and Prevention who specializes in specific topics covered under the Clery and Title IX acts. She has created numerous educational materials that she has shared with the student body as well as provided numerous prevention and awareness strategy suggestions. The college will continue to make prevention and awareness efforts a priority.

### Appendix A -

Chief Westenberger  
Part 1 Crime Trend  
January 4, 2015

### Appendix B -

Chief Westenberger  
2014 Crime Stats (Audited-Final)  
February 4, 2015

