THE
SALON
PROFESSIONAL
ACADEMY

Campus Safety and Security Disclosure

Updated October 2026

Campus Address:
2710 Old Lebanon Road Suite 6
Nashville, Tn 37214
www.nashvillebeautyschool.com

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INTRODUCTION

AN OVERVIEW OF Campus Safety and Security Reporting

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern.

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008.

The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

To comply with these regulations, we are providing basic information as follows:

- Collect crime data, classify crimes and report crime statistics to the U.S Dept.Of Education annually
- Publish and distribute an Annual Security Report to faculty and students
- Disclosure of Institution's Security Policies
- Disclose reporting of Security and Crime Statistics to future students
- Encouragement of prompt reporting of crimes
- Issue timely warnings and emergency notifications to the campus community regarding crimes that threaten safety

GEOGRAPHY

The Salon Professional Academy, here in after known as, “The Academy”, facilities are in operation Tuesday through Saturday. The Academy may also be used for educational purposes outside of the regular business hours to hold classes for licensed professionals in cosmetology, aesthetics, manicuring, and/or for groups securing the facilities through the owner. Keys to the academy are held only by the owners, facilitators and appointed CDT Members, which helps to prevent internal crimes to an extent. At The Academy we highly encourage staff and students to be responsible for your own security and the security of others.

The Academy does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 2710 Old Lebanon Road, Suite 6 Nashville TN 37214.
The crime statistics in this report cover an area on 2710 Old Lebanon Road, Suite 6 Nashville TN 37214, and include any incidents on campus at the physical location of the The Academy (2710 Old Lebanon Road.), Including the sidewalk directly in front of The Academy.

CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. The Academy is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics - As stated in the above definition, The Academy agrees to comply and provide all staff and students with a copy of the campus security report at the beginning of each calendar year and to all prospective students’ enrolling at The Academy. The report is also posted on The Salon Professional Academy’s website nashvillebeautyschool.com
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 Metro Nashville 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.

CAMPUS SECURITY AUTHORITIES

Wanda Woods, TITLE IX Coordinator of The Academy is responsible the Campus Safety and Security Compliance.

Office Responsible:	Wanda Woods, Title IX Coordinator
Area Information is Located:	www.NashvilleBeautySchool.com / paper copy upon request
Date Document was Last Updated:	9/17/26
Date Policies and Procedures Updated:	9/17/26

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

*The Academy owner/s
*Financial Aid Advisor
*Admissions Personnel
*Administrative Assistants
*Educators

CDT Team Leader: Ms. Wanda Woods **|** O. (615)828-1866

Emergency Phone Numbers:

Nashville Metro Police	911
Nashville Metro Police Non-Emergency	615-862-8600
Nashville Fire Department	615-862-5421

Mental Health agencies:

Middle Tennessee Mental Health	615-250-1176

Hospitals:

Ascension St Thomas Hospital Mid Town	615-284-5555
Vanderbilt University Medical Hospital	615-322-5000
Tri-Star/Summit Medical (Hermitage)	615-316-6000

State government offices related to emergency management (hazards).

FEMA, specifically the regional office	(800)621-FEMA (3362)
U.S. Department of Homeland Security (DHS)	(615) 741-0001
American Red Cross of Tennessee	(800) 448-3543
Salvation Army Nashville	(615) 837-2444
United Way Nashville	(615) 320-5523

Drug Free Campus

The Drug Prevention Policy and its effectiveness is reviewed yearly by The Academy. If changes are necessary, staff will be notified at the next staff meeting. The new policy will be located on The Academy website www.nashvillebeautyschool.com, presented in written form to all students that request a written copy and will be implemented from that point forward.

- The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by staff and students on the property or as part of any Academy activities.
- In some cases, conviction of drug-related offenses could result in the student's ineligibility of Title IV funding or other forms of financial assistance.
- The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol on The Academy premises and will refer such cases to the proper authorities for prosecution.
    - Staff and students may be reinstated upon completion of an appropriate rehabilitation program.
- If an arrest for drug or alcohol related incidences occurs off site, the student/staff is required to inform The Academy so The Academy can assist with providing resources to aid the student/staff member.
- As a condition of employment, staff must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- The Academy policy supports and enforces state underage drinking and illicit drug laws.
- The Review method of distribution for newly enrolling students is during the orientation process.
- Method of Distribution: All current students will receive the review either as a hard copy during class or via a website link.
- Ensuring Student Access**:** The website link will also be posted on the student Facebook page to ensure all students are informed of the new policy. Students who are absent on the day of distribution may request a hard copy from their facilitator or the School Compliance Officer upon their return.
- The facilitator will take an attendance role call during class to determine missing students.
- The Review for staff is done annually during a staff meeting. Absent CDT Members will be given a copy upon their return. Staff may locate the policy on The Academy Website www.nashvillebeautyschool.com
    - If new staff joins after the annual distribution, all drug related material will be given as part of the new hire/orientation program.

Drug and Alcohol Abuse Prevention

The Academy will immediately contact law enforcement officials to report all unlawful activity.
The health risks of illicit drugs and alcohol abuse requires The Academy to provide education and referrals for staff and students. The Academy provides education and distribution of materials annually and refers staff and students to local services.
Health risks associated with the use of illicit drugs and the abuse of alcohol include:

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

Federal Drug Trafficking Penalties
The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document.

The Federal Drug Trafficking Penalties are as follows below:

U.S. Department of Justice
Drug Enforcement Administration

Federal Trafficking Penalties

Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense
Methamphetamine Schedule II	5 - 49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $2 million if an individual, $5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than $4 million if an individual, $10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $4 million if an individual, $10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than $8 million if an individual, $20 million if other than an individual.
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture		
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture		
Cocaine Base Schedule II	5 - 49 gms mixture			50 gms or more mixture		
PCP Schedule II	10 - 99 gms pure or 100-999 gms mixture			100 gms or more pure or 1 kg or more mixture		
LSD Schedule I	1 - 9 gms mixture			10 gms or more mixture	**2 or More Prior Offenses**	
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture	Life imprisonment	
Fentanyl Analogue Schedule I	10 - 99 gms mixture			100 gms or more mixture		
Others (Schedules I & II) *(Includes 1 gm or more flunitrazepam)*	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine $1 million individual, $5 million not individual.	Not more than 30 yrs. If death or serious injury, life. Fine $2 million individual, $10 million not individual.			

		1st Offense	2nd Offense
Others Schedule III *(Includes 30 mgs - 999 mgs flunitrazepam)*	Any	Not more than 5 yrs. Fine not more than $250,000 individual, $1 million not individual.	Not more than 10 yrs. Fine not more than $500,000 individual, $2 million not individual.
Others* Schedule IV *(Includes less than 30 mgs flunitrazepam)*	Any	Not more than 3 yrs. Fine not more than $250,000 individual, $1 million not individual.	Not more than 6 yrs. Fine not more than $500,000 individual, $2 million not individual.
All Schedule V	Any	Not more than 1 yr. Fine not more than $100,000 individual, $250,000 not individual.	Not more than 2 yrs. Fine not more than $200,000 individual, $500,000 not individual.

* Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above-referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §841(b)(1)(C) and (D).

Drug Possession Penalties in Tennessee

Offense	Penalty	Incarceration	Max. Fine
Possession			
1/2 oz or less (first offense)	misdemeanor	1 year	$ 250
1/2 oz or less (second offense)	misdemeanor	1 year	$ 500
1/2 oz or less (third offense)	Felony	1 - 6 years	$ 1,000
Fines for possession are mandatory.			
Sale			
1/2 oz - 10 lbs	Felony	1 - 6 years	$ 5,000
10 - 70 lbs	Felony	2 - 12 years	$ 5,000
70 - 300 lbs	Felony	8 - 30 years	$ 200,000
More than 300 lbs	Felony	15 - 60 years	$ 500,000
Includes possession with intent to distribute.			
Subsequent offense carries higher penalty.			
Cultivation			
10 plants or less	Felony	1 - 6 years	$ 5,000
10 - 19 plants	Felony	2 - 12 years	$ 50,000
20 - 99 plants	Felony	3 - 15 years	$ 100,000
100 - 499 plants	Felony	8 - 30 years	$ 200,000
More than 500 plants	Felony	15 - 60 years	$ 500,000
Subsequent offense carries higher penalty.			
Hash & Concentrates			
Possession	misdemeanor	11 mos	$ 2,500
Manufacture, deliver, or sell less than 2 lbs	Felony	6 years	$ 5,000
Manufacture, deliver, or sell 2 - 4 lbs	Felony	12 years	$ 50,000
Manufacture, deliver, or sell 4 - 8 lbs	Felony	15 years	$ 100,000
Manufacture, deliver, or sell 8 - 15 lbs	Felony	30 years	$ 200,000
Manufacture, deliver, or sell more than 15 lbs	Felony	60 years	$ 500,000
Paraphernalia			
Possession of paraphernalia	misdemeanor	1 year	$ 2,500
Sale of paraphernalia	Felony	1 - 6 years	$ 3,000
Miscellaneous (license suspensions, civil damages, etc...)			
Falsification of drug tests	misdemeanor	1 year	$ 2,500

Sex Offenses will now fall under VAWA please see separate documentation
Please contact the Metro Police Department to report any sex offenses immediately. Please contact The Academy Title IX Coordinator as soon as possible.
The seriousness of this offense makes is vital to preserve evidence for proof of the criminal offense. The Academy will provide assistance in any way possible. Information on counseling or referrals centers are handed out at orientation, posted in the Student break room and released to staff and students upon request.
If a sex offense happens where both the accused and the accuser attend The Academy, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and
- Will be informed of The Academy's final determination of any The Academy disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
- The dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.
- The Academy will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available.

The Academy will refer students to programs on-line or in-person regarding sexual assault prevention. The Academy holds special training for students and staff each April focused on Domestic Violence, Domestic Abuse, Sex trafficking. If students or staff wish to learn more about the prevention of sexual assault, contact the Police Department.
Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Nashville. www.tbi.tn.gov.sex_offeder_reg

Information for Crime Victims about Disciplinary Proceedings
Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceedings conducted by The Academy against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

The Academy does not employ security officers, but does have a direct working relationship with the Metro Police Department. The Metro Police Department provide prompt service and are able to support The Academy with any crime issues. We encourage accurate and prompt reporting of all crimes to the Metro 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, The Academy collects and reviews crime statistics from:

- The Academy's Crime Log
- Nashville Metro Police Department -Crime reporting website

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
Tennessee Bureau of Investigation http://www.tbi.state.tn.us

THE DAILY CRIME LOG

The Academy updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the Financial Aid Office for all CDT members and the public to access. The CDT team maintains the log.

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

Disposition is defined as, “pending”, “judicial”, “referral “or “criminal arrest”.

Sample:

THE SALON PROFESSIONAL ACADEMY							
CRIME REPORT LOG							
DATE/TIME REPORTED	DATE/TIME OCCURRED	GENERAL LOCATION	PERSON REPORTING	PERSON REPORTED TO	INCIDENT/NATURE OF THE CRIME	DISPOSITION	CASE NUMBER

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In case of EMERGENCY dial 9-1-1

Prior to Preparing For an Emergency

Emergency Kit:

The Academy 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 nor do we provide cell phone chargers for individual students or staff.

Make a communication plan:

The Academy communicates through verbal communications, cell phones, emails, 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 staff 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
- Wrench or pliers to turn off utilities
- Local maps
- 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.

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 The Academy by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to The Academy and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that 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.

Emergency Notification
An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The staff 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. Staff, students and guests are to remain calm and do not leave the academy.
- **Code Evacuate Front**: Indicates a need to evacuate the academy immediately and exit through a front entrance only.
- **Code Evacuate Back:** Indicates a need to evacuate through the back entrance only.
- **Code Dangerous:** Indicates a dangerous situation has occurred outside the academy and no one is allowed to leave the academy.
- **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 staff, 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 staff, 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 academy 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.

The Academy 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 staff 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 staff and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually the Metro Police Department will speak on practicing safety for staff and students members. Staff and students complete a tour the academy, 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 staff and students has been accounted for at the time of the emergency.

Emergency Preparedness and Support
Nashville, TN list of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers.

Shelter Listings is dedicated to serving the homeless and low-income. We have listed out the shelters and low cost housing services we have in Nashville, TN below. This list has homeless shelters, halfway houses, affordable housing, etc. The database includes emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

Shelter and services for men:
Nashville Rescue Mission | 639 Lafayette | Nashville TN | 615-255-2475
Shelter and services for women:
Nashville Rescue Mission | 1716 Rosa L. Parks Blvd | Nashville TN 37208 | 615-255-2475

Types of Shelters and Service Information

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

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

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

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay is also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational
employment and other services to transition to independent living

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

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout shelterlistings.org.

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

Safety Procedures

- First Aid: A first aid kit is located in the dispensary and the Financial Aid office.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches should be sent to a local ER center for stitches

Dangerous Situations, Alerting Staff, Students, Guests and/or Neighbors

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

Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, if The Academy offices are closed and classes are cancelled students will be notified via text or social media. Once the weather conditions are diminished, the CDT will alert the staff and students when classes will resume.

Winter Storms and Extreme Cold

Before

To prepare for a winter storm you should do the following:

- Before winter approaches, add the following supplies to your automobile.
    - Sand to improve traction.
    - Snow shovels and other snow removal equipment.
    - Sufficient heating fuel.
    - Adequate clothing and blankets to keep you warm.

During
The Academy will notify students and staff via Facebook and/or local television media of any Academy closure or change of regular schedule. If the winter storm and extreme cold happens while staff, students and guests are in attendance, the following will apply:

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Drive with caution
- Let someone know your destination, your route, and when you expect to arrive.

After

- If The Academy loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the academy, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER** + your **ZIP code** to **43362** (4FEMA) to find the nearest shelter in your area (e.g., SHELTER20472)
- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures
Before
To prepare for a thunderstorm, you should do the following:

- Get inside the academy, or an automobile Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.
- Unplug any electronic equipment well before the storm arrives.

During
If thunderstorm and lightning are occurring in your area, you should:

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

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning:

- **Breathing** - if breathing has stopped, begin mouth-to-mouth resuscitation.
- **Heartbeat** - if the heart has stopped, administer CPR.
- **Pulse** - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

- Never drive through a flooded roadway.
- Stay away from downed power lines and report them immediately

Tornadoes Tornado Watch-Conditions are right to have a tornado. Maintain a close look out for changes in the sky and stay tuned to local weather stations.

Tornado Warning:-This means there is an actual tornado reported or radar indicates one could develop within a few minutes. Seek shelter quickly.

During a Tornado:

- Students should move quickly to the Foundations classroom or to the back hall behind the student lounge. If you have guests at the time, the guest is your responsibility.
- Support staff at the front desk will help guest in the reception area get to the Foundations classroom safely.
- You should stay in this area until sirens have stopped and a CDT member gives the "ALL CLEAR" signal to go back to normal activities or evacuate the building.
- Basements, inner rooms of a building, and storm cellars provide the best protection.
- Stay away from exterior walls, windows, and doors. Stay in the center of the room.
- If you are in your car do **NOT** try and outrun the tornado because it can switch direction and can cover lots of ground quickly.
- Get out of vehicle and go into a strong building if possible. If not, lie flat in a ditch or low area and cover your head.
- Do **NOT** go under overpasses, wind speeds actually increase under them and can suck you out!
- Listen to radio or watch TV so you can be alerted about your current situation.

Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic.

Limit the Spread of Germs and Prevent Infection

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Utility Shut Off

Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all staff know how to shut off natural gas.

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

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

Water
Water quickly becomes a precious resource following many disasters. It is vital that all staff learn how to shut off the water.

Locate the shut-off valve for the water line that enters The Academy and label this valve with a tag for easy identification.

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the academy by shutting off the main house valve. (This is not the street valve in the cement box at the curb – the street valve is extremely difficult to turn and requires a special tool.)

Electricity
Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible staff where and how to shut off the electricity.
Locate you electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure
If you smell smoke or see fire, report it immediately to a facilitator.
Proceed as follows:

- Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.
- After exiting The Academy, proceed immediately to the sidewalk in front of the Nashville/Donelson Public Library just to the left of the school, located on North side of Old Lebanon Road to the left of the Academy.
- Support staff at front desk will help guest in reception area out the front doors.
- Familiarize yourself with the Academy evacuation route and the location of all emergency and regular exits.
- The evacuation route illustration is found next to the fire extinguisher in the student's lounge, laundry room and salon area.

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

Flood

Before

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

To prepare for a flood, you should:

- "Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

- Secure The Academy
- Turn off utilities at the main switches or valves if instructed to do so.
- Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave The Academy, remember these evacuation tips:

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

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

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Avoid moving water.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- If you must walk or drive in areas that have been flooded.
    - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
    - Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake
Before
Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During
Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe

If indoors

- **Drop** to your hands and knees.
  Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
  HOLD ON to any sturdy shelter until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

- Stay inside until the shaking stops and it is safe to go outside. Do not exit the academy during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the academy or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you.
- Use a whistle if one is available. Shout only as a last resort.
- Shouting can cause you to inhale dangerous amounts of dust.

When the Shaking Stops

- When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit The Academy.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. **Drop, Cover, and Hold On** whenever you feel shaking.
- Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.
- Use the telephone only for emergency calls.
- Go to a designated public shelter if your home had been damaged and is no longer safe. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: ***shelter 12345***).
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that its' safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Leave the area if you smell gas or fumes from other chemicals.
- Inspect utilities. (Follow the Utility Shut Off)

Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Staff and students are to act quickly, but remain calm and obtain as much information as possible and write it down.

If a bomb threat is received by phone

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a staff member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received By Handwritten Note

• Call 9-1-1
• Handle note as minimally as possible

If A Bomb Threat Is Received By Email

• Call 911
• Do not delete the message.

Signs of a Suspicious Package

• No return address • poorly handwritten • Excessive postage • Misspelled words • Stains • Incorrect titles • Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

Do Not

• Use cell phones; radio signals have the potential to detonate a bomb.
• Evacuate the academy until police arrive and evaluate the threat.
• Activate the fire alarm.
• Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist

Who to Contact (select one)

• Follow your local guidelines
• Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
• 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

• Where is the bomb located? (Building/Floor/Room, etc.)
• When will it go off?
• What does it look like?
• What kind of bomb is it?
• What will make it explode?
• Did you place the bomb? Yes/ No
• Why?
• What is your name?

Exact Words of Threat | Information about Caller
• Where is the caller located? (Background and level of noise)
• Estimated age:
• Is voice familiar? If so, who does it sound like?
• Other points: Take any notes that may aid in the investigation.

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

- Knowing your community's warning systems and disaster plans, including evacuation routes.

During

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

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

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- The academy may be closed.
- The academy may have to evacuate, avoiding blocked roads for your safety.
- Clean-up may take many months.

Terrorist Attacks
The Academy does not want to dismiss or diminish the possibility to terrorism, however, we believe the risk is low in relationship to Threat/Hazards.
Based on:

- Small staff, less than 15
- Small student body, less than 100
- Building has no significant interest or location
- Building is on one level
- Building does not store or contains hazardous chemicals
- No luggage is stored or kept on premises
- No underground parking

Criminal or Terrorists Threats Procedures
Upon receipt of information pertaining to a criminal or terrorist threat during business hours, the person receiving the information should notify a staff member(s) of the impending or occurring emergency.

- **Response**
  - Immediate assessment of situation to determine response needed to address the threat at hand.
  - Trained CDT Members will respond to the situation using Emergency Codes if necessary.
  - Conduct risk assessment of vulnerability of all areas of the academy including classrooms.
  - Contact civil authorities to determine appropriate action.
  - Advise students to take shelter in pre-defined areas, based on threat and safety of students
    - Possible evacuation of entire campus for a length of time to be determined based on the situation at hand.
- **Incident Management**
  - Have current facility maps available for local authorities
    - Copy keep readily available off sight
  - Video tape of Academy recording all areas of the academy for hostage situations
    - Readily accessible at an off-sight location
- When applicable, The Academy will post the time class will resume on outside doors.

	EMERGENCY MANAGEMENT RISK MATRIX			
PROBABILITY	High	Extreme Weather Thunderstorms/lightening		Tornado
	Med		Utility Pandemic	
	Low		Fire	Flood Earthquake Bomb Explosion Terrorist
		Low	Med	High
	SEVERITY			

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 the academy by, verbal communications, cell phones, emails and text, social media and signage to staff, students and guests.
Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (615) 828-1866 or in person at The Academy 2710 Old Lebanon Road, Suite #6, Nashville, TN 37214.

The Academy is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor

ANNUAL SECURITY REPORT

The Academy published, posts and may distributes (if a student requests a hard copy) the annual security report by Oct. 1 each year to all enrolled students and all staff.

POLICIES

Policy: Preparation of Disclosure of Crime Statistics
Wanda Woods, Title IX Coordinator and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.nashvillebeautyschool.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 Metro 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. The Academy 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, written notification is made to all enrolled students that provides the web site to access this report. Staff receives similar notification at our staff meetings and Professional Development meetings. All prospective staff, potential students may obtain copies of the report at The Salon Professional Academy 2719 Old Lebanon Road, Nashville, Suite #6 TN 37214 Office or by calling 615-828-1866.

Policy: How to Report Criminal Offenses
To report a crime on or off campus:
Contact the Metro Police Department at (615) 862-8600 (non-emergencies),
dial 9-1-1- (emergencies only). Additionally you may report a crime to the following areas:

The Academy's Command Decision Team (CDT)	
Admissions Office	(615) 828-1866
School Coordinator's Office	(615) 828-1866
Educators' Office	(615) 828-1866
Financial Aid Office	(615) 828-1866
Front Desk	(615) 828-1866

Policy: Voluntary Confidential Reporting
If you are the victim of a crime and do not want to pursue action within The Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, The Academy 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. The Academy 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 Nashville Crime Stoppers at (615) 742-7463 or NashvilleCrimeStoppers.com

Statement: Institution That Has a Memorandum of Understanding, (MOU)
The Academy recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the academy. All persons on the campus are subject to these laws and rules at all times. While The Academy is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering The Academy. CDT is recognized by the Metro Police Department. CDT enjoys an especially good relationship with the Metro Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a "memorandum of understanding" (MOU) between the Metro Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, the Metro Police Department is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone. The Academy relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to the Metro Police. Annually, The Academy receives an email report of all crimes committed on the campus from the Police Department.

Policy: Encouragement of Accurate and Prompt Crime Reporting
Staff, students, and guests are encouraged to report all crimes and public safety related incidents to The Academy in a timely manner. To report a crime or emergency on The Academy, call the **CDT Team Leader: Ms. Kelley Parker or Ms. Suzanne Pitts 615-828-1866**

CDT will investigate a report when it is deemed appropriate.

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

Policy: Counselors and Confidential Crime Reporting
All reports will be investigated. The Academy does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to The Academy CDT leader for review.

Policy: Security Awareness Programs for Staff and students
Prior to course start, orientation is held. Students are informed that The Academy does not have campus police. Students are informed about crime awareness on the academy and in surrounding neighbor-hoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage staff and students to be aware of their responsibility for their own security and the security of others.

Policy: Crime Prevention Programs for Staff 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 The Academy to your destination.

Policy: Addressing Alcoholic Beverages
The possession, sale or the furnishing of alcohol on The Academy of Salons is prohibited. The Academy has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Metro Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Academy Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the academy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Metro Police.

Policy: Illegal Drug Possession
The Academy has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Metro Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

Policy: Substance Abuse Education

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

Policy: Campus Safety

All reported incidents are reviewed and applicable information is collected and presented to the proper authority. In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner. Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it. The Academy does not have specific policies or procedures for confidential crime reporting, but crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made anonymously.

Bullying or implied threat, intimidation, sexual harassment and violence will not be tolerated at The Academy.

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

Crime Statistics "On Campus"

Crime Categories	Annual Statistics July 1st – June 30th		
	2023	2024	2025
Criminal Homicide:			
Murder & Non-negligent manslaughter	0	0	0
a. Negligent manslaughter	0	0	0
Sex Offenses:			
a. Forcible sex offenses	0	0	0
b. Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Liquor/Drug/Illegal Weapons Violations:			
a. Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
b. Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
Hate Crimes:			
a. Race	0	0	0
b. Gender	0	0	0
c. Religion	0	0	0
d. Sexual Orientation	0	0	0
e. Ethnicity	0	0	0
f. Disability	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Crime Definitions
The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics

Criminal Homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
Criminal Homicide—negligent manslaughter: The killing of another person through gross negligence.
Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.
Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.
Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm.
Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.
Burglary: The unlawful entry of a structure to commit a felony or theft.
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.
Liquor Law Violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
Drug Law Violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.
Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.
Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.
Intimidation: Coercing or inhibiting through the use of fear.
Simple Assault/Battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.
Burglary: The unlawful entry of a structure to commit a felony or theft.
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.
Liquor Law Violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
Drug Law Violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.
Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
Hate Crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.
Larceny-Theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.
Intimidation: Coercing or inhibiting through the use of fear.
Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.
Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.
Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
Economic Abuse: Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at academy or employment.
Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or academy and/or work.

REPORT TO ED VIA THE WEB BASED COLLECTION

The Academy submits crime statistics from the annual security report to ED via an annual Web-based data collection. The Academy does not have more than one institution, does not have on-campus student housing and therefor does not report fire statistics or missing student notification procedure.

MISSING STUDENT NOTIFICATION PROCEDURE

The Academy does not have campus housing. Therefore we do not have a missing student notification procedure

PERSONAL IDENTIFIABLE INFORMATION (PII)

Organizations should identify all PII residing in their environment.
PII is —any information about an individual maintained by an agency, including:
(1) any information that can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records;
(2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.ll [6] Examples of PII include, but are not limited to:

- Name, such as full name, maiden name, mother‘s maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver‘s license number, taxpayer identification number, or financial account or credit card number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry)

VIOLENCE AGAINST WOMEN ACT (VAWA)

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.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:
"**Domestic violence**" means a "felony or misdemeanor crime of violence committed by-

- A current for former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victims as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Dating violence: means "violence committed by a person-
Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship."

"**Stalking**" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Wanda Woods, the Title IX Coordinator as a good-faith effort, has documented training for Violence Against Women Reauthorization Act of 2013 (VAWA). On December 14, 2020 the Academy staff was given written notice of the Campus Security Disclosure and the website location of the disclosure for review.

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

Hazing Prevention Policy

The Salon Professional Academy Nashville is committed to providing a safe, respectful, and inclusive learning environment for all students and employees. Hazing of any kind is strictly prohibited.

Because The Salon Professional Academy Nashville does not sponsor or recognize student organizations, clubs, fraternities, sororities, or athletic teams, opportunities for hazing are limited. However, any act that intentionally or recklessly causes physical injury, emotional distress, intimidation, humiliation, harassment, or endangers the health or safety of another individual as a condition of participation in any school-related activity is prohibited.

Any student or employee who believes they have experienced or witnessed hazing should report the incident immediately to the Campus Director or Director of Education. Reports will be promptly reviewed and investigated. Individuals found responsible for hazing or retaliation against anyone who reports a concern may be subject to disciplinary action, up to and including dismissal from the program or termination of employment, and may also be referred to law enforcement when appropriate.

The Salon Professional Academy Nashville is committed to maintaining a campus culture built on professionalism, mutual respect, and personal responsibility.

Hazing Statistics

The Salon Professional Academy Nashville has **not recognized or reported any hazing incidents** during the previous three calendar years.

Calendar Year	Number of Reported Hazing Incidents
2025	0
2024	0
2023	0

The Salon Professional Academy Nashville does not sponsor or recognize fraternities, sororities, athletic teams, or other student organizations. The institution remains committed to maintaining a safe, respectful, and professional learning environment and prohibits hazing in any form.