

American Beauty & Trade School Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2025 and 12/31/2025

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at American Beauty & Trade School.

Note:

1. Complying with the crime statistical reporting requirements, AMERICAN BEAUTY & TRADE SCHOOL have available a map to current and prospective students and employees that depict its campus.
2. AMERICAN BEAUTY & TRADE SCHOOL do not have non-campus building or property, and public property areas
3. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.

4. Distribution of the Annual Security Report:

- a. Who gets the annual security report?

The Institution will distribute the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1st each year.**

The following criminal offenses, published each year and must be reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of September 22nd, 2026



Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Report September 22nd, 2026

American Beauty & Trade School is providing the following information to all employees and students as part of the American Beauty & Trade School commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Act. Also, see Crime Report Definitions to follow that will assist with the understanding of School Security Policies and Crime Statistics. If you should have questions about any of the information provided in this Report, please contact the School President, Mr. Manuel Hernandez or Director or Mrs. Jenny Hernandez by phone or email: 786-558-9608 - jenny@absmiami.edu

Uniform Crime Report Definitions

These definitions are excerpted from Appendix B of the Handbook for School Safety and Security Reporting.

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safe cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned
- including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed



or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes: We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: 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.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin the assault is then also classified as a hate crime.

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program



Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

a) **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This revised definition reflects the Federal Bureau of Investigation's updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy and sexual assault with an object that are used in the UCR National Incident-Based Reporting System.)

b) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because his/her age or because of his/her temporary or permanent mental incapacity.

c) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Violence Against Women Act Categories:

In accordance with the Violence Against Women Reauthorization Act (VAWA) of 2013, Institutions are now required to include statistics for the following:

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or 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 the victim 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 in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded". Only a sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.



Consent: In Florida except for Statutory Rape law, Florida, consent must be “intelligent, knowing, and voluntary” under Florida Statutes § 794.011. When a person is forced or coerced into a sexual encounter either by physical force, or by some coercive threat, consent is not present.

Most people recognize that this is both wrong and illegal. Unfortunately, this type of encounter is very standardly thought of as the only type of sexual assault based on the prevalence in movies and television. The reality is that the second category is far more common. For example, a person who is drunk and unconscious or drugged unconscious cannot make a voluntary and intelligent decision to consent.

Sexual Assault: In Florida: Any actual, attempted, or threatened sexual act with another person without that person's consent. This includes Sexual Misconduct such as unsolicited touching of a sexual nature as defined in FAC:64B8-9.008.

Bystander Intervention: Is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome, it means also safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Safe Responding: Do not put yourself in a dangerous situation. For example, if you witness an altercation, it may be safer to call Police rather than approaching the individuals involved.

Early Intervention: Intervening early can prevent a small problem from growing into an even bigger, more harmful problem. For example, it is easier and safer to convince your friend to stop drinking early in the evening than calling for alcohol transport later. Everyone can help.

There are some steps to helping when witness to a problematic or potentially problematic situation:

1. Notice the Event: People are busy, distracted, on their phones, talking, texting, not aware of their surroundings, some don't want to notice. Pay attention to what is going on around you.
2. Interpret It as a Problem: Sometimes it is hard to tell if someone needs help. Error on the side of caution and investigate. Don't be sidetracked by ambiguity, conformity, or peer pressure.
3. Assume Personal Responsibility: If not you, then who? Do not assume someone else will do something. Have the courage and confidence to be the first!
4. Know How to Help: Never put yourself in harm's way but do something. Help can be direct or indirect.
5. If not you, then who? It may be safer to call Police rather than approaching the individuals involved. When you notice something going on, do something.



COVID -19 Pandemic Protocols

American Beauty & Trade School enforces personal protection and recommends social distancing at the school premises. The institution does not enforce the use of face mask however the school recommends & encourages the use of it.

Students, employees or visitors with Covid19, Flu or Cold Symptoms will not be permitted into the school premises and must present a negative covid19 test results to regain entry.

Any student or staff who tests positive for CV-19 will have to quarantine for 7 days and present a negative covid19 test results to regain entry to the facility.

Students, employees, or visitors with Covid19, Flu or Cold Symptoms will not be permitted into the school premises and must present a negative covid19 test results to regain entry



**Report Distribution Date:
Occurrences within the 2023,
2024 and 2025 Calendar Years**

<i>Criminal Offenses</i>	Calendar Year								
	2023			2024			2025		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

American Beauty & Trade School Annual Campus Security Report

<i>Hate Crimes: On School</i>	2023							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

<i>Hate Crimes: On School</i>	2024							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

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<i>Hate Crimes: On School</i>	2025							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non School</i>	2023							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

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<i>Hate Crimes: Non School</i>	2024							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non School</i>	2025							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

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<i>Hate Crimes: Public Property</i>	2023							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

<i>Hate Crimes: Public Property</i>	2024							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

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<i>Hate Crimes: Public Property</i>	2025							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Group B Crimes:								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

<i>Type of Violations</i>	Calendar Year								
	2023			2024			2025		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons: carrying, possessing, etc.									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

American Beauty & Trade School Annual Campus Security Report

Statistics in accordance with the Violence Against Women Reauthorization Act of 2013:

<i>Type of Violence</i>	Calendar Year								
	2023			2024			2025		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

	Calendar Year		
	2023	2024	2025
Unfounded Crimes	0	0	0

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information:	American Beauty & Trade School Director 786-558-9608
Who to contact to report an incident at the Institution?	American Beauty & Trade School Director 786-558-9608

Violence Against Women:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The REA 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:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by-
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is in cohabitation with or was cohabitant with the victim 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 the VAWA],
 - 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"
2. "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:
 - o The length of the relationship.
 - o The type of the relationship; and
 - o The frequency of interactions between the person involved in the relationship."
3. "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."

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at the Institution?	School Director
Local Law Enforcement Agency to report an incident that occurred off campus	Call 911
List agencies and contacts in your local area that can help anyone who believes they are a victim and might need assistance	Call 911



Miami Dade County / Community Action and Human Services / Domestic Violence Assistance

Web Site:

https://www.miamidade.gov/global/service.page?Mduid_service=ser1502483183449106

PHONE NUMBERS:

Florida Domestic Violence 24-Hour Crisis Hotline

1-800-500-1119

Miami-Dade County Coordinated Victims Assistance Center

305-285-5900 (Call/Text message 24/7)

Advocates for Victims/Safe space Hotline - Central

305-693-0232

Advocates for Victims/Safe space Hotline - North

305-758-2546

Advocates for Victims/Safe space Hotline - South

305-245-5011

Inn Transition Program - North

305-899-4600

Inn Transition Program - South

786-293-3394



General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Director who contacts the correct police department District for statistics and the institution's Incident Log, and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Visitors must identify and explain the purpose of their visit at the school entrance intercom then, once visitor information is confirmed, employees monitoring the entrance intercom might grant access. When the school closes at the end of its daily operations, the school's official or supervisor will inspect the school facilities to make sure that are empty, set the alarms and lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) The Institution does not have a campus law enforcement. Campus officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education program are available at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school director.
 - Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:
Miami-Dade Roxcy Bolton Treatment Center (RTC)
Located in the Jackson Memorial Hospital, Miami
Office: 305-585-5185 Hot-line: 305-585-7273
17. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution 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. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
18. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders:
<https://www.miamidade.gov/global/police/most-wanted-predators.page>

Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Miami-Dade Police Department, located at:

Miami-Dade Police Department

9105 NW 25 Street

Miami, Florida 33172

Additional information can be obtained by calling the police department at 305-471-2800

OR:

Information regarding registered sex offenders under section

<https://www.miamidade.gov/global/police/most-wanted-predators.page>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911).

GENERAL EMERGENCY PROCEDURES

Who to Contact?

All employees are expected to be familiar with and to follow procedures outlined in the AMERICAN BEAUTY SCHOOLS' Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:



Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves. Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms: Firearms, ammunition, explosives, or other weapons are prohibited on the school property. Exception to this policy are limited to the following instances:

Law enforcement agencies in performance of their normal duties may carry firearms on School property

Good Housekeeping:

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where "No Smoking" signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School President.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

Types of Fires	Types of Extinguishers
Ordinary Combustible Materials such as Paper, Wood and Trash	Water (Preferred) and Multipurpose
Flammable Liquid and Gases such as Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) and Multipurpose
Electrical such as Electronic Instruments and switchgear Installations	Carbone Dioxide (Preferred) and Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100-degree F

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are always treated as potential hazards from initial delivery to ultimate use and require the use of safe practices.

Responsibilities:

It is responsibility of everyone to be aware of the hazards related to the use of solvents, chemicals cleaning materials, and other chemicals and to enforce the rules related to their use.

- Contact with hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid:

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

If a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingest chemical material or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the School Director or administrator in charge) the threat of impending danger the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.

Everyone should remain in these "safe" areas until in the opinion of the School Director the threat of danger is past.

- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

- Because of the elevation of the School, AMERICAN BEAUTY & TRADE SCHOOL is not likely to flood. However, during periods of flooding, the School Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Closing the School as the Result of Severe Weather

- Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School's website and/or School Social media

Self-Determination Policy

- No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).



EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single line through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the AMERICAN BEAUTY & TRADE SCHOOL community.
2. To maintain the safety and security of faculty, staff, and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves AMERICAN BEAUTY & TRADE SCHOOL student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.



- **Step 1 AMERICAN BEAUTY & TRADE SCHOOL-** The President or School Director is notified of a critical incident involving an AMERICAN BEAUTY SCHOOLS student or employee at **786-558-9608** during the day, 786-510-6065 after hours, holidays or when not available at the first phone number.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

- **Step 2 AMERICAN BEAUTY & TRADE SCHOOL -** The School Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be canceled or altered in some manner the School Director will contact the faculty. The President or a School Director will contact the student's and the closure will be posted on the school's website: www.absmiami.edu and/or School social media

Any media contact, press releases, email or website assistance must be coordinated through the School President.

- **Step 3 AMERICAN BEAUTY & TRADE SCHOOL-** Depending on the evaluation of the situation, one or more of the following may occur:
 - **Step 3A - AMERICAN BEAUTY & TRADE SCHOOL** will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.
- The President or School Director goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or School Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B - President or School Director initiates family contacts.**
- **Step 4 AMERICAN BEAUTY & TRADE SCHOOL -** Once the issue/situation is under control, the President or School Director with other school officials and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the school officials will be scheduled.
- **Step 5 AMERICAN BEAUTY & TRADE SCHOOL-** The Directors and school officials will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.



American Beauty Schools' Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the School Director's office. The Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

MEMBERS OF THE AMERICAN BEAUTY SCHOOLS CRITICAL INCIDENT RESPONSE TEAM

President	Manuel Hernandez	786-558-9608
Director	Jenny Hernandez	786-558-9608
Instructor	Irina Racet	786-558-9608

Local Community Emergency Services

All emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1800-222-1222
Suicide Hotline	1800-784-2433
Hospitals and Clinics	Phone Numbers
Baptist Hospitals	786-596-1960
Jackson Memorial Hospital	305-585-1111
Baptist Urgent Care	786-596-3890
MD Now Urgent Care	305-752-1803

Emergency Communication Guidelines

In the event of an emergency that directly affects AMERICAN BEAUTY & TRADE SCHOOL all students and employees will be notified by the School website and/or social media, and/or phone and/or email

EXAMPLES OF LIFE THREATENING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
 1. Call the appropriate School official at the location.
 2. Clearly identify the location of the incident.
 - a. Building Name
 - b. Physical location on campus
 - c. Room or area where fire is located
 3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
 4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re- enter the building.

SEVERE WEATHER: (i.e., Tornadoes)

- **Tornado Watch** - Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
 - **Tornado Warning** - Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- o When a tornado **WARNING** is received by way of siren or public broadcast:
- AMERICAN BEAUTY & TRADE SCHOOL faculty and staff will ensure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.



- If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
- Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH CLASSROOMS, OFFICES, AND ROOMS:

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken
 - o Emergency flashlights will come on in each room.
 - o Open doors and window coverings to take advantage of natural lighting.
 - o Help those in need of assistance.
 - o Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:

Robbery

Assault (verbal or physical)

Theft in Progress

Hostage situation

Gang activity

Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement. (911)
3. Report any criminal disturbance to the School President or Directors immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time, you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School President or Director.
5. The School President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
- Examples of disruptive behavior:
 - o Throwing rocks in windows
 - o Blocking chairs and tables in classrooms
 - o Writing on walls and defacing the School property
 - o Verbal abuse of students or employees
 - o Disturbing instructors or students
 - o Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School President or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)



- Reportable examples include but are not limited to:
 - o Medical emergencies
 - o Occupational accidents requiring medical treatment other than minor first aid.
 - o Accidents caused by property damage or unsafe conditions.
 - o Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
 2. **ALWAYS** document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained available with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.



- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities.
Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

AMERICAN BEAUTY & TRADE SCHOOL conduct a test of the emergency response and evacuation procedure at least once a year. The test can be announced or unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

ALCOHOL AND DRUG POLICY:

Drug and Alcohol-Free School Program

The Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988 require that as a condition of receiving funds under any federal program, we must implement a program to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.

DAAPP Awareness and Education Program

All members of the campus community whether new students or staff, as well as prospective students and prospective employees will have access to the information regarding the DAAPP through the AMERICAN BEAUTY & TRADE SCHOOL web site: www.absmiami.edu

All prospective students and employees will be given an information sheet along with their applications, which contains a web URL to information regarding the school's DAAPP, to provide awareness of the program.

All new students and employees will sign a letter of acknowledgment form on their first day of school or employment, which contains a web URL to information regarding American Beauty School's DAAPP, to affirm their awareness of the program.

In September and before October 1, an e-mail notification that provides a web URL to the information regarding AMERICAN BEAUTY & TRADE SCHOOL DAAPP will be sent to all enrolled students and all employees. In addition, a designated table or board will display the DAAPP education literature alongside the crime and fire statistics, crime prevention awareness materials, and campus security procedures. This material will be presented and made available by one of the Campus Security Authorities.

Publications of the information regarding the DAAPP may also be obtained upon request by all students enrolled or prospective, and all current or prospective employees from any of AMERICAN BEAUTY & TRADE SCHOOL officials, or from the office of School Director.

ANNUAL REVIEW OF THE DAAPP

An annual review of AMERICAN BEAUTY & TRADE SCHOOL DAAPP is conducted as part of the Institutional Assessment and Improvement Plan to determine the program's effectiveness and implement changes to the program if the changes are needed. AMERICAN BEAUTY & TRADE SCHOOL officials will determine the strength of the effectiveness of the DAAPP by evaluating the results of staff and student surveys. The number of drug and alcohol-related violations and fatalities that occurred on the institution's campus will also be considered in measuring the effectiveness of AMERICAN BEAUTY S& TRADE SCHOOL DAAPP.

As part of the Annual Review Report, the data collected by Campus Security Authorities and the Local Police department for violations of the unlawful possession, use, or sale of alcohol, or illegal drugs will be reviewed to ensure consistency of sanctions enforced for such violations. The "Annual Review Re- port" will be maintained by the Campus Security Authorities.

Standards of Conduct

Through this communication, AMERICAN BEAUTY & TRADE SCHOOL notifies its students and employees that the unlawful possession, use or distribution of alcohol and illicit drugs is prohibited by students and employees on its property or as part of any of its sponsored activities. As a condition of attendance or employment every student or employee must:

1. Abide by these standards
2. Notify a Campus Security Authority of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
3. Within ten (10) days after such notice, AMERICAN BEAUTY & TRADE SCHOOL is required to notify the US Department of Education.

Disciplinary Sanctions

For any violation of the aforementioned Standards of Conduct, AMERICAN BEAUTY& TRADE SCHOOL will take one or more of the following actions (consistent with Local, State, and Federal Law):

1. Immediately schedule an informal hearing.
2. Notify local police, as appropriate.
3. Request that the student/employee leave the school premises.

(To seek immediate medical attention, if necessary)

4. Invoke appropriate personnel action, up to and including expulsion or termination of employment.
5. Require the student/employee to complete an appropriate rehabilitation program.



HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL AND ILLEGAL DRUGS

Uses of Alcohol - Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risks than other youngsters of becoming alcoholics.

Alcohol & the Law

Drivers who are under the influence of alcohol pose a serious threat not only to themselves, but to everyone. The root causes of drunk driving - dangerous drinking and underage drinking, are themselves major social issues that can be prevented through education and collaboration among multiple stakeholders. Underage drinking and driving is an area of special concern.

AMERICAN BEAUTY SCHOOLS has a zero-tolerance stance on underage drinking. Because teenagers are inexperienced at driving as well as drinking, teenagers who drive after drinking illegally are extremely dangerous to themselves, their passengers, and other drivers on the road. People over 21 years old who choose to drink alcohol should be in control of both their alcohol consumption and their choice of transportation.

Uses of Various Drugs-Effects

Marijuana: The intoxicating effects of marijuana include relaxation, sleepiness, and mild euphoria. Marijuana can cause undesirable side effects, which increase with higher doses. These side effects include:

- Decreased short-term memory
- Dry mouth
- Impaired perception and motor skills
- Red eyes
- Sudden high blood pressure with headache
- Chest pain and heart rhythm disturbances
- Extreme hyperactivity and physical violence
- Heart attack
- Seizures and strokes
- Sudden collapse (cardiac arrest)

Heroin: Heroin abuse is associated with a number of serious health conditions:

Spontaneous abortion infectious diseases like hepatitis and HIV (see box, "Injection Drug Use and HIV and HCV Infection").

- Collapsed veins
- Infection of the heart lining and valves
- Abscesses, constipation and gastrointestinal cramping
- Liver or kidney disease.
- Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin's effects on breathing (hypoxia)
- Permanent damage to vital organs

Cocaine: Cocaine affects the body in a variety of ways.

- Constricts blood vessels
- Dilates pupils
- Increases body temperature, heart rate, and blood pressure.
- Headaches and gastrointestinal complications such as abdominal pain and nausea.
- Decrease appetite resulting in chronic users suffering from malnourishment
- Heart attacks or strokes

Methamphetamine: Side effects include,

- Wakefulness,
- Increased physical activity,
- Decreased appetite,
- Increased respiration,
- Rapid heart rate, irregular heartbeat, increased blood pressure, and increased body temperature.
- Anxiety
- Confusion
- Insomnia
- Mood disturbances and displays of violent behavior
- Psychosis such as paranoia, visual and auditory hallucinations and delusion

Ecstasy: Side effects include,

- Hyperthermia,
- Hypertension (high blood pressure),
- Cardiac arrhythmias (irregular heartbeat),
- Muscle breakdown
- Renal failure due to salt and fluid depletion
- Anxiety and paranoia
- Depression
- Irritability
- Fatigue
- Trouble focusing and concentrating
- Dizziness, lightheadedness, or vertigo
- Loss of appetite
- Gastrointestinal problems such as diarrhea or constipation
- Trouble sleeping
- Muscle and joint aches and pains
- Exhaustion
- Jaw soreness from teeth grinding

LSD: (Lysergic acid diethylamide) Side effects include,

- Extreme changes in mood
- Delusions and visual hallucinations
- Dilated pupils, hyperthermia, and sweating
- Nausea and loss of appetite
- Increased blood sugar,
- High blood pressure
- Sleeplessness
- Dry mouth and tremors.
- Impaired depth and time perception, w distorted perception of the size and shape of objects, movements, color, sound, touch, and own body image.
- Severe, terrifying thoughts and feelings, fear of losing control, fear of insanity.

Prevention Programs

Listed below are resources of drug prevention programs:

- • Narcotics Anonymous of Miami (305) 265-9555
- • DARE. (305) 471-1716
- • Switch Board of Miami (305) 358-4357
- • The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- • The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- • U.S. Department of Health and Human Services (1-800-WORKPLACE)
- • U.S. Department of Education Regional Centers Drug-Free Schools and Communities
- (1-502-588-0052)

Federal Drug Possession Laws & Penalties

Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	-Not less than 10 years, not more than life. - If death or serious injury, not less than 20 years, not more than life. - Fine not more than \$4 million individual, \$10 million other than individual.	- Not less than 20 years, not more than life. - If death or serious injury, not less than life. - Fine not more than \$8 million Individual \$20 million other than individual.
100 kg to 1,000 kg or 100-999 plants	Marijuana Mixture containing detectable quantity*	- Not less than 5 years, not more than 40 years. - If death or serious injury, not less than 20 years, not more than life. - Fine not more than \$2 million individual, \$5 million other than individual.	-Not less than 10 years, not more than life. - If death or serious injury, not less than life. - Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	- Not more than 20 years. - If death or serious injury, not less than 20 years, not more than life. -Fine not more than \$1 million individual, \$5 million other than individual.	-Not less than 30 years. - If death or serious injury, not less than life. - Fine not more than \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50 to 100 plants	Marijuana		
Less than 50 kg	Marijuana	- Not more than 5 years. - Fine not more than \$25,000 individual, \$1 million other than individual.	-Not less than 10 years. -Fine not more than \$500,000 individual. \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844 a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

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.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.



Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

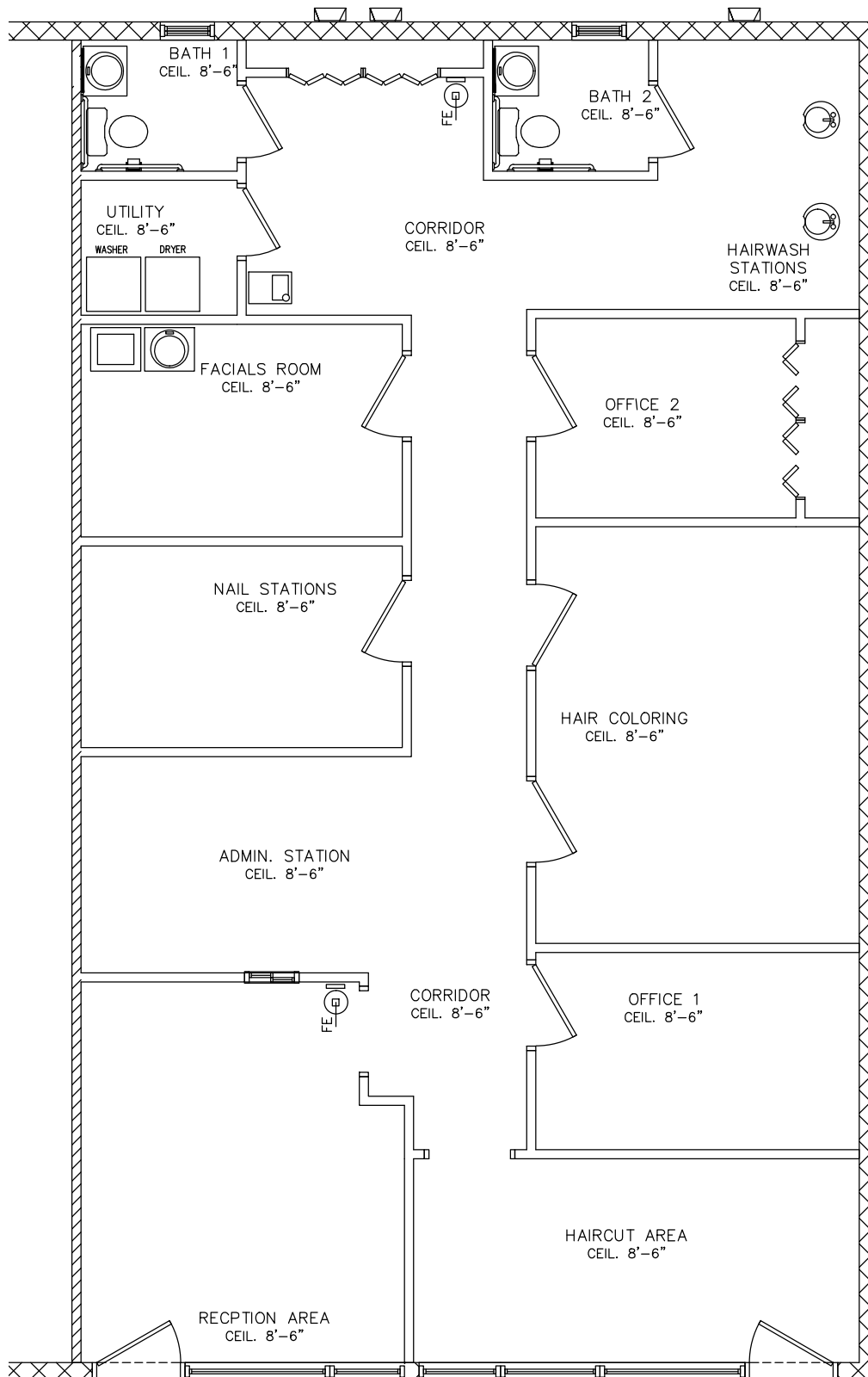
Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount Of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

<u>21 U.S.C. 844 (a)</u> 1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.	<u>21 U.S.C. 853(a)(2) and 881(a)(7)</u> Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: Crack.)
After 1 prior drug conviction At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.	<u>21 U.S.C. 844a</u> civil fine of up to \$10,000 (pending adoption of final regulations).
After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.	<u>21 U.S.C. 853a</u> Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.
Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both if:	<u>18 U.S.C. 922(g)</u> Ineligible to receive or purchase a firearm.
(a) 1st conviction and the amount of crack possessed exceed 5 grams. [1] 2nd conviction and the amount of crack possessed exceed 3 grams [C] 3rd or subsequent crack conviction and the amount of crack possessed exceed 1 gram	<u>Miscellaneous</u> Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc, are vested within the authorities of individual Federal agencies.
<u>21 U.S.C. 881(a)(4)</u> Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceals a Controlled substance.	<u>Note:</u> These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	



AMERICAN BEAUTY & TRADE SCHOOL



FLOOR PLAN

$\frac{1}{4}" = 1'-0"$

NORTH



American Beauty & Trade School: Suite 226 & 227



American Beauty & Trade School: Suite 220

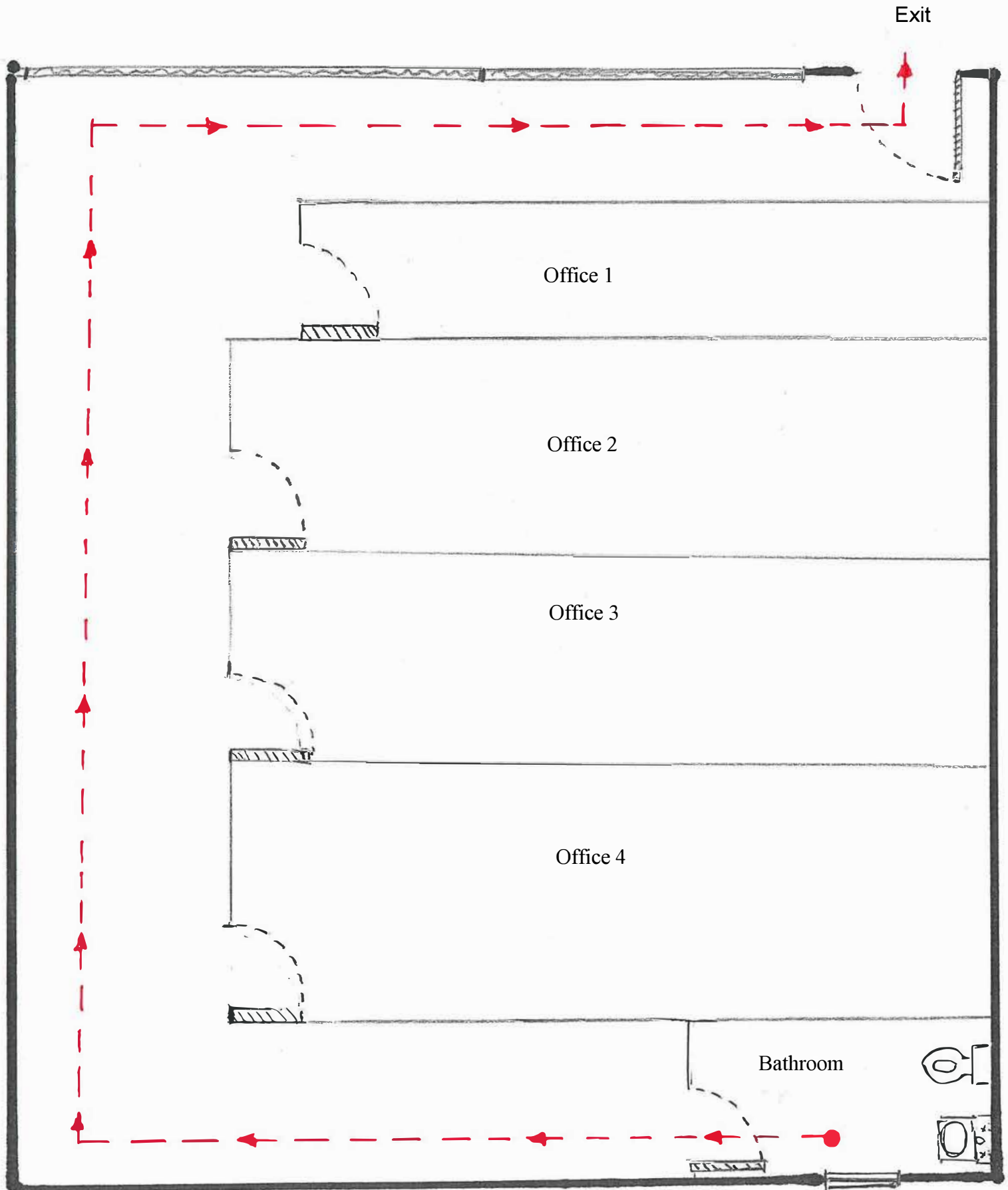


Diagram of Suite 225 showing mechanical layout. Key features include:

- RESTROOM
- C.U. ON ROOF STAND
- AHU OVERHEAD
- S/A (Supply/Air)
- BOARD
- T.V.
- OPEN CATWALK
- Notes: (1) 1-HR. FIRE RATED DEMISING WALL TO REMAIN, (2) ADJACENT UNIT - USE RESIDENTIAL "0"
- MAX. 1/2" THRESHOLD
- 8'-0" CBL.

RESTROOM

C.U. CN
ROOF
STAND

 AHU OVERHEAD	
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19040

IV	
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BOARD

MAX. 1/2" THRESHOLD

OPEN
CATWALK

