

Annual Campus Security Report Ohio Campuses

Published Oct. 1, 2024

(2023 Data)

Your safety is our concern, but it must be your concern, as well. The Salon Institute administrators, faculty and staff work very hard to prevent crime, fire, accidents, and illness, but none of the preventative measures we take are as important as the actions you take – or often, don't take – to ensure your own safety.

This publication contains valuable information about how you can help to maintain your own safety, on and off campus. Please pay special attention to the safety tips. Following them will help to reduce the chances that you will be the victim of crime, become injured or lose valuables.

This report is intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act. This report is updated annually and made available for current and incoming students and staff.

While we have sought to make this report a valuable resource of safety information, we invite you to contact the Salon Institute Director or Marketing and Public Information Department for more information about our policies or resources.

Together we can create a safe, inspirational environment for the beauty industry's incoming professionals!

Columbus Campus | 50 Powell Road, Lewis Center, Ohio 43035

Toledo Campus | 3034 Wilford Drive, Toledo, Ohio 43615

www.saloninstitute.edu

EMERGENCY NUMBERS

Columbus Campus

Delaware County Sherriff's Office

Non-emergency 740-833-2810

Emergency 9*1*1

Orange Township Fire Department

Non-emergency 740-548-6346

Emergency 9*1*1

Reference and Referral Listings

AA Central Ohio (Alcoholics Anonymous) 614-253-8501

Columbus Public Health Alcohol & Drug Abuse Program 614-645-6839

Medical Services Ohio Health Urgent Care 740-201-3521

Riverside Methodist Hospitals 614-566-5000

Family Advocacy Services Delaware County Department of Job and Family Services 740-833-2300

Mental Health Services North Central Mental Health 614-299-6600

Toledo Campus

Sylvania Township Police Department

Non-emergency 419-885-3721

Emergency 9*1*1

Sylvania Fire Department

Non-emergency 419-882-7676

Emergency 9*1*1

Reference and Referral Listings

AA (Alcoholics Anonymous) 419-380-9862

Toledo R House (Drug and Substance Abuse) 419-824-4099

Medical Services Sylvania Urgent Care (419)-517-0146

Flower Hospital (419) 824-1444

Family Advocacy Services Lucas-County Department of Job and Family Services (419) 213-8999

Mental Health Services Harbor (419) 475-4449

I. EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

Emergency Notification Procedures

The Salon Institute director, in conjunction with the Marketing and Public Information Department, assumes the role of issuing emergency notifications to the campus community. As defined, an emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The Salon Institute will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system or systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Emergency notifications at each campus may be initiated by:

- Academy Director
- Director of Marketing and Public Relations
- Front Desk Operations Manager
- Financial Aid Director
- community law enforcement or emergency authorities.

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Public Safety personnel verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from firsthand accounts, from uniformed officers in the field, and through the use of surveillance technologies such as the academy's alarm system. Alarm systems are monitored by Guardian Alarm 24-hours a day, 7 days a week. Cameras also can be reviewed in the event of an emergency.

In some circumstances, other Salon Institute departments or local, state, or federal agencies may notify the above offices of a possible emergency, and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exists. For example, the Toledo-Lucas County Health Department (419-213-4100) or Columbus Public Health Department (614-645-7417) will determine whether there is an outbreak of serious illness. The Salon Institute may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus; these departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. Salon Institute departments that become aware that an emergency or dangerous situation may affect the campus will contact the Academy Director and the Marketing and Public Information Department to report the incident.

Upon learning that an emergency or dangerous situation may exist, public safety leadership will confirm whether an emergency or dangerous situation involving an immediate threat to the health and/or welfare of students or employees is occurring on the campus and if an emergency is confirmed, will begin the process of issuing an emergency notification.

The academy's public safety leadership is responsible for determining the content of an emergency notification; the content of a notification is determined based on the circumstances and the manner in

which the situation is impacting campus. The content of the notification message is designed to provide instruction to the university community that promotes the safety and well-being of those impacted. At times, messages may simply contain information about an area of campus to avoid. At other times, messages may have specific protective action recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus depending on the nature of the incident.

Upon determination of the notifications content, systems utilized to transmit emergency notifications are selected and activated to deliver the desired content relating to the emergency to the end user within the Salon Institute community. These systems may include:

- E-mail
- Text messaging
- Building Alarm System
- Facebook
- Area radio and TV stations
- Voicemail on all campus telephones

EMERGENCY EVACUATIONS

Campus Evacuation

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by public safety leadership and other emergency response authorities. These instructions may order evacuations campus wide. In the event that an evacuation is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency.

At other times, the campus may be ordered to shelter-in-place. This means that if an incident occurs and the buildings or areas around campus become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to danger. To shelter-in-place means to make a shelter of the building that you are in until it is safe to go outside.

Please see the following evacuation and shelter-in-place procedures for the Salon Institute campuses:

1. Robbery Emergency Plan

a. In the event of a robbery:

- Always remember that your safety, the safety of co-workers and fellow students, and that of clients is the most important consideration in a robbery and that cash can always be replaced. Therefore, take no action that will jeopardize personal safety.
- Don't argue with the suspect or try to stop him/her.
- Consider any firearms displayed by the suspect(s) to be loaded.
- If you have a silent alarm in your area (ie. Front door, back door) activate it if possible.

- Try to remain calm and do exactly what is demanded by the suspect(s).

b. During a robbery:

- Observe all physical characteristics of the robbery suspect.
 - o Facial characteristics (ie. Complexion, hair, etc.)
 - o Clothing worn, head to foot
 - o Speech and mannerisms
 - o Scars or deformities
 - o Suspect(s)'s method(s) of operation
- Note method/direction of travel and description/license plate of vehicle used.
- Describe the type of weapon used, if any were displayed. If more than one suspect is involved, study the nearest one. Don't try to observe all suspects in detail.

c. After the robbery:

The ability of the police to arrest the robbery suspect is largely dependent on how quickly they are notified. You should:

- Notify police immediately after the suspect(s) has/have exited the premises by dialing 911. Stay on the phone until you are told to hang up.
- Lock all doors to the premises to prevent the suspect(s) from returning if confronted by the police.
- Ask witnesses to the robbery to stay inside the premises until the police arrive.
- All witnesses should complete robbery aftermath forms.
- Do not discuss suspect description(s) or actions with other witnesses.
- Note and protect any evidence left by the suspect(s).

d. If funds are missing:

If you discover funds missing by other means such as breaking and entering, etc., notify the Academy Director immediately and secure the area to prevent evidence from being destroyed or contaminated. If you discover an office broken into, do not enter. Go to a safe place and telephone police. The suspect could be in hiding.

e. Alarm Panic Button

To set the alarm panic button which sends a silent alarm to authorities, press 1234 in place of the required alarm code numbers.

2. Tornado Emergency Plan

a. During a Tornado Warning/Watch (ie. Whenever there are sirens):

- Go to the interior hall or room in an orderly way as you are told.
- Crouch low, head down, and protect the back of your head with your arms.
- Stay away from windows and large open rooms like gyms and auditoriums.

b. After the tornado:

- Keep together and wait for emergency personnel to arrive.
- Carefully render aid to those who are injured.
- Stay away from power lines and puddles with wires in them, they may still be carrying electricity.

- Watch your step to avoid broken glass, nails, and other sharp objects.
- Stay out of any heavily damaged houses or buildings, they could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Remain calm and alert, and listen for information and instructions from emergency crews or local officials.

c. Tornado Safety Tips

- A tornado watch means conditions are present for a tornado.
- Keep a radio/TV tuned for further information and gather emergency supplies.
- A tornado warning means a tornado has been sighted or is imminent. Take shelter immediately.
- Go to a small interior room on the lowest floor.
- Avoid windows.
- If you're in a car or outside, seek cover in a building.

d. Thunderstorm Safety Tips

- Get inside or stay inside when severe weather hits.
- Be alert for flash floods.
- Never walk through moving water more than 6 inches deep.
- Do not drive through flooded areas.
- If your car stalls in floodwaters get out and move to higher ground.
- If swimming or boating, get out of the water immediately and seek shelter.
- Avoid all downed power lines, assume they are live electricity.
- Continue to monitor local media for latest weather updates.

e. Lightning Safety Tips

- If you can hear thunder, you are within striking distance. Seek safe shelter immediately.
- Never stand under tall trees or in an open field if there is lightning.
- If you feel your hair stand on end, lightning is about to strike in your area. Crouch down and make yourself a small target. Do not lie flat on the ground.
- When inside, unplug electronics. Stay off corded phones, computers and other electrical equipment that you put you in direct contact with electricity.

3. Fire Emergency Plan

Follow these good housekeeping steps:

- Keep combustibles and flammable materials (wood, paper, gas, oil, chemicals) away from lights, machinery, or other heat sources
- Dispose of combustibles, like oily rags, in tightly covered metal containers

- Store all flammable liquids properly. Never store combustibles or flammables in, or near, electrical panels
- Keep motors and machines free of dust and grease
- There is no smoking on campus
- Practice preventative maintenance on all electrical equipment
- Keep all storage areas clean and free of debris

Student Action:

- Remain calm
- Follow staff instructions to ensure a safe, quick evacuation
- Evacuate in a timely, orderly manner

Staff Action:

- Keep calm
- Determine the exact location of the fire
- Implement “RACER” (rescue, alarm, confine, extinguish, relocate) procedures as indicated
- Clear passageways of all persons, equipment and material
- Inform clients and visitors to remain in rooms until evacuation or “all clear” is announced or signaled
- Do not use telephone or paging system except for emergency communication
- Monitor area for evidence of fire, smoke and excessive heat passage
- Prepare to evacuate

Racer:

R – Rescue persons in immediate danger and those who are ambulatory. Be sure to account for all clients and personnel. Look for children and older adults in closets, restrooms, etc.

A – Alarm should be pulled at the nearest interior fire alarm; then immediately call 911 and report the exact location of fire and what is burning, if known

C – Confine/Contain. Fire, smoke and toxic combustion products must be confined to the area where the fire started as much as possible. Closing doors and windows can prevent the smoke from spreading, cut off the flow of oxygen to the fire and save lives. Confine the fire as long as no one is in danger

E – Extinguish. Obtain proper firefighting equipment as quickly as possible and operate on fire. Use sheets, towels and blankets if necessary to extinguish small fires in the initial stage.

Direct fire department authorities to the emergency scene and then operate under their direction.

R – Relocate to a safe area. Relocate outside of the building and away from the main entrance. If anyone is unaccounted for, immediately notify a representative from the fire department. Do not re-enter the building until instructed to do so by the fire department.

Testing and Exercises

Exercises designed to test the Salon Institute's emergency procedures and preparedness are conducted at least annually, and may be conducted in the form of a drill, tabletop, functional or full-scale exercise. These exercises often include not only academy personnel but also surrounding jurisdiction first responders and government agencies, as well as members of the academy community.

II. NOTIFICATION OF MISSING STUDENTS

As the Salon Institute does not offer on-campus housing, we do not employ a missing student policy.

III. POLICIES FOR REPORTING CRIMES, PREPARING ANNUAL REPORTS, AND CONFIDENTIAL

REPORTING

Policies for Reporting Crimes – Columbus Campus All persons are strongly encouraged to report crime to the police in a prompt and accurate manner. Crimes occurring off campus should be reported to the Salon Institute Columbus Campus Academy Director and to the Delaware Sherriff's Office by calling 740-833-2810 (non-emergency) or 9-1-1 (emergency). While students should report all crimes to the Salon Institute Columbus Campus Academy Director, keep in mind that the director has no authority to make arrests.

Under Ohio law, persons who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code 2921.22). Failure to report a crime may itself be a crime.

Information on criminal behavior may be reported to the Delaware Sherriff's Office. The Salon Institute strongly encourages crime victims to report all criminal activity to police.

Reporting Sexual Assault

Students who are survivors of sexual assault are strongly encouraged to report the assault, though are not required to report the assault. Students who wish to report sexual assault may request assistance by academy administration. To report an assault to the Delaware County Sherriff's Office (non-emergency), please call 740-833- 2810. Non-emergency contact information for other local police agencies include: Columbus Division of Police (614- 645-4545), Powell City Police Department (614-885-5005), and the Lewis Center Police Department (740-548- 4357).

In an emergency, please dial 9-1-1.

Reporting an assault to law enforcement does not require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the student to be connected with the appropriate support and medical resources.

Reporting is best done as soon as possible after the assault but it may be done at any time. Students should make their report to the Delaware Sheriff's Office, Columbus Division of Police, Lewis Center Police Department, or other local police department. Students who choose to notify the police should be aware of the importance of the immediacy of reporting the incident and the importance of preserving physical evidence at the assault scene as well as on the person assaulted. If possible, a victim of sexual

assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution.

Students who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault victim chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police agency by health care officials. However, as noted above, students are not required to file a police report.

Support services for victims of sexual assault are available by calling the Sexual Assault Response Network of Central Ohio 24-hour Helpline at 614-267-7020. You also can visit ovc.ncjrs.gov.

If requested by the survivor, and if reasonably available, the academy will assist the survivor in changing his/her academic situation after the alleged assault.

Policies for Reporting Crimes – Toledo Campus All persons are strongly encouraged to report crime to the police in a prompt and accurate manner. Crimes occurring off campus should be reported to the Salon Institute Director and to the Sylvania Township Police by calling 419-885- 3721 (non-emergency) or 9-1-1 (emergency). While students should report all crimes to the Salon Institute Director, keep in mind that the director has no authority to make arrests.

Under Ohio law, persons who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code 2921.22). Failure to report a crime may itself be a crime.

Information on criminal behavior may be reported to the Sylvania Township Police. The Salon Institute strongly encourages crime victims to report all criminal activity to police.

Reporting Sexual Assault

Students who are survivors of sexual assault are strongly encouraged to report the assault, though are not required to report the assault. Students who wish to report sexual assault may request assistance by academy administration.

To report an assault to the Sylvania Township Police (non-emergency), please call 419-885-3721. Non-emergency contact information for other local police agencies include: Toledo Police Department, (419) 245-3340, and Perrysburg Police Department, (419) 872-8001.

In an emergency, please dial 9-1-1.

Reporting an assault to law enforcement does not require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the student to be connected with the appropriate support and medical resources.

Reporting is best done as soon as possible after the assault but it may be done at any time. Students should make their report to the Sylvania Township Police, Toledo Police Department, or other local police department. Students who choose to notify the police should be aware of the importance of the immediacy of reporting the incident and the importance of preserving physical evidence at the assault scene as well as on the person assaulted. If possible, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence

can provide important evidence and support of criminal charges leading to a successful prosecution.

Students who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault victim chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police agency by health care officials. However, as noted above, students are not required to file a police report.

Support services for victims of sexual assault are available by calling the Bethany House at 419-729-2053. You also can visit ovc.ncjrs.gov.

If requested by the survivor, and if reasonably available, the academy will assist the survivor in changing his/her academic situation after the alleged assault.

Rights and Options for Creating a Non-Hostile Environment in Regards to Sexual Violence

When necessary in the event of sexual assault allegations, the institution will abide by and help to enforce any orders of protection, “no-contact” orders, restraining orders or similar lawful orders that have been issued by a criminal, civil or tribal court. Students who report themselves as victims of sexual assault are encouraged to seek assistance by the court system to create a non-hostile environment as related to the reported assault.

Regardless of whether an alleged victim chooses to report the crime to local law enforcement, by request the academy will assist in making necessary and reasonable accommodations and protective measures if reasonably available.

Academy Disciplinary Procedures Regarding Sexual Assault

In accordance with the institution’s objectives, the Salon Institute will make every effort to resolve student grievances. The school maintains an open door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. If an issue cannot be resolved by school Director the student may then forward their grievance in writing to the administration for mediation.

A complaint of alleged sexual violence or assault may be filed with the academy administration via the following process:

- 1) The written grievance should be given to the designated Title IX Coordinator in writing via e-mail to titleix@saloninstitute.edu or in person with two academy administrators present for verification and accuracy in reporting.
- 2) The information will be reviewed by the designated Title IX Coordinator and/or academy administration and a response will be sent in writing. Every attempt will be made to respond to both the accuser and accused within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify all parties of continued investigation and actions being taken.

In the case of continued investigation, the accuser and the accused will receive a response after the investigation has been completed.

- 3) Should either party find the response to be unsatisfactory, he or she may appeal that decision to the

academy owner/administration. Appeals must be dated and in writing and include copies of the original grievance, the original response, and any additional pertinent documentation.

The academy owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 60 days of receipt of the appeal.

Students should try to resolve the problem through the Institution's Grievance Policy; however, if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the institution's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement.

Students and employees have the right to a prompt, fair and impartial disciplinary process regarding sexual assault, though these procedural requirements are not as formal as those existing in the courts of law.

In the event of an alleged sexual assault, the academy administration will hold an investigatory hearing.

- The investigatory hearing will be presided by a panel comprised of unbiased and uninvolved academy staff and/or administration. At least one official present will have attended a minimum annual training on sexual violence issues and how to conduct an investigation and hearing process that protects victims and promotes accountability. Those officials who are trained in hearing and investigation conduct will in turn train additional hearing officials.

- Both the accused and the accuser will receive prompt and reasonable notice of hearing meetings (no less than 24 hours) at which the accuser or accused, or both, may be present.

Notice of hearing meetings will be given in a reasonable amount of time (no less than 24 hours) for both parties and hearing officials to receive and review evidence. Evidence may be distributed prior to the hearing meetings via e-mail to the Title IX Coordinator at titleix@saloninstitute.edu. The Title IX Coordinator then is responsible for distributing the evidence to all necessary parties and officials.

- Both the accused and the accuser have equal opportunity to have an individual of their choice present to advise or support him/her. The academy hearing officials may not limit the choice of advisor or support person present. The advisor may provide support and advice to the student; however, the hearing officials may restrict the advisor or support person's participate in the process, unless clarification is needed, as determined by the hearing officer or panel so long as the restriction is applied equally to both parties.

- If a hearing is held, the academy may call witnesses, as well as question those appearing on behalf of the accused and accuser.

- During a hearing, both the accused and the accuser shall be given the opportunity to speak and present evidence. Preponderance of evidence will be used to determine the hearing results and may include but not be limited to witness testimony, physical and/or recorded auditory or written documentation (ie. photographs, cell phone videos, text messages, e-mails, etc.).

- Both the accuser and the accused shall simultaneously be provided in writing with the hearing outcome by the hearing panel or hearing officer. If either party appeals the outcome, the other party will be notified in writing of the pending appeal and its final outcome.

- Both parties simultaneously will be notified in writing of any changes to the outcome and when the official results become final.

- Sanctions to be imposed upon students and/or employees by the academy are varied and depend on the degree of severity, ranging from formal reprimand to permanent dismissal. Campus disciplinary actions include but are not limited to written warnings, loss of privileges, probation, participation in rehabilitation programs, suspension and/or dismissal.

Information Concerning Registered Sex Offenders

Information on registered sex offenders may be obtained by visiting the Ohio Department of Rehabilitation and Correction Website at drc.ohio.gov.

Confidentiality

Ohio's public records law (Ohio Revised Code 149.43) does not permit the academy to promise confidentiality to those who report crimes to anyone except professional counselors, or under certain circumstances, to a physician or a nurse, or a hospital. Some off-campus reports also may be legally confidential, such as reports to clergy or health care professionals.

Reports that are confidential by law will not be reported to the academy for inclusion in the annual crime statistics report. Because of the requirements of public records laws the Salon Institute does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report. Identifying information of victims who report sexual assault will not be made public outside of academy administration and law enforcement and only for the sake of reporting.

Timely Warning Policy in Regard to Sexual Assault Allegations

Timely Warnings, called "Public Safety Notices", are provided to heighten safety awareness by giving students, faculty and staff notifications of crimes that occur on campus property or on public property immediately adjacent to and accessible from campus and are considered by the Salon Institute to present a serious or continuing threat to students and employees.

Sexual Assault Alerts are a subset of Public Safety Notices. A Sexual Assault Alert will be issued when a sexual violence crime or related incident that presents a serious or continuing threat to students and employees occurs on campus property or on public property immediately adjacent to and accessible from campus.

The Academy Director and/or the Marketing and Public Information Department are responsible for preparing a Public Safety Notice when a crime is reported to or brought to the attention of the academy public safety leadership and that crime represents an ongoing threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the academy public safety leadership and area law enforcement officials.

Criminal suspects are often unknown to the victims; however, in the instance of a violent crime occurring between two individuals who know each other, academy public safety leaders will look at each instance to

determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Sexual Assault Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

Timely Warning Procedure Regarding Sexual Violence Allegations

Salon Institute public safety leaders will prepare a Public Safety Notice when a report is received of a violent crime against a person that represents an ongoing danger to the safety of students, faculty and staff. Notices may be issued for such crimes that occur on campus property or on public property immediately adjacent to and accessible from campus. Public Safety Notices are sequentially numbered, beginning Jan. 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips.

Information that may be included in Public Safety Notices Regarding Sexual Assault Allegations, but not necessarily included, may be as follows:

- A statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect, if available
- Photo or composite drawing of the suspect, if available
- Date and time the bulletin was released
- Other relevant and important information about the crime(s)
- Actions taken by officials in response to the crime(s)
- Information on Crime Prevention, personal safety or other community safety resources

Public Safety Notices are distributed via e-mail and may be posted in the academy. When students or employees report themselves as victims of alleged sexual violence, the reporting party will receive written notification of their rights, options and confidentiality. A list of support services including counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid, and other services available within the institution and the community can be found at the end of this report in Appendix A, or by visiting the Lucas County Children's Services Website here:

<https://www.co.lucas.oh.us/DocumentCenter/View/44809> for the Toledo Campus, or visiting the Franklin County Website here: <http://www.franklincountyohio.gov/> for the Columbus Campus.

Programs to Prevent Sexual Violence

The Salon Institute will make available information on and access to statewide and local sexual violence support programs designed to be comprehensive, intentional and integrated; they will be culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs. Due to the sensitive and multi-faceted nature of sexual violence and crimes, the Salon Institute staff defer to the specialized knowledge and research of these programs that is beyond our scope of expertise.

A list of Lucas County endorsed programs is available through the Lucas County Children's Services Community Resources list found at <https://www.co.lucas.oh.us/DocumentCenter/View/44809>. A list of

programs and resources through the Ohio Alliance to End Sexual Violence, including but not limited to culturally specific resources for multiple nationalities, different gender and sexual identities, and online sex crimes, are available on the agency's Website at <http://www.oaesv.org/resources/lucas-county/>. For the Toledo Campus and <http://www.oaesv.org/resources/franklin-county/> for the Columbus Campus.

The Salon Institute regularly throughout the calendar year hosts local experts to present training intended to stop sexual violence before it occurs. These experts may include but not be limited to trained law enforcement and/or local sexual violence awareness and prevention advocates.

Examples of programs and resources available through both listed agencies can be found at the back of this document in Appendix B. Salon Institute administration will make every reasonable effort to assist victims of alleged sexual assault in contacting these resources as relevant to their individual needs and situations.

The Ohio Alliance to End Sexual Violence offers the Stand Up! Program to education and empower bystanders, family and friends on thought processes and actions that can help them move from apathy to action, and therefore aid in the decline of sexually violent crimes. More information on the Stand Up! Program can be found in Appendix C or at the Ohio Alliance to End Sexual Violence Website: <http://www.oaesv.org/standup/>.

Training for new students and employees may refer to previous sections in this document that outline the proper procedure for reporting sexual violence and academy disciplinary procedures.

Preparing Annual Reports

The Salon Institute prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics reported to designated academy officials and the local law enforcement agencies listed below are included in this report.

The Salon Institute's Annual Campus Security Act Report is the result of the efforts of many people on campus. Every effort is taken to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness and readability.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact the Salon Institute's Marketing and Public Information Department at (419) 866-4489.

DEPARTMENT OF EDUCATION CLEARLY DEFINITIONS

Campus

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purpose; and

2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) that

is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor)

Public Property

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

FOOTNOTES

1. "Campus" statistics include police reports taken from the Sylvania Township Police Department. 2. "Public Property" statistics include police reports taken from the Sylvania Township Police Department, and primarily include incidents that occurred in the parking lot at 3034 Wilford Drive, Toledo, OH 43615, in the jurisdiction of the Sylvania Township Police Department.

3. Hate crimes classifications include but are not limited to: intimidation characterized by ethnicity/national

origin; destructive/damage/vandalism of property characterized by race; intimidation characterized by religion; destruction/damage/vandalism of property characterized by ethnicity/national Origin; intimidation characterized by sexual orientation; destruction/damage/vandalism of property characterized by sexual orientation; and destruction/damage/vandalism of property characterized by gender.

CAMPUS SECURITY MEASURES

The Salon Institute employs various measures to provide for the safety of every member of our campus community. The facilities are equipped with security cameras, flood lights, and an alarm system that is monitored 24 hours per day, 7 days per week. At least annually, while preparing this report, we assess the safety measures in place and evaluate any necessary changes for continued and improved safety of the academy campus.

TIMELY WARNING POLICY

Timely Warnings, called "Public Safety Notices", are provided to heighten safety awareness by giving students, faculty and staff notifications of crimes that occur on campus property or on public property immediately adjacent to and accessible from campus and are considered by the Salon Institute to present a serious or continuing threat to students and employees.

Hate Crime Alerts are a subset of Public Safety Notices. A Hate Crime Alert will be issued when a hate crime or bias-related incident that presents a serious or continuing threat to students and employees occurs on campus property or on public property immediately adjacent to and accessible from campus.

The Academy Director and/or the Marketing and Public Information Department are responsible for preparing a Public Safety Notice when a crime is reported to or brought to the attention of the academy public safety leadership and that crime represents an ongoing threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the academy public safety leadership and area law enforcement officials.

Criminal suspects are often unknown to the victims; however, in the instance of a violent crime occurring between two individuals who know each other, academy public safety leaders will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

TIMELY WARNING PROCEDURE

Salon Institute public safety leaders will prepare a Public Safety Notice when a report is received of a violent crime against a person or a particularly threatening crime against property that represents an ongoing danger to the safety of students, faculty and staff. Notices may be issued for such crimes that occur on campus property or on public property immediately adjacent to and accessible from campus. Public Safety Notices are sequentially numbered, beginning Jan. 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips.

Information that may be included in Public Safety Notices, but not necessarily included, include:

- A statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect, if available
- Photo or composite drawing of the suspect, if available
- Date and time the bulletin was released
- Other relevant and important information about the crime(s)
- Actions taken by officials in response to the crime(s)
- Information on Crime Prevention, personal safety or other community safety resources

Public Safety Notices are distributed via e-mail and may be posted in the academy.

IV. SALON INSTITUTE ON ALCOHOL AND DRUGS

The school actively supports the prevention of drug abuse. Salon Institute has a no-tolerance drug-free campus policy.

Upon enrollment, students are provided the school's policy on drug and alcohol abuse and available local drug and/or alcohol abuse education programs. A list of agencies and counselors is also available on the state Website for personal assistance and is available to any student requesting assistance.

Salon Institute complies fully with local, state and federal regulations regarding the sale, possession and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on academy property or as part of academy activities is strictly prohibited. All members of the academy community are held responsible for their behavior and for respecting the rights of others. The academy is committed to providing the community with resources as necessary as it relates to illicit drug use, the consumption of alcohol in general and as it relates to high risk alcohol use and underage alcohol consumption, in particular.

For available Ohio drug abuse prevention services, visit the Ohio Mental Health & Addiction Services Website at <http://www.mha.ohio.gov>.

Legal Requirements

Under local, state and federal laws, it is a crime to do any of the following. For more information, visit com.ohio.gov/liqr and justice.go/dea.

Underage Drinking

- Purchase, order, pay for, or share the cost of alcohol if you are under 21 years of age.
- Possess alcohol if you are under 21 years of age.
- Consume alcohol if you are under 21 years of age.
- Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21 years of age, even if you are the parent, legal guardian, or adult spouse in your own home or apartment.
- Allow anyone under 21 years of age who possess or consumes alcohol to remain in your home, apartment, or in other property that you own or occupy.

False Identification

- Show or give false information about your name, age or other identification to purchase or obtain alcohol if you are under 21 years of age.
- Provide false information about the name, age, or other identification of another person under 21 years of age to purchase or obtain alcohol for that person.

Open Containers

- Have an open container of alcohol in your possession in any unlicensed public place.
- Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.

Transportation

- If you are under 21 years of age, you are considered to be driving under the influence if your blood alcohol level is 0.02 or higher, and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
- Consume alcohol while in a motor vehicle.
- Drive while under the influence of alcohol.
- Be in physical control of a vehicle while drinking or under the influence of alcohol.

Disorderly Conduct

- Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

Alcohol Sale

- Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at (614) 387- 7407 and on the Web at com.ohio.gov/liqr.

Illicit Drugs

- Selling or offering to sell any controlled substance, or preparing or packaging any controlled substance for sale.
- Distributing any controlled substance.
- Knowingly obtaining, possessing, or using a controlled substance.

Policy Violations Any student, faculty member, staff member, volunteer or visitor found to be in violation of local, state, and/or federal law, or who violate the academy's alcohol and other drug policies, are subject to academy disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary actions include but are not limited to written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension and/or dismissal.

V. SAFETY TIPS AND CRIME PREVENTION INFORMATION

The following tips are designed to help you to remain safe both on and off campus – before, during, and after classes, at special academy events held off-campus, and in your general daily routine.

- Always plan the safest route to your destination.
- Lock your doors! Many burglaries and thefts take place because of unlocked car/apartment/home doors.
- Let others know where you are going and when you will return.
- Walk with a companion whenever possible.
- Use public walkways and stay in well-lit and traveled areas.
- When walking take note of potential hiding areas and use caution as you approach them.'
- Avoid carrying large amounts of cash.
- Remain aware of your surroundings.
- If you feel uncomfortable in a situation, leave as soon as possible.

- Call for an escort in the evening/ when the walk to your car will be dark.
- Always lock your vehicle doors, even while you are driving.
- Park in a well-lit area and remove valuables from sight.

For more information on programs designed to education area residents on crime prevention, contact Crime Stoppers, a division of the Toledo Police Department, at (419) 255-1111 or by visiting toledopolice.com/crime_stoppers.html.

**** 2021-2023 Stats ****

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

| Criminal offense | Total occurrences On campus | | |
|--|--------------------------------|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. <u>Murder/Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

| Criminal offense | Total occurrences on Public Property | | |
|---|--------------------------------------|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. <u>Murder/Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <hr/> | | | |
| k. <u>Arson</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

| Crime | Total occurrences On Campus | | |
|----------------------|--------------------------------|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. Domestic violence | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. Dating violence | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. Stalking | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

| Crime | Total occurrences on Public Property | | |
|----------------------|--------------------------------------|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. Domestic violence | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. Dating violence | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. Stalking | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

| Crime | Number of Arrests | | |
|---------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. Weapons carrying, possessing, etc. | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. Drug abuse violations | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. Liquor law violations | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

| Crime | Number of persons referred for Disciplinary Action | | |
|---|--|--------------------------------|--------------------------------|
| | 2021 | 2022 | 2023 |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |