



**ANNUAL CAMPUS SAFETY AND  
SECURITY REPORT  
2023  
(Emergency Preparedness)  
(Reported September 29, 2023)**



## **ANNUAL SECURITY REPORT AND SAFETY PLAN**

### **INTRODUCTION**

Barbers Trade School prepares the following report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with local law enforcement agencies and the Executive Director.

Students and employees are annually notified of Barbers Trade School's security and safety considerations.

### **REPORTING CRIME STATISTICS**

Statistics on the following crimes and offenses are to be reported in the annual security report.

1. **Criminal Homicide:** Murder, non-negligent, and negligent manslaughter. Non-negligent manslaughter is the killing of a person through gross negligence.
2. **Sex Offenses, Forcible or Non-forcible:** A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, i.e., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest or statutory rape.
3. **Robbery:** The taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. **Burglary:** The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
6. **Arson:** Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
7. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.



8. On-site Arrests for Alcohol, Drug, and Illegal Weapon Violations.
9. The number of students referred for school disciplinary actions for alcohol, drug, or illegal weapon violations. (If included in the report as an arrest, a referral does not need to be reported under this category.)
10. Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security office or local police (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity, or disability). Note that HEOA of 2008 modified (effective August 14, 2008) the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage, or vandalism (20 USC 1092 (f) (1) (F) (ii)).

## **REPORTING CRIMINAL OFFENSES AND EMERGENCIES**

Students, faculty, and staff are encouraged to promptly report any problems with the school environment and have the right to confidentially report these matters. Barbers Trade School documents all criminal acts and emergencies and reports such to local law enforcement as required by federal and/or state law.

## **TIMELY WARNINGS OF CRIMINAL ACTIONS AND OTHER EMERGENCIES**

The Executive Director, or an express designee, has a responsibility to provide timely warnings about reported crimes to the Barbers Trade School community in a manner that will aid in the prevention of similar crimes.

### **The Decision to Issue a Timely Warning**

A warning must be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to the Executive Director and (2) the crime is considered by the School to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by the Executive Director. The Executive Director, or an express designee, is responsible for making the decision whether a timely warning will be issued.



## **Determining Whether a Continued Threat Exists**

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the school community, and the possible risk of compromising law enforcement efforts.
2. Examples of crimes that could constitute a continuing threat include but are not limited to:
  - a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.
  - b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
3. Crimes that would not constitute a continuing threat include but are not limited to:
  - a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.
  - b. crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

## **Content of the Warning Notice**

1. The warning must contain sufficient information about the nature of the threat to allow members of the school to take action to protect themselves. Some, if not all, of the following information will be included in the warning:
  - a. A succinct statement of the incident.
  - b. Possible connection to previous incidents, if applicable.
  - c. Physical description of the suspect.
  - d. Composite drawing of the suspect, if available.
  - e. Date and time the warning was released.
  - f. Other relevant and important information
2. In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.



### **Timing of the Warning**

In an immediate and serious threat, e.g., an active shooter on school grounds, a warning may need to be issued immediately with a few facts and then be continually updated until the threat is contained or neutralized.

If a threat that is less immediate, the warning can go out later after facts are more fully developed.

### **Method of Distribution**

1. The warning must be distributed in a manner reasonably likely to reach the entire school community.
2. Depending on the circumstances, any of the following methods, or combination thereof, may be used.
  - a. Posting of notices
  - b. School email
  - c. Text message
  - d. Posting to the Barbers Trade School's website home page
  - e. Press release

### **SECURITY AND ACCESS TO THE SCHOOL**

Access to academic facilities is limited to authorized personnel, students, and invited guests. Guests are subject to Barbers Trade School's policies and conduct codes. Employees and students are responsible for the conduct of their guests. Employees and students must get prior approval from the Executive Director before bringing a guest onto the academic facilities.

If a safety concern exists, employees and students should contact the Barbers Trade School at 409-838-9095 and in the event of a crime in progress, dial 911.

### **DRUG AND ALCOHOL PREVENTION INFORMATION**

This information regarding drug and alcohol use is provided in response to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)*, which require that the School show that it has adopted and implemented a program to prevent illicit use of drugs and the abuse of alcohol by students and employees.



## **ALCOHOL AND DRUG USE/ABUSE POLICY**

Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. *Public Law 101-226, Drug-Free Schools, and Communications Act Amendment*, requires institutions of higher education to distribute information about, and to enforce policies concerning, illicit drugs and illegal consumption of alcohol. These policies apply to actions on school property and participation in any school-sponsored activity.

Barbers Trade School maintains the following policies regarding alcohol and drug use/abuse. Barbers Trade School does not accept or condone the use of illicit drugs in any form on school grounds or during school-sponsored events.

- Employees caught using illegal narcotics or under the influence of alcohol during working hours will be subject to disciplinary action up to, and including, termination of employment.
- Students who come to class under the influence of illegal drugs or alcohol or are caught in possession of illegal drugs on school grounds, on school transportation, or during school-sponsored events will be subject to disciplinary action up to, and including, expulsion from the school. In the case of an expulsion, reinstatement of such an offender will occur only after the student has successfully completed a drug rehabilitation program.
- Individuals who are dismissed on the above grounds will be referred to criminal authorities for prosecution for violations of the standards of conduct listed above.
- Students who are convicted of violating federal, state, or local laws pertaining to illicit drugs and illegal alcohol use will be ineligible for federal financial aid.
- In the state of Texas, anyone under 21 years of age may not legally drink or purchase alcohol. Students under age 21 cannot possess or consume alcohol on school grounds or at any school event.
- Barbers Trade School does not allow alcoholic beverages to be consumed by students in the vicinity of the school grounds.

The school administration maintains the right to deny any school organization the privilege to serve alcoholic beverages at any event if it is deemed to be in the best interest of the school and students involved.



## PREVENTION

Choices relating to alcohol and other drug use can affect your safety, academics, health, relationships, and the lives of others in the Barbers Trade School community. Alcohol and other drug misuse often results in

- sexual assaults.
- increases in vandalism.
- discipline problems.
- decreases in academic performance.
- injuries.
- medical problems.
- deaths including overdoses.
- suicides.
- traffic fatalities.
- impaired driving abilities.
- physical and psychological dependency.

Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each of us must become aware of the issues related to alcohol and other drug use in our community.

## **Health Risks of Alcohol and Drugs**

### ALCOHOL

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent.

Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics.



Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

## DRUGS

The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

### *Cocaine*

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes which can result from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

### *Amphetamines*

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

### *MDA and MDMA (XTC, Ecstasy)*

These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can result. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

### *Rohypnol (Rophies, Roofies, Rope)*

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur.





The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

#### *Heroin and other opiates*

Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

#### *Hallucinogens or psychedelics*

These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

#### *Solvent inhalants (e.g., glue, lacquers, plastic cement)*

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

#### *Marijuana (Cannabis)*

Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence.

#### *Damage from intravenous drug use*

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage or death can result.



## **Penalties under Texas Law**

### *Manufacture or delivery of controlled substances (drugs)*

The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is confinement in the Texas Department of Corrections (TDC) for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000.

### *Possession of controlled substances (drugs)*

The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000.

### *Delivery of marijuana*

The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is imprisonment for life or for a term of not more than 99 years nor less than ten years, and a fine not to exceed \$100,000.

### *Possession of marijuana*

The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than five years, and a fine not to exceed \$250,000.

### *Public intoxication*

The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.

### *Purchase of alcohol by a minor*

The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.

### *Consumption or possession of alcohol by a minor*

The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with the number of offenses.



*Purchasing for or furnishing of alcohol to a minor*

The minimum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both. The maximum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both.

Penalties shown above are based on language contained in applicable Texas statutes and are subject to change at any time by the Texas Legislature and the Governor.

**Penalties under Federal Law**

Manufacture, distribution, or dispensing of drugs (including marijuana). The minimum penalty is a term of imprisonment for up to three years and a fine of \$250,000, or both. The maximum penalty is a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 (if other than an individual).

*Possession of drugs (including marijuana)*

The minimum penalty is imprisonment for up to one year and a fine of not less than \$1,000, or both. The maximum penalty is imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation and prosecution.

*Distribution of drugs to a person under 21 years of age*

The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

The federal penalties quoted are based upon language contained in the applicable federal statutes creating criminal offenses above regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1,000 feet of a school or a public university the federal sentencing guidelines, including various enhancement provisions for prior offenses.

Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) within 1,000 feet of a school or a public university.



## **SCHOOL REFERREAL PROGRAM**

The following organizations are available to students and employees for alcohol and drug abuse counseling and treatment.

### Drug and Alcohol Treatment Organizations

The H.O.W. Center  
2509 Cable Avenue  
Beaumont, Texas 77703  
409-832-7102  
Thehowcenter.org

Adapt Programs – Beaumont  
950 Washington Blvd., Suite C  
Beaumont, Texas 77705  
409-299-8670  
Adaptprograms.com

Southeast Texas Council on Alcohol and Drug Abuse  
4675 Washington Blvd., Suite C  
Beaumont, Texas 77707  
409-840-9350  
Recoverycouncilsetx.org

The following organizations are available to students and employees for assistance with mental health and for support for those at risk of self-harm during the COVID-19 era.

1. Spindletop Center  
2750 S 8<sup>th</sup> Street  
Beaumont, Texas 77701  
409-839-1000
2. Family Services Counseling Center  
3550 Fannin Street  
Beaumont, Texas 77704  
409-833-2668



3. Thriveworks  
2305 North Street, Suite 210  
Beaumont, Texas 77702  
409-245-5798

## **SEXUAL ASSAULT PROCEDURES AND PROGRAMS**

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the appropriate law enforcement authorities, including local law enforcement and school officials; however, should a student be sexually assaulted, it is the student's option to notify these parties. At the student's request, the school officials will assist in notifying the proper authorities.

It is the policy of the School to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. All information and reports of sexual assault are kept strictly confidential.

The victims of sexual assault are not required to file criminal charges or to seek judicial actions through the school disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Information and assistance are available through the Jefferson County Victims' Assistance Center at 215 Franklin Street, 2<sup>nd</sup> Floor, Beaumont, Texas 77701 (409-833-3377 hotline). Their website is [co.jefferson.tx.us/DA/VictimsAssist.htm](http://co.jefferson.tx.us/DA/VictimsAssist.htm).

Barbers Trade School can assist the victim with issues including, but not limited to, class schedule changes, or withdrawal procedures.

1. Guidelines or suggestions to follow after a sexual assault include:
2. Get to a safe place as soon as you can.
3. Contact the Police Department on 911.

Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.

4. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all the clothing you were wearing at the time of the attack in a paper, not plastic, bag.



5. Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. You can reach a counselor by calling the Victim's Assistance Center at 409-833-3377.
6. Contact someone you trust to be with you and support you.

### **Medical Treatment**

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted disease or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality of the evidence may be diminished.

### **Sex Offenders Registry**

The *Campus Sex Crimes Prevention Act* is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering at a school.

This act amends the *Family Educational Rights and Privacy Act of 1974* to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety webpage at [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx).

### **SEXUAL HARASSMENT POLICY**

Barbers Trade School is committed to providing educational programs and activities for students and applicants for admission that are free from sexual harassment. Sexual harassment in any manner or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated. Appropriate action will be taken based upon the results of the investigation.



Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed toward a student or applicant for admission where:

- submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program, or activity; or in admission; or in an academic discussion; or
- submission to or rejection of the conduct is used as the basis for academic decisions; or
- the conduct has the purpose or sole effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile, or offensive environment.

Students or other individuals who feel they have been sexually harassed have several ways to make their concerns known. We each have an obligation to

- tell the individual if his/her language or actions are offensive.
- indicate to the individual that you will report any repeat occurrence or problem; and
- promptly report harassment to the Executive Director. Keep the matter confidential and discuss it only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.

If a student wishes to make a complaint of sexual harassment, please be prepared to lodge a formal grievance.

A person who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from Barbers Trade School.

When a complaint investigation shows probable cause that the harassment did take place, the offender will be subject to disciplinary action, up to and including dismissal from the school.



## **HARASSMENT, INTIMIDATION, AND BULLYING**

Barbers Trade School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- physically harms a student or damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for harassment, intimidation, bullying, or another distinguishing characteristic.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **MISSING PERSONS POLICY**

Barbers Trade School recognizes the importance of safety for our school community. The purpose of this policy is to establish the process for responding to reports of missing students, as required by the *Higher Education Act of 2008*.





For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person's daily schedule, habits, punctuality, and reliability.

Circumstances can also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with, or in the company of, persons who may endanger the student's welfare.

### **Emergency Contact Information Designation**

Students aged 18 and over or emancipated minors are given the opportunity during each academic year to designate an individual or individuals to be contacted by the School no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this policy. A designation will remain in effect until changed or revoked by the student.

For students under the age of 18 or in the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the School is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures.

All students are given the opportunity to provide their emergency contact persons and telephone numbers.

### **Official Notification Procedures for Missing Persons**

Any individual on campus who has information that a student may be a missing person must notify the Executive Director immediately by phone at 409-838-9095 or in person by going to the school at 665 Orleans Street, Beaumont, Texas 77701.

The Executive Director will gather all essential information about the missing student from the reporting person and from the student's acquaintances (i.e., description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class schedule, information about the student's physical and mental well-being, up-to-date photograph, etc.). Appropriate school staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing person (i.e., witnessed abduction), the Office of the Executive Director will contact the appropriate city, county, or state law enforcement agency to report the student as missing. That agency will then take charge of the investigation.



No later than 24 hours after determining that a student is missing, the Executive Director or designee will notify the emergency contact for students 18 years of age and older, or the parent or guardian for students under the age of 18. Contact is contingent upon the correct emergency contact information being made available by the student.

In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Executive Director will assist outside agencies with these investigations as requested.

### **School Communications about Missing Students**

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement.

### **EMERGENCY RESPONSE PLAN PROCEDURES**

Emergencies and disasters are unpredictable and strike without warning. Barbers Trade School has organized and implemented emergency response procedures, as well as guidelines to help prepare and train all employees to respond effectively to an emergency.

This plan contains quick reference information and procedures on how to report an emergency, what to do, who will assist you and what help will come from building and professional emergency units during such emergencies. Students, faculty, and staff should be very familiar with the safety procedures.

### **Phone Numbers for Emergencies**

|                    |              |
|--------------------|--------------|
| Police             | 911          |
| Fire Department    | 911          |
| Ambulance          | 911          |
| Executive Director | 409-838-9095 |

### **Special Provisions**

- The fire alarm system is located in the administrative area.
- Portable fire extinguishers (5) are located throughout the building in accordance with all federal and state regulations. These are to be used for electrical fires or other combustible materials.



- Any time a fire is discovered or any time a fire extinguisher has been used, the appropriate security office must be notified.
- These extinguishers must be recharged after use.

### **Safe Working Facilities**

The continuous practice of good housekeeping is essential to the prevention of accidents, fires, and personal injuries. Faculty, staff, and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, a general housekeeping is necessary only occasionally. All personnel and students are responsible for

- keeping workstations, tables, floors, aisles, and desks clear of all materials not being used.
- keeping an adequate passageway to exits clear.
- keeping a clear space around fire extinguishers and electrical controls.
- keeping floors free of liquids, spilled ice, stirring rods, stoppers, electrical cords, pencils, and other tripping hazards.
- reporting all loose tiles on the floor to the Executive Director.
- cleaning up spills and disposing of the materials used to absorb the spills.
- removing and disposing of broken glass.
- using proper waste-disposal receptacles for solvents, rags, paper, etc.
- keeping containers clean and properly labeled.
- keeping the quantities of chemicals needed for current work.
- hanging clothing in its proper place; not draped over equipment, workstations, chairs, or desks.
- placing boxes and chemicals at a safe height.



- securing all salon areas, classrooms, and offices at the end of each working day to ensure the off-hour safety of buildings and those who may yet be working in it.
- knowing the location of the nearest exit from the buildings. Smoking is prohibited in buildings.

### **Weekly Safety Survey of All Work Areas**

Harold Wilson is the safety coordinator for the school. He is responsible for weekly inspections of the following:

- Lighting
- Fire extinguishers
- Safety supplies and equipment needed
- First aid kits (office and lab areas)
- Damaged furniture

A weekly report is generated summarizing the status of the inspected items and safety incidents are recorded.

### **Policies and Procedures for Responding to a Hurricane Watch or Warning**

When the National Weather Service issues a hurricane watch or warning, (or other severe weather), it means that a hurricane is possible. The National Weather Service will announce the approximate time of detection and direction of movement. In this event, school will immediately be dismissed and students will be instructed to follow the guidelines set forth by the local weather authorities.

### **Policies and Procedures for Responding to Medical Emergencies**

1. Students at Barbers Trade School being of the age of majority are considered mature enough to seek appropriate relief. When students become ill in class, they should ask to be excused from the classroom. Medical emergencies may sometimes occur while a class is in session or in other gathering places.
2. If the person cannot or should not be moved, the following steps should be taken.
3. Move other members of the class and/or other students away from the individual in distress.



4. If the individual is unable to give directions for his or her care, send someone to call 911 for emergency assistance, or notify the Executive Director to call 911 for emergency assistance.
5. When calling 911 on a cellular phone, be prepared to provide the following information: your name, cellular phone number, nature of the emergency, and the location of the incident. In cases other than an accident, the individual(s) is responsible for all 911 call charges. For cellular 911 calls, the location/address of the school is 665 Orleans Street, Beaumont, Texas 77701.
6. While waiting for emergency medical assistance to arrive, provide whatever comfort and aid the individual appears to need. If no one has first aid training, do not attempt to aid beyond making the individual comfortable and clearing the area of furniture or other equipment that may be in the way of removing the individual from the room.
7. When the ambulance arrives, provide the emergency workers with whatever information you may have about the person's illness or injury.

As soon as practical, contact an administrator who may be able to provide necessary insurance or other information, or to contact parents, spouse, or other emergency contact.

### **Policies and Procedures for Responding to Incidents Involving Assault, Injury, or Death**

In the event of an incident involving assault, injury, or death, the student or school employee first on the scene will notify the Beaumont Police Department by phoning 911 from a campus phone or 911 from a cellular phone. The Barbers Trade School employee is responsible for notifying the Executive Director with first-hand details of the situation. The Executive Director along with staff will monitor the situation and decide appropriate actions to be taken. The School will serve as the information center. All information and/or decisions made by the Executive Director or the designee will be immediately conveyed to students, faculty/staff, and the general public by verbal and/or written notices at the school, announcements posted on Barbers Trade School's website, and/or public emergency announcements on area radio and television stations.

### **Policies and Procedures for Communicating with Parents, Members of the Family, or Media**

In a crisis situation, it is normally the responsibility of the Executive Director or designee working in conjunction with the local authorities to make any and all notifications to a student's parent(s) and/or members of the family as soon as possible. In all crisis situations, the Executive Director or designee shall be responsible for communicating with the media.



It will be the responsibility of the Executive Director or designee to control media access and to provide news releases and/or statements which will represent the official position of the school. In all cases, the privacy of the persons involved in the crisis must be honored.

### **Policies and Procedures for Closing the School**

Only the Executive Director has the authority to close the school. When this action is to be taken, the Executive Director will notify all faculty and staff.

### **Lockdown Procedure**

Should an event require the school to be locked down, following these steps.

1. Students should proceed to the rear of the building and secure the area as best as possible.
2. Administrative staff should proceed to the Executive Director's office.

### **Fire Extinguisher Type/Operation Procedures**

Barbers Trade School has ABC fire extinguishers, which means these fire extinguishers will put out wood, paper, flammable liquids, and electrical fires. To operate the fire extinguisher, remember the acronym PAS:

- P = Pull the pin and twist it. This breaks the plastic tie.
- A = Aim the nozzle/hose at the base of the fire.
- S = Sweep from side to side, aiming at the base of the fire

Fire extinguishers are located near the front exit, in the rear of the building, in the washer/dryer area, in the shampoo room, and in the hallway.

### **COVID-19**

Barbers Trade School adheres to the Center for Disease Control (CDC) COVID-19 protocols. Listed below is the school's policy regarding COVID-19.

### **If you test positive for COVID-19 or have symptoms regardless of vaccination status**

1. Stay home for at least five days.
2. Wear a well-fitting mask if you must be around others.



3. If you have symptoms, end isolation, and return to school after five full days if you are fever-free for 24 hours (without the use of fever-reduction medication) and your symptoms are improving.
4. If you did not have symptoms, end isolation, and return to school after at least five full days after your positive test.
5. If you were severely ill with COVID-19, you should isolate for at least 10 days. Consult your physician before ending isolation.

### **If you were exposed to COVID-19 and are not current on COVID-19 Vaccinations**

1. Stay home and quarantine for at least five full days.
2. Wear a well-fitting mask if you must be around others.
3. Get tested at least five days after you last had close contact with someone with COVID-19 even if you do not develop symptoms.

### **After Quarantine**

After quarantine, you should watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

- isolate immediately and get tested.
- remain at home until you know the results.
- wear a well-fitted mask for 10 full days any time you are around others or in public.
- avoid being around people who are at high risk.

### **If you were exposed to COVID-19 and are current on COVID-19 vaccinations**

1. You do not need to stay home unless you develop symptoms.
2. Get tested at least five days after you last had close contact with someone with COVID-19 even if you do not develop symptoms.



3. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
4. If you develop symptoms, isolate yourself immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.
5. Take precautions until day 10.
6. Wear a well-fitting mask.
7. Avoid being around people who are at high risk.

**If you were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days**

1. You do not need to stay home unless you develop symptoms.
2. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19
3. If you develop symptoms isolate yourself immediately and get tested. Stay home until you know the results. Wear a well-fitted mask around others.
4. Take precautions until day 10.
5. Wear a well-fitting mask.
6. Avoid being around people who are at high risk.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose





- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC continues to update this list as they learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### **Additional Information**

You may go to [cdc.gov](https://www.cdc.gov) for more information about COVID-19.

### **Update**

The COVID-19 public health emergency (PHE) ended on May 11, 2023. However, due to developing variants, students should be aware of the contraction risk.

For any questions regarding this policy, please contact the Executive Director.

### **Fire Alarms**

The fire alarm is located on the first floor.

### **Beaumont Fire Department's Actions**

Upon arrival of the Beaumont Fire Department personnel, they are in charge of the building and fighting the fire. Once the fire department arrives on the scene, they assume full responsibility for fire suppression. Any people involved in fire suppression should relinquish their duties to the Beaumont Fire Department.

### **Important Points to Remember**

- If caught in smoke, take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor.
- Touch all doors with the back of your hand before opening. If heat or pressure comes through the door, shut it quickly, and seek another exit.
- If evacuation is necessary, leave the building immediately through the nearest safe exit.

The following page contains a building diagram that indicates the exits.



WHERE YOU CAN MASTER YOUR FUTURE



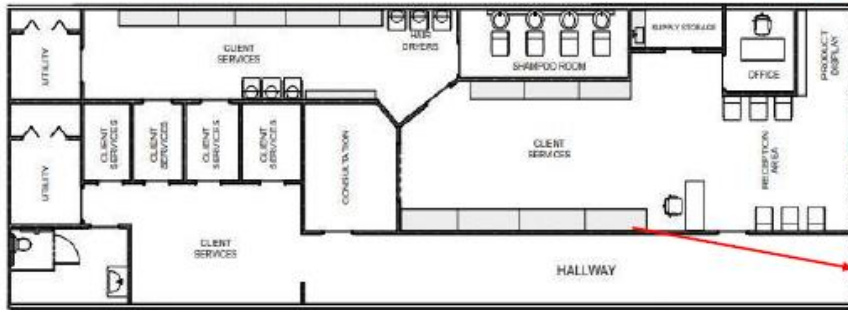
**Barbers Trade School**  
**665 Orleans , Beaumont, Texas 77701**

Located in Downtown Beaumont's Central Business District.

This property is within walking distance to residential Lofts and town homes, the Historic Jefferson Theater, The Art Museum of Southeast Texas and, the Riverfront Park.

MP Realty and Management, Inc.  
 17120 Duster Creek Rd  
 Suite 158  
 Houston, Texas 77058  
 P: 281-995-7773  
 F: 281-444-0724

665 Orleans Street  
 Beaumont, Texas 77701



Entrance & Emergency EXIT

Entrance & Exit

2nd Emergency

3000 sq. ft.



## CRIME STATISTICS

The *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* requires Barbers Trade school to disclosure all related crime statistics. There has been no Clery Act related crime to report for the period.

The annual crime report is prepared by gathering campus crime statistics and data from local law enforcement and information obtained by the Financial Aid Office. Barbers Trade School is new to Title IV programs. Therefore, 2023 is the first required year for the report.

| Crimes Reported  | 2022 | Location:<br>C=Campus<br>N=Non-campus<br>P=Public Area | * Hate<br>Crime?<br>(see<br>note) |
|--|------|--|-----------------------------------|
| (i) Criminal homicide:                                   |      |  |                                   |
| (A) Murder and non-negligent manslaughter                | 0    |  |                                   |
| (B) Negligent manslaughter                               | 0    |  |                                   |
| (ii) Sex Offenses:                                       |      |  |                                   |
| (A) Rape   | 0    |  |                                   |
| (B) Fondling   | 0    |  |                                   |
| (C) Incest   | 0    |  |                                   |
| (D) Statutory Rape                                       | 0    |  |                                   |
| (iii) Robbery  | 0    |  |                                   |
| (iv) Aggravated assault                                  | 0    |  |                                   |
| (v) Burglary   | 0    |  |                                   |
| (vi) Motor Vehicle Theft                                 | 0    |  |                                   |
| (vii) Arson  | 0    |  |                                   |
| Arrest and referrals for disciplinary actions including: |      |  |                                   |



WHERE YOU CAN MASTER YOUR FUTURE

|   |   |  |  |
|---|---|--|--|
| (A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession: | 0 |  |  |
|---|---|--|--|

|   |   |  |  |
|---|---|--|--|
| (B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession | 0 |  |  |
| Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)  |   |  |  |
| (A) Larceny-theft   | 0 |  |  |
| (B) Simple Assault  | 0 |  |  |
| (C) Intimidation  | 0 |  |  |
| (D) Destruction, Damage or Vandalism of Property  | 0 |  |  |
| (viii) Liquor law violations  | 0 |  |  |
| <b>New reporting as of 10/01/2017</b>   |   |  |  |
| Incidents of sexual assault   | 0 |  |  |
| Domestic Violence   | 0 |  |  |
| Dating Violence   | 0 |  |  |
| Stalking  | 0 |  |  |