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(3) The accuser and accused will receive notification of the results of the investigation at the same time after 48 hours. Should the investigation need further information after 48 hours but the accuser and accused will receive notification and the revised schedule of determining the outcome.

(4) The proceeding will be completed within 48 hours.

(5) The accuser and accused will be given a 2 hour notification of meeting where one or both may be present.

(6) The accuser, the accused, and appropriate officials will be provided access to information that will be used during the informal and informal disciplinary meetings within 3 hours of the time frame.

12) The following terms must be clearly defined in the policy - "proceeding" and "result."

- Proceedings – a series of steps that will be taken to report, investigate and determine the outcome in an allegation of dating violence, domestic violence, sexual assault or stalking.
- Result – the outcome after the series of steps that were taken to investigate an allegation of dating, violence, domestic violence, sexual assault or stalking.

13) The policy must clearly state the compliance with these provisions does not constitute a violation of FERPA.

The Family Educational Rights and Privacy Act (FERPA) protect students' educational records, including reports made to the Program Director or Campus Director. FERPA prohibits the school from releasing these records to persons outside the institution without the student's consent except in response to a lawful subpoena or as otherwise required by law. However, if the student-offender is found responsible for violating the Code of Student Conduct- Sexual Misconduct or in some cases Physical or Mental Abuse or Harm, the school may release the following information to anyone:

Name of the student-offender (but not the identity of the victim/survivor)

Code of Student Conduct violation

Sanctions imposed as a result of the disciplinary proceedings



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14) The institution provides educational prevention program or programs that promote knowledge and understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. All incoming students and new employees are made aware of this program.

Incidents of alleged sexual misconduct or relationship violence will receive the following process.

- a) all hearings will be closed and confidential and involve the Human Resource Department.
- b) provide a timely and objective investigation and resolution of the allegations.
- c) will be conducted by Human Resource legal counsel and school officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as the process for conducting an investigation.
- d) provide both the accuser and the accused the opportunity to appeal the results of the proceedings.
- e) inform in writing both the accuser and the accused simultaneously of the outcome of any institutional disciplinary proceeding that arises from an allegation, the procedures for the accused and the victim to appeal the results of the proceedings, any change to the results that occurs prior to the time that such results become final, and the date when such results become final.

Title IX Coordinator

Allen School of Health Sciences will not permit any form of sexual harassment including gender identification in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. Allen School of Health Sciences recognizes that sexual harassment is a violation of Title IX law.

In efforts to prevent such violation, a Title IX Coordinator has been assigned to play an essential role in helping ensure every person affected by the operation of our institution-including employees, students, their parents or guardians, applicants for admission and employment-is aware of the legal rights Title IX affords and that our institution and its' officials, comply with the legal obligations under Title IX.

Procedure

The Title IX Coordinator's primary responsibility is to coordinate the recipient's compliance with Title IX, including the institution's grievance procedures for resolving Title IX complaints. All institutional officials will inform the Title IX Coordinator of all reports and complaints raising Title IX issues, even if the initial complaint was filed with another individual or office.

1. This responsibility includes coordinating complaints involving sexual harassment, monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate.
2. The Title IX Coordinator is knowledgeable in all policies and procedures on sex discrimination outlined in Title IX law and official resources and will draft and revise such written policies, with final approval to be given by the institution President.
3. The Title IX Coordinator will coordinate the collection and analysis from an annual climate survey if, as Office of Civil Rights (OCR) recommends, the school conducts such survey.



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Title IX Law

Overview of Title IX of the Education Amendments of 1972

On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., into law. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1 et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies.

Sec. 1681. Sex

(a) Prohibition against discrimination; exceptions

No person in the United States shall, on the basis of sex, and gender identification be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Formal Grievance Process

The Title IX coordinator is designated to formally investigate student grievances, address inquires and coordinate Allen School of Health Sciences compliance efforts regarding student complaints and grievances. Notice of a formal complaint can be made in person, writing, or by email. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in a letter format and should contain the name and contact information for the grievant (individual making the complaint). Any supporting documents and evidence should be referred to within the body of the formal grievance and included as attachment(s).

Upon the receipt of this information, the Title IX Coordinator, along with the Campus Director, and the Campus President, will open a formal case file. The Campus President will direct the investigation, determine the interim action for accommodations for the alleged victim, and/or take other necessary action.

Where the accused individual is found not responsible for the alleged violation(s), the investigation will be closed. Where the accused individual accepts the findings that s/he violated Allen School of Health Sciences policy, the Campus President will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator. Allen School of Health Sciences will act immediately to end the discrimination, prevent recurrence of incident, and provide a remedy for the institution. The Campus President has final decision making authority with regard to formal complaints.

Reporting Incidents

If you are an Allen School of Health Sciences student, faculty or staff member and experience sexual harassment, misconduct, or discrimination, the school has a system of care and support to provide you with assistance. It is



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important to report any such incidences. Allen School of Health Sciences offers confidential services to provide advice, guidance and support to you by contacting or emailing our Title IX Coordinator.

IX Coordinator Contact Information

**Ruth Martinez, Title IX Coordinator & Vice President,
Student Financial Affairs
163-18 Jamaica Avenue
Jamaica, NY 11432
Office Phone (718) 243-1700 EXT 3330
Email: titleIXcoordinator@allenschool.edu**

Additional Resource Websites:

<https://www.notalone.gov/students>

<https://www2.ed.gov/pubs/TitleIX/index.html>

Residential Facilities:

Allen school of Health Sciences **does not** have any school-operated residential facilities for students.

The school is required, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses – forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Domestic Violence
- Stalking
- Dating Violence
- Motor Vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations and illegal weapons possession
- Include persons who were referred for disciplinary action.
- Hate crimes – evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability
- Crimes reported to campus security or local police agencies and considered by the school to represent a threat to students and employees
- School NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor

If there is an immediate threat to the health or safety of students or employees occurring on campus, the school must follow its emergency notification procedures.



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Emergency Response – Campus Community

Beginning October 2010, all title IV participating institutions must have a statement of policy on emergency response and evacuation procedures.

The School has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the school's buildings. Any employee who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.

The School has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the school's buildings. Any employee who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency.

The Emergency committee will confirm that there is a significant emergency, determine who to notify, determine content of the notification and initiate the notification system. The Emergency Committee will consist of the Director of the School, the Academic Dean and the V.P. for Finance. They will call the Police and/or Fire Department as needed.

These procedures will be tested and evaluated at least once a year. The emergency response and evacuation procedures will be publicized and documented. The Clery regulations define a test as regularly scheduled drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

A Timely Warning: The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although Clery does not define "timely", because the intent of a warning regarding a criminal incident is to enable a person to protect themselves, which means that, a warning should be issued as soon as the pertinent information is available.

The Allen School of Health Sciences will:

- Confirm there is a significant emergency or threat
- Determine appropriate segment of campus community to receive notification.
- Determine the content of the notification



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- Initiate notification system
- Include a statement that the school will (w/o delay and accounting for safety of the Community) determine the content and initiate notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond otherwise mitigate the emergency.
- Include procedures for disseminating emergency information to larger community.
- Include procedures for testing emergency response evacuation on at least an annual basis.

PERSONAL RESPONSIBILITY FOR SAFETY

Good judgment must be used in every situation.

Individual Responsibility:

- Follow approved practices and procedures or standards which apply, on any work you perform for the school.
- Report to your supervisor/instructor any condition which might injure any person or damage any property.

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

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

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

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

Accident Investigation and Reporting

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

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

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:



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Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of debris and other objects which create hazards. Cleaning up the area where you are working is part of the classes. . A class is not completed until the area is cleaned up.

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Policy:

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

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

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

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.

Potential explosive or fire hazard.

The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.

The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid



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

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

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

SEVERE WEATHER

Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

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

Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.

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

Flooding

Because of the elevation of the School, buildings at the School for Allen School of Health Sciences are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President and/or Subject Matter Expert will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

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



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EVACUATION PROCEDURES

Emergency Evacuation

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

Instructors should know the shortest route from the classroom to the nearest exit.

When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the School for Allen School of Health Sciences community.

To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.

To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

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

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of the Allen School of Health Sciences will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR THE INSTITUTION



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Step 1

The Campus Director – is notified of a critical incident involving a student or employee at (718) 243-1700 during the day, (201) 207-3337 after hours or holidays.

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

Step 2

The Campus Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty and students and the closure will be posted on the college website. www.allenschool.edu

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

Step 3

Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Allen School of Health Sciences will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The Campus Director goes to scene of the incident to assess the need for back-up personnel.

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

Step 3B -warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at the School and is provided to all faculty on a business card.

Step 3C – President initiates family contacts.

Step 3D – CIRT Command Headquarters is activated in the President's Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or college employees, gathering additional information, etc.

Step 4



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Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5

The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President

School Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Members of the Allen School of Health Sciences CIRT

| Critical Incident Response Team | |
|---|------------------------|
| President | Jason Teich |
| Main Campus- Jamaica Campus Director 163-18 Jamaica Avenue Jamaica NY 11432 718-291-2200 | Timothy Cheslik |
| Brooklyn Campus Director 188 Montague Street Brooklyn NY 11201 718-243-1700 | Joe Mure |
| Phoenix Campus Director 15650 N. Black Canyon Hwy Suite B210 Phoenix, AZ 85053 623-385-8156 | Libby Hunt |