

ATLANTA SCHOOL OF
massageTM

**Campus Security
Report 2023**

Atlanta School of Massage Campus Security Report

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Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Preparation of Annual Disclosure of Crime Statistics
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to annually report the crime statistics through the data collection of the Campus Security Survey. Along with data collected through (crime) incident reports filed that occur on the schools property including the parking lots. We will notify students of the data collected annually via the Student Right to Know form. The crime statistics will be updated annually by October 1st. The Atlanta School of Massage will involve local policy for all incidents that occur outside of our building but still within on our campus lines.

PROCEDURE

The Compliance manager is responsible for completing the campus security report The Annual Security survey will be saved on the M drive

M:\Accreditation\Campus Security Reports. All crime statistics received from local authorities including any incident reports for the year should be saved on the M drive as well. Campus President and Dean of Students will review student incident reports and notate any need for action.

Annual Security survey

An email with registration information will be sent from

campussafetyhelp@westat.com You will also receive (in the mail) a registration packet from department of Education

Once registered save the user id and password information on the m drive in the corresponding year folder

You will need to register on the website <https://surveys.ope.ed.gov/security/>

You will contact Local law enforcement agencies to provide the school with the local crime statistics report

All Open Records Request must be submitted in writing to the City Clerk directly. Such written request may be submitted in person, via mail, sending an e-mail to openrecords@dunwoodyga.gov or by filling the form out the request online <http://www.dunwoodyga.gov/home.aspx> and in the search box type records request.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Designated Officials for Criminal Reporting
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to designate specific officials for which staff and students of the campus would notify if there is a crime committed on campus. These individuals will collaborate on next steps in handling incident.

PROCEDURE

The designated officials are as follow;

- **Dunwoody Police Department (911)**
- **Campus President, Traci Daly-Smith 678-805-0128
tracidalysmith@atlantaschoolofmassage.edu**
- **V.P. of Finance, Carlotta Fulton 678-805-0124
carlottafulton@atlantaschoolofmassage.edu**
- **Dean of Students, Jill Moody 770-677-0300
jillmoody@atlantaschoolofmassage.edu**

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Victim/Witness Crime Reporting
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage that all crimes on campus be reported to the designated officials. A victim or witness to any crime on campus will contact one of the designated officials prior to or after the crime has happened. If the victim or witness is privy to prior knowledge of the incident this should be reported as well. The victim or witness will report the crime on a voluntary, and confidential basis for inclusion in the annual disclosure of crime statistics.

PROCEDURE

1. Criminal Incident occurs on campus.
2. The victim/witness of the criminal incident will contact Dunwoody Police Department (911) as soon as possible.
3. The victim/witness will notify the designated criminal reporting officials for the school via phone/e-mail/concern form on website
4. The victim/witness information will be held anonymous and confidential.
5. The victim/witness is advised to not discuss incident with other students/staff members until advised by the designated reporting official.
6. The victim/witness will be advised and updated by the designated reporting official in a timely manner.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Security and Access to Campus Facilities
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to allow access to all Dunwoody Holdings staff, contractors, and landscaping crew in order to maintain the campus facilities. The Dunwoody Police Department has access 24/7 to the outside perimeters of the campus and surrounding neighborhoods.

PROCEDURE

1. Dunwoody Holdings, Campus President and Maintenance Groundskeeper have keys and alarm codes to enter the campus after hours.
2. During operating hours all visitors to the campus including working contractors will be required to show ID and sign in and out of the building with our front desk staff prior to walking around campus.
3. The visitors will be given a temporary name tag which will be worn the entire time they are on campus for identification purposes.
4. Staff and Students will be notified as soon as possible of any visitors coming to the campus with the details of date, time frame, and purpose of visit to the building.
5. The notification to students and staff members will be done via e-mail; students@atlantaschoolofmassage.edu and house@atlantaschoolofmassage.edu

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Campus Law Enforcement
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to utilize our local law enforcement Dunwoody Police Department when needing on-site assistance with criminal reporting or handling any unsafe or strange issues with outside patrons, visitors to campus, disorderly students or staff members. The Atlanta School of Massage does not have on-site campus security.

PROCEDURE

1. When an issue arises dealing with any unsafe or strange incidents involving outside patrons, visitors to campus, students, or staff the Dunwoody Police Department will be contacted at (911).
2. When a car accident happens on campus grounds parking lot the Dunwoody Police Department will be contacted at (911).

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Notification of Campus Security Procedures and Practices
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to update the Campus Security Procedures and Practices annually. The staff and students are e-mailed monthly to being accountable for their personal safety, the safety of others, self-awareness, and safety tips to follow. The Campus President will update via e-mail immediately if a criminal incident were to occur and have an impact on the safety and well-being of the student body and staff.

PROCEDURE

1. Campus Security procedures and practices will be reviewed and updated annually. This information will be available to all students and staff for review on Google Classroom and Google document.
2. Monthly reminders of the LOCK, TAKE, HIDE campaign from the Dunwoody Police Department are e-mailed as well as signs are posted throughout the campus parking lot. This reminds everyone to;
 - LOCK- Your Car Doors
 - TAKE- Any and All Valuables out of the vehicle.
 - HIDE- Any and All Valuable that you can't take out of vehicle.
3. Quarterly we have student assemblies and staff meetings face to face.
 - Student Assemblies there is a quick review over building operations which includes a segment on security and safety. During COVID this was minimized, and more communication was done digitally.
 - The Quarterly Staff meetings does review over building operations which includes a segment on security and safety.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Monitoring/Recording of Criminal Activity
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to have two ways to monitor/record criminal activity. Each of the campus building has 3 security cameras mounted on the outside which captures the campus grounds and parking lot on a 24/7 monitoring and recording. Each campus building has an alarm system which is set during non-operating hours to safely secure the building. The alarm system records entry and exit codes which allow us to have a log of who has been in the building.

PROCEDURE

1. The security cameras are operational 24/7. Recorded footage is kept for a time span of 30 days.
2. If a criminal incident occurs on the campus grounds/parking lot we have the capability to review footage to gain any needed information for the victim/witness and the Dunwoody Police Department.
3. The Campus President, V.P. of Finance and the Dean of Students have access to the security cameras and being able to access the footage.
4. If an incident is reported the Campus President would handle any request of footage.
5. The security alarm is setup with 4-digit codes for each employee to arm and disarm.
6. The Campus President has access to pull pass log of staff entering and exiting the campus building.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Possession/Use/Sale of Alcoholic Beverages on Campus
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage that the use, consumption, or carrying of alcoholic beverages on school premises, or attending class under the influence of alcohol is prohibited. If you are thought to be under the influence or in the possession of drugs or alcohol at any point by a staff, peer or client the school reserves the right to send any student to perform drug/alcohol testing and/or to send the student home.

PROCEDURE

1. Students will be required to complete the testing within 2 hours. After testing is complete students are not allowed back on campus until the next scheduled class day. In some cases students will be notified if further investigation is needed and/or suspension will be invoked.
2. Students will be marked absent and required to complete make-up work, pay tutoring fees or any other applicable policy if sent home or for testing. If testing is proved to be negative, or if there is indisputable proof that the student was in-compliance with our policy, the absence will be revised or modification will be made to the make-up work.
3. Students who refuse testing, become combative or refuse to leave for the day will be automatically placed on conduct probation and may face suspension.
4. Atlanta School of Massage will impose disciplinary sanctions upon students who do not abide by the terms of this policy. Each instance will be treated on an individual basis depending on the circumstances.
5. Continuation as a student will depend on factors which include, but are not limited to: the severity of the offense, completion of an appropriate

rehabilitation program, frequency of the violation, arrest records and convictions.

6. Complaints filed against students or staff who are not abiding by the school's policy will be held in the strictest confidence and this policy specifically prohibits retaliation against the person who files a complaint.
7. A student conviction for any state or federal law regarding possession or sale of illegal drugs during a period for which the student receives
8. Title IV Federal Student Aid funds will result in the student losing eligibility for any Title IV grant or loan.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Possession/Use/Sale of Illegal Drugs on Campus
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage that the use, consumption, or carrying of illegal drugs on school premises, or attending class under the influence of illegal drugs is prohibited. If you are thought to be under the influence or in the possession of drugs or alcohol at any point by a staff, peer or client the school reserves the right to send any student to perform drug/alcohol testing and/or to send the student home.

PROCEDURE

1. Students will be required to complete the testing within 2 hours. After testing is complete students are not allowed back on campus until the next scheduled class day. In some cases students will be notified if further investigation is needed and/or suspension will be invoked.
2. Students will be marked absent and required to complete make-up work, pay tutoring fees or any other applicable policy if sent home or for testing. If testing is proved to be negative, or if there is indisputable proof that the student was in-compliance with our policy, the absence will be revised or modification will be made to the make-up work.
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7. A student conviction for any state or federal law regarding possession or sale of illegal drugs during a period for which the student receives
8. Title IV Federal Student Aid funds will result in the student losing eligibility for any Title IV grant or loan.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Prevention of Dating Violence/Domestic Violence/Sexual Assault/Stalking
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to provide the needed resources to the student body for prevention of dating violence/domestic violence and sexual assault/stalking. These resources are available on the student portal and also can be obtained from our Student Resource Coordinator as anytime.

PROCEDURE

1. The student resource coordinator provides safe and viable resources to our student body.
2. These resources are shared typically at least 2x a year as well as always listed on the student portal for easy accessibility.
3. Examples of some of these resources are as follows;
 - Women’s Resource Center to End Domestic Violence:
<https://www.wrcdv.org/programs>
 - Domestic Violence Support Groups in GA | Psychology Today:
<https://www.psychologytoday.com/us/groups/domestic-violence/georgia>
 - Domestic Shelters & Programs | Shelters.Org:
<https://www.psychologytoday.com/us/groups/domestic-abuse/georgia>
 - GA Coalition Against Domestic Violence: <https://gcadv.org/>
 - RAINN Rape Abuse Incest National Network
<https://www.rainn.org/safety-prevention>
4. If we are notified of any type of Dating Violence/Domestic Violence/Sexual Assault/Stalking crime amongst the student body we would proceed with notifying the Dunwoody Police Department as well as a support organization for the victim/witness.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Notification of Student Resources Available
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to have viable and safe student resources available for our student body. The student resource coordinator is continually updating and providing the most current resources available.

PROCEDURE

1. The Student Resource Coordinator provides our student body with viable and safe resources for as follows;
 - **Transportation**
 - **Ride Sharing**
 - **Roommates**
 - **Doctors**
 - **Dentists**
 - **Apartments**
 - **Employment**
 - **Food-Student Pantry**
 - **Financial Assistance**
 - **Childcare**
2. The student resources are e-mailed monthly to easily access.
3. Students can complete an anonymous concern form on the website to reach out to the Dean of Students, Student Resource Coordinator, and Campus President for assistance.

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Emergency Response and Evacuation
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage for the Campus President to maintain our Emergency Response and Evacuation procedures. These policies and procedures are disseminated to the student body and staff throughout the calendar year in multiple areas and avenues of communication. The knowledge of the procedures is measured by quarterly drills that are scheduled during the calendar year

PROCEDURE

- 1. The Campus President annually reviews the Emergency Response and Evacuation protocols and procedures and updates with any changes.**
 - 2. The Emergency Response and Evacuation protocols and procedures are posted in all classrooms.**
 - 3. The Emergency Response and Evacuation protocols include Tornado Evacuation, Fire Evacuation, Medical Emergency, Power/Water Outages.**
 - 4. The Emergency Response and Evacuation procedures are tested with mock drills quarterly in the calendar year.**
- Please see following examples of the Emergency Response and Evacuation protocols.**

Atlanta School of Massage	DEPARTMENT:DOE Student Administration
Policies and Procedures Campus Security Report	SUBJECT: Missing Student Notification
Revised 9/2023	Review 9/2024

POLICY

It is the policy of the Atlanta School of Massage to report any information regarding a missing person from our campus to the appropriate authorities. The Atlanta School of Massage works together with the Dunwoody Police Department to ensure any reports, tips etc. regarding a missing person from the campus or campus grounds are of the utmost importance and will be handled immediately.

PROCEDURE

1. Definition of Missing Person: A missing person would have been present on campus and then disappeared. Their status as alive or dead cannot be confirmed as their location and fate are not known. A person may go missing through a voluntary disappearance, or else due to an accident, crime, death in a location where they cannot be found, or many other reasons.
2. Students/Staff are to report any knowledge of a student/staff member missing from the campus or campus ground.
3. The missing report should be reported to the any one of the designated officials for criminal reporting.
 - **Dunwoody Police Department (911)**
 - **Campus President, Traci Daly-Smith 678-805-0128**
tracidalysmith@atlantaschoolofmassage.edu

- **V.P. of Finance, Carlotta Fulton 678-805-0124
carlottafulton@atlantaschoolofmassage.edu**
- **Dean of Students, Jill Moody 770-677-0300
jillmoody@atlantaschoolofmassage.edu**

4. The Dunwoody Police Department can be contacted immediately by 911 or you can Submit a Crime Tip listed below;

- You can submit a crime tip by text, phone, or online.
- **Text**

In partnership with TipSoft, the Dunwoody Police Department accepts anonymous text tips.

- Text to: 274-637 (spells: "CRIMES")
- Use the words DPD TIPS at the start of your message
- Your cell number will be encrypted

TipSoft routes messages through a server that encrypts cell phone numbers before they get to the Dunwoody Police Department. Investigators can also securely reply back without compromising the user's identity.

TipSoft is not monitored 24-hours a day so for immediate police response, please dial 9-1-1.

- **Call**

Call the Investigations Division of the Dunwoody Police Department at 678-382-6872. Leave a message if it is after hours and if you need immediate police response, please dial 9-1-1.

- **Online**

Submit a confidential, online [web tip](#).



EMERGENCY PROCEDURES

If you see a fire or smoke, or if the fire alarm sounds:

- Immediately pull the fire alarm if it has not already sounded.
- Go to the designated exit route which is posted in classroom or office.
- Proceed to the office park dumpster at the edge of parking lot across the street.
- Locate instructor, classmates, or staff department members so your attendance can be accounted for.
- Wait for further direction from administrative staff and/or instructor.
- If you are asked to call 911 you will be asked the following information; Your name, Phone number calling from, Address (2 Dunwoody Park South, Atlanta GA 30338), and details of fire emergency.

When the fire alarm sounded, all students and staffs are to immediately evacuate the building.

EVACUATION PROCEDURES IN CLINIC

- Follow designated exit routes which are posted in each classroom or office.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door.
- Go to the office park dumpster at the edge of parking lot across the street.
- Evacuation distance is a minimum of 100 feet from the building.

ADMINISTRATIVE PROCEDURES

• Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.

- Notify fire fighters immediately if anyone is unaccounted for and advise of their likely location if thought to be in the building.
- Management or Administrative school official will meet the arriving fire fighters and provide them with a copy of the building floor plan, keys to the building, and location of fire.
- Students and staff are not to reenter the building until fire officials give their approval.

Emergency Procedure for Tornado Warning

Tornado Warning - means either a tornado is occurring or expected to develop shortly in your area, and you need to take shelter immediately.

1. Once a tornado drill has been announced look for direction from your instructor. If your instructor is not there proceed with the below steps.

2. Evacuate the classroom and close door.

3. If you are on the first floor proceed to the area designated to your program in the most direct and organized manner.

If you are on the second floor, use stairs to reach the lowest floor in building in the most direct and organized manner.

4. The objective is get to the designated small interior room or hallway on the lowest floor possible.

- Faculty in the Main Building lead your students to Classrooms 1, 2, Private spa treatment rooms, massage clinic area not near exit door, or either hallway. Close all doors and have students' lineup along the wall as much as possible, have them crouch down and sit covering their head.**

- Faculty in the Small Building lead your students to Classroom 1 (without Wall Window), interior hallway, teacher office and close door, have students' lineup along the wall crouch down on the floor and cover their head.**

- Administration faculty come to Accounting area hallway and lineup and crouches down along the wall covering their head. Make sure all doors are closed behind you including the SensAbility double doors.**



EMERGENCY PROCEDURES

If THE POWER GOES OUT AND THE EMERGENCY LIGHTS COME ON:

- Stay Calm, Locate classroom flashlight hanging on wall next to light switch.
- Allow students to use their phone flashlights if needed.
- Stay in Classroom with Students for 10 minutes and an Administrative Staff Member will come and update you.
- Keep students in class/clinic area during the 10 minutes; try avoiding random trips to restroom.
- After 10 minutes if power is still out we will dismiss the students for 30 minutes for a break, they are able to leave premises.
- After 30 minutes when students return, take attendance.
- After 30 minutes if the power is still off you will be notified by Administrative as to whether students and/or staff will be dismissed for the day/evening.

ADMINISTRATIVE PROCEDURES

- Teachers will keep students calm and make sure flashlight is on in classroom.
- Management staff member will contact Georgia Power

Power Outage-Georgia Power

24 hour customer service 1-888-660-5890

To report lights out - 1-888-891-0938

ACCT# 98597-74010

- Management or Administrative school official will go to each occupied classroom/clinic area to check on teachers and students.
- Management or Administrative school official will let the teaching staff know what time to dismiss students for 30 minute break.
- Once students return from 30 minute break and power is still not on Management or Administrative school official will let the teaching staff know if we are dismissing students for the day/eve.

Atlanta School of Massage Crimes Statistics Reporting Table 2020-2022

Offense	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Sex Offenses - Forcible	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Sex Offenses - Non- Forcible	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	3
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	5
	2022	0	2
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0

	2021	0	10
	2022	0	3
* Theft from Motor Vehicle	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0
Drug and Liquor Abuse	2020	0	0
	2021	0	0
	2022	0	0
Weapons Violation	2020	0	0
	2021	0	0
	2022	0	0
Drug Use	2020	0	0
	2021	0	0
	2022	0	0

The Student Right-to-Know and Campus Security Act of 1990 requires schools to provide information on specific criminal offenses (violent crimes) that occur for the three most recent calendar years on campus, in or on non-campus buildings or property and on contiguous public property that are reported to local police agencies or to a campus security authority.

*The Student Right to Know and Campus Security Act of 1990 DOES NOT require schools to provide statistics on Theft from Vehicles. This information is provided solely by the Atlanta School of Massage for the purpose of our student safety while parking in our lots.

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
Atlanta School of Massage

(138938)

were completed and locked on **October 12, 2023**.

Thank you for your participation in the 2023 data collection.

This certificate was prepared on **October 12, 2023**