

**Irene's Myomassology Institute's
Campus Policies & Procedures**

**EMERGENCY EVACUATION AND RESPONSE PLAN
IN THE EVENT OF FIRE**

Do Not Panic

Call 911

Notify Student Records

Notify Instructor or School Personnel

- Leave belongings and evacuate classrooms and offices in an orderly fashion.
- In the event of a Fire, the automatic sprinkler system will begin operation.
- In the event of a small fire, first contact 911 and report the fire.
- Fire extinguishers are in the Kitchens on the 1st and 2nd Floors.
- If you feel the fire is small enough, you may attempt to extinguish the fire by following the Extinguisher instructions on each Extinguisher.

1ST FLOOR

- Exit in an orderly fashion through a main Exit Door located at ends of the main Hallway or through the Bliss Room.
- Proceed outdoors and check in with a staff member from the clinic or administration
- In the event of smoke, keep low to the ground.

ADMINISTRATION AND STORE

- If you are in Administration, exit in an orderly fashion through a main Exit Door located at the ends of main Hallway or through Sliding Glass Door in Executive Director's Office.
- Proceed outdoors and meet in backyard on the West side of building. Stand outside the fence on the grass.
- In the event of smoke, keep low to the ground.

CLINIC

- If you are in the Clinic, evacuate the Clinic rooms in an orderly fashion. Exit through the Exterior Exit Doors located on the North and South ends of the main Hallway.
- Proceed outdoors and meet on the North side (clinic) of the parking lot as far from building as possible.
- In the event of smoke, keep low to the ground.

2ND FLOOR

- Do not use Elevator
- If you are on the 2nd Floor, go to the closest Stairwell located at either ends of the Main Hallway.
- Calmly proceed down the nearest staircase and exit through the Exterior Doors located at the foot of each Stairwell.
- In the event of smoke, keep low to the ground.
- If you are attending class in the Unity Room, Yoga Room, Serenity Room or Tranquillity Room proceed outdoors and meet students and instructor on South side (student records) of parking lot as far from building as possible.
- If you are on the second floor and not attending class proceed outdoors and check in with a staff member from the clinic or administration based on which staircase used.

INSTRUCTORS

In the event of an evacuation, bring your rosters and sign in sheets. Inform your class to meet on South side (student records) of parking lot as far from building as possible. After safely exiting the building, take attendance to make certain all students are out of the building and accounted for.

IN THE EVENT OF A TORNADO

Do Not Panic Leave belongings and evacuate in an orderly fashion.

1ST FLOOR

- Go to one of the following areas without windows.
 - The Interior Hallway from the Bliss Room to the Main Hallway
 - The Bathrooms Located on the Interior Hallway.
 - The Stairwells located at the North and South end of the Main Hallway
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

ADMINISTRATION

- Evacuate the exterior offices and Student Records area.
- Go to one of the Interior Offices without windows.
- Close the doors.
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

CLINIC

- Evacuate exterior clinic rooms with windows.
- Go to the interior clinic room or Bathrooms located off the Clinic Hallway.
- Close the doors.
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

2ND FLOOR

- Evacuate the classrooms and locate one of the following areas without windows.
 - The interior hallways on the 2nd Floor.
 - The Bathrooms on the 2nd Floor.
 - The Stairwells located at the North and South end of the Main Hallway
- Sit with your back to a wall.
- Remain calm and seated until the threat of Tornado has passed.

IN THE EVENT OF A MEDICAL EMERGENCY

- **Call 911.**
- Inform Student Records, Instructor and School Personnel.
- Keep the individual or individuals still and calm until EMT arrives.
- Individual trained in CPR and First Aid may render assistance if necessary.
- An **incident report** must be completed in a timely manner for all incidents.
- Student's Health History can be obtained from their student file in the Student Records Office. This should be provided to EMS in the event the individual is unconscious.

Safety Procedures

Irene's Myomassology Institute works to ensure a safe environment for all staff, faculty, students, and visitors to campus. However, students must also take responsibility in taking measures to ensure their own safety:

- Be sure to lock vehicles while they are unattended.
- Do not walk out to the parking lot alone at night. Try to walk out with a group.
- Always be aware of your surroundings. Look around you as you walk.
- Have your key ready to unlock or start your vehicle before you reach it.
- Lock doors upon entering your vehicle, then start it to leave.

If any crime, violation, or emergency occurs, you should **immediately dial 911**. If it is not an emergency, the non-emergency number for Southfield Police is 248-796-5500.

Students, faculty, staff and guests are encouraged to report any crimes, violations, situations and/or incidents that occur on Irene's campus in a timely fashion and complete an **Incident Report**. You may get an Incident Report form from the Student Records Desk or see Jeff Laudicina in the Financial Aid Office. Feel free to ask for help in completing an Incident Report.

Irene's encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the Southfield Police Department. However, because police reports are public records under state law, Irene's cannot hold these reports of crimes in confidence.

Confidential reports, for purposes of inclusion in the annual disclosure, and for the overall general safety and welfare of Irene's campus can be made. Confidential reports can also be made through Crime Stoppers at 1-800-SPEAK-UP.

Victims or witnesses may report crimes, violations, or situations voluntarily and confidentially using an **Incident Report**. If you are a victim of a crime and do not want to pursue action within Irene's or through the Southfield Police, you may still want to consider filing a **Confidential Incident Report**. The purpose of a **Confidential Incident Report** is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Irene's can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime, and alert the Irene's community for potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. For more information on how to file a Confidential Incident Report, see Jeff Laudicina in Financial Aid.

In the event that a situation arises on campus, that in the judgment of the Director of Operations constitutes an ongoing or continuing threat, a campus wide “emergency notification” or a “timely warning” will be issued. The notification and/or warning will be issued through the students and staff members text messages on their cell phones. Students are enrolled in the text system upon enrollment. The initial text message would be followed up with a bulletin, distributed to students and posted on our website, giving more information when necessary. If you change your cell phone number, please remember to complete the sign-up process with your new phone. For more information about what situations constitute an “emergency notification” and/or “timely warning”, contact Jeff Laudicina in the Financial Aid Office.

Sexual Misconduct Policy

This policy applies to all of the school’s community members including students, faculty, staff, clients, independent contractors, off-campus supervisors, and visitors to the campus. At Irene’s Myomassology Institute sexual misconduct and sexual activity is strictly prohibited. Faculty, staff, students, clients, and guests must refrain from these behaviors at all times while on campus or during school-related activities off campus. Irene’s Myomassology Institute will investigate and adjudicate any sexual misconduct complaints occurring between school community members. This policy applies regardless of the sexual orientation, gender expression, or gender identity.

Prohibited behaviors include:

1. Unnecessary physical contact deemed sexual in nature, overly affectionate, unwelcomed or inappropriate for an educational setting.
2. Rape as described by state and federal laws meaning penetration of the vagina, anus, or mouth of another person without the consent of the victim.
3. Using one’s physical presence to prevent another from moving easily out of an enclosed space or through a door.
4. Sexual innuendos such as subtle implication of sexual interest or communication suggesting something sexual.
5. Sexually suggestive looks, sounds, or gestures.
6. Unwanted phone calls, texts or emails (with or without sexual content).
7. Showing up at another’s home or workplace without an invitation.
8. Sharing magazines, websites, or videos that include sexual content.

9. Telling jokes about sex or gender-specific traits.
10. Sexual slurs, name calling, or derogatory language.
11. Insults or threats based on gender, gender identity, or sexual orientation.
12. Written graffiti or distribution of sexually explicit pictures, video, or text.
13. Sexual talk including sharing one's own sex life, asking another about their fantasies, preferences, or history, or spreading gossip about another's sex life.
14. All relationships where an imbalance of power is present are prohibited because they may influence a subordinate's employment or academic standing.
15. Touching oneself in a sexual manner or performing masturbation.
16. Exposing one's body unnecessarily to another. It is not appropriate to expose another's breasts, genitals, or anus through poor draping. The buttocks of the client may be exposed for the purposes of therapeutic massage with consent.
17. Placing pressure on someone else to perform sexual favors.
18. Use of power to threaten, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or reporting misconduct.
19. Acts of verbal, nonverbal, or physical aggression, or intimidation based on sex.
20. Viewing another's intimate body parts or in a state of undress in a place where that person would have reasonable expectation of privacy.
21. Any course of conduct directed at a specific person that would cause a reasonable person to suffer emotional distress or fear for their safety.
22. Stalking behaviors including unwanted communication, following, monitoring, threatening, or interfering with a person's property.
23. Any course of conduct directed at a specific person utilizing electronic media to pursue, harass, or make unwelcome contact with the targeted person.

Irene's Myomassology Institute prohibits sexual discrimination, sexual harassment, sexual assault, dating violence, stalking, and retaliation. The term *sexual misconduct* encompasses all of these behaviors. It applies to any behavior of a sexual nature that is inappropriate given the circumstances, committed without consent, or committed by force, intimidation, coercion, or manipulation.

Irene's Myomassology Institute takes allegations of sexual misconduct seriously and has established procedures for reporting, investigation and impartial arbitration of sexual

misconduct complaints. Consistent with state and federal laws, this policy prohibits retaliation against a person for reporting discrimination and harassment.

Irene's Myomassology Institute's full Sexual Misconduct Policy outlines reporting protocols and confidentiality, describes the complaint investigation process, outlines survivor accommodations, and provides additional community resource contacts. This policy can be seen in its entirety in Irene's Faculty and Staff Hand book, and a copy of the policy is available upon request.

Any person who brings an intentionally false claim of discrimination or harassment is subject to disciplinary action up to and including expulsion or termination, or other available sanctions. An intentionally false claim is one made with knowledge beforehand that it is false and with malicious intent toward another person.

The Title IX Coordinator for Irene's Myomassology Institute is the Director of Operations and the Deputy Title IX Coordinator is the Financial Aid Director, who may be reached by email or phone. The Title IX Coordinators are responsible for ensuring that Irene's Myomassology Institute follows established, prompt, thorough, and equitable processes for addressing allegations of sexual misconduct and discrimination.

An *informal complaint* is of sexual misconduct made when a person's sexual behavior is neither extreme or recurring. For example, if one person uses sexual innuendo to compliment another on their appearance or sends an email asking another on a date, a formal complaint is probably not necessary. A complaint of this nature can be resolved through an informal process. The person receiving the unwanted attention informs the other verbally or in writing that their behavior is unwelcomed and unwanted. So long as the behavior is not repeated, the issue is considered resolved. A person receiving unwanted sexual attention can seek assistance from school staff in an informal complaint process. The school employee may offer support by speaking with the person whose behavior is unwelcome on behalf of the complainant or be present while the complainant informs the other person that their behavior is unwelcome or unwanted.

A *formal complaint* of sexual misconduct can be made to a school employee either verbally or in writing. The school employee receiving the complaint will complete the Sexual Misconduct Complaint Form to obtain all relevant and available information about the complaint from the complainant. Irene's Myomassology Institute encourages individuals to report incidents of sexual misconduct so that any victim of alleged sexual misconduct may gain access to support and allow the school to respond appropriately to assure campus safety. If you have experienced sexual misconduct at the school or a school sponsored event, please notify a faculty or staff member as soon as possible.

All parties and witnesses are obligated to maintain the confidentiality of all information and materials they become aware of or possess as a result of their participation in the investigation procedures set forth in this policy. The duty of confidentiality continues beyond the conclusion of the case. Absent a court order, a school employee will not share information with law enforcement without the consent of the survivor of alleged sexual misconduct or unless that person has also reported the incident to law enforcement.

A formal complaint is addressed immediately and appropriate steps to investigate the report, resolve the matter promptly, and remedy the effects of the reported sexual misconduct. Although Irene's Myomassology Institute encourages individuals to talk to someone, Irene's Myomassology Institute accepts anonymous reports in writing or through voicemail. Such anonymous reports are investigated to the degree possible. The Title IX Coordinator(s) will provide a copy of the school's complete sexual misconduct policy to both the complainant and respondent when a complaint is being investigated.

Drug & Alcohol Policy

The philosophy of the Institute is to promote healthy lifestyles. Therefore, it is not appropriate for staff, instructors, or students to abuse alcohol or use illicit drugs. If a student with a substance abuse problem seeks treatment for the problem, the school will be supportive of this effort. Information about substance abuse prevention, risks, and treatment is provided to all students and further information can be found in the school's financial aid office in a notebook labeled "Substance Abuse."

The use of alcohol, drugs and smoking is prohibited on school premises. No student will report to class under the influence of a mood altering substance not prescribed by a physician. Students must not behave in a manner deemed disruptive to class.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. An illegal drug is a controlled substance as defined by the Controlled Substance Act and does not include alcohol and tobacco.

A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside or removed from the student's record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

A student who is convicted of a drug-related offense that occurred while the student was enrolled in school and receiving Title IV aid loses Title IV eligibility as follows:

For the possession of illegal drugs:

- First offense: one year from the date of conviction
- Second offense: two years from the date of the second conviction
- Third offense: indefinitely from the date of the third conviction

For the sale of illegal drugs:

- First offense: two years from the date of conviction
- Second offense: indefinitely from the date of the second conviction

A school must provide a student who loses Title IV eligibility due to a drug-related conviction with a timely, separate, clear and conspicuous written notice. The notice must advise the student of his or her loss of Title IV eligibility and the ways in which the student may regain that eligibility.

Probation results from any of the following:

- Substance abuse at school or school functions

The specific standards to be removed from probationary status are as follows:

- Disciplinary action may include satisfactory participation in a drug abuse or rehabilitation program approved by the director.

Dismissal from school can result for any of the following reasons:

- Continued alcohol or drug abuse

Weapons Policy

Weapons of any kind are prohibited on school premises. Any student caught in violation of this policy will be dismissed from class, placed on probation, and required to meet with the Executive Director prior to being readmitted to school.