

Diamonds College

Campus Safety and Security Report

2023 - 2024



DREAM! BELIEVE! ACHIEVE!



3321 N Loy Lake Rd Sherman, Tx 75090 Phone (903) 891-0758

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The Annual Disclosure of Crime Statistics:

Diamonds College's Director prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is located in our administrative office and will be distributed to anyone who may request it at any time. The students and staff of Diamonds College will be notified annually of the availability of the updated report via email or memo. This report is prepared in cooperation with the Sherman Police Department. Sources of crime statistics include those reported to the Sherman Police Department and also those reported directly to Diamonds College. These statistics are also submitted to the Department of Education through their web-based data collection site. All requests for the report can be emailed to Diamonds College Director, Cinda Grasham at cinda@diamondscollege.com or requested in person.

Diamonds College is located in the heart of Sherman, TX. The general area is patrolled by the local police department which helps to deter crime on campus.

Policies and Procedures:

Choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in the Title IV financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and are also submitted to ED. The report is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions. The report is distributed electronically to the students and staff by October annually.

Procedures for Reporting a Crime or Emergency:

For non-emergencies, contact Diamonds College Director at (903) 891-0758 and Sherman Police Department at **(903) 892-7290**. For emergencies only dial 911 and also inform a Diamonds College staff member of the emergency. Any suspicious activity or person seen in the parking areas or loitering around vehicles, inside the building or outside the building should be reported to a Diamonds College staff.

Diamonds College encourages anyone who is a victim or a witness to any crime to report the incident promptly and accurately to the police. Police reports in the state of Texas are public records, and Diamonds College cannot hold reports of crimes in confidence. Crimes should be reported to Diamonds College to ensure inclusion in the Crime Statistics Report and to aid in providing timely warnings and notices to the students, staff, and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be made confidential.

All incidents are reviewed by the Director of Diamonds College, and potential action will be taken if, after investigation, it is deemed appropriate. Upon receipt of this report, Diamonds

College will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community, or other public safety alternatives deemed appropriate given the circumstances. If the incident is criminal, local law enforcement agencies will be notified immediately. If the incident is an emergency call 911 immediately. If a sexual assault or rape should occur, staff on the scene, including Sherman Police Department, will offer the victim a wide variety of services.

Security and Access Policy:

During business hours, Diamonds College will be open to students, parents, employees, contractors, clients, and invitees. During non-business hours, access to Diamonds College is only open by key, if issued.

Security cameras are currently present inside and outside of the school as well as in the front entranceway. Diamonds College also has a security system installed. Diamonds College does not have off-campus locations for monitoring and recording from local police.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2020 and 12/31/2022 (THREE MOST COMPLETED CALENDAR YEARS).

The Campus includes all internal areas of the College used by students while attending class. Public areas include the parking lot used by students while attending. In complying with the crime statistical reporting requirements, Diamonds College provides a map to current and prospective students and employees that depicts its campus. Diamonds College does not have non-campus buildings or property, and public property areas.

The following criminal offenses, published each year and reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods. This Report is distributed at least annually to students and employees on or before October 1 each year. A copy is also available for download on our website.

Date updated as of September 6, 2023. Report Distribution Date: 9/12/2023

Occurrences within the 2020, 2021 and 2022 Calendar Years

Crimes Reported	2020	2021	2022	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
Murder (Includes non-negligent manslaughter)	0	0	0	
Negligent manslaughter	0	0	0	
Sex Offenses and Other				
Sex offenses - rape	0	0	0	

Sex offenses - fondling	0	0	0	
Sex offenses - incest	0	0	0	
Sex offenses – statutory rape	0	0	0	
Robbery	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Motor Vehicle Thefts (on public property)	0	0	0	
Arson	0	0	0	
Any other Crime involving bodily injury	0	0	0	
Number of arrests made for the following crimes				
Note: this information also includes those individuals who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
Hate Crimes Reporting (in addition to location, each hate crime recorded will be identified by the bias that motivated the crime: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and/or disability)				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction, Damage or Vandalism of Property	0	0	0	
Crimes Against Women				
	2020	2021	2022	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking	0	0	0	

Hate Offenses:

Diamonds College must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Contact to report an incident at the school	Cinda Graham, Diamonds College Director: 903.891.0758
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Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
2. “Dating violence” means “violence committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship.”
3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.”

Consent & Incapacitation:

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal “yes.” It can also be demonstrated non-verbally, with actions that clearly tell the other person that she/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence, or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If, at any time,

consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for the purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring.

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily, or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait, needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so. Therefore, it is of particular importance that any two people engaging in sexual activity know the other’s level of intoxication prior to beginning sexual contact. The standard that should be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other party was incapacitated and therefore, not capable of legally consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

Bystander Intervention

Bystander Intervention means safe and positive options that may be carried out by an individual, or individuals, to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene.

Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don’t have to be dramatic but can be asking a friend to leave a party with you, redirecting a

conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated
- Speak up when someone discusses plans to take sexual advantage of another person
- Believe someone who discloses sexual assault, abusive behavior or experience with stalking
- Refer people to resources listed in this document for support in health, counseling or with legal assistance

Risk Reduction

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one’s risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, www.rainn.org.

- Avoid dangerous situations by doing the following:
- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact to report an incident at the Institution (Title IX counselor)	Cinda Graham 469-261-2377
Local Law enforcement agency to report an incident that occurred off-campus	911
National Domestic Violence Hotline	1-800-799-SAFE,thehotline.org
National Sexual Assault Hotline	1-800-656-HOPE, rainn.org

Crime Log

Diamonds College does not maintain a campus police or security department; therefore, we do not have a crime log. We do encourage students and staff to report any crime to the Sherman Police Department at 903-892-7290 immediately, as well as inform the Director at Diamonds College of the incident so that any appropriate internal action may be taken to safeguard the student(s) and staff following the crime.

Security Report – Missing Person Notification Policy and Fire Log

Diamonds College does not provide on-campus housing; therefore, we do not have a Missing Person Notification Policy or Fire Safety Log.

General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or Diamonds College official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

3. Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Director who contacts the Sherman police department for statistics and the institution's "Daily Incident Log", and then records those statistics.

4. Only students, employees, and other parties having business with this institution should be on institutional property. Anyone inside the building who is not a student or staff member must sign in at the entrance and identify their purpose of visit, the person to be visited, and register their time in and out of the building. When Diamonds College closes, the Diamonds College's official or supervisor will inspect each floor to see that it is empty and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

5. Current policies concerning campus law enforcement are as follows:

- a) Institution officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b) Employees shall contact their immediate supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional officials shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

6. Though this institution does not offer regularly scheduled crime awareness or prevention programs or educational programs to promote awareness of dating violence, domestic violence, sexual assault, and stalking, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a) Do not leave personal property in classrooms or public areas
- b) Report any suspicious persons to your institutional official.
- c) Always try to walk in groups outside the Diamonds College premises.
- d) If you are waiting for a ride, wait within sight of other people
- e) Employees (staff and faculty) will close and lock all doors, turn off lights when leaving a room.
- f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
- g) Diamonds College has no formal program, other than orientation, that disseminates this information. All information is available on request.
- h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

7. The institution does not offer regularly scheduled programs on campus security procedures, crime awareness or prevention other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
8. All incidents shall be recorded in the Institution's daily Incident Log located on campus at the Administration Office of the Diamonds College Director. The log includes the date, time, location, incident reported, disposition of the incident, and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the Diamonds College's official, unless that disclosure is prohibited by law, and would endanger the confidentiality of the victim.
9. This institution does not permit the sale, possession, or illegal consumption of alcoholic beverages on Diamonds College property and adheres to and enforces all state underage drinking laws.
10. The institution does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination, and/or arrest.
11. Information concerning drug and alcohol abuse education programs is posted on campus and is distributed annually to students and staff. Drug and alcohol, counseling treatment, and rehabilitation are not available at the school; however, the administration can provide referrals for these needs.
12. Sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol vary by year and area. Information on Texas Drug Possession laws can be found at <https://www.findlaw.com/state/texas-law/texas-drug-possession-laws.html> Information on Texas Alcohol laws can be found at <https://www.tabc.texas.gov/texas-alcohol-laws-regulations/tabc-violations/>
13. Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion termination and/or arrest while investigations are being followed.
14. The Institution encourages all students and employees to be responsible for their security and the security of others. Please report any known criminal offenses occurring on campus to the Diamonds College administration.
15. In the event a sex offense, dating violence, domestic violence or stalking should occur on campus, the victim should take the following steps:
 - Report the offense to the Diamonds College administration.
 - Preserve any evidence as may be necessary to prove the criminal offense.
 - Request assistance, if desired, from Diamonds College administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary.
16. On-campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts about the crime and other mitigating circumstances.
17. These records are available upon request through the administrative offices. Publicly

available recordkeeping will be completed without using identifying information about the victim. Protective measures for the victim will be kept confidential as long as such confidentiality would not impair the institution's ability to provide those measures.

18. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after Diamonds College's start date of Jan 4, 2005. Any notification provided by the school will be sent in writing, simultaneously, to both the accuser and the accused.

19. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.city-data.com/soz/soz-75001.html>

20. In the event Diamonds College is informed of a crime (those listed in the chart above) occurring on campus or in the parking lot and the school considers this crime to represent a threat to students or employees, the school will provide timely notice to all students and staff through Remind app.

21. Diamonds College does not provide bookstore services; therefore, a bookstore is not among the locations reported in the campus crime safety information above.

22. The school does not have off-campus locations of student organizations.

23. The school does not withhold or remove reported crime statistics unless law enforcement personnel have fully investigated and made a formal determination that the crime report was false or baseless and therefore unfounded. The school will report to the Department and include in this report the total number of crime reports that were unfounded and subsequently withheld.

Current unfounded crime reports: 0.

24. In the event a crime occurs, the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance, and other services available for victims, both within the institution and in the community.'

25. In the event a student or employee reports being the victim of dating violence, domestic violence, sexual assault, or stalking, Diamonds College will provide them a written explanation of their rights and options.

Students and employees should refer to the above-mentioned Title IX person and/or 911 when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the Diamonds College's Director but rather contact the appropriate agency by calling (911).

General Emergency Procedures

Who to Contact

All employees are expected to be familiar with and follow procedures outlined in the Diamonds College Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the Diamonds College premises, the employee is authorized to

make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal Responsibility For Safety

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, to any work you perform for Diamonds College. Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor. It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition. Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it to correct or avoid it before an accident occurs. Any injury that occurs at Diamonds College, no matter how slight, or any accident that causes property damage shall be reported immediately to the Diamonds College Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day. If anyone observes another who is about to endanger themselves, another person, or property while at Diamonds College, they should intervene immediately in such a way as to not endanger themselves. Alcoholic beverages are not allowed on the Diamonds College 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 Diamonds College 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 at Diamonds College shall promptly report such injury to the Supervisor/ Instructor no later than the 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 Diamonds College property. Exceptions to this policy are limited to the following instances:

Department of Public Safety and other law enforcement agencies in the performance of their normal duties may carry firearms on Diamonds College property.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, equipment,

extension cords, and other objects that create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

Fire Prevention and Security

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on Diamonds College property.

No one should smoke in areas within 15 feet of entry or exit doors, or where hazard from smoking exists. If a fire should occur, contact the nearest employee. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

Solvents, Chemicals & Chemical Cleaning, Water Treatment

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 comply with industry-safe practices and the safety instructions on the container label regarding both the use and storage of these materials.

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

Responsibility

Everyone is responsible for being aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and enforcing 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, dermatitis, corrosive burns, or eye damage.
- Potential explosion 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 membranes and internal organs.

First Aid

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

If 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 the threat of impending danger warrants it (based on sirens/imminent warnings), 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 the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with their 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 Diamonds College, the building is not likely to flood. However, during periods of flooding, the Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

If ice and/or snow threaten to make highway travel hazardous, Diamonds College may dismiss classes to allow commuters to return home safely. Class cancellations will be announced on the Diamonds College Remind App by 6:15am.

Closing Diamonds College Due to Severe Weather

Only the Director has the authority to close the Diamonds College. When this action is taken, students will be notified via Remind.

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). We understand conditions may vary throughout the area – a student is in the best position to determine what is best given their location.

Evacuation Procedures

Emergency Evacuation

In the event of 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 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 Diamonds College's response to critical incidents while paying special attention to the safety and security needs of members of the Diamonds College 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 families, friends, students, and campus community members in the event of a critical incident.

Definition

A critical incident is a situation that involves Diamonds College student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal Diamonds College 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

The Director of Diamonds College will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Critical Incident Procedures for Diamonds College

Step 1. The School Director is notified of a critical incident involving a Diamonds College student or employee at (469)261-2377 during the day or via a Remind message to Cinda Graham 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 Director gathers information concerning the critical incident and responds accordingly. If scheduled classes need to be canceled or altered in some manner the school Director will contact the faculty. The Director will contact the students and the closure will be posted on the school Remind app. Any media contact, press releases, email, or website assistance must be coordinated through the school Director. Remind will be tested at least annually to ensure the emergency response is tested.

Step 3. Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A – Diamonds College 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, compromises efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The Director goes to the scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement with the Owner, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, and/or contacting a counseling center.

Step 3B -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Director. Current contact information for the CIRT is posted around campus in each building at Diamonds College and is provided to all Diamonds College faculty in the employee manual.

Step 3C – The director initiates family contacts.

Step 3D – CIRT Command Headquarters is activated in the Director's Office. The Crisis Center (if activated) will be located in the Administration offices. The CIRT Command Headquarters 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 Director in dealing with the critical incident. This may include: assisting the affected student or employee's family members, counseling with students or college employees, and/or gathering additional information.

Step 4 Diamonds College – 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 the 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 incidents at the closure/evaluation meeting.

Step 5 Diamonds College – The CIRT will recommend any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the Director.

Diamonds College Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration offices. 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 Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or items.

Diamonds College Critical Incident Response Team

Director	Cinda Graham	469-261-2377
Financial Aid	Jan Crow	214-680-7543

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospital	Phone number
Texoma Medical Center	903-416-4000

Emergency Communication Guidelines

In the event of an emergency that directly affects Diamonds College all students and employees will be notified through a Remind message.

Examples Of Life-Threatening/Serious Situations and Responses for Fires:

Examples: Buildings, Grounds, Automobiles

1. Call the nearest employee at the location.
2. Clearly identify the location of the incident.
 - a. Physical location on campus
 - b. Room or area where the fire is located
3. Evacuate the area.
 - a. Check the evacuation signs posted in the hallway and
 - b. Follow to the Exit
 - c. Gather on the parking lot behind the school.
4. Call the Fire Department
 - a. Remain on the parking lot until the Fire Department has indicated that it is safe to re-enter the building.

EMERGENCY EVACUATION SIGNS ARE LOCATED AT THE FRONT AND BACK DOORS AND OUTSIDE OF THE UPSTAIRS OFFICES.

Power Outage:

If an electric power outage occurs, the following procedures need to be taken:

- Ensure a staff member has been notified
- Open doors and window coverings to take advantage of natural lighting.
- Help those in need of assistance.
- Carry cell phones as flashlights to the Exits
- Await direction from school staff for next steps

Criminal Disturbance:

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the school Director immediately.

Active Shooter

1. Evacuate if there is an accessible escape plan. Leave belongings behind. Evacuate regardless of whether others follow. Call 911.
2. If evacuation is not possible, find a place to hide out of view. Find protection (ex: lock and barricade doors if your movement is restricted; hide behind furniture). Silence phones and turn off any source of noise to reduce attention to your area. Remain quiet. Call 911. If you cannot speak, leave the line open for the dispatcher to listen.
3. As an absolute last resort, and ONLY if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
4. When law enforcement arrives, remain calm and follow instructions. Put down all items from your hands, raise your hands, and spread your fingers. Avoid quick movements. Evacuate as directed.

Bomb Threats or Physical Threats:

1. Do not hang up or put the person on hold. Do not delete messages.
2. Record the date and time you were notified.
3. Obtain as much information as possible.
4. Remind message to School Director.
5. The school Director will call the local law enforcement.
6. Do not take any further action unless you are specifically asked to do so.

Disruptive Behavior: Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the school Director. Make written documentation of the incident.

Drug/Alcohol Intoxication:

Immediately call the school Director.

Unusual Behavior:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the school Director or nearest employee
2. Do not argue with the person no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

Medical Emergency:

Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the school Director should be notified of the location of the emergency.
2. ALWAYS document the incident.

Minor First Aid:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a First Aid Kit is maintained in the dispensary areas with band-aids and supplies for minor injuries.

Evacuation Procedures:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building. In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes unless they are blocked or unsafe. Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior classrooms and protect themselves, if possible.

Lockdown Procedures:

The lockdown process will only be initiated with the approval of the school Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students to increase safety and reduce possible victimization.

Lockdown Basics:

- If safe, check halls and clear them of students and staff.
 - Lock all doors and barricade with furniture if necessary.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phones with you if possible. Faculty/Staff will be updated through their cell phones.

Emergency Response and Evacuation Drills

Diamonds College conducts a test of the emergency response and evacuation procedures at least once each year. The test is unannounced to the students and takes place at a time when most of the students, faculty, and staff are expected to be present on campus. An emergency response log is maintained in the Director's Office and includes the date, time and whether the Drill was announced or unannounced.