

EMERGENCY RESPONSE AND EVACUATION POLICY

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless the notification at that time will compromise efforts to contain the emergency, assigned CCI staff will coordinate evacuation. When you hear the evacuation alarm or are verbally told to begin evacuating the building: Remain calm and leave quickly.

As you exit, quickly check nearby restrooms, copier rooms, storage rooms, elevators, etc. If requested, accompany and assist persons with disabilities who appear to need assistance. Take with you: essential personal items **ONLY**. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.

Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are using stairs.

Once out of the building, move away at least 100 feet from the structure or as instructed by Emergency Plan Coordinator, Police or Fire Department officials and conduct a headcount of your evacuees.

FIRE DRILL REGULATIONS

The purpose of exit fire drills is to give practice in quick and orderly evacuation of all occupants of a building to a point of safety. Instructors are responsible for moving their classes out of the building at the sound of the fire horn. All personnel are to leave the building at once. Elevators are not to be used during the drill. Students may return to buildings after the return signal is given.

Tornadoes

Violent thunderstorms and tornadoes are a part of DFW weather patterns. It is possible

that the tornado siren would be sounded during class hours. It is important that all persons seek shelter immediately in the lower or back corridors of the building, away from windows and objects that could cause injury. All should remain in the lower areas until the storm has passed and the "all clear" signal is given. CCI is not responsible for loss or damage to the personal property of students, faculty or staff, whether such damage is caused by theft, fire, water, or other calamity.

ALCOHOL AND DRUG ABUSE POLICY

CCI Training Center maintains a drug-free work place policy. The unlawful manufacture, distribution, possession or use or a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on CCI Training Center controlled property or as part of any of its activities. Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

Students who violate this policy may be referred for required counseling, placed on probation, suspended or expelled from school. Employees who violate this policy may be referred for required counseling or terminated. Any violators of this policy may be referred for prosecution. Drug and alcohol abuse prevention counseling is available to all students and staff upon request. More information regarding this policy can be found in the Student and Employee handbook.



Campus Security and Crime Report October 2018

Arlington Campus
770 E. Road to Six Flags Drive
Suite 142
Arlington, TX 76011

Dallas Campus
10830 N. Central Expressway
Suite 410
Dallas, TX 75231

Arlington Campus (817) 226-1900

Compliance with Public Law 101- 542

In accordance with the Crime Awareness and Campus Security Act (Public Law 101- 542), CCI Training Center is providing this information on campus security and crime statistics. This report is updated annually and includes statistics for the previous three years concerning reported crimes that occur on-campus and on public property within or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. For further information regarding this report or a copy of the Campus Security and Crime Report can be obtained at any time by contacting the School Director or by accessing the following Web site: www.cci-training.com.

Whistleblower Protection

Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"

