Policy Statement
The safety of students, faculty, staff, and visitors is an important concern of New Horizons Medical Institute. This document has been prepared to increase your awareness of campus security programs and to provide information to protect your safety.

Our campus security program is an on-going process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and supervisory personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for carrying out campus regulations, notifying the Administration of all suspicious behavior and concerns, and shall comply with federal, state, and local laws related to conducting institutional business.

Preparing the Annual Disclosure of Crime Statistics
New Horizons Medical Institute annually publishes a campus security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The information included in the Campus Security Report includes the reported number of instances of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol.

Reporting of Crimes
In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency.

Thereafter, the crime should be reported to the Campus Security Authority & IMT that consists of all or some of the following:

Assistant Director of Finance and Administration
Administrative Assistant
Externship Coordinator
Admissions Coordinator
Financial Advisor

In non-emergency situations, the crime should be reported as soon as possible to Pryde Ndingwan, Assistant Director of Finance and Administration in a timely manner. This includes all safety concerns students, guests, and employees have.
New Horizons Medical Institute

Annual Security Report
Winder Campus

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. New Horizons Medical Institute reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency. New Horizons Medical Institute does not allow voluntary, confidential reporting.

**LAW ENFORCEMENT RESPONSIBILITY**

The Campus Security Authority has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority cooperates with enforcement agencies that have jurisdiction on the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power.

Additionally, all schools that provide security services (e.g., contracted security patrols) maintain a daily crime log of all reported crimes. The crime log is maintained by the Campus Security Authority, and is available to the public.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

New Horizons Medical Institute strives to provide a safe work and campus environment and encourages personal health to the campus community. The Emergency Evacuation and Response Plan is a complement to the New Horizons Health and Safety Manual, and is designed to assist in crisis management situations. It is New Horizons Medical Institute policy to be timely, accountable, and honest when communicating with the campus community in times of crisis.

In the case of some unforeseen event, the Incident Management Team (IMT) will be convened to respond to the incident or crisis. The Incident Management Team is comprised of but not limited to the Chief Executive Officer, Director of Finance and Administration, Assistant Director of Finance and Administration, Administrative and Admissions Coordinators, Externship coordinators, Financial Aid officers, administrative assistants, staff, and trained IMT staff members. The IMT will conduct a crisis assessment to determine the severity of the incident or crisis regarding a crime on campus, campus violence, a Clery Act reportable incident, a threat made against the campus, serious security issue in area or near campus, IT breach of security, or an incident involving students or staff.

**EVACUATION PLAN**

Emergency evacuation escape route plans are posted in key areas throughout the buildings. The campus community has been trained concerning these plans and should also be familiar with the evacuation plans for the other buildings within the campus. Unannounced emergency evacuation drills are conducted at least once semi-annually. Documented records of drills and testing of communications, which detail the date, time, and length of each drill, are maintained for a period of time at least three years.

**EMPLOYEE ACCOUNTABILITY PROCEDURES AFTER EVACUATION**

In the event of an emergency all occupants will promptly exit the building according to the posted evacuation routes. Once clear of the building, all occupants are required to go to the designated meeting point and immediately report to their supervisor. After evacuation, each supervisor (or designee) is responsible for accounting for each member of the campus community assigned to that supervisor by rallying at the designated
point and by conducting a head count. The campus community members will be accounted for by name. everyone is responsible for reporting to their respective meeting point so an accurate head count can be completed.

RE-ENTRY
Once the building is evacuated, no one is to re-enter the building for any reason, rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other responsible agency has notified us the building is safe for re-entry, then, and only then, will personnel return to their workstations.

NOTIFICATION SYSTEM
Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community occurring on the campus, New Horizons Medical Institute will immediately notify the campus community using an emergency notification process which includes the following systems: employee cell phones, emails to employee computers, utilizing campus telephones, and person-to-person communication. New Horizons Medical Institute 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 will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The emergency notification process involves the following actions:

- Determine if the entire campus or just a portion will receive the emergency notification.
- Content of the emergency notification
- Activation of the emergency response and/or evacuation
- Alert people to the emergency
- Tell people what they need to do

The following individuals, at minimum, carry out the emergency notification process:

- Chief Executive Officer
- Director of Finance and Administration
- Externship Coordinator
- Admissions and Administrative Coordinator
- Administrative Assistant
- Financial Aid Advisor

ACCESS TO CAMPUS
During normal operating hours, academic buildings on campus are open to students, faculty and staff. Because the campus is not open to the public, visitors must check in with the campus receptionist. When appropriate, the school may require visitors to be accompanied by a faculty or staff member. Access to administrative office is by appointment only. When the campus is closed, all campus buildings are locked, and access is restricted to faculty and staff.
MAINTENANCE
The maintenance staff, in coordination with the School Director/CEO and other school administrators, is responsible for keeping campus facilities in good repair. This includes repairing or replacing damaged doors, windows, and locks, and maintaining adequate lighting for the classrooms, administrative offices, and common areas. All members of the campus community are encouraged to report any known hazards or damage to the facility to the Campus Security Authority.

SECURITY AWARENESS PROGRAMS
All new students and employees are provided with the most recent Annual Security Report. Additionally, New Horizons Medical Institute ensures that students and employees are aware of security related issues by:

- Offering crime awareness/crime prevention seminars in conjunction with local law enforcement agencies on at least an annual basis
- Providing information on Crime Prevention Measures to students and employees
- Issuing “Timely Warnings” regarding situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community.

DISCLOSURE OF THE ANNUAL SECURITY REPORT
A copy of the Annual Security Report is distributed to all enrolled students and current employees by October 1 of each year. This information may be obtained by contacting the School’s Directors offices, and is made available to all prospective students and employees.

POLICY ON ALCOHOL AND OTHER DRUGS
The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, controlled substances, or any other drug on school premises or while involved in school-related activities is strictly prohibited.

Students who violate the school’s prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the school’s prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary sanctions up to and including immediate termination pursuant to the Drug-Free Workplace Policy. As with student violations of this policy, a violation involving a member of the school faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution.

DRUG ABUSE EDUCATION AND PREVENTION PROGRAM
Students requiring or requesting information about drug abuse treatment should contact Student Services or other designated campus official for contact information of local agencies and programs.

Additional helpful information and resources may be found by contacting the following organizations:
NEW HORIZONS MEDICAL INSTITUTE

ANNUAL SECURITY REPORT
WINDER CAMPUS

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION
1-800-662-HELP (1-800-662-4357)
http://dasis3.samhsa.gov/

NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE
1-800-NCA-CALL (1-800-622-2255)
http://www.ncadd.org

SEXUAL ASSAULT REPORTING AND DISCIPLINARY PROCEDURES

Any form of sexual assault is a violation of the Student Conduct Code and the Sexual Harassment Policy as stated in the school catalog. If you are sexually assaulted, you may seek assistance by contacting any of the following: police, the local rape crisis center, or the Campus Security Authority. Because time is a critical factor for evidence collection and preservation, victims of sexual assault are encouraged to report the incident in a timely manner. The local rape crisis center can be reached by calling: 770-497-9122. If you need assistance by school personnel in contacting authorities, please contact the Campus Security Authority. If you are off campus and in an emergency situation, call the local police department by dialing 911.

All allegations of sexual assault are investigated by Division Human Resources. Allegations against students are investigated pursuant to the Student Conduct Code. Additionally, all victims and accused perpetrators of sexual assault are entitled to the following rights in any disciplinary proceeding concerning sexual assault:

- The opportunity to have others (e.g., witness or advocate) present during the proceeding
- To be advised of the outcome of the proceeding

Students who are found to have violated the school’s prohibitions against sexual assault are subject to disciplinary action up to and including dismissal from the school. When circumstances warrant, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the school’s prohibitions against sexual assault are subject to disciplinary sanctions up to and including immediate termination. As with student violations of this policy, a matter involving a member of the school faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution. For more information, faculty and staff should contact their Human Resources Designate.

The school will change a victim’s academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another New Horizons Medical Institute school
- Transfer into a different academic program at the same school
- Change in academic schedule
- Change in externship location/assignment
- Leave of absence/withdrawal from school
SEXUAL ASSAULT PREVENTION AND COUNSELING PROGRAMS

Students are encouraged to attend sexual assault prevention programs offered by local law enforcement agencies and counseling centers. Information on these programs is available through the Campus Security Authority. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers; they may be contacted at: 770-497-9122

REGISTERED SEX OFFENDER INFORMATION

Students and employees are advised that the best source of information on registered sex offenders in the community is the local law enforcement agency. Current information on registered sex offenders may be found at the following link: http://www.fbi.gov/hq/cid/cac/registry.htm

Students and employees with concerns about a registered sex offender are encouraged to share those concerns with the Administration. Students are strongly encouraged to examine all statistics and resources in this disclosure and the linked sources prior to enrollment.

WINDER CRIME REPORT

The crimes in the annual security report include the branch campus as well as additional school related buildings and the public property related to said buildings involved with New Horizons Medical Institute.