

Flagstaff, 86001  
928.226.1400



Prescott, 86301  
928.717.2747

209 W Main Street  
Mesa, 85201  
602.833.6500

639 N 6th Avenue  
Tucson, 85705  
520.343.0338

[www.asismassage.com](http://www.asismassage.com)

[asis@asismassage.com](mailto:asis@asismassage.com)

## Emergency Response & Evacuation Procedure

**Revision Date: July, 2016**

ASIS Emergency response & Evacuation Procedure is designed to keep the physical safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued.

In the event of an actual emergency the campus community will be notified through e-mail and the ASIS facebook page. Students should take responsibility for regularly checking their e-mail. In order to receive campus-wide e-mail announcements, and to manage the school's student support system, students are expected to have an email account. In some instances, the school may even send a text message.

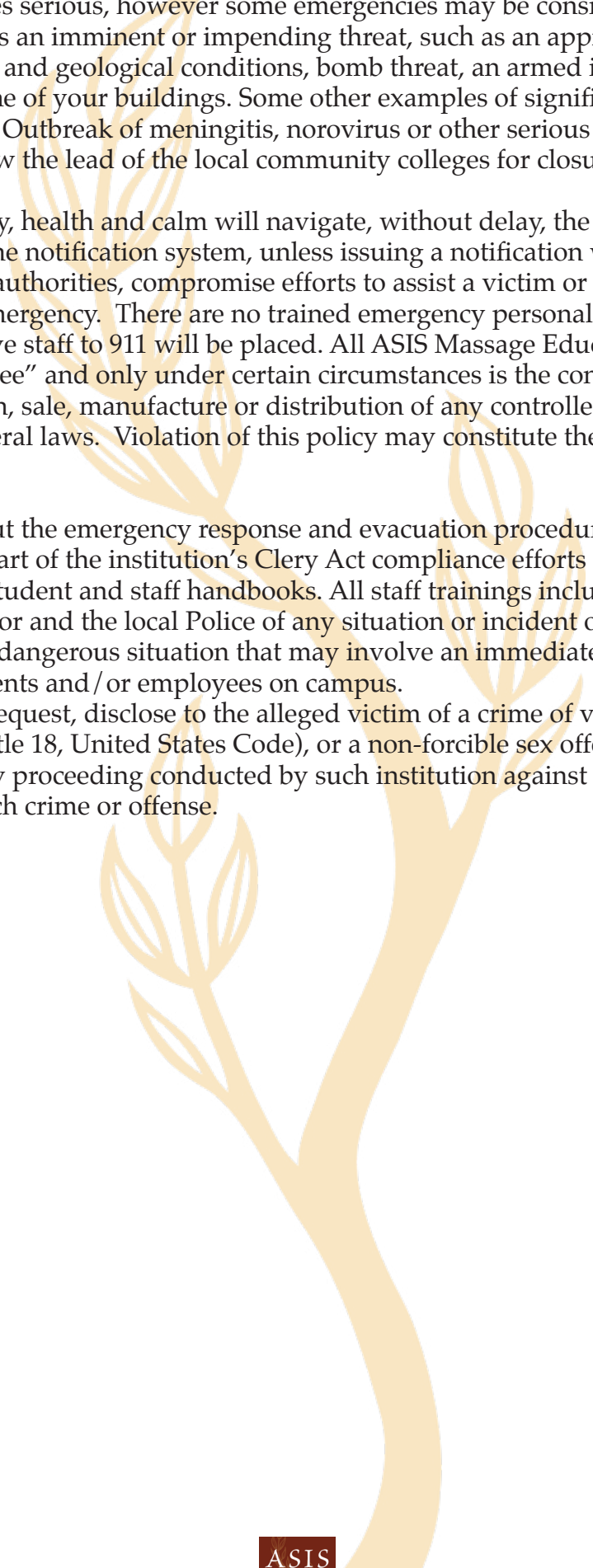
The Campus Administration will enact the above-mentioned procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Any and all perceived threats to the safety and property of students and staff at ASIS should be made directly to the campus administration as soon as possible.

If the campus administrator and /or the campus director deems the situation an emergency, students and employees in the building will be directed to a safe location, either inside the building or off to the side.

ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. While ASIS Massage Education is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the local law enforcement in a timely manner. If you are the victim of a crime and do not want to pursue action within the school's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School's Director can file a report on the details of the incident without revealing your identity.



ASIS takes all emergencies serious, however some emergencies may be considered an immediate threat which encompasses an imminent or impending threat, such as an approaching forest fire or other extreme weather and geological conditions, bomb threat, an armed intruder, as well as a fire currently raging in one of your buildings. Some other examples of significant emergencies or dangerous situations are: Outbreak of meningitis, norovirus or other serious illness. For all weather warnings, ASIS will follow the lead of the local community colleges for closure and delayed starts.

Our commitment to safety, health and calm will navigate, without delay, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. There are no trained emergency personal on staff, so a call from the school's administrative staff to 911 will be placed. All ASIS Massage Education campuses have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violation of this policy may constitute the calling of local law enforcement.

General information about the emergency response and evacuation procedures for ASIS are publicized each year as part of the institution's Clery Act compliance efforts and that information is available through the student and staff handbooks. All staff trainings include the importance to notify the Campus Director and the local Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.