



Annual Security Report | 2017

Campus Address:
15435 Clayton Rd
Ballwin, MO 63011
636-394-7335
www.cravebeautyacademy.com

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Crave Beauty Academy is dedicated to building a safe and secure environment for our faculty, students and guests. We have prepared this Annual Security Report to increase awareness of trainings and provide information to protect your safety and well-being.

Crave Beauty Academy (Academy) Security Program is an ongoing process that includes the development and enforcement of regulations, procedures and practices to provide a reasonable level of security for property, information and for the personal safety of faculty, students and guests.

Administration and supervisory personnel are responsible for the incorporation of security practices and procedures in their respective areas of operation. Each employee and student is responsible for carrying out campus regulations, procedures and practices and shall comply with federal, state and local laws related to security matters while on the campus or in the course of representing or conducting institutional business.

The Academy annually publishes this Campus Security report in compliance with the Crime Awareness and Campus Security Act of 1990. It includes security policies and campus crime statistics. The purpose of this report is to aid future and current students and faculty in making informed decisions regarding our Academy.

Crave Beauty Academy – Annual Security Report

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Updated 9/2017

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

Campus Security/ Cleary Act:

The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Collect crime data, classify crimes and report crime statistics to the U.S Dept. Of Education
- Publish and distribute an Annual Security Report to faculty and students
- Disclosure of Institution's Security Policies
- Disclose reporting of Security and Crime Statistics to future students
- Encouragement of prompt reporting of crimes
- Issue timely warnings and emergency notifications to the campus community regarding crimes that threaten safety

For more specific detailed Emergency, Evacuation and Lockdown Procedures see the handout.

To find this information, utilize any of the following resources:

- Campus Director Office
- Business Office Information Resources
- Crave Beauty Academy Web Site

Policies for Reporting Crimes and Emergencies

Crave Beauty Academy prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents and staff may access this report in full at any time. A complete copy of this report is available in the Crave Campus Director Office and the Business Office. This report is prepared in cooperation with the Ballwin Police Department.

Campus crime, arrest and referral statistics include those reported to the Ballwin Police Department, and the Crave Beauty Academy designated campus officials.

Each year, the administrative representative for Crave Beauty Academy will compile a crime statistics report from the incident and crime reports given to the campus security authorities (Campus Director). Crave will annually submit the security report each year after the letter and certificate requesting is sent to the Crave Director. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>.

Crime statistics from the area surrounding Crave Beauty Academy will also be requested from the Wichita Police Department and will be disclosed in the annual crime report.

Each year, an announcement will be presented to all enrolled students reviewing this report and allowing access to this updated report. A typed notice will also be posted by the student time clock for all enrolled students to view, which will include the URL to

access the Annual Security Report as well as an overview of what is included in the report. Educators, Guest Services and the Administrative Staff will be notified via companywide e-mail. Copies of this report may also be obtained at the Campus Directors office or by calling 636-394-7335.

Students, faculty and guests are strongly encouraged to report all crimes accurately and promptly to local law enforcement; dial 9-1-1 (for emergencies). Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside the building should be reported to the local law enforcement agency.

Local Law Enforcement Agency – Ballwin Police Department
Ballwin Police station 300 Park Drive Ballwin, MO 63011
#636-227-9636

At Crave Beauty Academy, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

Scope of the Report

This report will represent statistical information on crimes that occurred at or around Crave Beauty Academy during 2014, 2015 and 2016. Crave Beauty Academy does not offer any type of campus housing or recreational facilities.

Building Location: 15435 Clayton Rd Ballwin, MO 63011

To report a crime:

Contact the campus security authorities immediately in the event of a crime. The campus security authority for Crave Beauty Academy is Stacey Peters (Campus Director, Crave Beauty Academy) by calling 636-394-7335. If not available by phone, then e-mail mpenrose@cravebeautyacademy.com (only in non-emergent cases). The campus security authorities do not have arresting authority.

Local Law Enforcement Agency – Ballwin Police Department
Ballwin Police station 300 Park Drive Ballwin, MO 63011
#636-227-9636

For emergencies, dial 9-1-1.

Every crime that is reported to the security authorities will be investigated. Please note that due to the public nature of police reports, Crave Beauty Academy cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director.

Crave Beauty Academy does not have a campus police department. Wichita Police Department has sole arresting authority on the Crave campus and surrounding areas.

Students, Educators, Guest Services, Administrative Staff, guests and community members are encouraged to report all crimes accurately and promptly to local law enforcement; dial 9-1-1 for emergencies. And all public safety related incidents should also be reported to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately.

Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside the building should be reported to the local law enforcement agency, and the campus authorities should be notified immediately.

This publication contains information about on-campus and off campus resources. Information is made available to provide Crave students, and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are “reporting entities” for Crave Beauty Academy.

Confidential Reporting

Victims of crime may not want to pursue action with the Academy or the criminal justice system and may still want to consider making a confidential report. With permission, Administrative/Facilities Services or a designee of the Academy can complete an incident report on the details of the incident without revealing the victim’s identity. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. With such information, the Academy can keep accurate records and become aware of any patterns of crime that may warrant action. Reports filed in this matter are counted and disclosed in the annual crime statistics for the Academy.

The Academy does not employ or contract with any professional or pastoral counselors who provide confidentiality services to students or faculty. However, the Academy will share helpful agency and contact information as needed.

Timely Warning

Crimes should be reported to the Crave Beauty Academy campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves when a significant emergency or

dangerous situation occurs. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report it immediately to the Campus Director or in their absence a member of the management team. The Campus Director is responsible for ensuring timely warnings are issued to the campus community.

If students and staff are still in the Crave building and the Director determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alarm.

In the event of an ongoing or continuing threat to the campus community, warnings will be issued through the following means:

- Email message to faculty and staff
- Notices posted in Guest Service entrance area
- Intercom announcement by the Campus Director or another management team
- Verbal notification by the Director or another member of the Academy's management team visiting classrooms to inform all students of the situation.
- Text to all students and post on social media sites

A campus-wide "timely warning" will be made over the intercom system with the following statement: *"Crave is now in a lock down procedure. All staff, students and guests should report to the nearest classroom immediately."*

This announcement will be made by the Crave security authority via the intercom. In the Director's absence, another management team member would notify the appropriate security authority and determine the content of the notification.

- Time and safety permitting, **Guest Services** will lock the front doors, and the **Esthetics Educator** will lock the back door.
- **Educators** in the classrooms are to lock the classroom doors. Tables in the classrooms should be tipped on their sides to form a barricade on a corner spot of the classroom, far away from windows. **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- **Administrative staff** should lock their offices if unable to evacuate, and remain as far back from windows as possible.
- The classrooms and offices will remain locked until emergency personnel arrive and announce that the area is safe to evacuate.
- **Educators** in the salon area will close all blinds. All Educators and guests will report to the nearest classroom or office. **Educators** should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- After evacuation faculty, students, and guests are to gather in the parking lot across from the building. Staff and students are required to remain on the

property until everyone has been accounted for, unless otherwise told by a member of senior management.

After evacuation, a member of management from each department will ensure all staff is present and accounted for. Each **Classroom or Spa Educator** will ensure their students are present and accounted for. Each **Zone Educator** will ensure their students are present and accounted for. We will utilize the attendance binder, guest sign-in sheets, and employee/student lists to account for everyone present in the building before anyone is excused.

Upon notification from the authorities, a *“All Clear”* message will be announced over the intercom system by senior management.

All students and faculty are required to comply with the plan and the directions given to them by the Campus Director and/or management team, public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. All safety procedures will be tested on an annual basis.

Fire Safety Report:

During the last three years, Crave has had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, faculty are alerted by:

The sounding of an alarm: The building alarm system will sound in the event of a fire. Emergency alarm buttons on alarm system may be utilized in the event that police/fire/rescue is needed.

- Public address system announcement: Time permitting; an announcement will be made by management from the intercom, which is transmitted throughout the building and classrooms.
- Verbal announcement: Educators in each classroom and zone Educators will make a verbal announcement, time and situation permitting.

ALL faculty, students, and guests shall calmly evacuate by means of the **nearest** available marked exit. Each office and classroom has clearly posted exit diagrams. A member of **Administration** will bring a clipboard with a current list of faculty and students. A member of **Guest Services** will bring a list of names of guests. **Education Manager** will bring a clipboard with a current list of faculty and students, and **Student Services** will bring the attendance binder.

- Portable fire extinguishers are provided in the workplace in the following locations:
 - Shampoo bowl
 - First Hallway

- Dispensary
- Third Hallway
- Salon Area by Emergency exit door

Faculty or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.

- Critical operations shutdown procedures are not required, because no faculty are authorized to delay evacuation for this purpose.
- No faculty are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, faculty, students, and guests are to gather in the following location(s): All staff and students are to meet in across parking lot on the west side. **Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.**

After evacuation, the procedure for accounting for all faculty is: A member of management from each department will **ensure all staff is present** and accounted for. Each **Classroom or Spa Educator** will ensure their students are present and accounted for. Each **Phase Educator** will ensure their students are present and accounted for. We will utilize the attendance binder, guest names sheet, and employee/student lists to account for everyone present in the building before anyone is excused.

For further assistance with emergency evacuation procedures, the following individuals may be contacted: **Campus Director, (316) 943-5516.**

Access Policy:

During normal business hours, Crave Beauty Academy is open to all students, parents, faculty, contractors, guests, guests and invitees. During non-business hours, access to Crave Beauty Academy is by key, if issued. In periods of extended closing, access to Crave Beauty Academy will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

The Academy does not have on or off campus residences or official off campus student organizations.

Emergencies may necessitate changes or alterations to any posted schedules. Students, and Staff will be notified via text message, face book and social media sites. If in lock down mode, the Guest Service staff will post notices on the front doors (time allowing).

The plans listed in this report are reviewed with new students and faculty during orientation and staff at a number of faculty meetings during the year. Evacuation routes are identified in each classroom and other areas.

Drug and Alcohol Policy; Substance Abuse Resources:

At Crave Beauty Academy, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit www.drugfree.org.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Crave Beauty Academy campus or while engaged in the course curriculum is strictly prohibited. The Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Crave Beauty Academy, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the Academy or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Crave will refer violators to the appropriate authorities for prosecution. Missouri law states any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics shall be guilty of a drug severity Class C felony. If convicted, the court may sentence a person to a term of imprisonment up to seven years and a \$5,000.00 fine. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class C felony, which carries a penalty of imprisonment and a fine of up to \$5,000.

Missouri statutes also provide for criminal penalties for conviction of certain alcohol-related offenses, such as underage consumption or providing alcohol to minors. These penalties include imprisonment of up to one year and fines of up to \$1,000.

For a first offense minor in possession of alcohol charge, the penalty is:

- Up to 1 year in jail
- \$1000 minimum fine
- Required attendance in an alcohol education program

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Learning Leader or supervisor (if staff) immediately so the Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

DRUG AND ALCOHOL TREATMENT FACILITIES

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

AA Abuse Helpline-24 hours
1-800-299-6310

Sex Offenses

Reporting a Sex Offense

It is the policy of Crave Beauty Academy to immediately report any sexual offense to the Ballwin Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the Crave security authorities and/or to the Ballwin Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

Local Law Enforcement Agency – Ballwin Police Department
Ballwin Police station 300 Park Drive Ballwin, MO 63011
#636-227-9636

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Ballwin Police Department.

THINGS TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

1. Tell the first person you see and point out the attacker.
2. Don't shower or bathe.
3. Report ASSAULT to the Police.
4. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes.

Disciplinary Action for Sex Offense Convictions

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the Crave campus, that individual is subject to disciplinary actions by Crave. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses.

Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

Rape and Sexual Abuse Support

At this time, Crave Beauty Academy does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance:

National Sexual Assault Hotline	1-800-656-4673 (HOPE)
Safe Connections Crisis Helpline	(314)531-7273
YWCA Women's Resource Center	(314)531-7273

Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Kansas is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. Crave Beauty Academy is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In Missouri, convicted sex offenders must register with their local Sheriff's Office.

A list of all registered sex offenders in Missouri is available from the Missouri Bureau of Investigation at

<http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

The Crave Beauty Academy campus address is 15435 Clayton RD, Ballwin, MO.

Ballwin is located in St. Louis County.

In order to determine where sex offenders are located, use either of the following links:

www.nsopw.gov

To get updated Missouri statutes visit - <http://www.moga.mo.gov/>

Hate Crimes

Crave Beauty Academy does not condone violence or hate crimes of any kind. Further, Crave endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Security Training

Crave Beauty Academy is actively gathering information in order to provide students with safety and security training. Personal safety seminars conducted by the local police department and local agencies, violence against women advocates are scheduled throughout the year to discuss security and safety of students and campus. These classes and/or training workshops are updated in the Crave Beauty Academy Campus Crime binder in the Campus Directors office.

SECURITY TIPS

PERSONAL SAFETY: PROTECT YOURSELF

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

THINGS TO DO TO REDUCE THE RISK

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

AUTO THEFT PREVENTION: SECURING YOUR VEHICLE

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.

- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

Crime Statistics

Crime statistics include all reports received by the Ballwin Police Department and from The persons designated as *Campus Security Authorities* for Crave Beauty Academy.

Criminal Offenses - On-campus	2016	2015	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Rape	0	0	0
d. Sex offenses - Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robberies	0	0	0
h. Aggravated Assaults	0	0	0
i. Burglaries	0	0	0
j. Motor Vehicle Thefts	0	0	0
k. Arsons	0	0	0

Criminal Offenses - Public Property	2016	2015	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Rape	0	0	0
d. Sex offenses - Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robberies	0	0	0
h. Aggravated Assaults	0	0	0
i. Burglaries	0	0	0
j. Motor Vehicle Thefts	0	0	0
k. Arsons	0	0	0

Hate Offenses

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Offenses - On-campus	2016	2015	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Rapes	0	0	0
c. Sex offenses - Fondling	0	0	0
d. Sex offenses - Incest	0	0	0
e. Statutory Rapes	0	0	0
f. Robberies	0	0	0
g. Aggravated Assaults	0	0	0
h. Motor vehicle thefts	0	0	0
i. Arsons	0	0	0
j. Simple Assaults	0	0	0
k. Larceny - Thefts	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0
Hate Offenses - Of-campus	2016	2015	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Rapes	0	0	0
c. Sex offenses - Fondling	0	0	0
d. Sex offenses - Incest	0	0	0
e. Statutory Rapes	0	0	0
f. Robberies	0	0	0
g. Aggravated Assaults	0	0	0
h. Burglaries	0	0	0
i. Motor Vehicle Thefts	0	0	0
j. Arsons	0	0	0

k. Simple Assaults	0	0	0
l. Larceny – Thefts	0	0	0
m. Intimidation	0	0	0
n. Destruction/Damage/Vandalism	0	0	0
Arrests - On-campus			
	2016	2015	2014
a. Weapons: Carrying, Possessing, Etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Disciplinary Actions/Judicial Referrals - On-			
	2016	2015	2014
a. Weapons: Carrying, Possessing, Etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests - Public Property			
	2016	2015	2014
a. Weapons: Carrying, Possessing, Etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	1
Disciplinary Actions/Judicial Referrals - Public			
	2016	2015	2014
a. Weapons: Carrying, Possessing, Etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	1
VAWA Offenses / On-campus			
	2016	2015	2014
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses / Public Property	2016	2015	2014
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

Hate Crimes Reported:

In 2014, 2015 and 2016, zero reports of hate crimes were reported.

Descriptive Unfounded Crime Reporting:

There were zero unfounded crimes reported in 2014, 2015 and 2016.

CRAVE ACCIDENT & INJURY FORM

At CRAVE, we strive to keep a safe and fun learning environment. However, accidents are inevitable. Accident and injury forms are available for students, staff and guests should any situation arise. We encourage the prompt use of these forms. Ask any Educator, Guest Services or Administrative Staff member for a form should the need arise.

Example of the form is located on the next page.

CRAVE ACCIDENT & INJURY FORM

Crave Beauty Academy

Hazard and Incident Report Form

SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING

HAZARD

Name: _____ Phone: _____/_____

Address: _____ City _____ State: _____

Zip: _____

Staff Student Guest

SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE (Use

Separate sheet if necessary)

Date of Incident: ____/____/____ Time: _____am/pm _____

Location of Incident, Hazard, or Damage: _____

_____.

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): _____

_____.

If injury occurred and injured person is under the age of 18 or otherwise dependent,
please complete the following:

Name of Father/Male Guardian: _____ Phone: _____

Name of Mother/Female Guardian: _____ Phone: _____

Email _____ Alternate Phone _____

Address of parents/guardians: _____.

Signature of injured person: _____ Date: ____/____/____

Signature of parent/guardian if under 18: _____ Date: ____/____/____

Describe injuries/illness including part(s) and side(s) of body affected:

_____.

SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE

List of witnesses or first person on scene:

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

Name: _____ Address: _____

Phone: _____ Comments: _____

SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to: _____

Date/Time of notification: __ __/__/__, ____am/pm

Supervisor's Notes: _____

_____.

Signature of Supervisor/Member of Management: _____

Title: _____ Phone: _____ Date: ____/____/____

Additional Notes/Comments re: Investigation, Preventative Action,
Recommendations, Maintenance, Repairs, etc. (attach any necessary documents):

Police or Emergency Personnel (if called)

Name: _____ Title/Department: _____

Signature Staff Member reporting incident: _____