

Campus Safety and Security Report

October 1, 2024

Mind Body Institute, LLC
Madison, Tennessee

Campus Safety and Security Report – 2024 The Campus Safety and Security Report provides crime and safety information, policies, and procedures to Mind Body Institute, LLC students, faculty, and staff. This information is provided in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “the Clery Act.” The history of campus crime statistics and security information reporting started with the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965*. The *Crime Awareness and Campus Security Act of 1990* was renamed “the Clery Act” by the 1998 amendment.

This report includes statistics for the previous three years concerning reported crimes that occurred 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 and safety.

Reporting Crimes

All criminal activity and/or emergencies, including but not limited to stalking, domestic violence, dating violence and sexual assault, should be reported to the Director of Education. All crimes reported to the Director of Education will be kept confidential to the extent of the law. The Director of Education will notify the proper authorities promptly, as necessary. The Director of Education will simultaneously inform the Institutional Director immediately of any incident on campus.

Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 immediately. After calling 911, contact the Director of Education or other school officials. Reporting crimes or other public safety incidents in a timely manner helps protect others.

The Director of Education is responsible for keeping a log of any criminal/emergency activity. The Institutional Director prepares the Campus Safety and Security Report annually.

In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the school will issue timely warnings. Timely warnings will be issued after review by the Director of Education and/or her designee. These timely warnings can be issued through various means such as Emergency Text Messaging, email, and/or flyers on campus.

On campus contact numbers

Amy Dotson - Director of Education (615) 500-3727 cell
Maj-Lis Nash – Institutional Director (615) 578-5518 cell
Daryl Nash—Executive Director..... (615) 360-8554 office

Off-campus contact numbers

Emergency911
Police Department (non-emergency) (615) 862-8600
Fire Department (non-emergency)..... (615) 862-5421

Campus Access

Access to the campus is a privilege extended to students, faculty, staff and guests. The total number of nonstudent employees on our campus is currently 11. Our annual number of students fluctuates between 50-70 enrolled students per year.

The campus is open for business hours Monday-Thursday from 10am-6pm, Friday from 10am-3pm and classroom hours available to students from 8:30am-10:30pm Mon-Thur. Campus intern clinic hours of operation are Fri-Sunday 9am-6pm, Tues & Wed 11am-3pm & 4pm-8pm, closed on Monday and

Thursdays. The parking areas are located in well-lit areas and the student parking is fenced in with a locked main gate.. No campus residences are available. The lawn care company we use is only allowed on campus during normal business hours and does not have a key to the gate, we have to let them in and out.

Security Education

During new student registration and orientation programs, students are informed about campus security procedures and crime prevention practices, and are encouraged to be responsible for their own security and the security of others.

Annually, the staff and faculty participate in a safety update program to review current security policies.

Drug and Alcohol Policies

A student may be dismissed from MBI for the unlawful possession, use or distribution of illicit drugs, alcohol or firearms on school property or as part of any school activities; or attending class under the influence of alcohol or drugs. Any drug or alcohol violations on school property or at any MBI function, including any underage drinking determined by the state of Tennessee laws, will be reported to the Madison Precinct of the Metro Police Department.

Resources for Drug and Alcohol Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number of resources available. Generally, those resources for treatment and aid that are part of the patient's home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available.

All Tennessee massage therapy students as well as all licensed massage therapists are eligible to use the impaired professionals program provided by TNpap. This service is provided due to a grant from the Tennessee massage licensure board. A fee will be charged for any drug or alcohol testing as well as any evaluations and counseling required.

[TNpap](#)

545 Mainstream Drive, Nashville, TN 37228

Phone: 1-615-726-4001

Fax: 1-615-726-4003

1. Hospital Emergency Room: These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.

2. Police, Fire, and Paramedic Services: If a drug-abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

3. Emergency Outpatient Treatment Facilities: These facilities-sometimes known as "readicare, surgicare, or emergicare"—differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital emergency room is to be preferred.

4. Drug Treatment Centers: Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment.

5. Alcoholics Anonymous and Similar Organizations: Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, Cocaine Anonymous, and other drug users, Narcotics Anonymous. Contact numbers for these organizations are in your local phone book. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. **THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVEREMPHASIZED.**

6. Community Agencies and Social Services Groups: Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or medical services. This information will be available to students and employees.

7. Church Groups: Many churches and religious organizations have programs to aid drug users and abusers. These groups are generally without a fee. Information about them can be obtained from the churches directly or often through your community's social services agency.

Drug and Alcohol Hotlines

National Alcohol Hotline 800-ALCOHOL

Cocaine Anonymous 800-662-HELP

Alcohol and Drug Helpline 800-821-4357

National Council on Alcoholism and Drug Dependence Hopeline 800-622-2255

National Helpline for Substance Abuse 800-262-2463

Drug Abuse Information & Referral Line 800-662-HELP (662-4356)

Sexual Misconduct Prevention Policy

Sexual harassment, like other forms of discrimination, is strictly prohibited. While sexual harassment is sometimes difficult to define, in general, all staff and students should be aware that sexual conduct or conversation on this campus is inappropriate. In addition, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that may be offensive or intimidating to others are strictly forbidden. Sexually harassing conduct may be verbal, visual or physical in nature.

Sexual misconduct includes non-consensual sexual intercourse, nonconsensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. Keep in mind sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

Sexual harassment may include subtle forms of behavior, such as sexually oriented publications, emails and comments. Even conduct or comments that are intended as "jokes" may constitute harassment. Conduct meets the legal definition of sexual harassment where:

1. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or matriculation.

2. Submission to or rejection of sexual conduct influences employment or matriculation decisions affecting the individual; or

3. Sexual conduct or language interferes with an individual's performance or creates and intimidating, hostile or offensive environment.

No staff or student of MBI--no matter what position they hold, has the authority to engage in sexually harassing conduct or to condition any term of employment or matriculation on submission to any sexual conduct.

Education and Prevention Programs

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the school utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming. It is the school's policy to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year.

Educational information is offered to raise awareness for all incoming students and employees, and is often conducted during new student orientation and new employee orientation.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and other events.

Reporting and Safety

The school treats allegations concerning sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence very seriously. The school employs interim protection measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, she/he is subject to action in accordance with the Student Code of Conduct in the school's catalog.

Any member of the learning community (students, faculty, or staff) may file an Incident Report Form to initiate the process to respond to an alleged violation of the Student Code of Conduct. The individual who files the Incident Report Form becomes the complainant. The student being charged with the alleged offense is referred to as the accused. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the Campus Director of Education or other staff member if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description,), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify the Campus Director or either co-Title IX Coordinator so that those orders can be observed on campus.

4. Even after the immediate crisis has passed, consider seeking support from counseling services, victim advocacy, medical services, and/or the local rape crisis center.

5. Contact the Campus Director if you need assistance with school-related concerns, such as no-contact orders or other protective measures. The Campus Director will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities.

Procedures for Addressing Sexual Misconduct and Gender Discrimination

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of nonconsensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

Procedurally, when the school receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the Director of Education is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the school will assist the victim in making these contacts. The Director of Education will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor off-campus,

as well as an off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the school provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor.

When appropriate upon receipt of notice, the Director of Education will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. The Director is ultimately responsible to assure in all cases that the behavior is brought to an end, the school acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Director is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that includes a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act.

Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses. The investigation and records of the resolution conducted by the school are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed via a secure email using the schools student management system. Privacy of the records specific to the investigation are maintained in accordance with state law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the school maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the school's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final. Sex Offenders In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the school is providing a link to the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking's states registry directory:

<http://www.nsopw.gov/en-US/Registry>.

All sex offenders are required to register with the state and to provide notice of each institution of higher education at which the person is employed, carries a vocation or is a student. In addition to the above notice, all sex offenders are required to deliver written notice of their status as a sex offender to the

school no later than three (3) business days prior to their enrollment in, employment with, or volunteering at the school. Such notification may be disseminated by the school to, and for the safety and well-being of, the school community, and may be considered by the school for enrollment and discipline purposes.

Definitions

Rape

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend. Rape can occur under a variety of circumstances, including:

- Where the victim is prevented from resisting due to alcohol or drugs.
- Where the assailant uses physical force or the threat of force to overpower and control the victim.
- Where the victim fears that she or he or another will be injured if the victim does not submit.
- Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- Where the assailant uses force, fear or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the school that sexual harassment is prohibited. All members of the school community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature, constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms-subtle and indirect, or blatant and overt, including but not limited to, the following:

- It may occur between individuals of the opposite sex or of the same sex;

- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student);
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance;
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe;
- It may also rise to the level of a criminal offense, such as battery or sexual violence.

Sexual violence is a physical act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screensavers;
- Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

Determining what constitutes discrimination under this policy will be accomplished on a case-by-case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the school's Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances.

Stalking

The school defines stalking as engaging in conduct that is directed at a specific person that would cause a reasonable person to experience fear. Stalking may include non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.

Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

Domestic violence is a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or;
- By 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 in which the crime of violence occurred.

Fondling

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Other Sexual Offenses

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

Criminal Sanctions/Disciplinary Action

School employees and students are expected to abide by all local, state, and federal criminal laws. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and non-consensual sexual contact will subject a student to institutional disciplinary action. Sanctions could include dismissal, suspension, conduct probation, or any other form of disciplinary sanction. Employees will be subjected to warning, suspension, demotion, or termination from employment.

Emergency and Evacuation Procedures

Upon confirmation of an emergency or dangerous situation the Director of Education is authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety. These can be performed by any of the following ways; Verbal, text, email, whistle and fire alarm warning system. Any warnings will be emailed through the school's student management system.

The institution will test the emergency response and evacuation procedures on at least an annual basis. In the event of an emergency on campus where evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation, see below plan.
- Identify students and staff that may need assistance in evacuating the premises.
- Instructors should immediately report any absence(s) of students not at the meeting point, as identified by the local emergency response team, to emergency personnel at the scene and to the Director of Education.
- Reentry of the facility is not permitted unless approved by the Director of Education after consultation with emergency personnel at the scene.

MBI Physical Facilities and Emergency Preparedness

Emergency scenario identification and concordant action plans for all staff and students at Mind Body Institute. This document contains action plans for weather-based events, fire-based events, dangers posed to students and/or staff on or near campus, lockdown procedures, medical emergencies, physical and cyber threats. If any of the following events occur, it will be documented and turned in to the Director of Education.

- I. Weather-based events
 - A. Tornado
 1. Remember these terms and know the difference

- a) Watch: a tornado may develop
 - b) Warning: a tornado has been sighted
 - 2. In the event that either sirens or a “take shelter alert” is issued, all persons on campus will report to the main hallway just outside the classrooms
 - 3. All persons on campus will remain in the hallway until the danger is over and the lead staff member on campus releases everyone.
 - B. Heavy Rain/Flooding
 - 1. In the event that heavy rain and/or flooding make traveling unsafe, students and staff are to stay in place until the danger has passed
 - 2. Should a water evacuation of the MBI campus become necessary, all persons on campus will follow protocol as determined by local authorities
 - C. Earthquake
 - 1. In the event of an earthquake all students are to take cover under their desk
 - 2. MBI staff and instructors are to take cover either in a doorway or under a desk
- II. Fire-based events
- A. Fire in building/outer structure
 - 1. All persons will evacuate the building immediately via the safest exit available
 - a) Front office and clinic will use the front or side exit
 - b) Instructors office and classroom A1 will use the side or back exit
 - c) Classrooms A2, B, restrooms & the LRC will use the back exit unless it is not safe in which case they will use the side or front exits
 - 2. All persons will report to the designated meeting spot, across the street at the white wall
 - 3. MBI staff will designate:
 - a) One staff member to call 9-1-1
 - b) One staff member to call the Director of Education if they are not on campus
 - 4. All students must remain on site until they have been cleared by their instructor to leave the campus
 - B. Fire on/around property
 - 1. If the fire is directly on property and can be extinguished by a fire extinguisher:
 - a) Any persons may remove the closest fire extinguisher from the wall and use on the fire
 - b) Once the situation is under control, staff members will need to alert the Director of Education
 - c) If the fire is on the property and cannot be extinguished by a fire extinguisher:
 - (1) All people on campus will evacuate to the designated meeting spot.
 - d) MBI staff member will designate
 - (1) One staff member to dial 9-1-1
 - (2) One staff member to call the Director of Education if they are not on campus
 - 2. In any case, all students must remain at the designated meeting spot until they have been cleared by the instructor to leave
- III. Dangers Posed to Staff and/or Students
- A. Dangers that do not directly involve any persons on campus are defined, but not limited to, the following and will be reported to the proper authorities as well as the Director of Education:
 - 1. Fighting, verbal or physical, on campus property between persons who have no affiliation with MBI or anyone at MBI:
 - a) Call the police. Do NOT get involved.
 - 2. Feral or stray animals that are angry/showing signs of immediate distress and do not belong to any persons affiliated with MBI:
 - a) Call animal control. Do NOT attempt to approach the animal.
 - 3. For any of the following, please call the police non-emergency number (615) 862-8600:

- a) Gunshots
- b) Breaking glass
- c) Screaming
- d) Verbal fighting
- e) An abandoned car in the parking lot that does not belong to any persons affiliated with MBI

IV. Lockdown Procedures

A. Danger in the immediate area causing lockdown by authorities:

- 1. All doors leading to outside campus will be locked and remain locked until further notice
- 2. All persons will remain inside the school until further notice
 - a) No exceptions. No one (students, staff, clients) will be allowed to leave campus
- 3. MBI staff will designate:
 - a) One person to notify the Director of Education if they are not on campus
 - b) One person to be the “contact” for the commanding authority
- 4. If there are students on campus, they will remain in their designated classroom with the designated instructor, unless otherwise directed

B. Danger within the school causing immediate lockdown of the classrooms:

- 1. The school entrance/exit and classroom doors will be locked before the beginning of class day and night.
- 2. In the event of a violent/erratic person, all students will remain in the locked classrooms until the situation is under control, and deemed safe by an MBI staff member

C. Active Shooter on Campus:

- 1. In the event of an active shooter on campus; After calling 911;
 - a) If the shooter has made it into the building from the front, leave out the back as quickly as possible and find the nearest hiding spot you can.
 - b) If the shooter has made it into the building from the back then leave out the front and as quickly as possible run to the Nissan Car dealership to the right of MBI for safe hiding while alerting them to what is happening.
 - c) If the shooter is outside the building, maintain your locked in position and move to the LRC room where there are no windows and barricade the door with all anything in the room after also locking the door.
 - d) Only once the emergency response team is onsite and the situation is deemed under control will the lead instructor onsite then call the Director of Education for further assistance.

V. Medical Emergencies

A. Should any persons on campus require medical assistance, MBI staff will:

- 1. Designate one person to call 9-1-1
- 2. Designate one person to call the Director of Education if they are not on campus
- 3. Assist the student or staff member who requires medical assistance to the best of your ability and/or training while waiting for appropriate officials to arrive

VI. Physical and Violent Threats

A. If violence of any nature takes place between students on campus:

- 1. The instructor will attempt to de escalate the situation, requesting assistance from another staff member if necessary
 - a) NOTE: No one on campus is to purposely insert themselves into a physically violent situation. If two students become physically violent, the instructor must get other students away from the situation as fast as possible and call 9-1-1 if needed
 - b) NOTE: If the situation requires, both students will be sent home immediately and return pending on decision from the Director of Education
- 2. If the students are sent home, they are NOT allowed to leave at the same time

- B. If violence of any nature takes place between instructor/staff member and student:
1. On campus: the same rules apply as it does for violence between students
 - a) Student initiated violence: the student will be sent home immediately, pending review by the Director of Education
 - b) Instructor/Staff Member initiated: the instructor/staff member will be sent home immediately, pending review by the Director of Education
 2. Off campus: the persons involved will not be allowed back to campus pending review and decision by the Director of Education
- C. Cyber Threats
1. Any threats made through the various social media platforms will be taken seriously with consequences of all threats pending review by the Director of Education

Of the crimes listed below and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, the following charts reflects the number of these offenses that were reported to a campus security authority or to local police agencies as a crime in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are reported according to the category of prejudice.

2023 data is collected from the on campus reports from Jan. 1st –Dec. 31st . The Madison Police Department did not respond at all in the two months time frame for the requested data. Our records showed 0 incidents for all listed.

2023	RACE OC-NC-PP	GENDER OC-NC-PP	RELIGION OC-NC-PP	SEXUAL ORIENTATION OC-NC-PP	ETHNICITY OC-NC-PP	DISABILITY OC-NC-PP
Murder & non-negligent manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Negligent Manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Forcible sex offenses	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Non-forcible sex offences	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Robbery	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Aggravated assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Burglary	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Motor vehicle theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Arson	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Larceny-theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Simple assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Intimidation	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Destruction/damage/vandalism	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Bodily injury crimes	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Stalking	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Fondling	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Incest	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Statutory Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

2023	VAWA OC-NC- PP	Arrests OC-NC-PP	Disciplinary Actions OC-NC-PP	Unfounded Crimes OC-NC-PP		
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Stalking	0-0-0	0-0-0	0-0-0	0-0-0		
Weapons; carrying/possessing	0-0-0	0-0-0	0-0-0	0-0-0		
Drug Abuse Violations	0-0-0	0-0-0	0-0-0	0-0-0		
Liquor Law Violation	0-0-0	0-0-0	0-0-0	0-0-0		

Crime Statistics 2023

The following chart reflects the number of crimes committed on campus or immediately adjacent to and accessible from the campus that were reported to local police agencies. 2021 data is from Madison Police Department from Jan-Dec of each year.. The Madison Police Department did not respond timely to the request for crime statistics in 2022 or 2023 so only campus crime logs are included.

OC= on campus

NC= non-campus property

PP= public property

	OC2021	NC2021	PP2021	OC2022	NCV20 22	PP2022	OC2023	NC2023	PP2023
Murder & non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft/break in	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests for liquor, drug, weapon violations	0	0	0	0	0	0	0	0	0

Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Of the crimes listed below and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, the following charts reflects the number of these offenses that were reported to a campus security authority or to local police agencies as a crime in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are reported according to the category of prejudice.

2022 data is collected from the Madison Police Department.

2022	RACE OC-NC-PP	GENDER OC-NC-PP	RELIGION OC-NC-PP	SEXUAL ORIENTATION OC-NC-PP	ETHNICITY OC-NC-PP	DISABILITY OC-NC-PP
Murder & non-negligent manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Negligent Manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Forcible sex offenses	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Non-forcible sex offences	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Robbery	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Aggravated assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

Burglary	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Motor vehicle theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Arson	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Larceny-theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Simple assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Intimidation	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Destruction/damage/vandalism	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Bodily injury crimes	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Stalking	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Fondling	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Incest	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Statutory Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

2022	VAWA OC-NC-PP	Arrests OC-NC-PP	Disciplinary Actions OC-NC-PP	Unfounded Crimes OC-NC-PP		
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Stalking	0-0-0	0-0-0	0-0-0	0-0-0		
Weapons; carrying/possessing	0-0-0	0-0-0	0-0-0	0-0-0		
Drug Abuse Violations	0-0-0	0-0-2	0-0-0	0-0-0		
Liquor Law Violation	0-0-0	0-0-0	0-0-0	0-0-0		

Of the crimes listed below and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, the following charts reflects the number of these offenses that were reported to a campus security authority or to local police agencies as a crime in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are reported according to the category of prejudice.

2021 data is collected from the Madison Police Department. from Jan. 1st –Dec. 31st

2021	RACE OC-NC-PP	GENDER OC-NC-PP	RELIGION OC-NC-PP	SEXUAL ORIENTATION OC-NC-PP	ETHNICITY OC-NC-PP	DISABILITY OC-NC-PP
Murder & non-negligent manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Negligent Manslaughter	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Forcible sex offenses	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Non-forcible sex offences	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

Robbery	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Aggravated assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Burglary	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Motor vehicle theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Arson	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Larceny-theft	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Simple assault	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Intimidation	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Destruction/damage/vandalism	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Bodily injury crimes	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Stalking	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Fondling	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Incest	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0
Statutory Rape	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0	0-0-0

2021	VAWA OC-NC-PP	Arrests OC-NC-PP	Disciplinary Actions OC-NC-PP	Unfounded Crimes OC-NC-PP		
Domestic Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Dating Violence	0-0-0	0-0-0	0-0-0	0-0-0		
Stalking	0-0-0	0-0-0	0-0-0	0-0-0		
Weapons; carrying/possessing	0-0-0	0-0-0	0-0-0	0-0-0		
Drug Abuse Violations	0-0-0	0-0-0	0-0-0	0-0-0		
Liquor Law Violation	0-0-0	0-0-0	0-0-0	0-0-0		