



School of Massage Therapy
Center for Natural Wellness

The Center for Natural Wellness School of Massage Therapy

2017 Safety and Security Report

- I. Mission – It is our mission at the Center for Natural Wellness School of Massage Therapy to provide a safe, secure atmosphere for our students, faculty, staff and the general public on and around our campus. This report is generated annually and designed to better inform you of CNWSMT’s safety and security policies and crime statistics. In the event of a crime or incident that is considered to represent a continuing threat to students and/or employees, CNWSMT will provide an additional timely warning to the campus community.
- II. Reporting an incident – Students or visitors must immediately report to their instructor or an administrative staff person any activity occurring on school premises or at school-sponsored events that they believe may be criminal and/or may cause any injury to themselves or others. If a student has a personal emergency while at school or at a school-sponsored event, an instructor or administrative staff person must be informed of the emergency. Students may be requested to provide information to be included on a written incident report form that will be completed after the emergency has been handled. Faculty and staff must complete Incident Report forms whenever they are witnesses to, or are the first school official notified of, a crime or an event that occurs on school premises or at a school-sponsored activity, and that has or may have negative consequences to the school, a student, instructor, staff member, clinic client, or visitor to the school. Incident Report Forms are available in the administrative office. A form must be completed and turned into the Executive Director within 24 hours of the incident, and preferably within 4 hours of the incident.
- III. Building Security – A designated office staff member will unlock the building at 8:30 a.m. during the work week. Upon entering the building the administrative office door will be opened along with all classrooms doors and the library. The premises are to be inspected for any safety or security hazards. The Clinic Supervisor will lock the front doors each evening around 8:00 p.m. Both front entrances (right and left doors) should be checked and secured. Once class has completed for the evening the instructor is responsible for turning off all lights and checking all classroom exits and windows to ensure that they are secured. Building keys are issued exclusively to authorized personnel and are monitored and tracked by the Office Manager.



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- IV. Substance Abuse – Students, faculty and staff are prohibited from using, abusing, possessing, exchanging, selling, and/or distributing controlled substances (illicit drugs) and/or alcohol while on school premises or while engaged in any school-sponsored activity, including the fulfillment of any course requirement. Students are prohibited from coming to class while under the influence of alcohol or illegal drugs. Any student who is convicted of a drug- or alcohol-related offense, which occurred on school premises or while engaged in school-sponsored activities must inform the Executive Director of the conviction within five days of the conviction. Within two weeks of receiving such notification from the student, the Executive Director will inform the student of any disciplinary action to be taken, which may include satisfactory participation in a drug abuse or rehabilitation program that is approved by local law enforcement or public health authorities. Information on the prevention of substance abuse may be obtained at the front desk or from the Financial Aid office.
- V. Harassment – Harassment may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, racial, gender or ethnic slurs, violence, or threat of violence. Harassment is not always sexual in nature. Students, faculty and staff are prohibited from engaging in any form of verbal, physical, or emotional abuse, harassment, intimidation, or violence or threat of violence, toward any student, clinic client, instructor, staff member or any individual associated with the school. If an incident of harassment should occur, it should be reported following the same procedures listed above for any other crime or security incident.
- VI. Violence Against Women – Domestic violence, sexual assault, and stalking are serious problems that occur on college campuses across the country. If you or someone you know has experienced domestic violence, sexual assault or stalking there is assistance available. Our Student Support Service Team is here to help you and information brochures with multiple resources are available in the main lobby across from the front desk.
- VII. Emergency Response – The CNWSMT has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. In addition, a text message will also be sent to students, faculty and administration. The CNWSMT 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 responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. On specified days, this system will be checked each year.
- VIII. System Testing - This emergency contact system is scheduled to/has been tested on the following dates:



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Date	Description	Announced?
10/15/2017	Routine System Test	Yes

- IX. Evacuation Plan – The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan each year.
- X. Campus Security coordination with State and Local enforcement agencies – Security on campus is handled by the Executive Director and the Dean of Students. The personnel of this department are empowered to enforce CNWSMT school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct (Town of Colonie Police Department, [518]783-2811) for arrest processing. When necessary, CNWSMT will press charges against the criminal violators.
- XI. Crime Statistics

Category	On CNWSMT Campus			On Adjacent Public Property		
	2014	2015	2016	2014	2015	2016
Criminal Homicide	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	1	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crime	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0