

The Academy of Health Care Professions

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ANNUAL SECURITY REPORT (For Calendar Years 2008, 2009, 2010)

The following alleged crimes occurred on campus or on public property immediately adjacent to the campus during 2008, 2009, and 2010.

Type of Crime	Number of Occurrences			
	2008	2009	2010	
			On Campus	Public Property Immediately Adjacent to Campus
Murder	0	0	0	0
Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Drug/Liquor Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

(1) NOTE: Under federal regulations, AHCP is required to report crimes in these categories as “on-campus” because they occurred in the building and its surrounding parking lot where the Academy operates. There were **NO** crimes in the “On Campus” category that occurred within the actual school building or in the parking lot of the campus where most, if not all, AHCP students/faculty/staff park.

Types of Crime Based on an Offender's Bias (2) (AKA "Hate Crimes") (3)	Number of Occurrences			
	2008	2009	2010	
			On Campus	Public Property Immediately Adjacent to Campus
Murder	0	0	0	0
Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Bodily Injury With Evidence That Shows Prejudice Based on Race, Gender, Religion, Ethnicity, or Disability	0	0	0	0
Drug/Liquor Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

(2) NOTE: Bias is defined as a performed negative opinion or attitude toward a group of persons based on their gender, religion, disability, sexual orientation, or ethnicity/national origin.

(3) NOTE: A hate crime is defined as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias, as described in (2) above.

Types of Crime for Which the Suspects Were Arrested for a Violation of Law	Number of Arrests			
	2008	2009	2010	
			On Campus	Public Property Immediately Adjacent to Campus
Murder	0	0	0	0
Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

CAMPUS DISCIPLINARY ACTIONS (Students/Employees Referred for Disciplinary Action for the Following Violations of Law)	Number of Students Referred For Disciplinary Action Due to Violations of Law			
	2008	2009	2010	
			On Campus	Public Property Immediately Adjacent to Campus
Murder	0	0	0	0
Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	1
Illegal Weapons Possession	0	0	0	1

Purposes for the Annual Security Report

One of the primary purposes for The Annual Security Report is to inform AHCP students and employees of reportable* crimes that occurred on the campus itself, the shopping mall property, the parking areas for mall patrons, and the public property that is immediately adjacent to the campus for the three preceding calendar years. This publication also serves as AHCP's program/tool to inform students and employees about AHCP's campus security procedures and practices. This report also contains AHCP's alcohol/drug abuse and sex crime prevention programs. This report is updated and distributed on an annual basis to all students and employees. A notice of the availability of this report is distributed to all prospective students/employees. The report itself, upon request from prospective students/employees, will be provided to them.

Reporting Crimes and Emergencies

Any person (student or employee) who witnesses an emergency or crime, or is the victim of an alleged crime that occurred on campus, on property parking areas, or the public property immediately adjacent to the school, is strongly encouraged to report the incident immediately to:

- Local Police Agency, the San Antonio Police Department; or
- Local Emergency Agency, the San Antonio Fire Department for Fire/Accident/Health Emergencies (either of these agencies can be immediately contacted by calling 911); and/or Academy personnel

Report the incident to whoever can be reached the quickest.

Academy personnel, once informed of the crime or emergency, should then report the incident to:

- The Campus Director,
- Accrediting Director,
- Director of Education, or
- Director of Financial Services

Again, report the incident to whoever can be reached the quickest.

Any Academy personnel to whom a crime or emergency is reported, must inform the Campus Director or designee as soon as it is feasible to do so without risk of injury or loss.

- Reportable crimes as defined by the United States Department of Education and the Federal Bureau of Investigation (FBI). All reportable crimes are listed in the charts contained in this report.

The Academy does not have a policy regarding pastoral or professional counselors for purposes of reporting crimes voluntarily and confidentially for inclusion in the school's annual security report and the web-based version of the report to the United States Department of Education. The school has no such policy, as it has not had occasion to utilize pastoral and/or professional counselors to assist persons involved in or impacted by a crime or emergency.

However, should such a crisis arise and the school utilized such counselors, it would encourage the counselors, at their discretion, to inform those they counsel of the availability of the means and the procedures for reporting crimes voluntarily and confidentially for inclusion in the school's annual security report (statistical portion) and the web-based report to the United States Department of Education.

Timely Warning

The school will provide timely warning to the campus community of any situations that are considered to represent a continued threat to employees and/or students. Generally, timely warning would be considered to be, depending upon the nature and circumstances of the situation, one hour to four weeks from the date the incident occurred and/or was reported. Personal identifying data for victims, witnesses, and alleged perpetrators of crimes will remain confidential for statistical reporting purposes. Personally identifiable data of the alleged suspect/perpetrator will only be released when required by applicable local, state, and/or federal law, with the following exceptions:

When the grievous nature of the matter warrants such disclosure; or

As required under the "Information for Crime Victims and Parties Involved in Disciplinary Proceedings" section of this report

The Campus Director (or designee) is responsible for the decision to issue any warnings. For the most part, situations that constitute a continued threat to students and employees will be issued by posting the warning in prominent areas throughout the school. This would include areas such as the reception area, student classrooms/laboratories, student and staff break rooms/work areas, offices, library, etc. If there is an immediate threat, then the campus director or designee will call an emergency meeting to inform employees and students, if possible, of the threat. In most cases, the meeting would generally consist of AHPC staff/faculty. Faculty/administrative personnel would then disperse throughout the campus to inform the community as a whole (i.e. make announcements in the reception area, classrooms, laboratories, break rooms, offices, etc.). Also see the "Emergency Response and Evacuation Procedures" section of this report.

Whenever a warning is issued (in both oral and written/posted form), as much information as possible will be released in order to adequately inform and put the campus community on alert. Although personally identifiable data is generally precluded from such a warning, this information may be released without consent in an emergency situation when necessary to protect the health and safety of others.

Campus Security and Access

AHCP's premises are structured to provide adequate security to its students and staff from threats such as, but not limited to, unauthorized groups or individuals entering the campus without prior clearance and unsafe situations.

Student Identification

Upon attending AHCP, all students are issued student identification badges, which they are required to wear whenever on campus. Thus, any persons wearing a medical uniform without an ID badge may cause any such person to be stopped, questioned, and/or watched closely.

Main/Reception Entrance

The Main/Reception entrance remains open during business hours, which are 8:00 a.m. – 7:00 p.m. Monday – Thursday, 8:00 a.m. – 4:00 p.m. Fridays and 9:00 a. m. – 1:00 p.m. on varying Saturdays. During business hours, the front desk is always manned by one or two Academy personnel. All persons entering the campus through this entrance must sign in at the front desk, state the reason for their visit, and the time they arrived.

Electronic Key Pad Access

Every entrance to the school, except the main/reception and north entrance are secured via programmed keypads. All individuals entering the campus through these entrances must have been provided with a valid security code. The use of this code, as well as all other active codes for persons such as AHCP management, cleaning crew, maintenance/leasing personnel are recorded and can be reviewed, when/if necessary, to see what persons (employees, students, management, cleaning crew, leasing/maintenance persons) entered the campus and the time they entered. In addition, students and most personnel (all personnel other than school management, authorized persons from the cleaning crew, and the leasing/maintenance office) are only allowed to enter the building via the keypad method between the hours of 7:30 a.m. – 9:30 p.m. Monday – Thursday and 7:30 a.m. – 4:30 p.m. on Fridays. During scheduled breaks/holidays and before/after school hours, student/employees, (other than school management, cleaning crew, and/or building leasing/maintenance persons), do not have access to the campus via the electronic keypad feature, as their security codes are inactive during those times. Lastly, during non school hours, campus property itself is monitored and secured, via an electronic security system. Only a few, select school management personnel, have the code to disarm/arm this system and enter the campus during non school/business hours and scheduled/breaks/holidays.

Security codes are changed (added/activated/deactivated) periodically, as needed, to eliminate access for exiting students (graduates or withdrawn students)/employees.

Maintenance of Campus Security

During the course of daily operations, AHCP staff/faculty observe the safety conditions of the campus (i.e. proper lighting, secured access doors, only authorized persons on campus) and adjust (maintain/repair) items as necessary to maintain an adequate level of security.

Crime Prevention, Law Enforcement, and Campus Security

The personal safety of students and staff is the number one priority of management at the Academy of Health Care Professions. Therefore, the school strongly advises any employee or student who is the victim of, or witness to an emergency, suspicious activity, or crime to report the event as soon as it is safe to do so to the source(s) that seem most prudent (i.e. local police/emergency agency, AHCP personnel). Refer to the “Reporting Crimes and Emergencies” and the “Emergency Response and Evacuation Procedures” sections of this report for more information.

The management at the Academy is dedicated to the prevention of crime and will report (if not already reported) any criminal activity to appropriate law enforcement. We will also cooperate with any law enforcement agency in the investigation of a crime or emergency.

AHCP has no agreement with any law enforcement agency to investigate alleged crimes, nor does the Academy have a campus police or security force of any kind.

The best crime prevention begins with each of us (students and staff) individually. The student body and school personnel at the Academy constitute a community in itself. Therefore, school management strongly encourages each individual to be alert to their surroundings, as well as the surroundings of others to ensure everyone’s safety.

AHCP believes that the best form of crime prevention consists of education in general crime prevention measures, thereby empowering individuals to look out for their safety as well as the safety of others. As its title infers, the annual security report is published and distributed on an annual basis. This security report is also available, upon request, to prospective students and employees.

Basic Crime Prevention begins with being aware of and performing the following:

Basic crime prevention: In practicing crime prevention, citizens will reduce the opportunities criminals look for when targeting a crime victim. Crime prevention starts with each person (YOU individually), family, and home protection/safety. When we all do our part to fight crime and make it as difficult as possible for a criminal to identify a crime victim, we are helping to keep San Antonio, ourselves, and each other safe.

Crime Prevention is the anticipation, recognition, and appraisal of a crime risk and the initiation of some action to remove or reduce the risk.

Practice personal safety measures. In doing so, you will reduce the opportunities criminals look for when targeting a crime victim.

Acquire and Practice the following measures

Street Sense

Always stay alert to your surroundings and avoid locations/situations that make you more vulnerable to crime such as alleys or dark parking lots.

Avoid distractions that decrease your awareness level, i.e. talking on a cell phone or wearing headphones.

Walk with the purpose to communicate a message of confidence. Make eye contact with people; however do not engage in conversation with strangers on the street.

Travel with family and friends. Walking in a group of 2 or more decreases your chances of becoming a victim.

Always stay in well-lighted areas and avoid short-cuts through deserted areas.

Avoid displaying large amounts of cash or other tempting items, such as expensive jewelry and clothing.

Always trust your instincts. If a person or place makes you uneasy, leave.

Work/School Safety

Never give telephone numbers, addresses or plans of fellow students/co-workers to anyone without their permission.

Use discretion and caution in revealing personal plans to people at school/work.

Do not leave valuables in plain view. Always secure your property.

Do not leave the reception area unattended.

If you work alone or work outside of normal business hours, keep your office door locked.

If you leave the office/school after hours, have a co-worker, security guard, or another person you trust walk you to your car.

Driving Safety

Keep doors locked at all times.

Do not become involved with angry drivers and don't take traffic problems personally.

Avoid eye contact with an aggressive driver and do not make obscene gestures

If someone is tailgating you, pull into the slow lane and allow them to pass.

Do not tailgate other drivers or cut them off.

If you have car problems, raise the hood and tie a white cloth to the door handle to signal for help. Get back into the car and keep the doors and windows locked. If someone stops, do not roll down your window. Ask them to call for help. Do not accept rides from anyone.

If you think someone is following you, do not go home. Drive to the nearest police station, fire station, open gas station, or well-lighted place where there are people that can help you.

Don't lose your life or the life of a passenger by becoming involved in road rage.

Reduce Your Chance of Being Carjacked

Always park in a well-lighted area so you can see your car and its surroundings from a distance.

Have your car keys ready as you approach your vehicle and look under, around, and inside your car for persons who may be hiding. If safe, then enter your car and immediately lock all doors.

While stopped in traffic, leave enough room between your car and the one in front of you so you can maneuver and escape if necessary.

Keep an alert eye out for any suspicious characters at intersections.

Remember, awareness is the key to your safety.

Burglary at Home

A burglary is reported every 15 seconds in the United States. The U.S. Department of Justice defines household burglary as “unlawful entry or attempted entry of a residence.” This crime usually, but not always, involves theft. Of all the major criminal offenses, residential burglary is the most common.

Home Safety

By following the following simple steps, you can reduce the possibility that your home will be targeted for a burglary attempt.

Acknowledge all callers through locked doors. Before opening an exterior door to your home, know who is at the door and do not open the door to an unexpected/unknown visitor.

Lock your doors and windows when you are at home. Criminals look for houses with the easiest entry.

Never leave notes on your door that could reveal your home is not occupied.

Trim shrubs to deny intruders a hiding place to work. Shrubs can block the view to the house. Walkways and driveways should also be kept free of objects or plants that might offer concealment for intruders who are trying to break into your house.

Lawn care is an effective indicator that someone is home. Keep your yard maintained.

Permit easy visibility of your home by neighbors and/or police.

Trim tree limbs from the bottom, up to 8 feet, to allow for clear visibility by neighbors and/or police.

Install large reflective numbers (a minimum of 3 inches in height) on your house and mailbox so police and other emergency personnel can find your home quickly.

Be alert in protecting not only your home, but your neighbors as well. Don't tell a stranger that your neighbor is not home or volunteer any personal information about your neighbor.

When traveling, have a neighbor collect the mail/newspaper or have the deliveries temporarily stopped.

Before moving into a new house or apartment, ensure all exterior door locks on your new home are re-keyed or changed. Also change the code to the garage door opener.

Alarms provide added protection and are most effective when used with other security techniques.

Remember: Choose a reputable, well established alarm company.

Set the alarm system at night and when away from your residence.

Do not write your alarm code or password on or near the alarm keypad.

Put a warning sign on windows and entrances to notify possible intruders you have an alarm.

Interior Home Lighting: Make your house look “lived in” by keeping lights on automatic timers, especially when not at home.

Install another lock in addition to the manufacturer's lock on all windows.

Exterior lighting will provide additional protection from intruders. Outside lighting should be located high and out of reach. A good location is under the eaves of your home. Inexpensive timers or photoelectric cells will automatically turn the lights on and off at dusk and dawn.

Exterior Doors: All exterior doors should be equipped with double cylinder deadbolt locks having a minimum one-inch throw when in the locked position. The deadbolt locks should use a heavy duty strike plate secured with three-inch steel screws. Install and use a peep-hole in all exterior doors with a 190-degree viewing area.

Secure cash and jewelry in bonded storage, such as a safety deposit box at the bank.

Don't leave ladders or tools out. Burglars can use these items to break into your house. Lock them in a garage or tool shed.

Keep garage doors closed and locked, even when at home.

Don't hide a key under the door mat or anywhere else. Burglars know all the hiding spots.
Use only initials or numbers on your mailbox.

Check the shrubs and bushes around the doors and windows. They should not provide cover for an intruder attempting to force open a door or window. By trimming shrubs, you will limit the intruder's opportunity. Place thorny plants along fences and near windows.

Close all curtains or shades at night.

Robbery

Robbery is one of the most serious and potentially dangerous crimes committed in the United States today. A robber commits a holdup because he or she believes that the profit will be worth the risk. By decreasing the possible profit and increasing the risk of apprehension potential, victims can reduce their chance of becoming a target.

Prevention

Walk alertly and confidently

Try not to walk alone. It's a lot safer if you walk with at least one other person. Be alert, walk with your head up and do not let your mind wander. Frequently scan your surroundings, including those behind you as well.

When walking at night, consider a taxi cab even for short trips.

Trust your instincts, avoid uncomfortable situations. It's better to be safe than sorry.

Be observant of any group(s) of males/females driving or just hanging around.

Do not take shortcuts through unlit, sparsely traveled paths such as trails, stairwells or alleys.

In parking lots, make sure you arrive and leave early to avoid being out after dark.

Do not park next to a vehicle with dark tinted windows that prevent you from seeing if someone is sitting inside.

Park in a high visibility area and check for lighting in case you leave when it is dark.

Ask a security officer to escort you to your vehicle if it is dark or you feel uncomfortable.

Walk briskly, confidently, and directly through the parking lot. Be cautious of people distributing fliers or asking questions.

Have your car keys ready to unlock your car door, look around, under, and inside your car and observe other vehicles parked nearby for suspicious persons before approaching.

Watch for people who may be following you. This can occur inside as well as outside businesses and establishments. If you suspect you are being followed, report it immediately to security or police.

Glance into the backseat and at the floorboards of your car before entering to check for anyone hiding inside.

Do not sit in a parked vehicle. If a stranger approaches your vehicle, sound your horn and don't let off.

Do not open your car door or window for anyone. If someone is standing near your unoccupied vehicle, do not approach it

Be smart about cash - carry only the amount of cash that you expect to use. If cash is needed, use ATM or debit cards.

Avoid outdoor ATM's, particularly at night and those in secluded areas inside.

Be alert at banks or check cashing businesses. Carrying cash marks you as a target. Avoid showing your wallet when possible. Keep needed cash, ID, and credit cards in an accessible pocket.

What to Do During/Immediately after a Robbery

Do not argue or fight with the robber. Any amount of money or valuables is not worth personal injury (or worse) to you.

Follow the robber's directions, but do not volunteer more than asked for.

If you have to move or reach, tell the robber what you are going to do and why. Assure the robber you will cooperate.

Make mental notes of:

The robber's race, age, height, sex, clothing, complexion, hair, eye color, etc.

Anything unusual about the robber such as scars or tattoos.

The number of accomplices and how they left the scene, direction of travel, type and color of vehicle. Get the license number if you can safely do so.

Any conversations the suspects may have had with one another.

What the suspect's weapon looked like so you can describe it later.

Also, try to remember what the suspect touches so that fingerprints may be lifted.

Important Facts about Robberies

Many of the robberies occur when you're alone and are committed by one or more male robbers. Many of these robberies take place on the way to and from your car, especially in shopping centers and apartment parking lots.

The use of a cellular phone or headset, whether driving or walking, is a distraction which can increase your likelihood of being robbed.

Robbery is a crime of violence that threatens the safety and quality of life of a community.

Robbery is a crime of opportunity that can be reduced through awareness and prevention.

Robbers are serial criminals and will continue to prey on victims until arrested.

Failure to report a robbery, not prosecuting the criminal if you are a victim, not providing information to police or Crime Stoppers about robbers ensures continued victimization.

One of the most important robbery reduction strategies is to arrest the criminal.

Burglary of Motor Vehicle

Burglary of a motor vehicle is most often a crime of opportunity. If you take away the opportunity, you reduce the chance of being a victim. Most thieves won't gamble with breaking into a vehicle where they may walk away empty handed. Remember, they're looking for a sure thing. In the majority of these cases, property can be seen by looking into your vehicle.

Prevention Tips

By practicing these suggested crime prevention tips, you can help reduce the chances that you will become the victim of a burglary of a motor vehicle. You can take an active role in reducing the crime in our city by securing any property in your vehicle where thieves cannot see it, taking your keys with you, and locking your car doors.

Also, be aware of your surroundings at all times.

Park only in well-lighted and high traffic areas of a parking lot.

Remove all interior valuables/packages from plain view (preferably prior to reaching your destination). Lock these items in the trunk. These items often encourage a theft.

Do not leave any articles of value in your car unattended, especially overnight (cell phones, laptops, money, wallet, purse, etc.).

Lock all doors and roll up all windows. Whether you leave your vehicle for a minute or several hours, secure your belongings, lock your car and take your keys.

Use auto theft deterrents such as car alarms, kill switches, steering wheel and column devices.

Park your vehicle in your garage when at home.

Purchase stereo or television equipment that can be removed and placed out of sight.

Carry your registration with you. Don't leave any personal identification documents, keys or credit cards anywhere in the vehicle.

If you notice anyone acting suspicious or hanging around the parking lot, return to the establishment and notify the management or call the police at 911 (or do both).

Identity Theft

Identity theft is a common term used for all types of crime in which someone wrongfully obtains and uses another person's personal data in some manner(s) that involves fraud or deception, usually for economic gain. Identity theft is one of the fastest growing crimes in America.

How Identity Theft is Committed

Shoulder Surfing - Watching you punch in telephone calling card, credit card, ATM numbers.

Business Record Theft - Stealing personal files from businesses or institutions where you are a customer, patient, employee etc.

Scamming - Posing as a legitimate company or government agency to obtain your personal information. This often happens through e-mail.

Phone Fraud - Establishing cellular phone service in someone else's name.

Skimming - Stealing credit and debit card numbers as the card is being scanned/processed to pay for a purchase, using a special data collection device known as a "skimmer".

Dumpster Diving - Going through your trash or the trash of businesses to obtain copies of checks, credit card/bank statements or other records.

Mail Theft - Stealing mail to get new credit cards, bank or credit card statements, tax information as well as falsifying change of address information.

Steal Wallet or Purse -Obtaining personal information from the theft of your purse or wallet.

Spoofing and Phishing - When thieves set up look alike websites of legitimate businesses and trick consumers into entering their personal information by sending e-mail messages that warn them that their account is about to expire or has been accessed illegally. This method also consists of obtaining personally identifying data that you share over the Internet.

Warning Signs of Identity Theft

Your monthly credit card and bank statements suddenly stop arriving.

You are denied credit for reasons that do not match your understanding of your financial position.

You start getting bills from companies you do not recognize.

You receive calls from collection agencies or creditors for an account you don't have or that is up to date.

You observe unusual entries on your credit report.

Financial account statements show withdrawals you didn't make.

A creditor calls to say you've been approved or denied credit that you haven't applied for.

Or, you get credit card statements for accounts you don't have.

Preventing Identity Theft

Guard your Social Security number. Remember this is the most important step. This is the key to your credit report and banking accounts. Give it out only when it is absolutely necessary.

Minimize the amount of personal financial information and credit cards you carry. Memorize passwords and PINs instead of carrying them with you.

Keep personal financial information in a secure place in your home. Shred identifying information before throwing it away.

Do not give sensitive information to unsolicited callers. Remember that most legitimate businesses will not ask for your Social Security or bank account numbers.

Shield your hand when entering your PIN at a bank ATM or when making long distance calls with a calling card. Take your credit card receipts and ATM slips. Shred them before throwing away.

Pick up new checks or a new or reissued credit card at your bank rather than having them delivered to your home. Do not have your driver's license number or social security number printed on your checks.

Check your credit report each year for signs of unusual activity.

Do not give personal information over the phone, over the Internet or through the mail unless you initiated the contact or are certain of the business' trustworthiness.

Keep duplicate records of your wallet's contents.

Mail payments from a safe location. Do not place them in your mailbox where they can be stolen.

If your bank or credit card statement does not arrive on time, call the issuer to make sure they are being sent to the proper address. Also contact the Post Office to see if a change of address has been filed in your name. A thief may steal or divert your statements to hide illegal activity.

If You Have Been the Victim of Identity Theft

Contact the San Antonio Police Department immediately: 210-227-7201

Contact the following credit reporting agencies:

Trans Union, 1-800-680-7289, www.tuc.com

CSC Fraud, 1-800-272-9281, www.csccredit.com

Equifax, 1-800-525-6285, www.equifax.com

Experian, 1-888-397-3742, www.experian.com

Contact the Federal Trade Commission 1-877-IDTHEFT

Review your credit report. The Fair Credit Reporting Act (FCRA) requires each of the nationwide consumer reporting companies to provide you with a free copy of your credit report, at your request, once every 12 months.

**REPORT SUSPICIOUS ACTIVITY
CALL 210-227-7201**

Information for Crime Victims and Parties Involved in Disciplinary Proceedings

If an alleged perpetrator of a reportable crime is a student at AHCP, campus disciplinary proceedings may be initiated to investigate the validity of the alleged offense. Upon validation of the alleged offense, sanctions will be imposed by the school towards the alleged perpetrator. These sanctions can range from a written warning, suspension, up to termination from school. Both the victim/accuser (if applicable) and accused/suspect/perpetrator of the incident are entitled to have others present for support and/or representation purposes during the disciplinary proceeding. Both the victim/accuser (if applicable) and the accused/suspect/perpetrator involved in the disciplinary proceedings will be informed of the outcome of that proceeding.

AHCP will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the outcome of any disciplinary proceeding conducted by AHCP against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the outcome of the disciplinary proceeding shall be provided, upon written request, to the next of kin of the alleged victim.

Policy for Preparing the Annual Disclosure of Crime Statistics

Any crime reported to any of the persons listed under the “Reporting Crimes and Emergencies” section of this report will be documented via an incident report and retained by the Campus Director (or the Campus Director’s designee). If the crime that was reported to AHCP staff is a “reportable crime”, it will be included in the Annual Security Report’s crime statistics. If this same crime is also reported to the San Antonio Police Department, the crime will only be recorded once in AHCP’s annual security report. For all other reportable crimes, monthly crime statistics from the San Antonio Police Department’s website Each monthly report is then reviewed to determine which crimes are reportable that occurred in the geographical areas covered in the Annual Security Report. (Please see the following section of this report.) Once each monthly crime statistics report is obtained, the reportable crimes that occurred within the geographical areas covered in the Annual Security Report, as well as reportable crimes that may have occurred on the campus itself are compiled in spreadsheet format on a rolling (ongoing) basis in chronological order for easy assembly and transference to the Annual Security Report. A senior administration member is responsible for collecting the data and preparing the annual security report for distribution to students and employees, as well as reporting the data on the web-based version of the report to the United States Department of Education.

Geographical Areas Covered in the Annual Security Report

Under federal regulations, AHCP is required to report crimes in the listed categories (murder, robbery, burglary, auto theft, etc.) under two separate geographical areas. These two areas are classified as “On Campus” and “Public Property”.

“On Campus” is defined as property “owned or controlled by the school and used to meet or support the school’s educational purposes” and “owned but not controlled by the school, frequented by students and used to support the institution’s purposes”. Therefore, AHCP’s “On Campus” areas include the building itself, and the parking areas on the property. The parking areas are included because students and staff enjoy generally unrestricted access to these areas and because they are located in the immediate vicinity of the campus.

Public Property is defined as “all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are immediately adjacent to and accessible from the campus”. The public property for which AHCP is required to report crime statistics include the sidewalks and streets immediately adjacent the campus.

AHCP does not have any dormitories or residential facilities for students, either on or off campus. In addition, the school does not report crime statistics for any non-campus buildings or property that it does not own or control.

Possession, Use, and Sale of Alcohol and/or Illegal Drugs

As previously stated, the Academy of Health Care Professions will report any violations of law including the possession, use, and/or sale of alcoholic beverages and/or illegal drugs to the appropriate law enforcement authorities.

Subsequent to the occurrence of any violation of law or school policy regarding the possession, use, or sale of alcoholic beverages and/or illegal drugs, the school may refer the employee/student to appropriate alcohol and/or drug abuse education programs. Any persons (students or staff) suspected or convicted of any violation of law or school policy concerning the possession, use, or sale of alcoholic beverages and/or illegal drugs will be referred to appropriate campus personnel for possible disciplinary action. The result of any such action (proceeding), upon validation of the offense, will result in a written warning, a student or employee being placed on probation, suspension, or termination from school/employment.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The Academy of Health Care Professions is committed to a safe, healthy, and productive workplace for all students and employees. The Academy recognizes that alcohol, drug, or other substance abuse by students employees will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other students and employees and the Academy as a whole. The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs on Academy premises, is strictly prohibited and will result in some form of disciplinary action taken for students and employees. Being unfit for work because of use of drugs or alcohol is strictly prohibited and will also result in disciplinary action. While this policy refers specifically to alcohol and drugs, it also applies to inhalants and all other forms of substance abuse. Disciplinary action results taken regarding both students and employees range from a written warning, to suspension or termination from school/employment.

The Academy recognizes alcohol or drug dependency as a treatable condition. Employees and students who suspect they have an alcohol or drug dependency are encouraged to seek advice and to follow appropriate treatment promptly before it results in job or scholastic performance problems.

Employees wishing information regarding the availability of treatment programs, if any, such as assistance provided by Employer Flexible health care plan coverage of drug and alcohol abuse rehabilitation programs, any requirements for participation in drug and alcohol abuse education/training programs, may be requested by contacting their Employer Flexible human resource specialist of Humana Health Care, which is AHCP’s medical insurance provider.

Students wishing information regarding availability of treatment programs may contact the **San Antonio Council on Alcohol and Drugs**, South Texas Centre, 7500 Hwy 90 West, AT&T Bldg, Suite 100, San Antonio, TX 78227, 210-225-4741

TYPES AND DESCRIPTIONS OF AVAILABLE COUNSELING, TREATMENT, AND REHABILITATION

The goal of an addicted person or a person who is not yet addicted but has problems stemming from use should be abstinence, or non-use of the substance.

Many different kinds of help are available for a drinking or drug problem. Help can come from formal institutions or organizations or it can come from an informal support network. Availability of the various sources/types of help is easily obtainable through quick and simple research in the local phone book, contacting a local health/mental health center, searching the web. Private organizations that specialize in substance abuse treatment or a local hospital (listing can be found in the local phone book) can also provide effective help. Availability, as well as the varying types of help offered by agencies will vary from area to area.

Many people who seek help for a substance abuse problem meet with success and go on to live happy and productive lives. With the right program and support any person can be successful in recovery.

Following are the most common types of assistance for most areas.

INDIVIDUAL COUNSELING

A person seeking or in recovery from drug/alcohol abuse usually needs a period of time/sessions spent with a professional substance abuse counselor. The counselor supports the client's non-use through a variety of techniques. The counselor may have expertise in other mental health areas to help the client resolve problems in his or her life that might be contributing to the substance abuse.

MEDICATIONS FOR ALCOHOL/DRUG ABUSE

Physicians can prescribe medications that help the person stay substance free. For example, Antabuse causes illness when alcohol is consumed. Naltrexone can help stop the craving or desire to drink or take drugs.

DETOX

When someone decides to quit drinking or using drugs, it is important to see a qualified counselor or physician to be assessed for how best to stop using. Drug or alcohol withdrawal can put a person's life at risk. Medications are often prescribed to help ease the person off his or her drug(s) of choice. Detox can be accomplished in a variety of settings, depending on how complex or medically compromised a person's mental and physical healths are and the particular substance(s) of abuse. Detox settings include medical hospitals and alcohol and drug detox and treatment facilities.

INPATIENT TREATMENT

Inpatient treatment provides a highly structured program that involves both individual and group therapy and treatment groups. The goal of an inpatient program is to help the person become drug free and then to prepare him or her for a sober life back in the community. Family members often attend special programs to help with the with the dynamics and educate themselves about the illness.

INTENSIVE OUTPATIENT TREATMENT

Like inpatient treatment, intensive outpatient treatment provides both individual therapy and group work. The major difference between the two is that the patient does not reside at the facility. Intensive outpatient treatment programs may require the person to attend the center six hours a day, seven days a week, or attend several nights a week.

FAMILY HELP AND INTERVENTIONS

The family of a substance abuser can be a very powerful resource for treatment or help. It is often easiest for a family member to confront someone about a problem and also provide support after the person has asked for help. This confrontation is often, and best, done through an intervention. The family talks to a substance abuse professional trained to help with interventions. Through this consultation, family members can get prepared to help the alcoholic or addict in a way that can motivate him or her to follow through with treatment.

Equally important to an alcohol or addict getting help is the family receiving help as well. The family members have experienced problems related to the addiction and may not be aware of the total impact this has had in their lives. Family members should be educated about alcoholism/addiction and should learn new ways to communicate with each other. The whole family will experience changes. It is important for them to learn how to help the addict and become healthy together.

SELF HELP RECOVERY GROUPS

Self-help groups are available in almost every city and town across the country. Alcoholics Anonymous (AA) was the first of the 12-step, self-help recovery groups, starting in Akron, Ohio in 1935. Now there are 12-step groups for almost every problem. For alcoholics and drug addicts there is AA and Narcotics Anonymous (NA) and in larger areas Cocaine Anonymous (CA). In addition other self-help groups for addictions have formed including Rational Recovery and Women for Sobriety. Family members and friends have Al-Anon, Alateen, and Nar-Anon groups available.

All of these self-help meetings are free of charge, self-governing and self-supporting. Members (recovering addicts) coordinate and facilitate the meetings. Days, times, and locations of meetings can be found by calling a central group telephone number in the Yellow Pages under "Alcoholism" and "Drug Abuse and Addiction" or by contacting the local Alcohol and Drug Council. . Each group holds one or more meetings a week, usually at the same location and the same times. Except for extreme weather conditions such as a tornado, hurricane, or volcano, meetings are always held.

Twelve-step, self-help programs focus on members sharing with others members their experiences, strengths, and hope in terms of recovery from alcoholism and drug addiction. Family members and friends benefit from learning to live and cope with an addict or alcoholic, irrespective of whether or not they recover. Newcomers are encouraged to make contact with someone before attending a first meeting so you can ask questions before and after you go. Many meetings have a newcomers' group as part of one of their regular weekly meetings. Newcomers are also encouraged to attend the meetings for awhile to learn what they are about and to attend different groups as they are all unique.

There are many different types of 12-step meetings including: Closed Meetings - only alcoholics or addicts may attend; Open Meetings - anyone can attend; Discussion Meetings - any topic pertaining to alcoholism/addiction or recovery from alcoholism/addiction can be discussed; Speaker Meetings - one or several speakers tell their stories of alcoholism/addiction and recovery; and Study Group Meetings including Step Meetings where one or more of the 12 steps are studied and discussed, usually one step a week, and meetings where Alcoholics Anonymous and/or Narcotics Anonymous (and/or possibly other approved literature produced by the world service office of each self-help group) constitute the text studied.

Once someone has gone to a few meetings and has picked a group he or she is comfortable with, known as a "home group," then a "sponsor" should be chosen. The purpose of a sponsor is to have someone who can personally guide another in recovery through sharing their experience, strength, hope, and offering support. There are no rules or guidelines on how to choose a sponsor but new members are encouraged to choose someone who they admire for their success in recovery, who has been able to stay sober for a few years, and who is the same gender.

Institutional Sanctions/No Exemption from School/Work

Any employee or student suffering from alcohol or drug dependency who refuses rehabilitation or fails to respond to treatment and/or meet satisfactory standards of effective work or scholastic performance, will be terminated from employment/school. Also, any persons successfully participating in drug rehabilitation, whose prior disciplinary action did not result in termination, does not require or result in any special regulations, privileges, or exemptions from normal job or student performance requirements.

The Academy may conduct unannounced searches for drugs and alcohol on company owned or controlled property. The Academy may also require employees to submit to medical evaluation or alcohol and drug testing where cause exists to suspect alcohol or drug use, including workplace or school related incidents. Unannounced periodic or random testing will be conducted when an employee or student meets any one of the following conditions: has had a substance abuse problem, displays erratic behavior that leads a person of authority to suspect drugs or alcohol is involved. A positive test result or refusal to submit to a drug or alcohol test is grounds for disciplinary action, including dismissal from school for a student and termination from work for an employee.

In addition to the above policy, it is a requirement of the Academy that all applicants accepting offers of regular employment may be asked to take a drug test.

Contractor, common carrier, and vendor personnel are also covered by this policy. Those who violate the policy will be removed from company premises and may be denied future entry.

Student Specific Alcohol/Drug Prevention Program/Policy

It is unlawful to manufacture, distribute, dispense, have in one's possession, or use a controlled substance. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens or any other controlled substance not prescribed to the user by a physician, and any alcoholic beverage is prohibited on the Academy campus including parking facilities. Your enrollment and attendance implies consent that automobiles, backpacks, purses, briefcases and the like may be searched when reasonable suspicion exists that a violation of the law regarding this policy exists. Therefore, because of the Federal mandate and the Academy's commitment to provide a drug and alcohol free environment, the following policy has been adopted:

1. All students, upon entering the Academy, complete a document entitled "Drug and Alcohol Policy". Among other items, **this document contains a permission statement that allows the Academy to perform random drug testing throughout the student body, as it deems necessary.** In addition, when students complete this form they are stating that they understand and agree to adhere to the Drug and Alcohol Policy. This document is retained in the students' permanent records.
2. If a student is involved in an accident, injured during school hours or exhibits behavior indicative of being under the influence of drugs or alcohol, he or she may be requested to have a drug test. If a needle sticks a student, he/she may be asked to take HIV and Hepatitis B tests, with rules of confidentiality. Test results will be given to the student.
3. The dangers of drug and alcohol abuse on the campus and in the work place are covered in lectures.
4. All staff and faculty members of the Academy are committed to a drug and alcohol free environment and campus.
5. Any student involved in any way with drugs and their abuse, shall be terminated or required to participate satisfactorily (at the student's expense) in a abuse assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
6. It is necessary that all students know that as a condition of enrollment, the Academy of Health Care Professions and the grant agency require (if applicable) that they must:
 - a. Abide by the terms of the above and;
 - b. Notify the school and grant agency (if applicable) within five (5) days of any conviction for a criminal drug incident.

7. The Academy will notify every grant officer/agency on whose grant a convicted student is attending the Academy of any conviction as stated above in number 6.b. The notice shall include the identification number(s) of each grant.
8. One of the following actions will take place within thirty (30) calendar days of the Academy receiving notice under subparagraph 6.b. regarding a student who has been convicted:
 - a. The Academy will take appropriate action against such a student, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - b. The Academy will require such a student to participate satisfactorily (at the student's expense) in a drug assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
9. The Academy shall continually monitor its Drug and Alcohol Free program to ensure that it is in compliance with the above policy.

LEGAL SANCTIONS APPLICABLE TO DRUG AND ALCOHOL USE

Federal Penalties and Sanctions

21 United States Code 844(a):

1st drug conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years, and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

Special sentencing provisions for possession of flunitrazepam: Imprisoned for not more than 3 years and/or fined.

21 United States Code 853(a)(2) and 881(a)(7):

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 United States Code 881(a)(4):

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

18 United States Code 922(g):

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

State Penalties and Sanctions

Texas Penal Code Sec. 49.02:

Being intoxicated in public such that one is a danger to oneself or others is a Class C misdemeanor, punishable by a fine of up to \$500.

Texas Alcoholic Beverage Code Sec. 1.05, 101.31:

It is illegal to possess or distribute alcoholic beverages in a dry area. Violation of this law is a Class B misdemeanor and carries a penalty of up to \$2,000 and/or up to 180 days confinement.

Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05, 106.071:

The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age subjects that person to a fine of up to \$500 for the first offense and at least \$250 up to \$2,000 for the second offense and/or 180 days confinement.

Texas Alcoholic Beverage Code Sec. 106.06:

Furnishing alcoholic beverages to a minor is a Class A misdemeanor and punishable by a fine of up to \$4,000 and/or up to one year in jail.

Texas Education Code Sec. 37:122:

The possession of an intoxicating beverage on the grounds of any public school is a Class C misdemeanor and carries a penalty of up to \$500.

Texas Penal Code Sec. 49.04:

Driving under the influence of alcohol is a Class C misdemeanor and punishable by a fine of up to \$500 and a minimum confinement of 72 hours and/or up to 180 days in jail for the first offense and up to a \$2,000 fine and a minimum of 30 days confinement and and/or up to 180 days in jail for subsequent offenses.

If found with an open container in the person's immediate possession, the minimum confinement period extends to six days.

Texas Alcoholic Beverage Code Sec. 106.07:

A person under 21 years of age who misrepresents his or her age for the purpose of purchasing alcohol beverages commits a Class C misdemeanor and may be punished by a fine of up to \$500.

Texas Health and Safety Code Sec. 481.102-106, 481.115-118:

The illegal distribution, possession, or use of controlled substances may be punished by 5 years to life in prison and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.112-120:

The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of 10 years to life and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.122:

The distribution of marijuana to a minor is punishable by 2 to 20 years in prison and/or up to a \$10,000 fine.

DRUG CATEGORIES

A. Marijuana

1. Absorption
Marijuana may be inhaled or ingested.
2. Metabolism/Elimination
THC (Delta-9-tetrahydrocannabinol) is highly fat-soluble and may take up to three months to be fully eliminated from the body by the liver and kidneys. One joint affects the body for a period of two to four hours.
3. Brief Overview
Marijuana is the most frequently used illicit drug in America and has been linked to harming a developing fetus. It has the same or similar effects as depressants, stimulants, and hallucinogens. Marijuana cigarettes yield almost four times as much tar as tobacco, creating a higher risk of lung damage.
4. Short-term Effects
 - a. Increases in heart rate, body temperature, and appetite.
 - b. Drowsiness.
 - c. Dryness of the mouth and throat.
 - d. Reddening of the eyes and reduction in ocular pressure.
5. Long-term Effects
 - a. Can cause the following medical conditions: respiratory problems, lung damage, and cancer.
 - b. Memory and concentration impairments.
 - c. Possible motivational syndrome.
6. Special Hazards Involving the Driving Task
Marijuana has been linked to the impairment of the ability to drive a vehicle. Concentration is affected and there is difficulty in perceiving time and distance, which can lead to the following: bad judgment, impaired reaction time, poor speed control, an inability to accurately read signs, drowsiness, and distraction.
7. Effects with Other Drugs
When marijuana is combined with alcohol it creates greater impairment in areas such as reaction time and coordination. When combined with sedatives and opiates, it can cause an increase in anxiety and even hallucinations, along with an increase in heart rate and blood pressure when used with amphetamines. On the other hand, effects are somewhat unpredictable when marijuana is combined with stimulants, such as nicotine, caffeine, amphetamines, and cocaine.

B. Cocaine

1. Absorption
Cocaine enters the body in one of three ways: injection, smoking, or snorting.
2. Metabolism/Elimination
Cocaine is a strong stimulant to the central nervous system. Its effects can last anywhere from 20 minutes to several hours, depending on the content, purity, administration, and dosage of the drug.
3. Brief Overview
 - a. Cocaine users become dependent on the drug.
 - b. Crack is a form of the drug that is highly addictive.
 - c. Exposure to the drug can harm a developing fetus.
 - d. It produces short-lived senses of euphoria; the length depends on how the drug was administered.
4. Short-term Effects
 - a. May cause extreme anxiety and restlessness.
 - b. May experience the following medical conditions: twitches, tremors, spasms, coordination problems, chest pain, nausea, seizures, respiratory arrest, and cardiac arrest.
5. Long-term Effects
 - a. May cause extreme alertness, watchfulness, impaired judgment, impulsiveness, and compulsively repeated acts.
 - b. May cause stuffiness, runny nose, tissue deterioration inside the nose, and perforation of the nasal septum.
6. Special Hazards Involving the Driving Task
 - a. Cocaine may successfully mask fatigue; however, high dosages impair judgment and interfere with the ability of the driver to concentrate.
 - b. Coordination and vision are impaired.
 - c. There is an increase in impulsive behaviors with tendencies to take more risks and create confusion within the user.
7. Effects with Other Drugs
 - a. Additive effects are noted when cocaine is combined with over-the-counter products, such as diet pills or antihistamines.
 - b. Cocaine taken with psychotropic drugs, especially antidepressants, can be extremely detrimental.
 - c. A person who has extremely high blood pressure and uses cocaine may suffer from a stroke or heart attack.
 - d. Some users combine cocaine with alcohol and sedatives to cushion the "crash" or feeling of depression and agitation that sometimes occurs as the effects of cocaine wear off.

- e. A person using cocaine maintains the illusion of being alert and stimulated, although physical reactions are impaired.
- f. Further research indicates that additive and antagonistic effects can be produced when cocaine is mixed with alcohol.
- g. If cocaine is used in high doses, as in the case of overdose, alcohol will probably have an additive effect on the symptoms that eventually contribute to death.
- h. When cocaine is injected in combination with heroin, sometimes called "speed balling," there is an increased risk of toxicity, overdose, and death.

C. Sedative Hypnotics (Barbiturates, Benzodiazepines)

1. Absorption
Sedative Hypnotics are absorbed through ingestion.
2. Metabolism/Elimination
Sedative Hypnotics are eliminated by the liver and excreted in urine.
Their effect can last anywhere from two to ten hours.
3. Brief Overview
 - a. Anti-anxiety tranquilizers are among the most commonly prescribed drugs in the world.
 - b. Driving under the influence of tranquilizers is dangerous.
 - c. A person can become dependent on tranquilizers and depressant drugs, which make them, feel calmer, more relaxed, and drowsy.
4. Short-term Effects
 - a. Short-term effects can occur with low to moderate use.
 - b. May experience moderate relief of anxiety and a sense of well-being.
 - c. There may be temporary memory impairment, confusion, and impaired thinking.
 - d. A person could be in a stupor, and have altered perception and slurred speech.
5. Long-term Effects
 - a. May include over-sedation, decreased motivation, apathy, and lack of interest in surroundings.
 - b. A person may experience headaches, dizziness, sleep disorders, anxiety, depression, and tremors.
 - c. There may be an increase in appetite and impairment of thinking, memory, and judgment.
6. Special Hazards Involving the Driving Task
 - a. The use of tranquilizers produces drowsiness, non-coordination, altered perceptions, memory impairment, poor control of speech, and slower reaction time.

- b. Effects on driving include: poor tracking, difficulty in maintaining lane position, and neglecting roadside instructions.
 - c. When combined with alcohol, the effects may be more hazardous.
7. Effects with Other Drugs
- a. Some people in methadone treatment programs use benzodiazepines to enhance the effects of methadone.
 - b. When tranquilizers are combined with alcohol or other central nervous system depressants, synergistic effects may be produced, which may be fatal.
 - c. Alcohol increases the absorption of benzodiazepines, slows their break down in the liver and can cause cardio vascular and respiratory depression.
 - d. People who take stimulants sometimes take tranquilizers to off set agitation and sleepiness.

D. Opiates (Morphine, Heroin, Codeine, Opium)

1. Absorption
Opiates are normally absorbed though injection.
2. Metabolism/Elimination
Opiates are metabolized by the liver and may have a lengthy metabolism due to excessive half-lives of the drugs.
3. Brief Overview
 - a. Opiates can cause sedation and euphoria.
 - b. They are often used to relieve pain, suppress coughs, and control physical conditions such as diarrhea.
 - c. Respiratory depression and death can occur from overdoses of opiates.
 - d. Opiates may impair a person's ability to drive.
 - e. A person can become physically and psychologically addicted to opiates.
4. Short-term Effects
 - a. Include drowsiness, dizziness, mental confusion, constriction of pupils, and euphoria.
 - b. Some opiate drugs, such as Codeine, Demerol, and Darvon, also have stimulating effects.
 - c. Stimulating effects include: central nervous system excitation, increased blood, elevated blood pressure, increased heart rate, tremors, and seizures.
5. Long-term Effects
 - a. May include impaired vision, pulmonary complications, and menstrual irregularity.
 - b. A person may experience nightmares, hallucinations, and mood swings.

6. Special Hazards Involving the Driving Task
 - a. Opiates can cause drowsiness, mental confusion, and visual impairment even at lower, moderate doses.
 - b. A driver may have difficulty keeping the vehicle in the correct lane and may make errors in judgment.
7. Effects with Other Drugs
 - a. Alcohol greatly increases the present effects of opiates and can lead to respiratory arrest.
 - b. A person injecting heroin mixed with cocaine or methamphetamines, known as "speed balling," produces a stimulant effect.
 - c. The listed drug combinations increase the risk of toxicity, overdose, and death.

E. Amphetamines

1. Absorption

Amphetamines are absorbed by the body in one of three ways: snorting, swallowing, or injection.
2. Metabolism/Elimination

Amphetamines are eliminated through the liver.
3. Brief Overview
 - a. Amphetamines have a strong central nervous system stimulant which can increase alertness and induce a sense of well-being.
 - b. If used while driving, amphetamines are dangerous.
 - c. The use of amphetamines reduces a person's resistance to disease.
4. Short-term Effects
 - a. A person may experience a loss of appetite, increased alertness, and a feeling of well-being.
 - b. A person's physical condition may be altered by an increase in breathing and heart rate, elevation in blood pressure, and dilation of pupils.
5. Long-term Effects
 - a. Anxiety and agitation.
 - b. Sleeplessness.
 - c. Higher blood pressure and irregular heart beat.
 - d. Increased susceptibility to disease.
6. Special Hazards Involving the Driving Task

The use of amphetamines can interfere with concentration, impair vision, and increase the driver's tendencies to take risks

7. Effects with Other Drugs
 - a. Amphetamines should never be taken with a class of antidepressants known as MAO inhibitors, because of potential hypertensive crisis.
 - b. Amphetamine users sometimes use marijuana and depressant drugs in order to avoid the adverse side effects of the "crash," therefore creating multiple drug dependencies.

F. Poly-drug Use

(Poly-drug use is where the use of more than one substance normally causes one of three reactions: additive, synergistic, or antagonistic.

1. Additive Effects
Additive effects occur when drug combinations produce an effect that is like simple addition, such as the equation: $1 + 1 = 2$.
2. Synergistic Effects
Synergistic effects occur when drug combinations produce an effect that is greater than the sum of the effects of the two drugs, such as the equation: $1 + 1 = 3$.
3. Antagonistic Effects
Antagonistic effects occur when a drug combination produces an effect that is less than the sum of the effects of the drugs acting alone, such as the equation: $1 + 1 = 1$ or $1 + 1 = 0$.

HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE

A. Absorption

Alcohol is primarily absorbed through the stomach and the small intestines. It is considered a food because it has calories, but does not need to be digested and proceeds directly into the body through the digestive system. After ingestion it is carried through the blood stream and crosses the blood-brain barrier, at which time impairment begins. A greater amount of ingestion causes greater impairment to the brain, which, in turn, causes a person to have a greater degree of difficulty in functioning.

B. Metabolism/Elimination

The majority of alcohol in the body is eliminated by the liver. Ninety percent is eliminated through the body, while ten percent is eliminated (unchanged) through sweat and urine. Before the liver can process alcohol, a threshold amount is needed and can occur at the rate of one 12 oz. can of beer, one 5 oz. glass of wine, or 1 1/2 oz. shot of whiskey per hour.

C. Brief Overview

1. Alcohol is a central nervous system depressant.
2. Alcohol is among the most abused drugs in our society.
3. Alcohol can be as potent as many other illegal drugs.
4. Alcohol can cause severe damage to a developing fetus.
5. People often do not realize that they are becoming dependent on alcohol.

D. Short-term Effects

1. Reduces sensitivity to pain.
2. Affects vision in the following ways: narrows the visual field, reduces resistance to glare, interferes with the ability to differentiate intensities of light, and lessens sensitivity to colors.

E. Long-term Effects

1. Damage to vital organs; including liver, heart and pancreas.
2. Linked to several medical conditions; including gastro intestinal problems, malnutrition, high blood pressure, and lower resistance to disease. Also linked to several types of cancer; including esophagus, stomach, liver, pancreas and colon.

F. Special Hazards Involving the Driving Task

Specific elements to the hazards of alcohol use and driving are listed in a separate section of the curriculum. However, alcohol impairs one's ability to drive or operate machinery safely.

G. Effects with Other Drugs

1. Alcohol produces a synergistic effect when taken with other central nervous system depressants. These include: sedative hypnotics, barbiturates, minor tranquilizers, narcotics, codeine, methadone, and some analgesics.
2. Alcohol can be additive in nature when taken with antipsychotic medications, antihistamines, solvents or motion sickness preparations. When used on a daily basis, in conjunction with aspirin, it may cause gastro intestinal bleeding. Also, when used with acetaminophen, an increase in liver damage could occur.

Alcohol begins to affect individuals prior to reaching the legally intoxicated Blood Alcohol Concentration level of .08%. If a 150 lb. person consumes one drink equal to twelve ounces of beer (5 percent alcohol), five ounces of wine (12 percent alcohol) or one-and-a-half ounces of hard liquor (40 percent alcohol), all would contain about the same amount of alcohol and would raise the person's Blood Alcohol Concentration about .02%. It takes the liver approximately one hour to oxidize or metabolize one drink.

Health Risks Associated with Drug Abuse

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

DRUG ABSORPTION/METABOLISM/ELIMINATION

A. Method of Administration

Drugs are administered to or enter the human body in a number of ways, including injection, inhalation, and ingestion. The method of administration impacts on how the drug affects the person. For example: injection takes the drug directly into the blood stream, providing more immediate effects; while ingestion requires the drug to pass through the digestive system, delaying the effects.

B. Factors Affecting Absorption/Metabolism

Factors that affect absorption/metabolism include physical, emotional and drug-related factors.

1. Physical Factors

Physical factors that affect the absorption or metabolism of a drug include:

- a. Person's weight and age – The amount of physical mass a drug must travel through will have an outcome on the drug's total effect on the body. Also, the aging process affects the manner in which the drug exerts its effects on the body.

b. Individual biomedical/chemical make-up – Each individual tolerates substances differently. For example: a person's physical condition as well as hypersensitivity (allergies) or hyposensitivity (need for larger doses to gain the desired effect) will influence the total effect of the drug on the individual.

c. Rate of metabolism – Each drug metabolizes or processes within the body at a different rate. The drug remains active in the body until metabolism occurs. For example: certain medications require dosages to be taken every four, twelve or twenty-four hours, depending on the duration and rate at which the drug is metabolized.

d. Food – Food in the body slows absorption of the drug into the body by not allowing it to pass directly through the digestive process without first being processed by the digestive system. A slower process occurs, since the body is digesting food in addition to the substance or drug utilized by the person.

2. Emotional Factors

The emotional factors that may influence drug absorption and metabolism within the body are:

a. Emotional state – A person's specific emotional state or degree of psychological comfort or discomfort will influence how a drug may affect the individual. For example: if a person began using alcohol and was extremely angry or upset, the alcohol could intensify this anger or psychological discomfort. On the other hand, if alcohol was being used as part of a celebration, the psychological state of pleasure could be enhanced by the use of the drug.

b. Anticipation/Expectancy – The degree to which a person believes that a given drug will affect them, may have an effect on their emotional state. If a person truly believes that by using a substance, they will experience a given effect, then their expectations may cause a psychological change in the manner in which the drug affects them.

3. Drug-Related Factors

The drug-related factors that influence the way drugs are absorbed and metabolized within the body are:

a. Tolerance – Tolerance refers to the amount of a given substance necessary to receive its desired effect.

b. Presence or use of other drugs – The presence or use of other drugs such as prescription, over-the-counter, nicotine, and caffeine also influence the rate of absorption and metabolism of drugs in the body.

c. Method of administration – A drug injected directly into the blood stream will affect an individual at a greater rate, since it will be directly absorbed through the blood stream and presented to various organs. If a drug is snorted or inhaled, the effects may be enhanced, due to the fact that the sinus cavity is located in close proximity to the brain. On the other hand, if a drug is ingested, the effects may be slower due to the fact that they must pass through the digestive system.

d. Physical dependence (addiction) – If a person is physically addicted to a drug, then more of a given substance may be necessary and the effects on the body will differ from those seen in a non-dependent individual.

C. Elimination

Drugs are eliminated from the body primarily through the liver. The liver and kidneys act as a body's filter to filter out and excrete drugs from the body.

The liver metabolizes ninety percent of alcohol in the body, while ten percent is excreted through the lungs and sweat. Also, the liver metabolizes drugs in a fairly consistent manner. For example: alcohol is removed at the rate of one 12 oz. can of beer, one 5 oz. glass of wine, or 1 1/2 oz. shot of whiskey per hour.

SPECIFIC EFFECTS OF DRUGS ON THE CENTRAL NERVOUS SYSTEM

Drugs affect the various areas of the brain and change normal brain activity. It is important to know what specific functions are located in each of the major brain areas, to better understand the effects of drugs and alcohol on behavior and functioning.

A. Hypothalamus

The hypothalamus regulates homeostasis, the body's system for keeping itself balanced. This includes: sleep and wake cycles, hunger, thirst, sexual behavior, blood pressure, and temperature. Also, the hypothalamus determines what parts of the body are affected by analgesics and regulates hormonal impulses and emotions.

B. Medulla

The medulla is responsible for head balance, movement, and assisting the hypothalamus in regulating automatic body functions.

C. Cerebral Cortex

The cerebral cortex contains half of the nervous system's cells, which regulates the speed and vomiting reflexes. It is also responsible for language, abstract thinking, personality, and interpretation of emotion and sensory information, including judgment.

D. Cerebellum

The cerebellum is responsible for coordination of muscles, maintenance of balance, and specific memory and learning system functions that are not to one part of the brain.

IMPACT OF DRUG USE ON DRIVING

A. Necessary Driving Skills

1. Several skills necessary for driving include: vision, reaction time, judgment, hearing, and simultaneous task processing/accomplishment.
2. Driving skills can be divided into cognitive skills, such as information processing, and psycho motor skills.

B. Drug Impact on Driving Skills

1. Impairment is related to alcohol, in terms of its concentration in the blood stream.
2. The brain's control of eye movements is highly vulnerable to alcohol. It only takes low to moderate blood alcohol concentrations (.03 to .05%) to interfere with voluntary eye movements and impair the eyes' ability to rapidly track a moving target.
3. Steering an automobile is adversely affected by alcohol, as alcohol affects eye-to-hand reaction times, which are superimposed upon the visual effects. Significant impairment and deterioration of steering ability begin at approximately .03 to .04% Blood Alcohol Concentrations and continue to deteriorate as Blood Alcohol Concentration rises.
4. Almost every aspect of the brain's information-processing ability is impaired by alcohol. Alcohol-impaired drivers require more time to read street signs or respond to traffic signals than unimpaired drivers. Research on the effects of alcohol on the performance of automobile and aircraft operators shows a narrowing of the attention field beginning at .04% blood alcohol concentration.

C. Dividing Attention Among Component Skills

1. Most sensitive aspect of the driving performance.
2. Component skills involve maintaining the vehicle in the proper lane and direction (tracking task), while monitoring the environment for vital safety information, i.e. other vehicles, traffic signs, and pedestrians.

3. Alcohol-impaired drivers who are required to divide their attention between two tasks tend to favor just one task. Often times the favored task is concentrating on steering while becoming less vigilant with respect to other safety information.
4. Numerous studies indicate that divided attention deficits occur as low as .02% Blood Alcohol Concentration.
5. Four conclusions can be drawn from results of epidemiologic and experimental studies.
 - a. The degree of impairment depends on the complexity of the task involved as well as the Blood Alcohol Concentration.
 - b. The magnitude of alcohol-induced impairment rises as the Blood Alcohol level increases and dissipates as the alcohol is eliminated from the body.
 - c. At a given time and Blood Alcohol Concentration, some skills are more impaired than others.
 - d. There is no evidence of an absolute BAC threshold below which there is no impairment of any kind. Therefore, certain skills important to the driving task are impaired at .01 to .02% blood alcohol level the lowest levels that can be reliably measured by the commonly used devices.

HELPING SOMEONE WITH A DRINKING OR DRUG PROBLEM

The most helpful thing you can do for someone with a substance abuse problem is be supportive. Overcoming addiction and changing behavior is much easier to do with the help of others. Here are some tips for helping someone you know who may have a drinking or drug problem.

Show and tell your genuine concern for the other person.

Maintain the offensive: do not let the other person put you on the defensive about your own drinking.

Know the basic facts about alcohol or drugs, but do not try to come across as an expert.

Try to get the person to agree to some form of positive action, such as seeking counseling.

HEALTHY CHOICES FOR MANAGING STRESS

We all need "time out" for ourselves. We all have times we need help with soothing a feeling or mood. Here are lists of possibilities that don't involve food, alcohol, or other drug use.

Take a scented bubble bath, with candles and great music in the background.

Go to bed early and hope that tomorrow will be a better day.

"Wellness" is healthy living that keeps our minds, bodies, and souls in balance. Wellness includes staying fit, eating nutritiously, maintaining good relationships, and being involved in rewarding work. Here are some specific things that help us live well.

Be Active

If you already play sports or exercise regularly, you know the "rush" you can get from physical activity. Your body feels stronger, and your mind feels more alert and better rested.

Some of us don't like sports and exercise. It may help to think about what you do like to do, or just explore things that seem interesting to you. Walking on a stair climber may leave you bored, but walking or jogging through pleasant outdoors surroundings may seem more attractive. Take a friend for companionship! Are there any sports you like to watch that you might want to try? From lessons to team sports, many schools and communities offer a variety of inexpensive recreational activities. It's a great way to meet people.

Eat Well

Eating can be a real pleasure, even when it's "healthy." Learn to enjoy eating well. Learn to cook. Have dinner with your friends. Appreciate your meals.

A word of caution for those of us who are tempted to overeat. When we eat too much we can feel bloated and unwell, and end up being an unhealthy weight. We need to learn to stop eating before we feel full, to give our stomachs a chance to catch up to our palettes. Wellness or medical clinics can offer assistance in learning healthy eating patterns.

See Friends

There are lots of things we can enjoy doing alone, but often it's more fun to share it with other people. Make regular time for your friends and family. Pick enjoyable things to do with them. Often the activity is less important than the chance to talk and listen with another person.

Relax

Taking a break can feel great. Start by getting enough sleep every day. If you always wake up tired, try going to bed earlier. Some of us take time regularly to meditate. For others, quiet activities like reading, writing, or just sitting can be very relaxing. Naptime isn't just for children. If you feel tired, listen to your body and rest more.

Let yourself cry, alone or with a friend.

Try one or more of the following activities:

Take a walk or do some vigorous exercise

Go to a beautiful, peaceful place

Talk to a sympathetic friend

Write in a journal

Dance

Go to a movie

Get a massage

Read a good book

Do whatever it is you like to do or need to do to take care of yourself. You can use this list or make your own, and place it somewhere you can see it when you're in need. Include phone numbers of people you can call. Be specific!

HEALTHY CHOICES FOR PARTYING (IF YOU MUST PARTY)

Part of hosting a good party is ensuring your guests' comfort. That includes supporting guests who don't want to drink alcohol and encouraging moderation in those who do. The following ideas for hosting parties come from "Responsible Drinking Party Ideas", created by the Council on Alcoholism and Drug Dependence in Durham, NC.

CARING HOSTS CAN

Serve food so guests don't drink on an empty stomach

Serve non-carbonated mixers like juice, because carbonation speeds alcohol absorption

Serve plenty of non-alcoholic drinks for those who want them--including drinkers!

Serve alcohol in measured amounts, not from open containers like kegs

Serve alcohol at spaced intervals, to encourage guests to not have more than one drink an hour

Provide a comfortable, relaxed atmosphere--let your party put guests at ease, not your booze

Offer activities and entertainment such as games and music so that socializing does not just revolve around eating and drinking

Stop serving alcohol before the end of the party; let guests have two hours to allow alcohol to leave their body before they leave your house

Take responsibility for intoxicated guests: don't let anyone drive home drunk. Arrange for taxis or designated drivers, or let people stay the night. You can be held legally responsible for injuries sustained or caused by guests you have served alcohol to.

Sexual Assault Prevention and Information

The availability of other sexual assault prevention programs other than the information contained herein for employees/students may be obtained by contacting local law enforcement (the San Antonio Police or the Bexar County Sheriff's Department).

These agencies can be contacted at:

San Antonio Police Department:	Adult Sex Crimes Unit	210-207-2313
Bexar County Sheriff	Main Telephone	210-335-6200

in order to obtain more information. These programs promote the awareness of rape (including acquaintance rape) and other forcible and non-forcible sex offenses. School personnel and local law enforcement can also obtain the availability of off campus mental health and other support services for victims of sexual crimes.

AHCP's program to prevent both forcible and non-forcible sex offenses is provided through the information/education it is providing in this report. The information for crime (including sexual assault) prevention contained in this report is the result of research conducted by the school that was obtained from both local and non-local law enforcement agencies.

If you should witness or become the victim of an alleged sexual crime on campus, shopping mall property, mall parking lots, or on public property immediately surrounding the campus, you are strongly advised to report the crime immediately to local law enforcement (calling 911 on your cell phone may be the quickest method) and/or campus personnel. School personnel, at the student/employee's request, will assist the victim with notifying the authorities of the alleged sexual offense.

Sexual Assault is a crime of violence, not sexual passion. It is meant to degrade, humiliate, and control. It can happen to anyone, at any time, at any place.

Date rape is a sexual assault or attempted sexual assault usually committed by a new acquaintance involving sexual intercourse without mutual consent. The term "date rape" is widely used but can be misleading and inaccurate because the person who commits the crime might not be dating the victim. Rather, it could be an acquaintance who commits the offense, which would be referred to as **acquaintance rape**.

Following are some commonly held myths regarding sexual assault.

Myths about sexual assault

It could never happen to me.

Truth: Everyone is a potential victim. Man, woman, child, any age, race, religion, occupation, education, or sexual preference.

The motive is sexual.

Truth: Rape is a violent assault and the motive is aggression, anger, and hostility.

Rape is committed on impulse and by a stranger.

Truth: Most rapes are planned and often occur in one's house. Many times the offender is a relative, friend, neighbor or other acquaintance of the victim/survivor (such as in the case of "acquaintance rape").

"Women who are raped are asking for it."

Truth: Rape is a violent and degrading crime. The youngest reported rape victim was 3 months old. The oldest was 99 years old. Both victims were in their bed sleeping. Age, what one wears, or the sex of the victim does not matter.

A rapist is easy to spot in a crowd.

Truth: Most rapists are young, married and appear normal. They can be of any race or economic background.

Rape is a non-violent crime.

Truth: Rape is a violent crime. 98% of rapists either carry a weapon or threaten the victim with violence or death.

Preventative Measures Against Sexual Assault

Safety at Home

Install good solid wood or metal doors on all exits.

Install double cylinder deadbolt locks on all exit doors.

Practice key control by limiting the number of keys issued.

Always lock doors.

Secure windows with a secondary locking device.

Acknowledge all callers through a locked door.

Make sure exterior is well lighted.

Do not advertise name on mailboxes.

Get an unlisted phone number or when listing your name, use initials only, don't include your address.

Safety While Driving

Keep your vehicle well maintained.

Always check the front and back seats before entering your car.

Keep doors locked and windows rolled up.

If you think someone is following you, do not go home. Drive to the nearest police station, fire station, open gas station, or well-lighted place where there are people that can help.

If you have car problems, raise the hood and tie a white cloth to the door handle to signal for help. Get back into the car and keep the doors and windows locked. If someone stops, ask them to call for help. Do not accept rides from anyone.

If possible, always carry a fully charged cell phone for emergencies.

Safety While Shopping

- Avoid parking next to vehicles with persons still inside.
- Avoid parking next to panel vans.
- Park in well lighted areas.
- At night, shop with others.
- When walking to and from your vehicle, have keys in your hand ready to unlock the door.
- Use customer pick-up when available.

Use Street Sense

- Walk with an attitude of confidence.
- Avoid walking alone.
- If you live in an apartment, pick up mail during daylight hours.
- Avoid taking shortcuts through alleys or fields.

If You Are Attacked

Stay as calm as possible, think rationally, and evaluate your resources and options.

It may be more advisable to submit (this does not mean you consent) than resist and risk severe injury or death. Everyone has different strengths and abilities. You will have to make this decision based on the circumstances. Remember, do not resist if the attacker has a weapon.

Keep assessing the situation as it is happening. If one strategy does not work, try another one.

Other options to nonresistance are negotiating, stalling for more time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention and physical resistance.

Fighting back or struggling may discourage the attack, but remember you have to hurt the rapist bad enough to create the time you need to escape. You may want to consider:

- Scratching with your fingernails
- Biting-poking/jabbing the eyes and throat area
- Kneeing/kicking the groin
- Punching the nose

Weapons such as guns, knives, and chemical sprays can easily be turned against you unless you are trained and not afraid to use them. You must be prepared to possibly kill the attacker.

If you are determined to carry some type of weapon, a chemical spray (one example would be pepper spray) is your best choice. It is non-lethal if used against you. Remember, you may already have weapons with you such as your keys, pens, pencils, and the most important weapon, **your brain**.

What to do if You Become a Victim/Survivor of a Sexual Assault

Report it to the police immediately.

Do not bathe.

Do not disturb the scene of the rape.

Do not wash your clothes.

A medical procedure at a hospital should follow the police report consisting of a medical examination and a rape kit.

Psychological assistance will be available to you.

Should the student request, the Academy will, to the best of its ability, re-arrange the alleged victim's class schedule to better fit the student's current needs and provide as secure a learning environment as possible.

Important Phone Numbers/Contact Information Regarding Sexual Assault

Emergency 911

**San Antonio Police Department
Adult Sex Crimes Unit
210-207-2313**

**Police Non-Emergency
210-207-7273**

For more information, visit: www.sanantonio.gov/sapd

Sexual assault crime prevention obtained from the Office of the Chief of Police, Sexual Assault Prevention.

Information on Registered Sex Offenders

Information on registered sex offenders who might be present on campus or in the immediate vicinity of the campus can be obtained and researched by visiting the Texas Department of Public Safety's database for registered sex offenders at <http://records.txdps.state.tx.us>.

Emergency Response and Building Evacuation Procedures

Each annual security report serves to provide the emergency response and building evacuation procedures to all students/employees. All employees and continuing students receive the security report, with updated crime statistics, on an annual basis. In addition, all prospective students/employees are informed of the availability of the annual security report.

Any AHCP employee or student, upon witnessing or learning of an emergency situation that is an immediate threat to the health or safety of the students and/or staff, should inform any of the following persons, based on who can be reached first/quickest.

Campus Director (or designee),
Accrediting Director,
Education Coordinator, or
Director of Financial Services; or
Any AHCP staff/faculty member

Once an AHCP staff member has witnessed or been informed of an emergency, he/she should immediately contact/inform the campus director (or designee), if the director has not already been informed, and confirm the situation is indeed an emergency by any one of the following methods:

- Witnessing the situation and judging it to be an emergency
- Hearing that the emergency exists from official source(s) such as law enforcement, fire department, or live media reports; or
- Having a credible witness give account of an emergency situation

Once an emergency situation has been confirmed, first available staff members, from those listed below, will immediately call 911 (in the event this has not already been done) to report the emergency. In addition, first available staff members from those listed below will immediately sound the fire alarm and/or otherwise notify the campus community (students and employees) of the emergency.

Person(s) responsible for notifying (if not already done) official sources of the emergency and notification of the campus community (based on first/quickest available) are as follows:

- Campus Director (or designee),
- Accrediting Director,
- Education Coordinator, and/or
- Director of Financial Services

As the campus community is notified of the emergency by sounding the fire alarm and/or notification by AHCP personnel, the following actions should be taken immediately by all students and staff:

Stop work immediately. Quickly gather your valuables, but leave any work supplies or work in progress.

Quickly leave the building through the exit closest to you.

Physically challenged individuals are to wait at the nearest exit. A staff or faculty member should wait with such an individual and instruct another employee to notify AHCP/responding emergency personnel of their location.

After exiting the campus, move and stay at least 100 feet away from the building.

Do not re-enter the building until authorized AHCP personnel notify you it is safe to do so.

The only time the entire campus community would not be informed of an emergency, would be in circumstances where such notification would compromise efforts to assist a victim, contain, respond to, or otherwise mitigate the emergency.

The decision of when/if, an emergency situation warrants further notification/dissemination of information beyond the immediate campus community lies with the campus director (or designee) and/or official emergency response personnel (i.e. law enforcement, fire department, etc.). Both the content and procedures for any additional dissemination of information/notification of the emergency beyond the campus community will be determined by the campus director (or designee) and/or official emergency response personnel.

AHCP conducts emergency response and evacuation drills on at least an annual basis.