



American Institute of Alternative Medicine

2017 Safety and Security Report

AIAM is dedicated to providing a safe, secure atmosphere for our students, faculty, staff and the general public on and around our campus. This report is generated annually and designed to better inform you of AIAM's safety and security policies and crime statistics. In the event of a crime or incident that is considered to represent a continuing threat to students and/or employees, AIAM will provide an additional timely warning to the campus community.

Reporting an Incident

Students or visitors must immediately report to their instructor or an administrative staff person any activity occurring on school premises or at school-sponsored events that they believe may be criminal and/or may cause any injury to themselves or others. If a student has a personal emergency while at school or at a school-sponsored event, an instructor or administrative staff person must be informed of the emergency. Students may be requested to provide information to be included on a written incident report form that will be completed after the emergency has been handled. Faculty and staff must complete Incident Report Forms whenever they are witnesses to, or are the first school official notified of, a crime or an event that occurs on school premises or at a school-sponsored activity, and that has or may have negative consequences to the school, a student, instructor, staff member, clinic client, or visitor to the school. Incident Report Forms are available from the administrative staff. A form must be completed and turned into the administrative staff within 24 hours of the incident.

Building Security

A designated office staff member will unlock the school by 9:00 a.m. on days school is in session, and students will have access to all facilities except the faculty room. Premises are to be inspected for any safety or security hazards. A designated staff member will lock school each evening when the last clinic appointment has been completed and all students and clients have left the building. Once class has completed for the evening the instructor is responsible for turning off all lights and checking all classroom exits and windows to ensure that they are secured. Building keys are issued exclusively to authorized personnel and are not to be given to any other person.

Substance Abuse

Students, faculty and staff are prohibited from using, abusing, possessing, exchanging, selling, and/or distributing controlled substances (illicit drugs) and/or alcohol while on school



premises or while engaged in any school-sponsored activity, including the fulfillment of any course requirement. Students are prohibited from coming to class while under the influence of alcohol or illegal drugs. Any student who is convicted of a drug- or alcohol-related offense, which occurred on school premises or while engaged in school-sponsored activities must inform the Director of the conviction within five days of the conviction. Within two weeks of receiving such notification from the student, the Director will inform the student of any disciplinary action to be taken, which may include satisfactory participation in a drug abuse or rehabilitation program that is approved by local law enforcement or public health authorities. Information on the prevention of substance abuse may be obtained at the front desk.

Harassment

Harassment may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, racial, gender or ethnic slurs, violence, or threat of violence. Harassment is not always sexual in nature. Students, faculty and staff are prohibited from engaging in any form of verbal, physical, or emotional abuse, harassment, intimidation, or violence or threat of violence, toward any student, clinic client, instructor, staff member or any individual associated with the school. If an incident of harassment should occur, it should be reported following the same procedures listed above for any other crime or security incident.

Violence Against Women

Domestic violence, sexual assault, and stalking are serious problems that occur on campuses across the country. If you or someone you know has experienced domestic violence, sexual assault or stalking there is assistance available. Our staff and faculty are here to help you and information regarding resources are found in your Student Handbook or through administrative staff.

Emergency Response

AIAM has set up an e-mail group that will reach all current students, faculty and administration to inform them of any emergency on campus. In addition, a text message will also be sent to students, faculty and administration. AIAM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. On specified days, this system will be checked each year. All students, faculty and administration are required to maintain updated contact information. Please see administrative staff to make any necessary changes.



This emergency contact system is scheduled to/has been tested on the following dates:

Date	Description	Announced?
10/17/2017	Routine System Test	Yes

Evacuation Plan

The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan each year.

Campus Security coordination with State and Local enforcement agencies

Security on campus is handled by the Director. The personnel of this department are empowered to enforce AIAM school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct (East Brunswick Police Department, [732]390-6900) for arrest processing. When necessary, AIAM will press charges against the criminal violators.

Crime Statistics

Category	On AIAM Campus			On Adjacent Public Property		
	2014	2015	2016	2014(n/a)	2015 (n/a)	2016
Criminal Homicide	0	0	0			0
Forcible Sex Offenses	0	0	0			0
Non-Forcible Sex Offenses	0	0	1			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
Hate Crime	0	0	0			0
Domestic Violence	0	0	0			0
Dating Violence	0	0	0			0
Stalking	0	0	0	0	0	0