

Westchester School for Dental Assistants
Annual Campus Security and Fire Safety Report

October 2017

Westchester School for Dental Assistants in the interest of the safety and security of its students and employees and in accordance of federal regulations to the Clery Act annually publishes and distributes the campus security policies and procedures and campus crime statistics to the WSDA community.

The main campus of Westchester School for Dental Assistants is located at 33 West Main Street Elmsford, NY. WSDA includes in its crime and fire safety statistics any occurrences within the main building and the surrounding areas of the perimeter.

Any criminal activity or occurrences in the main building, classrooms, laboratories, restrooms and hallways should be immediately reported to the School officials (i.e. School Director, Assistants Director and/or designated school personnel) and/ or the local law enforcement agency by calling 911

Students and Employees have access to the offices, classrooms and laboratories during the normal business hours. The School building is opened Monday-Thursday 8:00am-10:00pm and Friday 8:00am-4:00pm

WSDA is committed to providing its students and employees with a safe learning and working environment. The school allows access to its student, staff and authorized visitors. Every person visiting the school must register at the main reception area. Any person found in the building without permission will be escorted out by the designated school officials, Mr. Erik Soto, Asst. School Director and/or Ms. Lori Fariior, Title IX Coordinator. If refusal occurs, local law enforcement will be contacted.

Westchester School for Dental Assistants is a Drug Free school property and is in full compliance of the Drug Free Workplace Act, as it pertains to the United States Department of Education Regulations, Federal and State regulations. WSDA's policies and procedures on the enforcement of these policies are given to all students at enrollment and all employees during the hiring process. Each year, employees must certify that they are in adherence of the policies and procedures. This information is maintained in the student file and the fire safety log for employees. Under conditions of anonymity, students and employees may speak in confidence with the School Director regarding any suspicious or illegal activity occurring on and around the campus.

WSDA's drug free work place and drug free school policy as it pertains to the possession, use and sale of illegal drugs and alcoholic beverages is available in the school directors' office as well as in every student file and employee file.

All students and employees of WSDA should be conscious of their surrounding and notify school personnel immediately if there is any evidence of illegal activities. All incidents that may occur on campus should be brought to the attention of the school director or the assistant director. Every occurrence is to be reported within 24 hours of acknowledgement of such. The appointed campus personnel will log all incidents in the crime log.

NON DISCRIMINATION

Westchester School for Dental Assistants does not discriminate on the basis of race, gender, color, creed, disability, national origin or sexual orientation as prohibited by federal, state and local law with respect to the admission of students and the hiring of employees.

SEXUAL OFFENSES

Westchester School for Dental Assistants provides a safe and secure atmosphere for its students and staff. The school is committed to providing an environment that is free from any form of sexual misconduct. Such occurrences such as domestic violence, dating violence, sexual assault, stalking, rape and harassment. Any of these occurrences will not be tolerated. All occurrences should be immediately reported to the School director, the Title IX coordinator and the local law enforcement agency. All instances of occurrences will be investigated internally. The School provides information on the safety and prevention of such occurrences to all students and staff. The school provides literature and materials in these matters in confidence in the Financial Aid Office. WSDA will provide notices to all student and staff when notified of such occurrence, while providing anonymity to the victim.

The school has the right to expel students and terminate staff at the conclusion of their investigation of any occurrence. The school has posted on the student information bulletin board and in the employee lounge any listing of registered sex offenders that have been provided by the local law enforcement agencies.

The School director as well as designated staff provides all necessary information during the orientation process for students as well as the new hire orientation for staff. All information shared to the designated school personnel is in strict confidence.

FIRE SAFETY AND EMERGENCY EVACULATION

WSDA is committed to the safety and security of its students and staff. Monthly fire drills are each month and logged in the fire safety log. During the year of 2016 six fire drills were held.

Evacuation procedures are discussed during orientation. The school director takes each new class start on a tour of the school to indicate the entrances and exits in the event of an emergency. The staff goes through an evacuation drill monthly to be prepared for any occurrences. If such occurrence happens, all students and staff should immediately exit the building from the nearest exit and move as far opposite of the building as possible, in the event of immediate danger. Local law enforcement will be contacted. The safety of the student and staff is our main priority. WSDA will do everything remotely possible to keep everyone safe.

For any fire and/or evacuation emergencies, student and staff should notify the following;

Mr. Marco Rodriguez, School Director

Mr. Erik Soto, Assistant School Director/Director of Education

Ms. Lori Farrior, Financial Aid Manager/ Title IX Coordinator

Campus safety Statistics for the 2014-2016 Calendar Year

	2014	2015	2016
Criminal Occurrence			
Murder	0	0	0
Manslaughter(Negligent)	0	0	0
Manslaughter(Non-Negligent)	0	0	0
Forcible Sex Offense	0	0	0
Non Forcible Sex Offense	0	0	0
Aggravated Assault	0	0	0
Hate Crimes	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Violence Against Women Act (VAWA)			

Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Westchester School for Dental Assistants does not have any on campus housing or off campus buildings.

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