

Annual Security Report

Update 10/1/2018

Crime Log:

2014-2016 OFFENSE	Stewart Campus			Non-Campus Building or Property			Public Property			TOTAL		
	15	16	17	15	16	17	15	16	17	15	16	17
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Stewart School is a small campus located at 604 N. West Avenue in Sioux Falls, South Dakota. There have been no crime reports on campus.

- There were no reports of assaults on campus
- There were no reports of rape on campus
- Theft reports were negligible.

Parking:

Stewart School has street parking for students. The street is by the school, as well as the area is well lit at night. Stewart School encourages students to go to their vehicles in pairs, to never walk alone at night.

Student Safety:

Stewart School also provides speakers and programs for students on topics of rape awareness, physical and domestic abuse, drug and alcohol abuse and self-defense. These classes are made available during the student's regular schedule and they are required to attend at least one per academic year. To further protect our students, the school does not disclose full names, attendance status, or schedules of students. We also encourage them not to share their full name, schedule, or any other personal information with clients

Protection Order/Restraining Order:

Any student or staff member is strongly encouraged to provide legal documentation regarding their safety to the school. As well we recommend giving the school a photo of the person the order is against to insure prompt identification.

Reporting and Procedures for Crime Related Offenses:

Petty theft is addressed internally, but on occasion police intervention is used. Even though stealing is rare, it is inevitable with a large group. Stewart School provides locked lockers for student's personal belongings and has a printed policy discouraging borrowing and lending. Students are advised not to bring large sums of cash to school. Students caught stealing from the school, staff, students, or clients are terminated from school immediately.

Emergency Notification Procedures:

Stewart School utilizes an overhead paging/intercom system to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any non-school time announcements will be made over the radio or television stations. This is in regard to weather related situations, as well as student emergency issues.

Emergency Response & Evacuation Personnel:

School Director: Angela Taylor 1-605-336-2775 ext. 3
 Admissions Director: Katie VanBallegooyen 1-605-336-2775 ext.2
 Academic Director: Caitlin Hoogland 1-605-336-2775 ext. 4

How To Report an Emergency:

Call 911 from a landline phone and calmly state:

- Your Name
- The building and room location of the emergency.
 Stewart School
 604 N. West Avenue
 Sioux Falls, SD 57104
- The nature of the emergency-fire, chemical spill, etc.
- Whether injuries have occurred.
- Hazards present, which may affect responding emergency personnel.
- A phone number near the scene where can be reached. 605-336-2775

Timely Warning:

In the event of a situation, either on or off campus that in the judgment of Stewart School management constitutes an on-going or continuing threat to the college community a "timely warning" will be issued through the local media and using the in school overhead paging/intercom system. Local media, phone messages, text messages, Facebook and/or e-mail will be used if possible and deemed necessary.

Evacuation Procedures:

Stewart School has an evacuation procedure that is reviewed at orientation. Emergency and Fire evacuation routes are posted throughout the school. The overhead paging/intercom system is used to verbally notify the students in case of an emergency.

Designated Safe Area:

- Weather Emergency: Basics classroom, inner hallways, and student break-room
- Fire Emergency or Bomb Threat: Vacate the building through the nearest exit (exits posted throughout the school).
 - North Exit: Proceed across Lake Avenue to the park where emergency response and evacuation personnel will meet you.
 - East Exit: Proceed across Lake Avenue to the park where emergency response and evacuation personnel will meet you.
 - West Exit: Proceed across the frontage road to gather in the median between the frontage road and West Avenue where emergency response and evacuation personnel will meet you.

Building Evacuation:

Upon hearing the announcement, or seeing a fire or dangerous situation inside building, begin evacuation procedures.

- Keep yourself and others calm, do not run! Crawl if overwhelmed by smoke.
- Quickly proceed to nearest exit, using the posted planned evacuation route, if necessary, to North, West or East exit door.
- Educators take your Attendance Book and a pen or pencil with you for a correct head count.
- Report immediately to the designated safe area so we can ensure everyone is accounted for.
- Wait for instructions from emergency response and evacuation personnel.
Do not re-enter the building until told it is safe to do so.

RACE:

If you discover fire or smoke, do not panic!

- **Remove/Relocate** individuals away from danger if possible without endangering your safety.
- **Active Alarm** – Call 911.
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish/Evacuate** – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

Building Safety Systems:

Fire Extinguishers: Location of Extinguishers, as well as the types of extinguishers and location will be reviewed upon orientation and during yearly fire drill. Fire extinguishers are located throughout building. As well the location of fire extinguishers as well as nearest exits are posted throughout the building.

First Aid Kit (For minor injuries not requiring medical attention): There is a First Aid Kit in the dispensary.

Hostage/Intruder Situation Plan:

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate Action Secure Building by paging CODE RED
 - a. Lock down building, and do not let any students that are not in class enter the building.
 - b. Alert all rooms of the event.
 - c. Educators lock your classroom doors and do not let student leave the classroom until the police evacuate them.
 - d. Advise Students and others to stay off of their phone to prevent from locking down the phone system.
3. Monitor hostage situation the best you can without doing anything to exacerbate it.
4. Follow instructors of law enforcement officials who will take over when they arrive on site.

Staff

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s)
5. Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
6. Constantly be alert and prepared for violence. Initial Action, Duck, Cover and Hold if the intruder(s) open fire.

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, co-workers, and guests. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with

them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

If an individual(s) enters campus and acts in a threatening way (with or without a weapon) or begins firing a weapon, the following actions will be taken:

School Director/Designee:

1. Inform staff supervising students in classrooms to initiate Action Duck, Cover, and Hold.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
4. Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
5. In classrooms, lock classroom and maintain Action Duck, Cover and Hold until the situation is resolved.
6. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.
7. Students that are locked in safe rooms should remain there until police remove them.

Severe Weather Plan:

Severe weather includes Tornadoes, Severe Thunderstorms, Violent Snow Storms and Flooding. Weather Safe Area: Inner Hallways, Basics room, Student break room.

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Co-workers should be alerted to close all windows, inform students of building's safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and co-workers to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Educators move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all clear has been issued.
- Advise Students and others to stay off of their phone to prevent from locking down the phone system.

Violent Snow Storm/Flooding:

In the event of a violent snow storm or flooding, co-workers and students will be notified of early dismissal/school closing (or allowing students to stay till weather clears) by: Teachers announcement, phone call to the students, announcements to be made on local radio/television news channel and Facebook.

Missing Student Notification & Procedure:

Students must call in all absences prior to starting time for each absence. If a student does not report and absence, Stewart School will attempt to contact the student that day. Additionally, Stewart School requires each student to sign a release for an emergency contact in the event a student is unable to be reached.

Registered Sex Offenders Information:

Stewart School asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony on the enrollment application to advise students of potential state licensing denial. This information, including sex offender registry, is kept in student's confidential file. Beginning 2011, Stewart School will retain the right to perform background checks on all applications. Visit <http://sor.sd.gov> for a list of local registered sex offenders.