



***Academy of Interactive Entertainment  
Lafayette Campus***

***Student Safety Handbook 2022 – 2023***

***Published:***

***Revised: August 21, 2022***

# **AIE Louisiana Student Safety Handbook**

## *August 22 Revision*

The Academy of Interactive Entertainment (AIE) is providing the following plan to all of its students as part of our commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1990.

Questions about any of the information provided in this handbook should be referred to the Head of School, 537 Cajundome Boulevard, Suite 211, Lafayette, LA 70506.

### **Safety and Security Policies**

AIE believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, along with the protection of all school assets. The student's responsibility is to know and follow "common sense" and all posted safety and fire regulations and utilize safety equipment properly to protect themselves and fellow students from inconvenience or serious injury. It is every student's duty to report any unsafe conditions and defective working tools or equipment to the instructor or a staff member. Any and all accidents or crimes, no matter how small, should be immediately reported to the Head of School, instructor, or a staff member.

### **AIE jurisdiction**

AIE offices and classrooms are located on the 2nd floor of the LITE building in Suite 211 located at 537 Cajundome Boulevard in Lafayette, LA.

### **I. Your Right to Know**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the "Clery Act.") is part of the Higher Education Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

The Higher Education Act requires, among other things, that colleges and universities:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees".
- Describe the school's emergency response and evacuation procedures including how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to safety of students or employees occurring on the campus.

## **II. Timely Warnings**

If a situation arises, either on or off campus, that the Head of School judges to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the AIE e-mail system to students, faculty and staff. Also, the instructors would be notified and would be asked to update the students during class about the warning, to make sure they are all aware of the situation. When issuing a “Timely Warning”, AIE will keep confidential the names of any victims.

## **III. Reporting Criminal Actions or Other Emergencies**

Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment and are encouraged to report all criminal acts or other emergencies promptly and accurately. It is the policy of AIE that all criminal acts or other emergencies occurring on the school campus be properly documented, and reported to local authorities as required by law. Anyone who is a witness to, informed of, or the victim of a crime (in addition to dialing 9-1-1) can report criminal activity or other emergencies occurring on campus by contacting the Head of School (337-205-6604) or the Lafayette Police Department (337-291-8600).

AIE staff, including the Head of School, will assist as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of AIE staff. Criminal activity is documented by the completion of an online report filing with the Lafayette Police Department at:

[www.lafayettela.gov/policedepartment/publicassistance/pages/file-an-online-report.aspx](http://www.lafayettela.gov/policedepartment/publicassistance/pages/file-an-online-report.aspx)

If a student is a victim of a crime and does not want to pursue action with AIE’s system or the criminal justice system, the student still may want to consider making a confidential report. With the student’s permission, the Head of School can file a report on the details of the incident without revealing the student’s identity, unless there is an endangerment of life or reporting is otherwise required by law. The purpose of the confidential report is to comply with the student’s wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual crime statistics for AIE and are kept in the Head of School’s office.

AIE will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by AIE against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the victim notification.

## **IV. Security and Access to Campus Facility**

It is the policy of AIE that access to all campus facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the Code of

Conduct Policy located in the Student Catalog/Handbook. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host.

#### **V. Programs to Inform Students and Employees about Security, Crime Prevention and Crisis Response**

New students are given information on security, crime and sexual assault prevention and crisis response during orientation. Also, posters in the classrooms explain emergency procedures and crisis response, to make sure students are aware of what to do in case of an emergency.

In addition to the annual campus security report, students and staff are notified of specific security concerns if/when they arise throughout the year and appropriate measures are taken to assure continued safety. When warranted, the campus community is notified via AIE email accounts and/or bulletin board notices or notices read by instructors to the students in classrooms. Content includes the specific incident(s) that may be relevant to campus safety concerns and campus and community measures taken to address the safety issues.

#### **VI. Emergency Contact Information**

All AIE students fill out their emergency contact information on the day of orientation, and at the beginning of the second school year. This is done in order to make sure that the information is current.

#### **VII. Information Regarding Registered Sex Offenders**

The Lafayette Police Department website has a Crime Information/Sex Offender Registry that maintains records and information on specific offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public by calling 337-291-8600.

#### **VIII. Drug and Alcohol Policies**

AIE is a drug-free work environment. Substance abuse means the use or possession of any drug in a manner prohibited by law. It also means the use of alcohol or any legal drug in a manner that an individual's performance is impaired beyond normal function. Any infraction of this policy is not tolerated and any student found in violation of this policy will be brought up before the Disciplinary Committee and could be expelled.

AIE is subject to the requirements of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

AIE expresses its continued commitment:

- To ensure a campus environment in which students, faculty and staff can work, study, and relax in safety.
- To address the abuse of alcohol and other drugs and the academic, social, health, and legal consequences thereof.
- To reach out to campus and to develop and implement a comprehensive strategy for prevention.

- To ensure that the prevention of the abuse of alcohol and other drugs remains a priority of our campus life and health promotion.

### **A. Substance Abuse**

The administration of AIE desires to promote the health and well-being of students and academy personnel. Specific procedures relating to substance abuse prevention education, identification, constructive intervention, information, assistance, and referral have been developed by the school, consistent with existing law and the best interests of all concerned.

These procedures shall be reviewed and published annually and updated when necessary to comply with current law and to reflect current medical knowledge and abuse prevention practices.

### **B. Alcoholic Beverages**

The use of alcoholic beverages on campus and at AIE events sponsored by the Board, alumni, faculty, staff or students is prohibited except as otherwise set forth herein. Any violation of this policy will result in disciplinary action up to and including expulsion for students.

### **C. Drug/Alcohol Use**

While at AIE, students have the responsibility to engage in their educational studies in a safe, conscientious, and effective manner. In order to do this, AIE students, must be able to study in a drug and alcohol free environment and be free from the effects of drugs and alcohol.

#### **1. Drugs**

The manufacture, sale, possession, distribution, dispensing or use by a student while on AIE premises of a controlled substance or drug not medically authorized is strictly prohibited.

The use by a student of a controlled substance or drug not medically authorized which affects their studies or poses a hazard to the safety and welfare of the person, or other students, faculty, or staff is strictly prohibited.

#### **2. Alcohol**

Being under the influence of alcohol or engaging in the sale, transfer or distribution by any student while on AIE premises is strictly prohibited except at functions where a legal permit and advance consent has been obtained.

Violations of the Drug/Alcohol Use Policy may result in disciplinary action up to and including expulsion as described in the Student Handbook. AIE has the right to refer violations of its Drug/Alcohol Use Policy for criminal prosecution.

Each student who observes or has knowledge of another student in a condition which affects their ability to engage in their job or educational studies or poses a

hazard to the safety and welfare of others is encouraged to report such condition to the Head of School. All reports will be investigated. Confidentiality will be protected to the extent, except to the extent necessary to investigate the report.

AIE takes its commitment to provide a drug and alcohol free environment seriously. All students who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance. To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, the Head of School maintains a list of agencies which provide rehabilitative and counseling services.

For purposes of this policy the following definitions apply.

1. "Drug" means any drug which has not been legally obtained, or is not being used for its intended purpose, or as prescribed, or is defined as a controlled substance by the Controlled Substance Act (21 U.S.C. & 812 et se q.) or section 2.1 of subpart "B" of Workplace Drug Testing Programs (53 FR 11980 April 11, 1988), which also includes marijuana.
2. "Under the Influence of Alcohol" means that the student manifests symptoms which preclude performing their educational exercises in a safe and efficient manner or has a level of alcohol in the blood considered to be impaired under applicable state law. Such symptoms may include, but not be limited to, misbehavior, odor of alcohol and/or impairment of physical or mental ability.

#### **D. Recovery and Support Resources**

These are contact numbers for providing support as people work toward developing healthy lifestyles free of alcohol and/or other drugs:

Louisiana 1-800-411-1333 or National 1-800-799-7233

#### **E. Treatment**

Information is available from the Student Services Manager on treatment options available in the area.

#### **IX. Weapons**

The possession or use of firearms, knives (except non-spring pocket knives with blades less than four inches), other weapons, explosives or fireworks of any kind are prohibited on school property and during any school activity. The school reserves the right to inspect any and all items brought onto the school premises. Possession or use of a firearm, knife (except non-spring pocket knife with a blade less than four inches), other weapon, explosive or firework on school premises or during any school activity will result in the student's immediate termination from the school.

#### **X. Personal Property**

AIE expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal

property of any kind owned by any student, visitor or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on school premises and during any school activities.

**XI. Sexual Assault Programs and Procedures - Violence Against Women Act** The Violence Against Women Act Includes amendments to the Clery Act that afford additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

### **Sexual Misconduct Policy**

AIE affirms the values of respect, responsibility, and caring between all persons. Sexual offenses will not be tolerated. Behavior of this nature is inconsistent with the college's values, and is a violation of the AIE Code of Student Conduct, School policy and state and federal law. Students committing a sexual offense may be prosecuted under the Louisiana Criminal Code and/or disciplined under the AIE Code of Student Conduct in the Student Handbook.

This policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents that include sexual assault, domestic violence, dating violence, stalking and other unwelcome behaviors as explained below. This policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating this policy.

The school makes this policy readily available to all students and provides periodic education to students regarding sexual misconduct. The Head of School, Admissions advisors and community agencies offer sexual misconduct education and information upon request. Creating a respectful, safe and non-threatening environment is the responsibility of all members of the school and AIE encourages students to take advantage of these educational opportunities and to learn about this policy.

New students are given information on sexual assault, harassment, domestic violence, dating violence and stalking during orientation.

#### **A. Scope**

This policy covers all AIE students, and in particular students who are:

- Victims of any form of sexual misconduct, including sexual assault and sexual harassment, by any other person (student, employee, or others outside of AIE).
- Accused of engaging in behavior prohibited by this policy.

#### **B. Confidentiality**

AIE is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The school works

to safeguard the identity and privacy of students who seek help or who report sexual misconduct. However, people in different positions have different obligations with regard to confidentiality. Under Louisiana law, communications with some individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Psychological counselor.
- Personal attorney.
- Religious/spiritual counselor.

### **C. Sexual Misconduct**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section.

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed.

#### **1. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:**

##### **a. Sexual Assault**

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.

##### **b. Sexual Harassment**

Sexual harassment is a form of discrimination. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex, gender, or gender identity and meets either of the following criteria:

##### **i. Submission or consent to the behavior is believed to carry consequences for the student's education.**

##### **ii. The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities.**

Comments or communications could be verbal, written or electronic.



**2. Victims of sexual assault, rape, acquaintance rape, domestic/dating violence or stalking should follow these recommended steps:**

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. **It is important that evidence be preserved for proof of a criminal offense.**
- Go to a hospital emergency room for care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute).
- Call someone to be with you. You should not be alone.
- Reporting of sexual assaults or rape are the decision of the victim. It is important to understand that reporting a sexual assault or rape is different than prosecuting a rape. Victims are strongly encouraged to immediately contact law officials to report the incident.
- A referral group for sexual assault case is Hearts of Hope for Lafayette parish 337-233-7273 or [www.theheartsofhope.org](http://www.theheartsofhope.org)

**D. Reporting Sexual Misconduct, Including Sexual Assault and Sexual Harassment**

In addition to supporting individual students affected by sexual misconduct, the school takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. The Head of School will assist the student in notifying Lafayette Police Department or local law enforcement if the student so requests. An incident/witness report can be completed even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior with the Head of School regardless of whether or not they choose to press formal criminal charges.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activities were involved. The school will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The school strongly encourages prompt reporting of complaints and information rather than risking any student's well-being. If a school administrator becomes aware of a complaint or other violation of this policy, the administrator will bring the information to the Head of School so that concerns are heard and services can be offered to the affected students. Although there is no time limit on the reporting of formal charges with the school, the school may ultimately be unable to adequately investigate if too much time has passed or if the accused student has graduated. Factors that could negatively affect the school's ability to investigate include the loss

of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

In all cases, the Head of School strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Factors that could impair the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify and acquire physical or other evidence.

**The school strongly encourages students to report concerns to either or both of the following offices:**

- For emergencies, contact 911
- For non-emergencies, or if criminal behavior is involved, students are encouraged to contact Lafayette Police Department by telephone at 337-291-8600
- **Contacting the Lafayette Police Department does not mean you must pursue charges.** The Lafayette Police Department can advise you of your options and can also preserve evidence while you consider your options.
- **To seek assistance and support, or to report misconduct, contact the Head of School (337-205-6604, robinc@aie.edu).**

In all situations, the school's goals are to provide a prompt and effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed.

**E. Retaliation**

The school prohibits retaliation against an individual for making a complaint of sexual misconduct (including sexual assault and sexual harassment), for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment and includes retaliatory behavior by the individual accused of misconduct or her/his friends, family or other persons acting in support of or on behalf of the accused. Acts of retaliation are cause for separate disciplinary action. Concerns of retaliation can be communicated to the Head of School (337-205-6604, robinc@aie.edu).

**F. False Complaints**

The school also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct or sexual harassment. Acts of knowingly filing false complaints are cause for disciplinary action.

## **G. Immediate Actions by AIE**

The Head of School may take immediate interim actions to protect the safety of the school's community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include:

- Interim suspension of an accused student
- Issuances of a no-contact notice

## **H. Resources and Services for Students**

School and community services are available to students even in the absence of a school or criminal report. AIE strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.

### **1. Confidential Support**

There are no counseling services offered at the AIE campus, but students are encouraged to talk to the Head of School who will help the student contact any counseling/health services they are interested in. Any information will be kept confidential.

Contact information - Head of School - Robin Couvillon, 337-205-6604, robinc@aie.edu.au

If a student would like to talk with someone after hours or on a weekend/holiday when the school is not open, students are referred to Louisiana 211 at 337-232HELP.

### **2. Campus Resources a. Lafayette Police Department**

Contacting the Lafayette Police Department does not mean a student must pursue criminal charges. The Lafayette Police Department can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.

*Contact information* 337-291-8600.

### **b. Head of School**

The Head of School can assist a student in filing formal complaints or, if the student is not ready to file a formal complaint, the Head of School will work with him or her to address their concern(s). The Administration Office can also assist the student in notifying local law enforcement, if the student so requests, or referring the student to resources such as counseling or a confidential advocate.

*Contact information:* Robin Couvillon, 337-205-6604, robinc@aie.edu

### **c. Community Resources**

Lafayette Police Department Emergency phone: 911

National Sexual Assault: Contact information: 1-800-656-4673 Lafayette

Parish Hearts of Hope: 337-233-7273

## **I. Student Resources 1. Harassment Policy**

AIE affirms that all students are entitled to a workplace free of harassment, and expects that everyone will be treated with courtesy, dignity, and respect.

### **2. Sexual Harassment (including domestic violence, dating violence and stalking)**

All allegations of sexual harassment (including domestic violence, dating violence and stalking) will be investigated. To the extent possible, the student's confidentiality and that of any witnesses and the alleged harasser will be protected, except to the extent necessary to investigate and address the alleged harassment. When the investigation is completed, the complaining student will be informed of the outcome of that investigation.

AIE will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Particular efforts will be made to conduct investigations with due regard for confidentiality to ensure protection of the complainant and the accused.

Complainants will be informed of the internal remedies available. The complaint procedure will provide for follow-up to determine if the issue has been resolved.

## **XII. Hate Crime Policy, Reporting and Resources**

The Head of School is responsible for collecting and reporting hate motivated statistics. Anyone receiving a report or information of hate violence is required to notify the Head of School to ensure that an appropriate report is completed, the perpetrator is held accountable (if possible), and statistics are collected disseminated and the victim and/or communities are provided with assistance/referrals.

### **Criteria for Reporting Hate Motivated Crimes and Incidents**

Reports of hate motivated incidents are taken because there is a potential for recurrence and/or escalation into a criminal act. The key criterion in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the motivation behind the incident. The following criteria are to be used in determining whether or not an incident is motivated by bias based on - race, ethnicity, gender/perceived gender, sexual orientation, religion, national origin or disability. The list is not all inclusive.

A criminal act may include any of the following:

- Burning cross or religious symbol.

- Explosives, bomb threats.
- Assault, disorderly conduct.
- Interrupting or disturbing religious, ethnic, cultural political or other meetings.
- Unlawful use of the telephone.

A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, retaliate, create conflict, because of any person's race, religion, ethnic background, etc.

### **XIII. Annual Disclosure of Crime Statistics**

The Head of School prepares a report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies. Each entity provides updated information on their educational efforts and programs to comply with the Act. The school will make a good faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all police agencies with jurisdiction for the school. Each year, an e-mail notification is made to all enrolled students providing access to this report. Faculty and staff receive similar notification via e-mail. Copies of the report may also be obtained at the Administration Office.

**How to report a crime** Emergencies dial 9-1-1.

Non-emergencies call Lafayette Police Department at 337-291-8600.

Any suspicious activity or person on the 2nd floor, in the classrooms or in AIE offices should be reported to LITE, 337-735-5483.

### **XIV. Emergency Responses and Evacuation Procedures A. Fire**

There are two different responses based on the size of fire.

#### **1. Small Fire (No Larger Than A Wastebasket)**

- Have posted evacuation routes accessible to all inhabitants.
- Alert people to evacuate area.
- Activate nearest fire alarm.
- Smother fire or use appropriate fire extinguisher.
- Always maintain accessible exit.
- Avoid smoke or fumes.
- Be prepared to evacuate building if fire grows.

#### **2. Large Fire (Larger Than a Wastebasket)**

- Have posted evacuation routes accessible to all inhabitants.
- Alert people to evacuate area.
- Activate nearest fire alarm.
- Evacuate building using fire evacuation plan.
- Close doors to contain fire.
- Move people to a safe distance.

If you are unable to safely reach an exit:

- Stay low to avoid breathing in smoke and toxic gases.
- Retreat into a closed space with a window and phone if possible so you can call 911.
- Close all doors and other openings.
- Place clothing, paper or other soft materials in gaps around closed doors.
- Hang a sign in window for fire rescue workers to see.

### 3. Notes and Precautions

- Activate the fire alarm before trying to put out the fire.
- Never enter a room that is full of smoke.
- Never enter a room containing a fire if you are alone.
- Never open a door that is warm to the touch.
- Close doors to contain fire.
- Do not use elevators.

## **B. Threat of Bodily Harm**

Threats should always be taken seriously. Any threat should be immediately reported to the Head of School. In case of emergency, call 911.

### **1. Threats Made In Person**

- Try to remain calm.
- Avoid confrontation when possible.
- Call Lafayette Police Department 337-291-8600.
- Call 911, and be sure to report the location address.

### **2. Threatening Notes, Phone Calls, Etc.**

- Call Lafayette Police Department 337-291-8600.
- Call 911 and remember to report the location address. Notify Head of School.

### **3. Bomb Threat**

Take all threats seriously.

- Try to remain calm.
- Call 911.
- Call Lafayette Police Department 337-291-8600
- Head of School/designee will decide whether or not to evacuate the building.
- If told to do so by an AIE staff member or Head of School, evacuate the building. To avoid panic, do not announce that the evacuation is due to a bomb threat.
- Leave any search to police, firefighters and other trained people.

### **4. Telephoned Threats** Take

all threats seriously.

- Try to remain calm.
- Keep the caller on the line. Obtain as much information as possible.

- Call 911. If possible, have someone else report the call while you keep the caller on the line.
- Call Lafayette Police Department 337-291-8600.
- Head of School will decide whether or not to evacuate the building.
- If told to do so, evacuate the building. To avoid panic, do not announce that the evacuation is due to a threat.
- Leave any search to police, firefighters and other trained people.

### **5. Suspicious Packages Or Devices**

- Do not touch the package or device.
- Evacuate the area immediately.
- Call 911. Indicate that a suspicious package or device has been found.
- Wait a safe distance away from the area until advised that the device has been examined and/or disposed of.

### **C. Chemical Exposure**

- Call 911 and await instruction.
- Call Lafayette Police Department 337-291-8600.

### **D. Medical Emergency, Injury Or Illness**

Based on the number of injured or ill persons, your response to the situation will vary.

#### **1. One Injured or Ill Person**

- For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911.
- Apply First Aid if the situation warrants it and you have appropriate first aid certification.
- Call Lafayette Police Department 337-291-8600.

#### **2. More Than One Injured Or Ill Person**

- For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911.
- Call Lafayette Police Department 337-291-8600.
- Stay at the scene and provide assistance to the ill and injured. □ Follow the directions of the emergency response specialists.

#### **3. Psychiatric Emergency**

Under no circumstances should anyone transport a student or employee to the hospital for a medical or psychiatric emergency.

The following behaviors may indicate that an employee or student is in crisis and needs immediate attention and emergency care:

- Violent or extremely disruptive behavior: e.g., assault, hostile threats, etc.
- Suicidal threats and references or other self-destructive thoughts or actions.
- Homicidal threats.

- Obvious loss of contact with reality: e.g., seeing/hearing/feeling things not apparent to others, thoughts or behavior inconsistent with reality, etc.
- Disturbed speech or communication content: e.g., incoherent speech, grandiose beliefs, disorganized or rambling thoughts, etc.
- Disorientation and inability to identify who they are, where they are, what year it is, etc.

**a. If the Situation Is Not Physically Violent or Potentially Dangerous**

▮ Talk calmly with the individual.

- When possible, have two people remain with the person in crisis while a third person makes the appropriate telephone calls for assistance.
- If there is no threat of violence, call the Head of School at 337-456-1848 prior to calling 911 or alerting the Lafayette Police Department.

**b. If The Situation Is Physically Violent or Potentially Dangerous: □**

Call 911 immediately.

- Call Lafayette Police Department 337-291-8600.
- When emergency help arrives, tell them what you know about the situation and follow their instructions.
- After emergency help has arrived, notify the Head of School at 337-205-6604.
- If an emergency takes place after 5pm or on the weekend, call 911.

**E. First Aid/CPR**

Any injury requiring First Aid that occurs in an AIE classroom or studio should be reported immediately to the Head of School.

CPR should only be administered by an individual certified to do so.