

Omega
Institute of Cosmetology
*Teaching Today,
Tomorrow's Stylist*

Cosmetology | Esthetics | Manicuring | Teacher Training

SAFETY AND SECURITY HANDBOOK (ANNUAL SECURITY REPORT)

Omega Institute of Cosmetology
229 B South Hollywood Road
Houma, LA 70360
(985) 876-9334
Website: www.omegainstitutes.com

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INSTITUTIONAL STATEMENT REGARDING SAFETY AND SECURITY OF STUDENTS AND STAFF

Omega Institute of Cosmetology strived to provide a safe educational environment for all students and staff. A collaborative effort of both the institution's officials and its students in maintaining safety in and around the institution assists in the overall objective of the institution to provide a safe educational environment and should always be implemented. Omega Institute of Cosmetology understands emergency situations may occur at any time and wants to ensure the safety of both its students and staff. Under the Clery Act, all colleges and universities that participate in federal financial aid programs are required to keep and disclose information about crime on and near its campus. It also required said institutions to issue timely warnings and emergency notifications when there is a potential threat in which they can take preventative measures. All students and staff should ensure they inform the institution of any changes to their email and/or phone numbers by contacting the administrator of the institution. Although authority lies with the administrator and/or owner of the institution to report a threat and/or crime, this does not prevent any student or staff member from contacting local authorities or dialing 911 if they feel they are in danger.

Administrators:

Omega Institute of Cosmetology Administrative Office
Falon Hoggatt, Administrator
229 B South Hollywood Road
Houma, LA 70360
985-876-9334
Website: www.omegainstitutes.com

Owner:

Pricilla Marcel

ANNUAL DISCLOSURE OF ANNUAL CAMPUS SECURITY REPORT POLICY

On March 13, 2013, President Obama signed into law the Violence against Women Reauthorization Act ("VAWA"), which amended the Jeanne Clery Act of 1965, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. VAWA imposes new requirements and obligations on educational institutions to now report domestic violence, dating violence, sexual assaults, and stalking. In compliance with the Jeanne Clery Act of 1965, Omega Institute of Cosmetology publishes its Annual Campus Security Report with contains a three-year statistical history of crimes. In accordance with the Women Reauthorization Act ("VAWA") and the Campus Sexual Violence Act ("SaVE Act"), Omega Institute of Cosmetology now includes sexual harassment incidents on it's Annual Campus Security Report.

Omega Institute of Cosmetology will issue all enrolled students and staff and updated Annual Campus Security Report by October 1st of each year and will include information regarding crime statistics for the prior three (3) years.

Information may also be found by visiting:

<https://nces.ed.gov/collegenavigator/?q=omega+institute+of+cosmetology&s=all&id=439844> or may be obtained by requesting a copy from the institution's Administrative office. The following pages contain the institution's crime statistics reports.

CRIME LOGS

Omega Institute of Cosmetology maintains a crime log which is available to students, staff, and qualifying agencies upon request. This information may be obtained by requesting such documentation through the institution's Administrative Office.

Contact for Crime Logs:

Omega Institute of Cosmetology Administrative Office
Falon Hoggatt, Administrator
229 B South Hollywood Road
Houma, LA 70360
985-876-9334
Website: www.omegainstitutes.com

GEOGRAPHIC AREA

The geographical area for the Annual Campus Security Report contains information and crime statistics for the institution's campus located at 229 B South Hollywood Road Houma, LA 70360. This includes the institution's building, entrance, and parking area. Also included is the adjacent Street, South Hollywood Road.

PREPARATION OF ANNUAL CAMPUS SECURITY REPORT

Omega Institute of Cosmetology publishes its Annual Security Report in accordance with Jeanne Clery Act of 1965, the Women Reauthorization Act (“VAWA”), and the Campus Sexual Violence Act (“SaVE Act”). Omega Institute of Cosmetology is dedicated to ensuring all present and potential students and staff are informed of campus safety and security along with information on the institution’s policies regarding any safety issues, incidents, and violations. The institution’s Annual Campus Security Report is prepared by the institution’s Administrator, Falon Hoggatt, which may be reached at 985-876-9334.

The report contains information and crime statistics for the institution’s campus located at 229 B South Hollywood Road Houma, LA 70360. This includes the institution’s building, entrance, and parking area. Also included is the adjacent Street, South Hollywood Road. The Annual Campus Security Report contains information regarding crimes (as listed below) which occurred on or within the institutions Clery geography, as stated above, that are reported to campus security authority or local police agencies. The institution’s administrator utilizes the institution’s annual incident logs and collaborates with local authorities to obtain information for the following crimes:

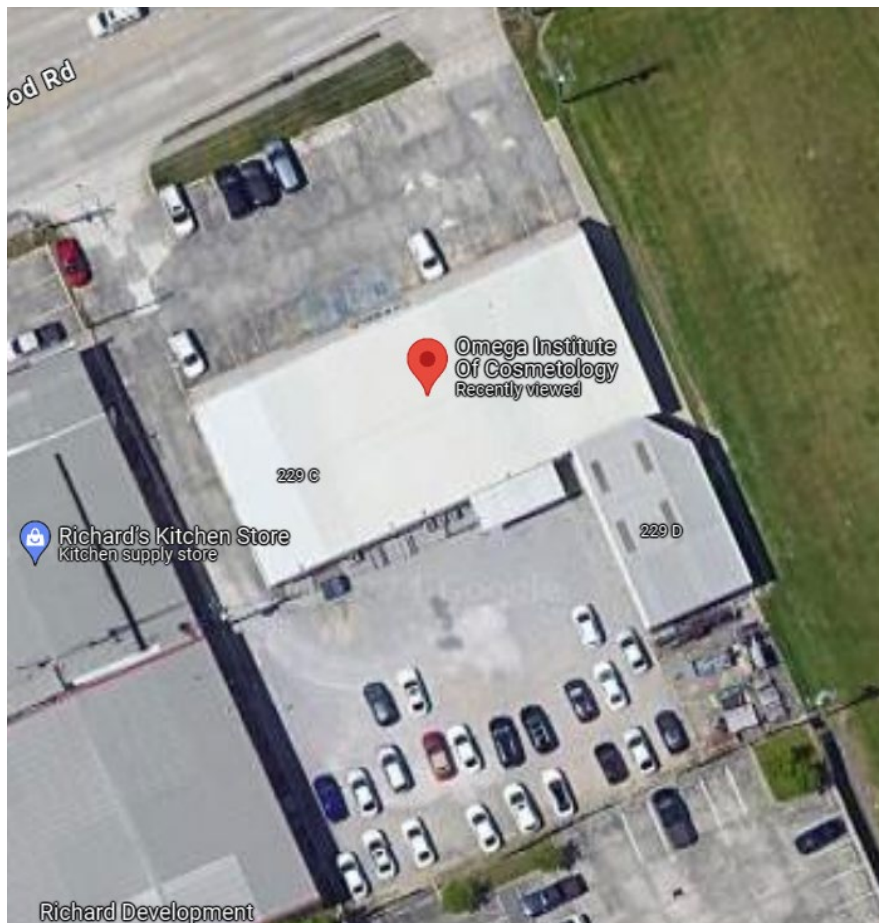
1. Murder
2. Non-negligent Manslaughter
3. Negligent Manslaughter
4. Sexual Assault
5. Sex Offenders (to include rape, fondling, incest, and statutory rape)
6. Robbery
7. Aggravated Assault
8. Burglary
9. Motor Vehicle Theft
10. Arson
11. Arrests and referrals for disciplinary actions including arrests for liquor law violations, drug law violations, and illegal weapons possession and persons not arrested for one of those offences but who were referred for campus disciplinary action.
12. Hate crimes, including the number of each type of primary crime listed above that is determined to be a hate crime and the number of the following that are determined to be ate crimes: larceny-theft, simple assault, intimidation, destruction/damage/vandalism or property
13. Dating Violence
14. Domestic Violence
15. Stalking

****The following pages contain Omega Institute of Cosmetology’s Crime Statistics Report & maps of the campus****

VIEW OF OMEGA INSTITUTE OF COSETOLOGY -FRONT PARKING LOT



AERIAL VIEW OF OMEGA INSTITUTE OF COSMETOLOGY



ANNUAL CAMPUS SECURITY REPORT

2025 Campus Safety and Security Survey

Institution: (439844001)

User ID: C4398441

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ No.
- ☐ Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- ☐ Yes
- ☒ No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not Include theft <i>from</i> a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0

0

0

0

0

0

0

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

--

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

[illegible]

d. <u>Fondling</u>	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)						
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity National Origin

a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

[illegible]

motor vehicle)

k. Arson

0 0 0 0 0 0 0 0 0

I. Simple assault

0 0 0 0 0 0 0 0 0

m. Larceny-theft

0 0 0 0 0 0 0 0 0

n. Intimidation

0 0 0 0 0 0 0 0 0

o. Destruction/damage/vandalism of property.

0 0 0 0 0 0 0 0 0

YEAR 2023

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0

[illegible]

YEAR 2022

Occurrences of Hate crimes (Category of Bias for crimes)

National Origin

0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property.

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for
Disciplinary Action

2022

2023

2024

a. Weapons: carrying, possessing, etc.

0

0

0

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2022	2023	2024
a. <u>Total unfounded crimes</u>	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.
Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

SECURITY & ACCESS TO CAMPUS FACILITIES

Omega Institute of Cosmetology has 24-hour security camera surveillance which is monitored daily by the institution's administrative department. Omega Institute of Cosmetology has an excellent relationship with its local law enforcement. Access to all School facilities is by key, if issued. The institution has an alarm system through ABC Fire and Burglar Alarm, LLC. Students are given ID badges on the day of admissions and are required to wear them while on premises. Visitors to the building must check in at the front desk. Omega Institute of Cosmetology will notify staff on any ongoing visitors to the building such i.e., maintenance and repair personnel which are also required to check in at the front desk. The Owner and staff of the institution also frequently monitor internal and external areas of the institution throughout the day to ensure the safety of all students and clientele on the premises.

Normal Business Hours:

8:30 AM – 4:30 PM Tuesday through Friday

Individuals are only allowed to access premises during business hours. Any individual requiring access outside normal business hours must do so by contacting the administrator or owner of the institution.

LAW ENFORCEMENT AND JURISDICTION OF INSTITUTION/AUTHORITY TO ARREST AND RELATIONSHIPS

Omega Institute of Cosmetology does not have any sworn or commissioned law enforcement personnel on the premises. Any threats, incidents, and/or crimes brought to the attention of the institution will be reviewed, and if necessary, reported to Houma Police Department or Louisiana State Police. The institution cannot make any arrests but may attempt to detain the individual until law enforcement arrives. Any incidents not requiring law enforcement will fall under the institution's violation policies which correspond with the incident. In Instances where necessary, the institution will call 911.

Houma Police Department

500 Honduras Street
Houma, LA 70360
985-873-6371

Louisiana State Police (Troop C)

4047 West Park Ave.
Gray, LA 70359
985-857-3680
Toll Free: 1-800-659-5907

ABC Fire and Burglar Alarm, LLC

2200 Veterans Blvd., Ste 105
Kenner, LA 70062
504-889-9795

Omega Institute of Cosmetology Administrative Office

229 B South Hollywood Road
Houma, LA 70360
985-876-9334

MONITORING AND REPORTING CRIMINAL ACTIVITY

Omega Institute of Cosmetology does not have any off-campus student organizations therefore, it does not monitor and/or report criminal activity regarding criminal activity by students at off-campus locations or student organizations, including student organizations with off- campus housing facilities.

POLICY AND PROCEDURES FOR TIMELY REPORTING OF A CRIME

Students and/or staff should report any crime, suspicious activities, or emergencies to the owner and/or administrative department of the institution immediately.

If a staff member or student should become the victim and/or witness to a crime, the individual should immediately contact the appropriate school official and/or local law enforcement agency.

Students and staff should remind themselves of the importance of the following information when reporting any incident:

1. Give a detailed report of the incident to the appropriate institution's officials and law enforcement.
2. Make note of the time, date, and location of the incident to provide more detailed information.
3. Give details to the appropriate officials regarding the persons and/or vehicles involved in the incident.
4. What other departments and/or individuals were informed of the incident.

Upon receipt of the report, the institution will determine which response to make towards the incident including actions such as: disciplinary actions against the offender(s), notifications to all staff and students of the institution, notification to local law enforcement, and/or alternate security measures due to the incident.

Omega Institute of Cosmetology does not have any policies and procedures regarding confidential crime reporting (for inclusion in the annual disclosure of crime statistics).

Omega Institute of Cosmetology does not have any procedures that encourage pastoral counselors and professional counselors to inform persons they are counseling about for confidential crime reporting(for inclusion in the annual disclosure of crime statistics).

Institutional contact information for timely reporting:

Omega Institute of Cosmetology Administrative Office
Falon Hoggatt, Administrator
229 B South Hollywood Road
Houma, LA 70360
985-876-9334
Website: www.omegainstitutes.com

Although authority lies with the administrator and/or owner of the institution to report a threat and/or crime, this does not prevent any student or staff member from contacting local authorities or dialing 911 if they feel they are in danger.

TIMELY WARNING POLICY

Omega Institute of Cosmetology will issue a timely warning as soon as pertinent information is available. This includes any Clery Act Crime which occurs in the entire geographic area such as on campus, off-campus, and public property. Also included are any crimes reported to the institution's administrative department, local police agencies, and/or pose a serious or continuing threat to the institution's students and staff. Timely warnings will be decided upon by the institution's administrator and/or owner and the notification will be issued through one or more of the following: texts, phone calls, the institution's social media page, and/or emails. If the institution believes issuing a notification will compromise efforts to assist the victim, or to contain respond to, or otherwise mitigate the emergency, no notification will be issued.

Students and staff will be notified through posting in all rooms of the institution of any criminal offence(s) which occur as deemed necessary. Omega Institute of Cosmetology will alert the institutions community of crimes reported to institution officials or local law enforcement, especially those in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, in a timely manner that will aid in the prevention of similar crimes. The Annual Campus Security Report required by the Clery Act is prepared with cooperation of the local law enforcement and Omega Institute of Cosmetology.

Omega Institute of Cosmetology Administrator
Falon Hoggatt

Omega Institute of Cosmetology Owner
Pricilla Marcel

EMERGENCY NOTIFICATIONS

An emergency notification is necessary when there is any significant emergency or dangerous situation. Such emergencies may include natural disasters, active shooters, environmental threats, etc., which are occurring on the institution's campus. Incidents may differ in severity, so evaluation is necessary prior to issuing an emergency notification. The institution's administrator and/or owner are responsible for emergency evaluation and notifications relating to significant emergencies or dangerous situations, depending on the situation and availability of the above designated personnel. Omega Institute of Cosmetology works with local law enforcement and other emergency response agencies, when required, for significant emergencies or dangerous situations. The institution also works with local law enforcement to ensure the institution is notified of any emergency situations which may affect its students and staff and if an emergency notification needs to be issued.

The institution's administrator and/or owner will evaluate the information, determine if the incident is considered a significant emergency or dangerous situation, and if an emergency notification is required. The institution's administrator and/or owner will, without delay and considering the safety of the community to determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the administrator and/or owner, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Alarms will also be used, if necessary, if they will not hinder the safety of the students or staff during the emergency.

Once the institution's administrator and/or owner has decided the situation is a significant emergency or dangerous situation, and it does not compromise any efforts, the institution's administrator will send out an emergency notification to all students and staff immediately. The institution's administrator and/or owner will decide on what is contained in the notification depending on what is pertinent to ensure the safety of students and staff. Students and staff will be notified immediately by one or more of the following: through texts, phone calls, the institution's social media page, and/or emails. Students and staff members contact information is collected during student orientation or the hiring process. This contact information is kept confidential and may be used for emergency notifications. All students and staff are urged to keep their contact information current with the administrative office of Omega Institute of Cosmetology. Emergency notifications, although they differ from timely warnings, do not replace the timely warning notification. If required, the owner will contact local law enforcement and/or local emergency response agencies to provide emergency support for said emergency. Local law enforcement will be responsible for informing the local community if the situation is a danger to them.

Omega Institute of Cosmetology

229 B South Hollywood Road

Houma, LA 70360

985-876-9334

Website: www.omegainstitutes.com

Pricilla Marcel – Owner

REPORTING AN EMERGENCY SITUATION

Any individual needing to report an emergency may do so by contacting the administrative office of the institution or its owner.

*****If the individual cannot contact any of the designated individuals of the institution, they should dial 911*****

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Pricilla Marcel – Owner

Falon Hoggatt - Administrator

SAFETY AND SECURITY AWARENESS PROGRAMS

Annually, the institution performs drills and training with its students and staff to ensure everyone understands the response and evacuation process in the event of an emergency. Annually, the institution presents information regarding active shooter preparedness to all students and staff. Documentation regarding results of drills may be found and requested in the administrative office of the institution. Annually, Omega Institute of Cosmetology provides information regarding sexual harassment and sexual violence awareness to all students and staff.

RESPONSE AND EVACUATION PROCEDURES, DRILLS, & TRAINING

Omega Institute of Cosmetology does have evacuation signs outlining exits throughout the institution. The institution coordinates with its local fire department in inspecting and ensuring all evacuation procedures are correct and that all fire extinguishers are in working order and compliant.

Evacuation Exits

Students, staff, and clients will exit out the appropriate door, either to the front or rear of the building, whichever is closer or more accessible.

Evacuation Procedures for Fire-Students:

- All students are required to evacuate when the alarm is activated.
- Students are to follow authorized personnel when exiting the building.
- Students should attempt to assist persons with disabilities.
- All students, when exited, should meet at a designated muster station or move to a safe distance from the building for their safety and to allow local authorities to access the building and necessary surrounding areas. This should include distances far enough from fire hydrants, fire lanes, and power lines.
- All students will not re-enter the building until notified by the institution's administrator and/or owner.

Evacuation Procedures for Fire-Staff:

- All staff are required to evacuate the building when the alarm is activated.
- Staff will direct students towards the exit and out of the building to the designated muster station from the premises.
- Staff will assist individuals with disabilities in evacuating.
- Staff will check to ensure all students in their class are accounted for.
- Staff will sweep their sections and then exit the premises.
- Staff will report to the institution's administrator and/or owner whether all their students are accounted for.
- The institution's administrator and/or owner will ensure all students and staff are accounted for along with any clientele who were in the building at the time.
- Staff are not to re-enter the building until notified by the institution's administrator and/or owner.

Evacuation Procedures for Non-Fire:

- Evacuations for non-fire incidents will be notified by the institution's administrator and/or owner.
- All individuals should attempt to assist individuals with disabilities in evacuating.
- All students will follow authorized personnel out of the building.
- All individuals will not re-enter the building until advised by the institution's administrator and/or owner.

Evacuation Procedures for Bomb Threats:

- All students will follow the same procedures as they do for fire incidents.
- Staff will follow the same initial procedures but will ensure all students are moved to the designated safe zone located at least 100 yards from the premises.
- Staff will sweep their classrooms for students.
- Staff will assess the evacuation site for any unidentifiable objects and notify the institution's administrator and/or owner of the findings from the evacuation site and their rooms.
- Staff should immediately evaluate the situation if unidentified objects or individuals are within the evacuation area, move all students, and attempt to contact the institution's administrator and/or owner.
- The institution's administrator and/or owners will sweep the building and ensure all students, staff, and possible clients are accounted for.
- Staff will report to the institution's administrator and/or owner whether all their students are accounted for.
- No one will re-enter the building unless notified by the institution's administrator and/or owner.

Procedures for Active Shooter and/or Lockdown:

- Staff and/or students should lock and barricade the door.
- Close all blinds and/or curtains.
- Turn off lights and keep quiet.
- Lie down on the floor if there are gunshots and attempt to shield yourself with a nearby object if possible.
- If in an open area, attempt to get to a safe location.
- Do not open the door for anyone unless you are absolutely sure it is staff member and/or emergency personnel.

The following is a link to an active shooter video containing steps to take in the event this happens:

<https://www.cisa.gov/resources-tools/resources/options-consideration-video>

The following is a link to FEMA including active shooter information:

https://emilms.fema.gov/training/active-shooter_targeted-violence-and-mass-casualty-events/

Procedures for Shelter in Place and Possible External Hazards:

- Follow instructions given by the institution's administrator and/or owner.
- Assists individuals with disabilities, if possible.
- Remain inside if there is an external hazard, if not inside, seek shelter where possible.
- Seek shelter in an interior room with no windows, if possible.
- Close all windows and doors, but do not lock.
- Do not leave the shelter until notified by the institution's administrator and/or owner.

Houma Police Department

500 Honduras Street
Houma, LA 70360
985-873-6371

Louisiana State Police (Troop C)

4047 West Park Ave.
Gray, LA 70359
985-857-3680
Toll Free: 1-800-659-5907

Houma Fire Department- South Houma Station

1430 Saint Charles St.
Houma, LA 70360
985-873-6391

Omega Institute of Cosmetology Emergency Personnel

229 B South Hollywood Road
Houma, LA 70360
985-876-9334

DRUG AND ALCOHOL ABUSE POLICY

It is the policy of Omega Institute of Cosmetology to provide a program of substance abuse education that will further our efforts regarding the general health and safety of our staff and students. The objective of this program is to promote increased awareness about substance abuse and to maintain a learning institution free of drugs and alcohol.

Staff and Students are prohibited from unlawful manufacturing, distribution, possession, sale, or illegal use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. This also includes intentional sale or furnishing of alcoholic beverages to people under the age of 21 while on institutional property or during institutional activities.

Violation of the above stated policy of Omega Institute of Cosmetology on illicit drugs and alcohol, consistent with local, state, and federal law, shall result in expulsion or termination of the student or staff member and referral for prosecution.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

The abuse of alcohol, legal drugs, and illegal drugs can be harmful to an individual, not only physically, but mentally, emotionally, and socially. Aside from the health issues just mentioned, the legal consequences of the possession, sale, and consumption of illegal drugs and alcohol can be just as detrimental.

Entire Policy may be found at: [Drug and alcohol abuse Policy 2024.pdf \(cdn-website.com\)](#)

Link to information regarding effects of the use of illicit drugs and alcohol:

<https://nida.nih.gov/research-topics/commonly-used-drugs-charts>

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

To ensure the health and safety of our employees and students, Omega Institute of Cosmetology prohibits sex discrimination, sexual harassment and/or sexual violence. This includes incidents on and off the institution's premises. This applies to all institutional programs including extra-curricular activities pertaining to the institution. This may also include any incidents off campus which may interfere with the health and safety of the institute's employees and students. This policy applies to all students, employees, contractors, and visitors.

In compliance with Title IX regulations, along with state and federal laws, the Omega Institute of Cosmetology prohibits sexual harassment. These regulations protect everyone from sexual harassment under Title IX. Sexual harassment may consist of verbal, physical or other types of behavior which target an individual based on their sex and that the individual considers unwelcome. Any individual regardless of sexual orientation, disability status, or gender identity may be a victim or perpetrator of sexual harassment.

Omega Institute of Cosmetology strives to provide a safe educational environment for all students and employees. The school will make every effort to prevent sexual harassment from occurring. Omega Institute of Cosmetology will respond promptly and supportively to all reports of individuals alleged to be victimized by sexual discrimination, sexual harassment, and/or sexual misconduct. Omega Institute of Cosmetology will resolve complaints promptly and accurately in a manner which is not deliberately indifferent. Omega Institute of Cosmetology's policy ensures for a fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment.

Entire policy can be found at: [Title IX Policy 07-01-2024 Final.pdf \(cdn-website.com\)](https://cdn-website.com/Title_IX_Policy_07-01-2024_Final.pdf)

A paper copy may be obtained by requesting one from the institution's administrative office.

Questions or concerns regarding sexual discrimination, sexual harassment, or sexual violence including any reports against students, employees and third parties may be directed to the following individuals in the Administrative Office:

Pricilla Marcel – Title IX Coordinator

229 B South Hollywood Road
Houma, LA 70360
985-876-9334

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education at <http://www2.ed.gov/about/offices/list/ocr/index.html?src=oc>

TITLE IX INFORMATION FOR PREGNANT STUDENTS

Omega Institute of Cosmetology will not discriminate against or exclude any student from their education program or activity, including any class or extracurricular activity, based on a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

MISSING PERSONS POLICY AND PROCEDURES

Students and/or staff should notify the institution's administrator and/or owner of any incident regarding a missing student or staff member. Omega Institute of Cosmetology shall immediately contact the Houma Police Department after being notified the student or staff member has gone missing. During the enrollment process and hiring process, students and staff are requested to provide the institution with an emergency contact. This information will be kept confidential and only used in the case of an emergency. Students and staff are encouraged to keep this information current and may do so by contacting the institution's administrative department to make changes. The student or staff member's emergency contact on file will be notified of the situation as soon as possible. Omega Institute of Cosmetology will work with local authorities in any way possible to ensure the safety of the student or staff member. Student or staff member's information used in the furtherance of a missing person investigation will be kept confidential and is only accessible to the institution and will not be disclosed except to law enforcement. If any student or staff member is under the age of 18, the emergency contact on file along with the student or staff member's parents, if different, will be notified.

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Although authority lies with the administrator and/or owner of the institution to report a threat and/or crime, this does not prevent any student or staff member from contacting local authorities or dialing 911 if they feel they are in danger.

---END OF SAFETY AND SECURITY HANDBOOK (ANNUAL SECURITY REPORT)--