



# AIC College of Design 2017 Annual Safety Report

Jeanne Clery Disclosure of Campus Security & Campus SAVE Act

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# Section 1: Campus Security Authority

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## Emergency and Safety Procedures Commitment

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AIC College of Design is committed to providing a safe environment for students, faculty, and staff. Students, faculty and staff are encouraged to also take personal responsibility for their own safety and the safety of others. Faculty and staff should review behavioral policies in the Faculty/Staff handbook, and students may find behavioral guidance in the student handbook code of conduct. The cooperation and involvement of all members of our college in campus safety is essential to minimize criminal activity.

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## Campus Security Authority Personnel

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All AIC faculty and staff are considered to be Campus Security Authority personnel. This includes but is not limited to:

- CEO
- President
- Financial Aid Director
- Accounting
- Librarian
- Career Services Director
- Faculty

Located in Springdale, a northern suburb of Cincinnati, Ohio, AIC's campus resides in a two-story office building that borders a combination of residential, professional, and retail properties. Because AIC maintains its own building with no shared tenants, the report is compiled from campus records with Springdale policy agency confirmation. The building has an active security camera viewable in the Administrative office. At AIC College of Design, all security violations are reported to the CEO or President, the Springdale Police Department, or the Hamilton County Sheriff as warranted by the case.

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## Campus Monitoring

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1) All doors remain locked except for the main front door during regular hours of operation:

- Monday 8AM-4PM
- Tuesday 8AM-4PM
- Wednesday 8AM-530PM, doors locked during evening course until 9PM
- Thursday 8AM-530PM
- Friday CLOSED
- Saturday CLOSED

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- Sunday CLOSED

2) All guests must remain in the front lobby waiting area unless escorted personally by a member of the faculty or staff.

3) After hours, the building is closed and locked with no access permitted.

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## Staff Communication During Emergency

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The steps to react to an emergency situation for all staff and faculty:

- 1) Call 911
- 2) Notify CEO/President of emergency as soon as possible
- 3) CEO/President will notify:
  - Students (via SMS, Facebook announcement)
  - Faculty (via SMS, email)
  - Staff (via SMS, email)
  - Other authorities necessary (via phone)
- 4) Staff member complete an incident update email to the President.
- 5) All police/fire reports should be turned in to the President.

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## Emergency Evacuation Procedures

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In the event of a fire, tornado, severe weather, or other similar emergency, the buildings may be evacuated for safety. If this occurs during in-class time, faculty need to take their daily attendance with them to the evacuation area and take roll once your class is lined up outside.

All faculty, staff, and employees should familiarize themselves with the posted evacuation maps and emergency guidelines located in every room on campus. If the evacuation maps are not in your room please contact Sean Mendell, 513.751.1206.

Your department or class should meet at a single point outside the building in the lower parking lot. This is recommended to help ensure everyone is accounted for and have made it safely out of the building.

When a fire alarm sounds you should:

- 1) Walk quickly to the nearest available exit that can be reached safely.
- 2) Alert others to do the same and, with their permission, help persons requiring assistance.
- 3) Lead your class/department to a single location.

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- 4) Go to the nearest evacuation area (lower parking area).
- 5) Do not re-enter a building until directed by fire/rescue, or a clearly identified member of the AIC Staff.
- 6) Do not allow students to leave campus during the evacuation. Faculty must take roll again upon re-entry to the room.

If severe weather or a tornado is the reason for the evacuation, please report to the gallery area downstairs.

AIC will conduct regular drills for your safety and to make sure in the event of an emergency, everyone knows what to do.

## Section 2: Description of Information Programs

### Campus Safety and Security

During orientation, new students are informed about safety and security on campus. Several individuals from the college discuss, in person, the importance of safety on campus and students are informed about where and to whom to report a crime or incident to on campus.

### How to Report a Crime on Campus

AIC is committed to maintaining a safe, secure, and orderly environment for all members of the campus community. During orientation, new students are informed of where and to whom to report a crime or incident to on campus. Crimes, which occur on college property, any public property leading into or out of campus property, or on any property owned or controlled by AIC, should be reported to the school's personnel.

The CEO or President will ensure the crime or incident is properly recorded in the crime log and reports of the crime or incident are made in a timely manner to the campus community.

Each semester, Student Services personnel are responsible for ensuring that currently enrolled students, students applying for admission, and employees are notified regarding the availability of the campus crime log and where it can be accessed.

### **Emergency contact information for AIC College of Design:**

**Call 911 immediately.**

### **Physical Address/Location:**

AIC College of Design

1171 E. Kemper Road

Cincinnati (Springdale), Ohio 45246

(513) 751-1206

**Springdale Police Department Non-Emergency: (513) 346-5760**

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A hardcopy of this report can be requested by calling 513.751.1206.

**Springdale Fire Department Non-Emergency:** (513) 546-5580

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## Withholding Information of a Crime

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Crime information will be withheld if there is clear and convincing evidence that the release of information about the crime would cause a suspect to flee or evade detection, would result in the destruction of evidence, or is prohibited by law. Information may be withheld until it has been determined that damage from the release of the information is no longer likely to occur.

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## How to Prevent Crimes

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At orientation, new students are informed of how to prevent crime on campus from several individuals at the college. The information is also in the student handbook. Only in occasional instances of high alert, a security guard may patrol the campus and parking lots. Additionally, AIC displays informational posters in several locations on campus.

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## Special Reports of a Crime & Enforcement Procedures

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A special crime report will be made to the students, faculty, and staff when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used. Faculty will be asked to notify students in their classes as well.

Crimes involving stalking, domestic violence, dating violence, sexual assault, and hate crimes, may require special attention from the Campus Administration. Individuals who are victims of these crimes are urged to first consult with the President/CEO or a trusted staff member who will help them to explore additional resources that may be required. A list of counseling services is available on Populi and in the student handbook.

In responding to misconduct, the CEO/President will normally issue an oral or written warning, but for intolerable, persistent, or a preponderance of evidence of unlawful misconduct, the only appropriate outcome will be the student's immediate dismissal from the College. Documentation of the misconduct will become part of the student's academic file, as will any response the student may wish to have filed on his or her behalf.

Beyond enforcing its own policies against misconduct, in compliance with the Campus SaVE Act, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators in its behalf.

# Section 3: Campus Crime Statistics

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A hardcopy of this report can be requested by calling 513.751.1206.

### Clery Act Three Year Crime Totals 2014-2016

#### Violence Against Women or Criminal Offenses – On Campus

CRIME	2016	2015	2014
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES – FORCIBLE	0	0	0
RAPE	0	0	0
FONDLING	0	0	0
SEX OFFENSES – NON- FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0

### Clery Act Three Year Crime Totals 2014-2016

#### Hate Crimes – On Campus

CRIME	2016	2015	2014
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MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES – FORCIBLE	0	0	0
RAPE	0	0	0
FONDLING	0	0	0
SEX OFFENSES – NON- FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
SIMPLE ASSAULT	0	0	0
LARCENY – THEFT	0	0	0
INTIMIDATION	0	0	0
DESTRUCTION/DAMAGE/VAND ALISM OF PUBLIC PROPERTY	0	0	0

### Clergy Act Three Year Crime Totals 2014-2016

#### Arrests – On Campus

CRIME	2016	2015	2014
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

## Section 4: Campus Safety Notices

Safety notices will be posted on the bulletin boards throughout campus.

- Student kitchen
- Downstairs large classroom
- Upstairs large classroom

### **How to respond to a dangerous situation on campus:**

1. Determine the most reasonable way to protect yourself.

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## 2. Evacuate:

### a. Faculty & Staff:

- You are students' main point of contact.
- They will follow your lead.
- Determine safest escape route and funnel students to that route.

### b. Students:

- Follow Faculty or Staff in your area.

## 3. Hide Out:

a. Hide in an area away from the dangerous situation.

b. Block entry to your hiding place and lock the door.

c. Call 911 WHEN IT IS SAFE TO DO SO.

- Faculty and Staff: after dialing 911 notify CEO/President immediately

## 4. Take Action:

a. Only take action as a last resort and only when your life is in imminent danger.

b. Evacuate and avoid contact with anyone dangerous when possible.

## **How to respond when law enforcement arrives on campus:**

1. Determine the most reasonable way to protect yourself.

2. Remain calm and follow officers' instructions.

3. Immediately raise hands and spread fingers.

4. Keep hands visible at all times.

5. Avoid making quick movements toward officers.

6. Provide information to law enforcement or 911:

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- Location of dangerous situation
- Number of people involved  
Physical descriptions of people involved
- Number and type of weapons being used
- Number of potential victims
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## Section 5: List of System Inspection and Safety Drill Dates

Springdale Fire Department inspects all fire doors and systems annually.

In addition, Silco is contracted to inspect all fire extinguishers, emergency lights, and alarm systems annually.

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### Fire/Safety Evacuation Drills

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Fire: September 2017

Safety: December 2017, February  
2018

## Section 6: CSSA Filing Certificates

### **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for  
The Art Institute of Cincinnati-AIC College of Design  
200624  
were completed and locked on September 29, 2017.

Thank you for your participation in the 2017 data collection.

This certificate was prepared on February 28, 2018.