



ANNUAL REPORT ON CRIME AND FIRE SAFETY REPORT – MAIN CAMPUS

In compliance with The Clery Act and Drug-Free Schools and Communities Act, Medical Allied Career Center, Inc. provides the following Annual Report on Crime and Fire Safety Report on Campus Security and Fire Safety Report. The following information is data compiled:

Source: Whittier Police Department, September 6, 2023

Year	<u>2020</u>	<u>2021</u>	<u>2022</u>
Criminal Offenses			
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Auto Theft	0	0	0
Arson	0	0	0
Sex Offenses			
• Incest	0	0	0
• Fondling	0	0	0
• Statutory Rape	0	0	0
Hate Crimes	0	0	0
Domestic Crimes	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Categories - Arrests			
Drugs	1	0	0
Liquor	0	0	0
Weapons	0	0	0
Fire Statistics	0	0	0

I have read and understand the above annual security and fire safety report.

Student's Initials: _____ Date: _____

MEDICAL ALLIED

Career Center, Inc.

12631 Imperial Hwy. Suite D-108
Santa Fe Springs, CA 90670
Phone: (562) 807-2420 Fax: (562) 807-2421



2020 ANNUAL SECURITY REPORT

CLERY CRIME STATISTICS

2018 – 2019

Issued: January 15, 2020



THE PRESIDENT'S MESSAGE

Campus security and safety are important issues for students, their families and school personnel. Medical Allied Career Center (MACC) is committed to the safety and security of all members of MACC community.

The Annual Security Report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Reauthorization Act of 2013 (VAWA) which amends the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act or commonly known as the Clery Act.

This report contains statistics of three (3) previous years concerning crimes that occurred at areas surrounding MACC however, no crimes occurred at MACC Main Campus. Report is posted at the school's website: <https://medicalallied.edu/annual-report-on-crime-and-fire-safety> and in person at 12631 E. Imperial Hwy. Bldg. D-108, Santa Fe Springs, CA 90670 or it can be requested by calling phone no. (562) 807-2420.

The Annual Security Report is made available by October 1 of each year to all prospective and enrolled students including current and prospective employees.

-) Notice to prospective students are made through the Intake Sheet provided by Admissions Office
-) Enrolled students are provided of this report by Student Services.
-) Prospective and current employees are provided with the ASR by Human Resource Dept.

The Clery Compliance members are composed of the President, CEO, Director of Nursing, Campus Security Officer and the Financial Aid Director. They oversee collecting information and the required crime statistics. These members congregate in developing, writing and making sure the ASR is current with the institutions policies and procedures as well as provide training and develop programs for compliance and campus safety.

For 2019 CRIME STATISTICS, please see attached.

Criminal action and other emergencies should immediately be reported to the following personnel:

Elizabeth Gerber, President/Administrator	- (562) 307-2720 Administration Cell (562) 807-2420 Work
Alfie Ignacio, Director of Nursing	- (562) 807-2420 Work
David Gerber, Campus Security	- (562) 807-2420 Work

Report may also be made to any available staff in the campus at the time if the above personnel are not available. Reports are made for purposes of making timely warning reports to the MACC community and for disclosure in the annual crime statistics. Appendix B - Incident Report Form



The personnel immediately investigate the incident. The appropriate action to apprehend and identify the person/s responsible. The personnel notify law enforcement agencies if the victim so requests. He/she takes action and notifies the community.

Student Service personnel maintains a Daily Crime Log and is available upon request in person or via email to d.meza@medicalallied.edu. Copies of all Incident Security Report will be maintained by the management designee for reporting for three (3) previous years for audit purposes.

TIMELY WARNING & EMERGENCY NOTIFICATION

- A timely warning is issued if a crime occurs on MACC campus. "Timely warning", for purpose of this policy is to report as soon as reasonably practicable after an incident is reported to the school personnel.
- The School Administrator or designee will authorize the issuance of a timely warning if a crime is committed and reported.
- To determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and policy department.

Whittier Police Dept – (562) 567-9200

Police Chief Jeff Piper

- The college will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the school community and (e) the risk of compromising law enforcement efforts.
- The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

FORMS OF NOTIFICATION:

The following forms of communication may be used to provide timely warnings and emergency notifications:

- E-mail
- Text/voice messages
- Classrooms door-to-door contact

EMERGENCY RESPONSE PROCEDURES:

- During emergency or dangerous situation involving an immediate threat to the health and safety of students and employees, students and employees will be notified through e-mail or text



message, via building alarm system, and/or other situationally appropriate means to best protect the health and safety of students and employees.

- All students, instructors and staff must immediately evacuate the building at the sound of an alarm.
- Failure to evacuate will be a cause for disciplinary action for both students and employees.
- A lockdown order requires all students and employees to quickly enter a classroom or other office room that can be locked. Lock the door and attempt to hide from view of the hallways.
- Students and employees in large and unsecured areas should either find a secure area or quickly evacuate the building by exiting and proceeding to a safe distance away from the building.
- The School Administrator will confirm the emergency exits, determine the appropriate methods of communication and determine the message content.

TIMELY WARNING PROTOCOLS

- Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. A warning is being issued as soon as the pertinent information is available.
- Events that qualify for timely warnings include, but are not limited to the following:
 1. Burglary
 2. Homicide
 3. Motor Vehicle Theft
 4. Arson
 5. Hate Crimes
 6. Manslaughter
 7. Sex Offenses
 8. Robbery
 9. Aggravated Assault
 10. Any crime considered to represent a threat to the public
- In order to determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and police department. MACC will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including but not limited to:
 - a. the nature of the incident;
 - b. when and where the incident occurred;
 - c. when it was reported;
 - d. the continuing danger to the school community and
 - e. the risk of compromising law enforcement efforts
- Upon confirmation of an emergency affecting the school community, the School Administrator or designee will, without delay, consider the safety of the students and employees, determine the



content of the notification and initiate the emergency notification system, and respond to the emergency.

- Emergency notification may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts (active shooter) that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks. The school will post applicable messages about the dangerous condition on the school bulletin boards and/or via text or email messages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

Management or management designee decides to issue timely warning after the members of security council collaborate and analyze the reported crime and determines whether the incident meets all the following factors:

- 1) a Clery reportable crime
- 2) occurred in Clery defined geography
- 3) poses a serious and ongoing threat to the community

If all three (3) are met, management will issue timely warning bulletin, disseminate the timely warning expeditiously such as:

-) Email all employees and student
-) Hard copies posted on all campus bulletin boards
-) Call/text/voice messages
-) Classrooms door-to-door contact

The Timely Warning Bulletins will not include, under any circumstances, the name of the victim, or information so specific that would or likely identify the victim of the crimes of sexual violence to include rape, dating violence, domestic violence, or stalking. Only time the timely warning is delayed is when the issuance would compromise the apprehension of the suspect or compromise the ability of law enforcement to investigate the crime.

Under the California Education Code section 67380 (a)(6)(A) on violent crime, sexual assault or hate crime that occurred in an on campus or non-campus location – “mobile campuses”, MACC employees or students to whom the crime was committed may not disclose to the community or local law enforcement agencies the names of the victim or the alleged assailant, unless the victim voluntary consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed if the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution and the immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.



SECURITY AND ACCESS OF CAMPUS FACILITIES

Medical Allied Career Center is located at 12631 E. Imperial Hwy Bldg. D-108, Santa Fe Springs, CA 90670, inside the office park managed by Imperial Square management. MACC does not employ security personnel. Security is provided by the office park management through their security guard, Vladimir Zakaryan. Security provides on-site standing and roaming vehicle patrol service between 5:00 PM thru 12 midnight, Monday to Saturday. For security issues or concerns, he can be contacted at **(714) 393-4451**.

Personnel and students are encouraged to report any safety concerns, exterior lighting or emergency telephone malfunction to management designee.

Defective lighting and other facility maintenance are reported to the property manager who is at the office park and takes charge in fixing and/or replacing the facility.

The campus is equipped with an alarm system when accessing and closing the campus. Only authorized personnel who have security passcodes are authorized to access the campus. Students should only be on the campus during scheduled school hours, or while attending to other legitimate academic or administrative functions at MACC. All visitors are required to sign in with the front desk. Students are prohibited from being on the campus at any time when the building is not open, and staff are not present.

Security of the building is an outmost concern of all staff and instructors. Each staff and instructor is expected to be security conscious and vigilant at all times. All security violations, including unauthorized visitors should immediately be reported to the School Administrator or other senior official.

Possession of firearms on the campus is strictly prohibited under the state laws (CA Penal Code Sec. 626.9) and school regulations as well as dirks, daggers, knives, batons, club etc.

LAW ENFORCEMENT AUTHORITY

MACC has no Memorandum of Agreement with any local law enforcement agency. Upon notification, the school will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. The school personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If the sexual assault occurs to a student off campus, the school will assist the alleged victim to notify the appropriate law enforcement agency having police jurisdiction where the crime occurred upon request of the student.



SECURITY PROCEDURES AND PRACTICES

Members of the MACC community must be responsible for their own safety, safety of others and their properties (when possible). Members of the community are strongly encouraged to report and constantly be reminded of the following:

INCIDENT REPORTING:

- Any staff, instructor, or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the School Administrator or any member of the faculty or staff. For non-emergency events, students may submit an Incident Report Form to the School Administrator.
- Employees of the school are required to report any incident in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported in an Incident Report Form and forwarded immediately to the School Administrator (or other available senior official as appropriate).
- Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are prohibited inside the school's premises.
- Possession of ammunition, long blade knives, or any other type of weapon without written permission is not allowed on the campus or at any other location when participating in a school-sponsored activity.

CRIME PREVENTION

SEXUAL ASSAULT PREVENTION AND AWARENESS:

- Medical Allied Career Center, Inc. is concerned about the safety of its students, instructors and staff. Remember to remain aware of your surroundings, refrain from walking alone outdoors especially at night. Refrain from entering unauthorized areas of the building. Whether an assault occurs on or off campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. Preserving evidence is a key factor whenever possible in pursuing a criminal investigation.
- If sexual assault occurs on campus, students should immediately notify the Program Director or any available staff or instructor to which they are comfortable confiding in. Upon notification, the school will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. The school personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If the sexual assault occurs to a student off campus, the school will assist the alleged victim to notify the appropriate law enforcement agency having police jurisdiction where the crime occurred upon request of the student.



- The school provides referral to local agencies that provide counseling and other support services. The student can request for the agencies with the School Administrator.
- If an alleged victim of sexual assault on campus elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School President. Disciplinary actions assessed in a case will be dependent upon the nature of the conduct involved. The circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a nature consequence of such conduct. Sanctions, up to and including permanent expulsion from the school, will be carried out by the President.
- The following principles apply to any such investigation/disciplinary process:
 1. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.
 2. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
 3. Accuser shall be informed of their options to notify law enforcement.
 4. Accuser shall be notified of available counseling services.

PROCEDURES:

-) Responsible – The School Administrator or designee will be responsible for collecting, processing and publishing annual campus crime data, although other staff members may assist with these functions.
-) Data Collection – All crimes, security incidents, serious injuries, or severe illness incidents known to employees which occur on-campus or on public areas adjoining the campus should be recorded in an Incident Report Form. The forms will be forwarded to the School Administrator. The School Administrator or designee will also request information annually from the appropriate local police department of any incidents, crimes, and/or arrests recorded in their records during the calendar year disclosure period on non-campus or public property.
-) Data Processing – The internal Incident Report Forms, police department data, and any other available information will be combined and cross-referenced to form the crime statistics. The collection/reporting period is the calendar year. The School Administrator or designee will cross reference data from different sources to prevent duplicate reporting of one incident. All incidents must be categorized appropriately for reporting purposes. If a particular incident fits into none of the appropriate reporting categories, it will not be reported.
-) Annual Distribution and Publishing – The Annual Campus Report (Appendix A) will be published by October 1 each year. The report is published on the website which is available to all students and employees and to new student applicants and potential employees. The report will also be published in the catalog. Students and employees may request a copy.
-) Documentation – The School Administrator or designee will maintain all data used in the creation of the Annual Campus Security Report, a printed copy of the report and a printed copy of the student/employee notifications.



-) Printed Copy Upon Request – Although the Campus Security Report is published electronically and through catalog and handbook, the law requires that a printed copy be distributed to any student, prospective student, or prospective employee upon request.

SEXUAL VIOLENCE

Title IX of the Education Amendments of 1972, and certain other deferral and state laws prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all educational programs.

MACC does not discriminate based on sex, gender, including gender identity or expression, or sexual orientation in its education programs. It protects all persons regardless of gender from sex discrimination, including sexual harassment, sexual misconduct, including sexual assault, dating or domestic violence and stalking. It seeks to provide an education environment in which students, faculty, and staff work together in an atmosphere free of sexual misconduct. Everyone in the MACC community is aware that sexual misconduct or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law and school policy. Students must comply with school policies and guidelines in addition to federal, state and local laws whether in campus or in “mobile campuses”. MACC will discipline persons identified responsible for such sexual misconduct.

MACC does not have any housing available for students however the school is committed to empowering victims of sexual misconduct, dating violence, domestic violence and stalking by providing ample supportive services, and encouraging their choice of action, regardless of their decision to seek criminal prosecution of offender/s. If requested by the victim, MACC management will assist the victim in notifying the appropriate law enforcement authorities.

DISCIPLINARY PROCEDURES

The school has procedures that provide for an administrative investigation of reports of sexual misconduct, dating violence, domestic violence, or stalking and written findings based on the preponderance of the evidence standard, provided to the complainant and respondent. Both the complainant and respondent may appeal written findings to the school administrator as well as the ultimate sanction for violation of school policy in student misconduct cases. Procedures for employees and students are separate but similar in nature.

The investigation process from the initial complaint to final result shall be prompt, fair and impartial. Members of the investigation panel will meet separately with the complainant and the respondent and other potential witnesses to gather information. The investigation shall be completed no later than 30 working days after the intake interview, unless more investigation is needed to complete but should not be extended for a period of more than 60 days from the original intake.



Before reaching a final conclusion or issuing a final investigative report, the panel shall advise parties of any evidence they might need to reach a final conclusion. Parties will be given a chance to further present relevant evidence that could affect the outcome. The panel will not reach a final conclusion until giving careful consideration of any relevant evidence, information or arguments provided by the parties. Panel has the discretion and authority to determine if the evidence is relevant.

After reaching a conclusion, any employee or student found to have violated school policy will be subjected to discipline. For employees, discipline would be based on the school employee handbook and legal requirements. For students, discipline would be administered in accordance with the school's student handbook.

Disciplinary procedures will :

- 1) Provide a prompt, fair and impartial process and resolution;
- 2) Be conducted by officials who receive annual training on sexual misconduct, dating violence, domestic violence and stalking and how to conduct a hearing process that protects the victims and promotes accountability;
- 3) Simultaneously inform the complainant and respondent in writing of the outcome of the disciplinary proceeding; procedures to appeal the results of the disciplinary proceeding; any change to the disciplinary results that occurs prior to the time such results become final and; when disciplinary results become final.

The President shall review the investigative report and issue a decision concerning the appropriate sanction. The President, with 10 working days, shall simultaneously send the decision electronically to the complainant and the accused.

The complainant and the accused may each file an appeal on the decision of the President with regard to the appropriate sanctions no later than 10 working days after receipt of the President's decision letter. After reading the appeal and reviewing the facts, the final appeal response should be given no later than 10 days after receipt of the written appeal.

DRUG AND ALCOHOL

MACC is committed to maintain a safe and healthy environment for the community. Alcohol and drugs should not in any way interfere with the school's educational mission. All students, faculty and staff are subject to local, state and federal laws regarding unlawful possession, distribution or use of alcohol and illegal drugs. Violators are subject to MACC discipline, criminal prosecution and/or removal from the school. The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on the school campus or at any school event off-campus is prohibited. A complete description of these regulations is contained in the school's Drug and Alcohol Abuse Prevention Policy and can be viewed at <https://medicalallied.edu/drug-and-alcohol-abuse-prevention-program-daapp-policy/> or a hard copy can be obtained from the Student Services. The MACC has zero-tolerance policy for drinking and use and sale



of illegal drugs. No one may use illegal substances, or abuse legal substances, including alcohol. Students and employees engaging in the sale of illegal drugs may be arrested and face disciplinary action up to termination.

EMERGENCY PREPAREDNESS

-) The purpose of the MACC Emergency Plan is to provide a unified template to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations.
-) The MACC Emergency Plan guides a coordinated school staff response to an emergency, disaster, or event and aids in directing emergency response activities toward reaching an agreed upon goal. The procedures are scalable in order to address incidents that may develop over time and those that may occur without warning.
-) The Emergency Plan is aimed to:
 1. protect the safety and welfare of students, school staff, and visitors.
 2. provide for a safe and coordinated response to emergencies.
 3. protect the facilities and properties
 4. enable the school to restore normal conditions with minimal confusion in the shortest time possible
-) Primary Incident Command System Functions
 - Incident/School Commander – Ray Gerber/Liz Gerber
The Command Section is responsible for overall policy, direction and coordination of the emergency response effort during the incident. The Command Section Staff is also responsible for interacting the response agencies and the City Dept of Operations Center (DOC).
 - Operations Section – April Morones/Esther Cuevas
The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reducing the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.
 - Planning/Intelligence Section – Alfie Ignacio/Matthew Gerber
The Planning and Intelligence Section is responsible for collecting, evaluating and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distance future. This section also develops District DOC/Field Action plans for implementation by the Operations Section.
 - Logistics Section – David Gerber
The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation and materials.
 - Finance and Administration Section – Anna Galvez



The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearing house for documentation during the recovery phase.

-) To ensure school staff can adequately respond to an emergency, disaster, or event, the following personal preparedness measures should be taken:
 - ✓ Create 72-hour emergency supply kit
 - ✓ An emergency car kit/office kit, including comfortable clothes and shoes as well as medications.
 - ✓ Development a plan to reunite with family members and a neighborhood preparedness program.
-) The school is responsible for conducting routine earthquake and fire drills. The Site Manager or designee shall keep a copy of each drill conducted on the Emergency Drill Report form (Appendix B: Exercise and Drill Record) and file a copy with the Site Manager.
 - (a) Fire Drills
 - ✓ Administrator/Campus Security Officer or designee shall hold fire drills at least twice each school year. The following standards must be met to ensure a successful fire drill:
 - a. The Fire Alarm/Public Announcement can be heard and/or seen by all staff and students.
 - b. Orderly evacuation begins immediately and is completed within minutes of the initial alarm/alert, with minimal congestion at exit gates.
 - c. Instructors and students will gather in an orderly fashion in pre-designated evacuation areas away from fire lines. The designated location is in front of the school parking lot – Bldg. C and when in Bldg. E – in parking lot of Bldg. F.
 - d. Instructors will take roll once in the evacuation area. Any missing students will be immediately reported to the Administration/Site Manager or designee.
 - ✓ Upon sounding of all clear, students and staff will return to their respective classroom and the instructor will take roll. Missing students must be reported to Administration/Sire Manager or designee immediately.
 - ✓ Follow mnemonic Evacuation Instructions – RACE – to combat fire.





(b) Earthquake Drills

- ✓ The following standards must be met to ensure a successful earthquake drill:
 - a. The Fire Alarm/Public Announcement can be heard/seen by all staff and students.
 - b. Immediately after the earthquake alarm/public announcement sounds, all students, teachers and other employees:
 - ❖ DROP down on the floor;
 - ❖ Take COVER under a sturdy desk, table, or other furniture with backs to the windows and protect head and neck with arms; and
 - ❖ HOLD onto the furniture and be prepared to move with it.
 - c. Pre-assigned instructors and staff will report to the Administration Office to check-in for the Emergency Response Team (Liz Gerber/Alfie Ignacio).
- ✓ Upon sounding of the all clear, students and staff will return to their respective classroom, and the instructor will take roll. Missing students must be reported to the Administrator/Site Manager or designee immediately.

ACTIVE SHOOTER

a. In case an active shooter is within the perimeter outside the school/classrooms, here are the designated places for lockdown for students/staff in a specific place:

- ✓ Students in Classroom A will move to Student Services office.
- ✓ Students in Classroom B, C and D will move to small Classroom E.
- ✓ Students in Classroom and Skills in Bldg. E will move to the NA Skills room.
- ✓ Students in Computer room will move to break room.
- ✓ Staff in Administration offices will move to the copy room.

Room lights should be turned off, doors locked and barricaded.

b. In case an active shooter is inside Bldg. D, administration staff will lock their respective doors, drop and cover under their desks and students in classrooms should turn off the lights, lock and barricade and hide away from view.

During lockdown, cellphones should be in silent mode and no one leaves the designated place until the School Administrator receives clearance from law enforcement agencies.



Appendix A – Exercise and Drill Record

Type of Exercise or Drill	Date Held	Time		Comments	Recorded by
		Start	End		

Appendix B – Incident Report Form

Medical Allied Career Center

INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____

Person Reporting: _____

To Whom Incident is Reported: _____

Incident:

Signature of Person Reporting: _____ Date: _____



Actions taken:

Signature of CSA Personnel: _____