



HEALTH, SAFETY & SECURITY GUIDE

FOR ALL STAFF & STUDENTS

Effective January, 2011

Manhattan Campus: 243 West 30th Street, 9th Floor, NY, NY 10001
Linden Campus: 1203 West St. Georges Avenue, Linden, NJ 07036
Queens Campus: 75-26 Broadway, Elmhurst, NY 11373
Mineola Campus: 85 Willis Avenue, Mineola, NY 11501
Hauppauge Campus: 120 Commerce Drive, Hauppauge, NY 11788

FOREWORD FROM THE PRESIDENT

We wish to extend a warm welcome to you as you join Micropower Career Institute as our Staff, Faculty and or Students.

Micropower Career Institute prides itself in providing a safe, secure and wholesome Learning or Work environment. We expect all of you to help us carry out our mission by following the simple rules as listed in the forthcoming pages of this booklet.

“Micropower Career Institute endeavors to provide educational opportunities that emphasize current skills and knowledge that will allow the student to pursue their professional and educational goals. We are committed to maintaining the standards of excellence necessary for continuing education, career advancement and job placement.”

We hope you would have an enjoyable and rewarding experience at Micropower Career Institute.

Sam Hiranandaney
President

Please note that we take Campus and Student Safety & Security very seriously. In addition the School has strict drug and alcohol abuse policies as outlined on page # 6. Our staff endeavors to keep a safe, secure and drug & alcohol free environment in which Students can concentrate on having a good learning experience without having to worry about those issues.

Campus Security

You would be happy to know that the Police Precincts are within 1 mile of each campus. In fact some of our campuses are within few square blocks away from nearby Police Stations. The Hauppauge and Mineola campuses have additional auxiliary police patrolling the neighborhoods. The School Director and staff have close working relationship with local Police and Fire authorities. Please see the staff responsible for each location listed on page 20.

The Campus Staff are continuously alert to safety regulations. Fire prevention is accomplished by periodic fire drills and annual testing and inspection of fire extinguishers.

Crime Prevention

Micropower Career Institute is dedicated to the elimination and/or minimizing of criminal activities through the eyes and ears of all faculty, staff, students, friends and neighbors of the campus community.

Crime prevention brochures and statistics are available on request basis to all students.

In addition, the following services are provided: The Campus staff provides escort service when requested and or when a specific threat has been made to the student. Periodic Facility surveys of exterior lighting and grounds are conducted.

We recognize that these times when the Country is at war can be personally challenging so we are here to help you with your general concerns about the current situation. You can speak to staff in each location as listed on page 17 or call toll free 800-869-2603.

Furthermore, it is important, regardless of your political views, that we continue in the Micropower Career Institute spirit of bringing together people who care, to discuss things that matter in a thoughtful, respectful conversation. As individuals it is vital we continue to go about our daily activities as usual. We encourage you to take advantage of the many opportunities the School has to offer and to show respect, support and value for each other as individuals.

Action Plan for Homeland Security Advisories

In March, 2002, the United States of America implemented the "[Homeland Security Advisory System](#)" to provide a comprehensive means to disseminate information regarding the risk of terrorist attacks. This system provides warnings in the form of a set of graduated "threat conditions" that increase as the risk of terrorist threat increases. Micropower Career Institute will respond as follows for each of the threat conditions:



Low Risk: Green

1. Maintain written emergency plans to address all contingencies.
2. Continue safe and common sense practices in daily routines.
3. Report suspicious circumstances and/or individuals to authorities.

Guarded: Blue

1. Review all applicable emergency plans.
2. Assess mail handling procedures.
3. Be alert to suspicious activity and report it to the proper authorities.

Guarded: Yellow

1. Share pertinent information directly related to threat level with Campus staff.
2. Review campus emergency operations plan. Review contingency and evacuation plans.
3. Remind all employees to be suspicious and inquisitive and maintain heightened awareness of people, vehicles and activities.
4. Advise personnel who handle mail and package delivery to remain vigilant and report any concerns or suspect items.

High: Orange

1. Provide briefings as necessary to staff & faculty.
2. Ensure all members of Management Team are available for service. Identify and/or notify alternate members if primary members are unavailable.
3. Communicate via e-mail with all the staff and student body regarding the increased threat level and advise them to take appropriate actions.
4. Identify any planned events where large attendance is anticipated and consider recommendations to cancel the event if warranted by the current situation.
5. Be alert to suspicious activity and report to the proper authorities.

Severe: Red

1. Implement appropriate portions of Campus Emergency Operations Plan.
Convene meetings of Management Team to determine level of School response.
2. Implement appropriate staffing plans (including staff recall) that support the campus response.
3. Consider cancellation of classes and the release of employees not involved with response to the situation.
4. Search all student bags, briefcases, packages, etc. brought into campus.

Drug/Alcohol Abuse Prevention Programs and Policies.

The following policy is adopted in order to comply with the Drug Free Workplace Act of 1988 and the subsequent Drug Free Schools and Communities Amendments of 1989. Continued participation in federal programs is contingent upon this policy being in place. As well, Micropower Career Institute recognizes alcohol and/or drug dependencies as illnesses, major health problems and potential safety and security problems to the School. This policy expresses the School's commitment to the maintenance of the drug free environment on campus. All faculty, staff, and students must abide by the terms of this policy.

General Prohibitions and Sanctions

Micropower Career Institute prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, or being under the influence of illicit drugs or alcohol on the campus or during any School-related activity. Violation of this policy will result in disciplinary action up to and including dismissal and expulsion and criminal penalties.

Drug Education, Counseling and Rehabilitation Programs

Any student or employee who violates the provisions of this policy may be required to participate in a substance abuse education program or a rehabilitation program at his or her expense.

For referrals to education, treatment and rehabilitation programs, employees and students may contact the appropriate Drug and alcohol abuse Counseling Centers.

Voluntary efforts to seek help for a drug or alcohol problem are encouraged and will not per se put either the student or the employee in jeopardy, provided that the individual seeks help prior to discovery.

For additional information, the following hot line is available: The National Institute on Drug Abuse Hotline, 1-800-662-HELP, an information and referral line that directs callers to treatment centers in the local community.

Employees

As a condition of employment, employees must abide by the terms of this policy and are required to report to work fit to perform their duties in a safe and efficient manner. As a further condition of employment, employees must report their own convictions under a criminal drug statute for violations occurring either in the work place or during the performance of work-related duties within five days after the conviction, as required by the Drug Free Workplace Act of 1988. The School will notify the granting agency within 10 days after receiving notice from an

employee or from an outside agency of the employee's criminal drug statute conviction for conduct in the workplace. Within 30 days of receiving notification of an employee's drug statute conviction, the School will initiate appropriate personnel action which may include imposing a sanction or requiring satisfactory participation in a drug abuse assistance or rehabilitation program through an approved agency. Employee is interpreted in the broader sense of the word to include any individuals who receive any reimbursement from the School for services.

A copy of this policy will be distributed to all faculty, staff and students.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction:

Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior drug conviction:

At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions:

- At least 90 days in prison, not to exceed three years and fined \$5,000 but not more than \$250,000 or both if:
 - a. First conviction and the amount of crack possessed exceed five grams.
 - b. Second crack conviction and the amount of crack possessed exceed three grams.
 - c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to \$10,000.
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offence, up to five years for second and subsequent offenses.
- Ineligible to receive or purchase firearms.

- Revocation of certain federal licenses and benefits, i.e., pilot licenses, public housing tenancy, are rested within the authorities of individual federal agencies.

The Jeanne Cleary Disclosure of School Security Policy and Campus Crimes Statistics Act (formerly the Campus Security Act)*

CATEGORY Crime Stats	VENUE Zip Code	Linden 07036	Manhattan 10001	Elmhurst 11373	Mineola 11501	Hauppauge 11746
<u>CRIMINAL HOMICIDE:</u>		2009-2010	2009-2010	2009-2010	2009-2010	2009-2010
Murder and Non- Negligent Manslaughter	- On School Grounds	0	0	0	0	0
	- On public property	0	0	0	0	0
Negligent Manslaughter	- On School Grounds	0	0	0	0	0
	- On public property	0	0	0	0	0
<u>SEX OFFENSES:</u>						
Forcible	- On School Grounds	0	0	0	0	0
	- On public property	0	0	0	0	0
Non-forcible	- On School Grounds	0	0	0	0	0
	- On public property	0	0	0	0	0
<u>ARRESTS & DISCIPLINARY ACTIONS ON CAMPUS:</u>						
Illegal Weapons Possession	- On public property	0	1	0	0	0
	- On School Grounds	0	0	0	0	0
Drug Law Violations	- On public property	0	0	0	0	0
	- On School Grounds	0	0	2	0	0
Liquor Law Violations	- On public property	0	3	2	0	0
	- On School Grounds	0	0	0	0	0
<u>HATE CRIMES</u>						
Murder/non negligent manslaughter	- On public property	0	0	0	0	0
	- On School Grounds	0	0	0	0	0
Sex Offences	- On public property	0	0	0	0	0

	- On School Grounds	0	0	0	0
Motor Vehicle Theft	- On public property	0	2	0	0
	- On School Grounds	0	0	0	0

Workstation Ergonomics

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward.

Arranging Your Workstation to Fit You

- Adjust the height of the chair's seat such that the thighs are horizontal while the feet are flat on the floor.
- Adjust the seat pan depth such that your back is supported by the chair backrest while the back of the knee is comfortable relative to the front of the seat.
- Adjust the back rest vertically so that it supports/fits the curvature of your lower back.
- With the arms at your sides and the elbow joint approximately 90 degrees, adjust the height/position of the chair armrests to support the forearms.
- Adjust the height of the keyboard such that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and the wrist straight.
- Place the mouse, trackball, or special keypads, next to the keyboard tray. Keep the wrist in a neutral position with the arm and hand close to the body.
- Adjust the height of the monitor such that the top of the screen is at eye level. If bifocals/trifocals are used, place the monitor at a height that allows easy viewing without tipping the head back.
- Place reference documents on a document holder close to the screen and at the same distance from the eye.
- A footrest may be necessary if the operator cannot rest his/her feet comfortably on the floor.

Applying Good Work Practices

The way a task is performed and the workstation environment it is performed in can influence the risk of injury and general work productivity. Good technique can make a job easy and safe to accomplish

- Adjusting the drapes or blinds
- Moving the monitor away from sources of glare or direct light.
- Tipping the monitor slightly downward
- Clean the monitor screen on a regular basis
- Avoid cradling the telephone between the head and shoulder. Hold the phone with your hand, use the speaker phone, or a headset.
- Keep frequently used items like the telephone, reference materials, and pens/pencils within easy reach.

- Position the monitor directly in front of the user.
- Move between different posture regularly
- Apply task lighting as to your needs.
- Use the minimum force necessary to strike the keyboard/ten-key keys.
- Use the minimum force necessary to activate the hole punch and stapler.
- Vary your tasks to avoid a long period of one activity.
- Take mini-breaks to rest the eyes and muscles. A break does not have to be a stop of work duties. However, it should be a different style of physical activity such as changing from keyboarding to using the telephone or filing.
- Maintain a comfortable workplace temperature by using layers of clothing or a fan.

Indoor Air Quality and Ventilation

All the indoor facilities at Micropower Career Institute have Air-conditioning and central heating system installed and periodically the filters are changed to keep the environment clean and comfortable. Please inform your Site Director should there be drastic temperature changes so that preventive maintenance could be performed to correct the situation.

Indoor Air Pollution

Our facilities are adequately ventilated to prevent the build up of a variety of indoor air pollutants. HVAC systems receive periodic cleaning and filters are changed on a regular basis on all ventilation systems.

Lighting

Lighting is one of the most important factors affecting personal comfort on the job. The best lighting system is chosen to minimize direct and or reflective glare. Regular maintenance of the lighting system is carried out to clean or replace old bulbs and faulty lamp circuits.

Noise

Micropower Career Institute makes all attempts to keep noisy or defective equipment away from Work or Classroom environment. All Impact printers are kept away from areas where people use the phones. Barrier walls or dividers are placed to isolate noise sources.

Office Electrical Safety

Electricity is essential to the operations of a modern automated office as a source of power. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. We at

Micropower Career Institute make sure that the air-conditioning; HVAC and refrigerator equipment is well grounded. Most of the office equipment, computers and printers use grounded three prong plugs. There are enough outlets to cover the electric requirements of the School. Students and Staff are advised never to pull a plug out by the cord. Always use proper Computer and electric shut down procedures. Never attempt to repair a computer and or any other electric device while it is plugged to the power receptacles.

Office Fire Prevention Strategies

The best time to think about fire safety is before a fire starts. Learn the location of fire escape routes and how to activate the fire alarm. Participate in practice fire drills on a regular basis. Become familiar with stairway exits - elevators may not function during a fire, or may expose passengers to heat, gas and smoke.

- Heat-producing equipment - copiers, work processors, coffee makers and hot plates - are often overlooked as a potential fire hazard. Keep them away from anything that might burn.
- Electrical appliances can be fire hazards. Be sure to turn off all appliances at the end of the day. Use only grounded appliances plugged into grounded outlets (three prong plug).
- If any Computer or electrical equipment malfunctions or gives off a strange odor, disconnect it and call the appropriate maintenance personnel. Promptly disconnect and replace cracked, frayed, or broken electrical cords.

Through a program of scheduled inspections, unsafe conditions can be recognized and corrected before they lead to serious injuries. Take a few moments each day to walk through your work area. Look for items previously pointed out, such as objects protruding into walkways, file cabinets that are weighted toward the top or frayed electrical cords. Advise personnel in the area of the hazards and set about correcting them.

Emergency Preparedness

Most burning materials can emit carbon monoxide. Inhalation of these toxic materials can severely hamper an office worker's or Students' chances of getting out of a fire in time. This makes it imperative for everyone to recognize the signal to evacuate his or her work area and know how to exit in an expedient manner. General guidance for fires and related emergencies includes:

If you discover a fire or see/smell smoke, immediately follow these procedures:

- Notify the local Fire Department
- Notify your Site Director.
- Activate the building alarm (fire pull station). If not available or operational, verbally notify people in the building.
- Isolate the area by closing windows and doors and evacuate the building, if you can do so safely.

- Shut down equipment in the immediate area, if possible.
- If possible and if you have received appropriate training, use a portable fire extinguisher to:
 - Assist oneself to evacuate;
 - Assist another to evacuate; and
 - Control a small fire.
- Do not collect personal or official items; leave the area of the fire immediately and walk, do not run to the exit and designated gathering area.
- You should provide the fire/police teams with the details of the problem upon their arrival. Special hazard information you might know is essential for the safety of the emergency responders. You should not re-enter the building until directed to do so. Follow any special procedures established for your unit.

If the fire alarms are ringing in your building, you must evacuate the building and stay out until notified to return. Move to your designated meeting location or upwind from the building staying clear of streets, driveways, sidewalks, and other access ways to the building. If you are a supervisor, try to account for your employees, keep them together and report any missing persons to the emergency personnel at the scene.

If an individual is overexposed to smoke or chemical vapors, remove the person to an uncontaminated area and treat for shock. Do not enter the area if you suspect that a life threatening condition still exists (such as heavy smoke or toxic gases). If CPR certified, follow standard CPR protocols. Get medical attention promptly.

If your or another person's clothing catches fire, extinguish the burning clothing by using the drop-and-roll technique, wrap victim in a fire blanket or douse victim with cold water (use an emergency shower if it is immediately available). Carefully remove contaminated clothing; however, avoid further damage to the burned area. Cover injured person to prevent shock. Get medical attention promptly.

PERSONAL Health & Safety

Summer:

Excess heat can place abnormal stress on your body. Hard work during high heat and humidity can cause heat cramps, heat exhaustion or heat stroke. These are your body's warning signals that your core body temperature is rising. It's important that you be able to recognize the warning signals so that you can take steps to prevent excess body temperatures and possible organ and brain damage.

Tips To "Beat The Heat"

- Drink water frequently and moderately.
- Most people already consume too much salt; salt tablets are usually unnecessary.
- Adjust working hours to take advantage of cooler morning or evening hours.
- Use non-carbonated drinks. A dash of lemon juice in water is good.
- Reduce or eliminate alcohol consumption the night before.
- Wear light-colored, cotton clothing and keep a shirt on.
- Ventilate enclosed areas.

Winter:

Office and classroom environment is temperature controlled to a comfortable 68-degree temperature in summer and 72 degrees in winter. While traveling outside in extreme cold temperatures you must wear 2 or 3 layers of clothing to prevent hypothermia.

Identity Theft

An identity thief is someone who steals your checks, your Social Security number, or other personal identification, then uses your information to obtain credit in your name to commit a crime. We hope you never find you've been the victim of an identity thief. But if you are, this should help you to regain your true credit history with the least amount of time, cost and effort.

How Thieves Steal Your Identity

Most identity thieves get your information by stealing a purse or wallet, or by stealing checks or credit card information out of your mail. The identity thief is almost always a stranger. Most victims never find out how the identity thief got his or her information.

Tips to Avoid Becoming A Victim

- Photo copy the front and back side of your debit, credit, and phone cards and keep them in a secure location. This will provide immediate access to the account information and phone numbers you will need to suspend or close your accounts if your wallet or purse is stolen.
- Do not give your Social Security number, mother's maiden name or account numbers to strangers who contact you, especially by phone, Internet or mail. Identity thieves sometimes pose as business, bank or government representatives to get you to reveal personal information.

- Legitimate financial or government organizations that do business with you already have this information and will not ask for it over the telephone.
- Pay attention to what time of month your bills arrive. If they don't arrive on time, call the creditor to make sure an identity thief hasn't changed your billing address to keep you from discovering phony charges.
 - Guard your mail from theft. Don't leave outgoing mail in your mailbox. Take it to a collection box or your local post office. Promptly remove mail after it has been delivered. If you are planning to be away from home, call the U.S. Postal Service at 1-800-275-8777 to request a vacation hold.
 - Put passwords on your credit card, bank and phone accounts. Avoid using easily available information like your mother's name, your birth date, the last four digits of your Social Security number, your phone number or an easy series of numbers such as 1234.
 - Don't carry your Social Security card. Leave it in a secure place. Give the number out only when necessary. Use other types of identification when possible.
 - Don't carry credit card or ID cards you don't need.
 - Tear or shred charge receipts, copies of credit applications, insurance forms, physician statements, bank checks and statements, expired charge cards and credit offers you get in the mail.
 - If you want to inspect your credit report, order a copy from each of the three major credit-reporting agencies. Make sure it is accurate. The law allows credit bureaus to charge up to \$8.50 for a copy of your report. You can request a free copy if you've been turned down for a credit application and the denial of credit was based on the information from the credit-reporting agency.

The major credit bureaus are:

Equifax: P.O. Box 740241, Atlanta, GA 30374
1-800-685-1111 (Order Credit Report) 1-800-525-6285 (Report Fraud)

Experian: P.O. Box 2104, Allen, TX 75013
1-888-397-3742 (Order Credit Report) 1-888-397-3742 (Report Fraud)

Trans Union: P.O. Box 1000, Chester, PA 19022
1-800-888-4213 (Order Credit Report) 1-800-680-7289 (Report Fraud)

What To Do If You Are A Victim of Identity Theft

Washington's new identity theft law is the toughest in the nation, but if you find you've become the victim of identity theft, you'll still need to take several steps to protect yourself. Here's what you should do:

- Report the identity theft to the police or sheriff in the area where you live.
- ID theft is a felony, and charges may be filed against the thief in the county where you live. Ask the police to file a police report and give you a copy. You will need this to help correct your credit rating.
- Report the identity theft to your financial Institution and other creditors. They may advise you to close your accounts and start over with new ones. Ask your financial institution what procedures they require of victims whose credit cards or checks have been stolen or forged.
- Tell the prosecuting attorney that if the person who stole your identity is found guilty, you'd like the court to issue you an Order Correcting Public Records. This is a court order you can use to correct public records damaged by identity theft. You may also want to send copies of the Order Correcting records to your financial institution and creditors to assist you correcting non-public records maintained by them.
- Send a copy of the police report to the three credit-reporting agencies listed above. The credit bureaus are required to block information victims identify as resulting from identify theft. Once these credit-reporting agencies receive the police report and request form you, they are required to block any adverse information resulting from the identity theft from your credit report.
- Ask businesses to provide you with information about transactions made in your name. Under the new law, businesses must give you this information but may require proof of your identification including a copy of the police report and statement from the Washington State Patrol that your fingerprints are on file.
- If you need to obtain your fingerprints for this purpose, the Washington State Patrol provides this service. You will pay a fee and be given a document indicating that your fingerprints are on file. You may then forward this document to the business that requested them. Businesses refusing to provide information to you may be subject to actual damages, plus a \$1,000 penalty for willful violations.
- If the ID thief has stolen your checks or made counterfeit checks, and then used those checks to make purchases or pay bills, you will probably be

contacted by collection agencies that want you to pay the debts. Explain to each collection agency in writing that you have been the victim of identity theft.

- You will need to provide the following information: a copy of a government issued photo identification issued prior to the alleged identity theft; a certified copy of a police report; a written statement describing the nature of the fraud or identity theft; information regarding the relevant financial institutions, account numbers, check numbers, etc; and a statement that the subject is being disputed because of an identity theft.
- Although calls might stop, you may still be subject to legal action by collection agencies. However, there are limits in what a collection agency can do to try to collect a debt from you. For more information contact the local attorney general's office.

Where to Go For Help

If you are a victim of identity theft, contact your local law enforcement agency and the Federal Trade Commission's Identity Theft Hotline, **1-877-IDTHEFT**

The FTC and Attorney General post step-by-step directions on their websites for reporting identity theft and protecting your credit history. The Internet addresses are:

- Federal Trade Commission: <http://www.ftc.gov>
- Washington State Attorney General's Office: <http://www.atg.wa.gov/>

The Attorney General's Identity Theft experts in our statewide Consumer Resource Centers can help refer you to the proper authorities, assist victims with referrals, and help resolve problems with credit reporting and collections. Consumer Resource Centers can be reached at **1-800-551-4636**.

TRANSPORTATION

Car Phones and Safety

The use of car phones and cellular phones has grown at a phenomenal rate over the past several years. Mobile phones permit their users to conduct business while traveling, allow families to check in with each other, and provide a measure of heretofore unheard-of safety—since help is literally a phone call away when needed, no matter where you are. But despite the positive aspects of both car phones and cellular phones used in cars, they have also created a new safety hazard. Using a phone or a CB radio while driving is a distraction, just as

changing tapes or CDs, or adjusting the radio, or lighting up a cigarette, distracts you from driving. Anything that takes your attention away from the full time task of driving can be *hazardous to your health*. The more tasks a driver tries to perform simultaneously, the more likely it is that one of the tasks will suffer. New drivers and the elderly are most likely to be affected by the distraction, but no one is immune.

Helpful Tips to avoid accidents:

- Use a car phone *only* while parked safely.
- If you plan to use a car phone while driving, install a “hands free” phone.
- Use the phone’s built-in memory to dial frequently called numbers.
- Don’t engage in emotional, stressful or frustrating calls while driving.
- If you use a portable phone, secure it with a seat belt in the passenger seat so it doesn’t become a missile during quick stops or evasive maneuvers.
- When driving conditions deteriorate, stop talking on the phone, so that you can give your full attention to the task of driving safely.

Sleep Deprivation and Driving Accidents

Sleep loss and disturbed sleep can result in impaired performance. The most sensitive tasks are those, which are long and monotonous, such as driving, which become very vulnerable to the effects of sleep deprivation. Both total and partial sleep deprivation lead to decreased performance. Sleeplessness is a major problem and cause traffic accidents. Taking a short nap before you take to long driving can prevent the unthinkable.

Sexual Harassment Policy

It is the policy Micropower Career Institute to prohibit sexual harassment of employees and students. It is a violation of policy for any member of the institution to take action against any individual for reporting sexual harassment.

Micropower Career Institute has a sexual harassment panel, appointed by the President, which consists of faculty, staff, and students. The panel is charged with ensuring that the institution is familiar with the sexual harassment policies of Micropower Career Institute. Other responsibilities include investigating reports of sexual harassment and forwarding findings and recommendations to the President. A member of the faculty, staff, or a student should report sexual harassment occurrences to a member of the Sexual Harassment Panel or to the Dean of Students, and, if required, to the local city police precinct.

Campus Lockdown Procedures

What to do in the event of a hostile intruder

You will be notified through our emergency notification system and by the School's loud speaker system to go into lockdown.

Take the following action

When an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact the police, 911, and the person in charge of institution safety. Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

What to do during a lockdown

- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
- Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
- Cover any windows or openings that have a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Put your cell phones on vibrate.
- Do not make any noise.
- Students and staff should not attempt to leave the building until told to do so by security or police personnel. The exception to this is when a person believes that they are in more danger in staying in the building than in attempting to escape.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree).

Crime Glossary and Uniform Crime Reporting Definitions

Aggravated Assault: An unlawful attack by one person upon another where in the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible laceration, or loss of consciousness.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Forcible Entry: A forced entry is where force of any degree or a mechanical contrivance of any kind (e.g. a passkey or skeleton key) is used to unlawfully enter a building or other structure.

Unlawful Entry (No force): An unforced entry is one where the unlawful entry is achieved without force through an unlocked door or window.

Attempted Forcible Entry: The attempt to commit a forcible entry, without succeeding.

Criminal Homicide: The killing of one human being by another.

Murder/Non negligent Manslaughter: The willful (non negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through negligence.

Motor Vehicle Theft: The theft of a motor vehicle.

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sex Offenses

Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is

incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or, not forcibly or against the person's will because of his/her youth or because of his/her temporary or permanent mental incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Non Forcible: Unlawful, non forcible sexual intercourse.

Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non forcible sexual intercourse with a person who is under the statutory age of consent.

Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Hate Crime: Crime of aggravated assault, arson, burglary, criminal homicide, motor vehicle theft, robbery, sex offenses, and/or crime involving bodily injury in which the victim was intentionally selected because of the victims' actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Contacts: Emergency Phone Numbers for Law Enforcement Agencies

Emergency Phone Number	911
Non Emergencies	311
Report cases of Abuse	(800) 96-ABUSE

Contacts: For the staff and faculty members to seek help should you need it.

Mr Val Ariola - Manhattan	Student Affairs	212-279-2550
Dr. Reena Sharma - Mineola	Student Affairs	516-742-5913
Ms. Rolando Mejia - Elmhurst	Student Affairs	718-507-2663
Ms. Jill - Hauppauge	Student Affairs	631-656-2940
Ms. Nafisa – Linden, NJ	Student Affairs	908-587-9070