

# The Rolf Institute<sup>®</sup> of Structural Integration SECURITY, SAFETY AND EMERGENCY PROCEDURES

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**The Rolf Institute® of Structural Integration  
Security, Safety and Emergency Procedures**

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# **The Rolf Institute® of Structural Integration Security, Safety and Emergency Procedures**

## **Emergencies**

### **Emergency Numbers**

**Fire                    Emergency: 911**

**Non-critical emergency: (303) 441-3333**

**Police                Emergency: 911**

**Non-critical emergency: (303) 441-3333**

**Ambulance    Emergency: 911**

### **Emergency Procedures**

Emergency situations can develop at any time. The first thing to keep in mind is to try to remain calm. Don't panic. Irrational action is a major cause of injury and death in emergency situations. In most instances, a couple seconds of sound thinking will enable you to develop a reasonable course of action. While time may be of the essence, it is just as important to take the proper action as it is to act quickly.

Telephone extensions to keep in mind when on the The Rolf Institute school property:

- x105 Director of Education
- x103 Executive Director
- x100 for Office Manager

If an emergency arises on school, call Director of Education x105 and/or Executive Director x103 using a regular school telephone. If you have access to a school telephone and an immediate police, fire or ambulance response is required, dial 9-9-1-1 to make contact with Boulder County's 9-1-1 system. If you do not have access to a regular telephone uses any cell phone having service. Again, only activate (9-1-1) if police, fire or ambulance response is required. When reporting an emergency situation, remember to furnish the following:

- The nature of the emergency - a brief description
- The location – School location – 5055 Chaparral Court, Suite 103, Boulder, CO 80301 (Gunbarrel area).
- Your name
- Any additional information which would aid in handling the situation.

# **Threats and Disasters**

## **How to Report a Fire**

- Report any fires on school to Director of Education x105 and/or Executive Director x103
- Use an emergency phone to contact 9-1-1 or dial 9-9-1-1 from a school telephone
- Activate the nearest fire alarm pull station
- If you can help control the fire without personal danger, take action with available firefighting equipment. If not, leave the area.
- A local alarm station will cause the alarm horns to sound. It does not automatically notify the fire department.
- Never allow the fire to come between you and an exit.
- Remove all persons from the danger area. Close doors behind you to confine the fire.

## **Response to Audible Fire Alarm**

- If the audible horn alarm sounds, evacuate the building/area immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Take essential items with you only.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
- Return to the building only when instructed to do so by School Personnel, Police or Fire Department officials.

## **Procedure for a Water Leak**

- Remain calm.
- Notify Director of Education x105 and/or Executive Director x103, 303449-5903 immediately. Report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so.

Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting, or moving small or light objects out of danger.

## **Procedure for Power Outage**

- Remain calm.
- Provide assistance to others in your immediate area that may be unfamiliar with the space.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If instructed to evacuate, proceed cautiously to the nearest clear exit.
- Planning for such situations includes having a flashlight available.
- Call Director of Education x105 and/or Executive Director x103, 303-449-5903.
- Initiate power outage protocols for critical operations

## **Emergency Response and Evacuation Procedure**

The Rolf Institute has implemented an Emergency Notification System that can alert and inform school community members in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, etc.).

Upon confirmation from the Director of Education and/or Executive Director regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of school community members, emergency notifications will be disseminated without delay to school community members via classroom (faculty) notification and email alerts. The Director of Education and/or Executive Director, working in conjunction with other School staff will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The Director of Education and/or Executive Director, authorized School personnel have responsibility for issuing notifications via the School's Emergency Notification System.

Other emergency notification methods the School employs can include fliers posted at building and classroom entryways, and the School's homepage, [www.rolf.org](http://www.rolf.org).

Emergency evacuation routes for tornado and fire are posted in each classroom in the school. Additionally, various procedures for responding to emergencies can also be found on the School's homepage by visiting [www.rolf.org](http://www.rolf.org) and click on "emergency procedures". School officials may conduct annual tests and exercises of emergency response and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email, the School's homepage, and other available methods.

## **The Rolf Institute Emergency Notification System**

The Rolf Institute School's Emergency Notification System (ENS) is designed to provide voice and email notifications to students, faculty and staff of emergency closures or imminently dangerous conditions. Notification of said events may be announced by the following methods:

- Internal Memo
- Emails and on-school voicemails
- Broadcast alerts on local television and radio stations
- Emergency announcements posted on [www.rolf.org](http://www.rolf.org)
- Signs / flyers posted on all school bulletin boards
- Fliers posted at facility entryways
- By Director of Education, Executive Director and other school officials
- Boulder County External Siren

## **Evacuation Procedure**

In Advance, each faculty and staff member should understand the evacuation plan.

Know at least two ways out of the building from your regular workspace.

## **When You Hear the Evacuation Alarm Or Are Verbally Told To Begin Evacuating the Building:**

1. Remain calm and ***do not use your cellular phone.***
2. Leave quickly.
3. Try to make sure that everyone in your immediate vicinity hears the alarm and evacuates the area.
4. As you exit, quickly check nearby restrooms, copier rooms, storage rooms, etc.
5. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
6. Take with you: essential personal items ONLY. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
8. Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are using stairs.
9. Once out of the building, move away at least 100 feet from the structure or as instructed by School Personnel, Police or Fire Department officials and conduct a headcount of your evacuees.

## **Active Shooter Protocol**

**Please adhere to response procedures below for responding to an Active Shooter in the building. If you can evacuate the area, please do so in as safe a manner as possible.**

### **Secure your immediate area:**

- Lock and/or barricade doors with any available object(s) (chairs, tables, desks, etc)
- Turn off lights
- Close blinds
- Block windows
- Turn off computer monitors
- Keep occupants calm, quiet, and out of sight by laying low to the ground
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, desks, chairs, tables, filing cabinets, etc.). Such cover may protect you from injury
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

### **Contacting Authorities:**

- Dial 911 or 9-9-1-1 from any school telephone. Be aware that the 911 system will likely be overwhelmed.
- Program the emergency line into cell phone for emergency use.

### **What to Report:**

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc

### **Un-Securing an area:**

- Responding special forces will assist in un-securing and rescuing victims who are locked down; Consider risks before un-securing rooms
- Remember, the shooter will not stop until he/she is engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses –vs- the safety of a few

- If doubt exists for the safety of the individuals inside the room, the area should remain secured

### **Security Response:**

- If possible, limit suspect(s) movement(s) by securing all unaffected buildings; evacuate victims to safety; provide master keys and logistical support to responding special forces and emergency medical services
- Facilitate basic first aid or triage injured victims if possible
- Assist law enforcement authorities with investigation

### **What to do if a Bomb Threat is received**

Obtain as much information as possible using the ATF BOMB THREAT CHECKLIST

### **Record:**

1. Exact time of the call
2. Exact words of the caller

### **Questions to Ask**

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?
11. CALLER'S VOICE IS:  
(Choose one)  
Calm Slow Crying Slurred  
Stutter Deep Loud Broken  
Giggling Accent Angry Rapid  
Stressed Nasal Lisp Excited  
Disguised Sincere Normal Squeaky
12. If voice is familiar, whom did it sound like
13. Were there any background noises?
14. Remarks
15. Person receiving call
16. Telephone number call received

## 17. Date

*Source: Bureau of Alcohol, Tobacco and Firearms  
This file was last modified on September 04, 1998.*

Contact Director of Education x105 and/or Executive Director x103 immediately at 303-449-5903

### **Procedure for Earthquake Safety**

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property. During An Earthquake:

#### **If you are inside:**

- Stay inside.
- Crawl under a table or desk, or stand in a doorway and watch for falling objects.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.

#### **If you are outside:**

- Move to an open area away from buildings, trees and power lines.
- If forced to stand near a building, watch for falling objects.

#### **If you are in an automobile:**

- Stop your vehicle in the nearest open area.
- Stay in the vehicle until the shaking stops.

#### **After An Earthquake**

- Remain calm and be prepared for aftershocks.
- Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest clear exit.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
- Open doors carefully and watch for falling objects.
- Do not use elevators.
- Do not use matches or lighters.
- Avoid using telephones.

#### **Be Prepared**

- Understand the evacuation plan.

- Know that evacuation diagrams are conspicuously posted in every classroom.
- Know at least two ways out of the building from your regular workspace.

### **Explosion Safety Procedure**

- Remain calm.
- Be prepared for possible further explosions.
- Crawl under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
- Be guided by School Personnel, Police or Fire Department personnel. If evacuation is ordered, proceed to one of the designated exits.
- Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building, collapse, etc.).
- Open doors carefully. Watch for falling objects.
- Do not use elevators.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- Do not use matches or lighters.
- Avoid using telephones.
- Do not spread rumors.

## **Emergency and Severe Weather Closings**

When emergency situations – severe weather, power failure, fire, loss of water or other serious event – force the closing of The Rolf Institute or the cancellation of day, evening or weekend classes, local radio and television stations will be notified and announcements broadcast at frequent intervals. The decision to suspend operations and/or cancel classroom instruction and activities is made as early in the day as possible.

### **Snow/Storm Closings**

Weather reports are monitored by School officials. The decision to cancel classes is made after an assessment involving the following criteria:

- Severity of the weather conditions
- Expected duration of the storm
- Vehicular travel conditions throughout the service area
- Ability to render school and outreach center roadways, sidewalks and parking lots safely usable

Additional information that will be considered when determining the School's operational status will be the snow emergency declaration levels provided by the Boulder County Sheriff's Office. Below is a description of each level:

- Level 1- Snow emergency means that roadways are hazardous, drive with extreme care. This alert will remain in effect until further notice.
- Level 2- Snow emergency means that roadways are extremely hazardous with blowing, drifting snow and/or flooding. Only those who feel it necessary to travel should be on the roadways. Employees should comply with workplace policies or contact their employer. This alert will remain in effect until further notice.
- Level 3- Snow emergency means that most roadways are closed and extremely hazardous/flooded. Employees should comply with workplace policies or contact their employer. Violators may be cited. This alert will be reassessed every two hours.

If a decision is made to suspend morning classes, notifications will be sent prior to **6 a.m. or as soon thereafter as possible**. A decision regarding evening classes may be made by **3 p.m. or as soon thereafter as possible**.

When inclement weather strikes the area, students are advised to first consider the conditions in their immediate area relative to traveling safely. Conditions may vary significantly within the service area of the School. Decisions regarding School operations

are made on the general status of the overall service area.

Students are ultimately responsible for their own safety and travel decisions. Coursework is also the continuing responsibility of students. A decision to be absent from a class for any reason does not exonerate students from their full responsibility to complete all prescribed coursework. If you decide not to attend class, please notify your instructor(s).

In the event that classes are cancelled, the following notification methods will provide timely information regarding school status:

- Instructor for each class will be notified by the Executive Director and/or Director of Education.
- Instructor of each class will contact students in their class.
- TV Broadcast Channels 4, 7, and 9
- Radio Broadcast KBCO, KYGO, KBPI, KOA, KOSI, KGNU, KHOW,
- Student Email
- The Rolf Institute Alerts will be posted on the school website: [www.rolf.org](http://www.rolf.org)

### **During Special Events**

Should a special event(s) be scheduled and severe weather is threatening, the Executive Director and / or Director of Education confer with the appropriate people in the particular areas of concern. The Executive Director and / or Director of Education keeps all concerned parties apprised of threatening weather and related conditions. Any decision to close the school is communicated as quickly as possible.

### **Procedure for Dealing with a Tornado or Severe Weather**

- Stay indoors, be alert to falling objects.
- Proceed to a first floor interior room. Stand clear of exterior walls. Seek refuge under a table or desk and cover yourself with a coat or other such material.
- If you are outside, lie flat on the ground in a depression and cover the back of your head and neck with your hands.
- Do not seek cover in an automobile or under a tree.
- Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Remain in the safe area until at least 10 minutes have elapsed or until the “all clear” has been given.

Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur.

## **Personal Injury or Illness**

### **Emergency Medical Assistance**

The Rolf Institute staff will summon Emergency Medical Services (EMS) if needed or requested to do so. Rolf Institute staff does not transport injured or stricken individuals to hospitals or emergency care centers. If an emergency arises on school, immediately notify a staff member or using a regular school telephone by dialing 911 for an emergency. If you do not have access to regular telephones contact a staff member or use any available cell phone.

For emergencies necessitating an immediate police, fire or EMS response, please call 9-1-1.

### **Assistance for Illness or Injuries**

- Call x105 Director of Education and/or x 103 Executive Director at 303-449-5903. If an ambulance is required, activate an emergency phone or dial 9-1-1 from a school telephone.
- School personnel will provide required services.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move a person who has fallen and appears to be in pain.
- Limit your communication with ill or injured person to quiet reassurances.
- After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

### **Flu Season Advisory**

The Rolf Institute officials would like to remind all school community members of the need to stay informed and current on the 2011-12 flu season. School officials have been working to ensure continuity of course room instruction and business operations, and to educate school community members on what to do if they are sick. All school community members should utilize the following precautions to reduce their exposure to seasonal flu and H1N1:

- Practice good hand hygiene- frequent, thorough hand washing for 20 seconds, also consider carrying a bottle of hand sanitizer with you at all times;
- Practice cough & respiratory etiquette- cover your mouth and nose with a tissue when you cough or sneeze; if you don't have a tissue readily available, use your upper sleeve;
- Stay home and avoid contact with others if you are sick;

- Get vaccinated in order to protect against seasonal flu and H1N1

Students and employees with severe respiratory or flu-like illness are encouraged not to attend class or work until they are without fever for 24 hours without the aid of fever-reducing medication.

### **Altitude Sickness**

**What is Altitude Sickness?** – “Well, you’ll know it when you get it!” According to WebMD, *Altitude sickness occurs when you cannot get enough oxygen from the air at high altitudes. This causes symptoms such as a headache and not feeling like eating. It happens most often when people who are not used to high altitudes go quickly from lower altitudes to 8000ft or higher. For example, you may get a headache when you drive over a high mountain pass, hike to a high altitude, or arrive at a mountain resort.*

#### **What are the Symptoms?**

- Headache
- Queasiness and lack of appetite
- Shortness of breath
- Nausea
- Fatigue
- Dizziness
- Trouble sleeping – waking frequently

#### **Preventing Typical Altitude Sickness**

- Drink plenty of water to prevent dehydration
- Ascend and descend gradually, maybe over a day or two Spend a day, or the first night at an altitude slightly lower than where you plan to be active
- Limit alcoholic beverages
- Rest often

### **Reporting Disruptive or Violent Behavior**

Contact Director of Education x105 and/or Executive Director x103 immediately by calling 303-449-5903 from a cellular phone, extensions 105 or 103 from any office phone or 9-1-1 to contact emergency personnel. Only activate an emergency call 9-1-1 if an immediate police, fire or ambulance response is required.

#### **Furnish any pertinent information:**

- Location
- Nature of incident
- Description/identity of those involved
- Whereabouts of perpetrators
- Whereabouts of victims

- Description of what transpired
- Any related information

When reporting an incident of crime on school property all information will be treated with appropriate confidentiality. Please identify yourself to school personnel or emergency personnel. Your identity will be afforded all due confidentiality. We encourage members of our school community to report any criminal activity promptly. Safety and security on school is a cooperative effort.

Upon receipt of notification of a crime occurring on school, the Director of Education and/or Executive Director will respond immediately. The Boulder Police Department will be contacted and School Personnel will secure the area. The Boulder Police will take charge of the investigative process. School staff shall assist the Boulder Police Department as directed.

### **Substance Abuse Policy**

The Rolf Institute does not condone the possession, use, manufacture or distribution of illegal substances or drug paraphernalia of any kind in any amount. School Community members in violation of this policy may be jeopardizing their own well-being as well as the well-being of the school community.

The Rolf Institute is committed to providing a drug-free, safe environment for students, faculty, and staff. Toward this end, The Rolf Institute maintains a "dry" school with the use of alcohol restricted. The Rolf Institute clearly states it is unlawful for individuals to manufacture, possess, use and/or distribute illicit drugs and alcohol on The Rolf Institute school property. Individuals who violate The Rolf Institute regulations and local, state and federal laws will be subject to disciplinary action, dismissal from The Rolf Institute and/or prosecution under applicable federal, state and/or local statutes.

### **Substance Abuse Assistance**

Does someone you know have a drug or alcohol problem? Some experts estimate as high as 20 percent of our population may be chemically dependent.

Generally speaking, someone who has more than three drinks on any occasion or drinks heavily more than once a week most likely has some type of dependency problem.

If you or someone you know would like help with a substance abuse problem, you can call the Director of Education and/or Executive Director at ext. 105 and/or ext. 103 303-449-5903 or stop in their office. In addition, substance abuse assistance can be sought by contacting the following offices:

## **Boulder County Resources**

### **Boulder County Public Health**

3470 Broadway, Boulder, CO, 80304, USA

Primary Focus of Provider Substance Abuse Treatment Services (SA)

Services Provided Substance Abuse Treatment (TX), Detoxification (DT), Buprenorphine used in Treatment (BU)

Type of Care Outpatient (OP), Residential Short Term (RS)

Specific Programs/Groups Offered Adolescents (AD), Pregnant/Postpartum Women (PW), Women (WN), DUI/DWI Offenders (DU), Criminal Justice Clients (CJ)

Forms of Payment Accepted Self Payment (SF), Medicaid (MD)

Payment Assistance Available Sliding Fee Scale (SS)

### **Boulder Alcohol Education Center**

1525 Spruce Street Suite 100, Boulder, CO, 80302, USA

Primary Focus of Provider Substance Abuse Treatment Services (SA)

Services Provided Substance Abuse Treatment (TX), Detoxification (DT)

Type of Care Outpatient (OP)

Specific Programs/Groups Offered Adolescents (AD), Women (WN), Men (MN), DUI/DWI Offenders (DU), Criminal Justice Clients (CJ)

Forms of Payment Accepted Medicare (MC)

Payment Assistance Available Sliding Fee Scale (SS)

Special Language Services Spanish (SP)

### **Discovery Counseling Center Inc**

2040 30th Street Suite K, Boulder, CO, 80301-1133, USA

Primary Focus of Provider Substance Abuse Treatment Services (SA)

Services Provided Substance Abuse Treatment (TX)

Type of Care Outpatient (OP)

Specific Programs/Groups Offered DUI/DWI Offenders (DU)

Forms of Payment Accepted Self Payment (SF)

### **Mental Health Center Serving Boulder and Broomfield Counties**

Barbara Ryan, Executive Director

1333 Iris Avenue

Boulder, CO 80304

303-443-8500

Serving: Boulder, Broomfield

Crisis #: 303-447-1665

Intake: 303-413-6263

## **Security**

### **The Rolf Institute School Security**

The Rolf Institute does not have a designated School Security Office. The Director of Education and Executive Director have the main responsibility along with staff for the security, safety and emergency procedures of the school. Their offices are located in the administrative hallway on the North end of the building. Office doors are labeled.

Their office may also be reached by dialing on-school extension 105 (Director of Education); extension 103; (Executive Director), by dialing 1-800-803-1952 if off site and their extension, or direct at 303-449-5903 and their extension. They are available during normal business hours, 8 am – 5 pm Monday – Thursday and 8 am – 4:00 pm Friday. The offices are closed on the weekend and holidays.

For emergencies necessitating an immediate police, fire or EMS response, please call 9-1-1.

Please review and become familiar with The Rolf Institute emergency procedures.

### **Lost and Found**

The Rolf Institute maintains a lost and found service at the front desk with the Office Manager. Report lost items and turn in items that are found unattended to the Office Manager Office. Found property will be held for 30 days if unclaimed.

### **Access to School Facilities**

For security purposes, the school building is secured when classes and activities have finished each day. Facilities are kept secured during periods when school sanctioned functions are not being conducted. All persons required to be on school when facilities are closed are requested to contact the Director of Education and/or Executive Director in their offices, or (ext. 105 / ext. 103) or 303-449-5903 x105 or x103.

School facilities are generally open from 8 am – 5 pm, Monday through Thursday and 8 am – 4 pm Friday. The school is closed on the weekends and most recognized holidays unless otherwise specified by School officials. Persons requesting access to school facilities after hours will be required to show appropriate identification and state the reason for being in the school. On a need basis, and with proper authorization, only faculty and staff may be provided with access codes to those facilities which are operated with electronic access controls.

Students desiring to be on school after hours are to be in the company of a faculty or staff

member.

### **School Security Annual Security Report**

The information and statistics contained in this publication are being presented in compliance with Title IV Security, Safety and Emergency Policy and Procedures. The Rolf Institute publishes this information to inform members of the school community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on or around The Rolf Institute, on public property adjacent to the School or at sites owned or leased by the school. The Rolf Institute does not provide residential dormitories or facilities for on school student housing. The Director of Education and Executive Director has primary responsibility for categorizing, disseminating and publishing crime statistics collected on school and includes statistics obtained from the Boulder Police Department.

### **School Security Assistance**

The Rolf Institute staff and faculty are not trained or prepared to provide in the following areas: vehicle assistance (jump starts, unlocks); emergency response and CPR; information and directions; telephone console operations; escorts to and from parking areas; investigation of incidents/crimes occurring on school; and patrol of school roadways, walkways, parking areas and buildings. In situations requiring assistance from community-based services staff and faculty promptly summons help from local first responders.

## **Parking**

### **Parking and Vehicle Regulations**

Parking and vehicle regulations are in place at The Rolf Institute to ensure the safety of students, faculty and staff, and visitors to the school. Please park in designated spaces only along the North, West sides of the school and on the main street in front of the school. Do not park in handicap designated areas unless authorized to do so. Parking is monitored by Rolf Institute staff and vehicle regulations enforced by Boulder Police Department.

You are advised to lock your vehicle at all times and to secure valuables out of sight. The Rolf Institute is not responsible for damage, loss, or theft of vehicles or other property of those using school facilities.

### **Where to Park**

Parking regulations have been adopted for the benefit of students, faculty, staff and visitors, and to enable the school to manage a heavily trafficked school. Parking is defined as the standing of a vehicle upon any property owned or controlled by the school whether accompanied or unaccompanied by an operator for more than one minute. This includes the parking areas on the North, West, and South ends of the building.

All persons shall park in assigned areas and within a single parking space. Illegal parking is defined as:

- Parking in a restricted area (such as fire lanes, at yellow painted curbs, in "no parking" areas or in driveways, etc.);
- Parking in a driveway or entrance to a parking area since driveways and entrances are considered fire lanes;
- Parking in a space or area specifically designated with a "reserved" sign. No person shall park in Handicap designated parking areas unless registered with the State of Colorado and displaying an appropriate placard.

### **Spaces for Students, Faculty/Staff and Visitors**

**Spaces striped with yellow lines are for students, staff and visitors.** Yellow lines are found at the North, West and South ends of the building.

**Spaces specifically reserved for handicapped parking are designated at the South end of the building.** Single space or the front of the building on the main street maybe used for motorcycle parking.

## **Handicapped (and Disabled) Parking**

The Rolf Institute provides special parking for disabled and handicapped students, staff and visitors at the South end of the building. Valid handicapped permits issued by the State of Colorado or the state in which the vehicle is registered are recognized as authorization for parking in designated handicapped areas.

## **Faculty and Staff Vehicle Registration**

The Rolf Institute does not require the registration of motor vehicles or motorcycles on school property operated by faculty and staff

Students and visitors are not required to register their vehicles the RISI.

## **During Emergencies**

During emergencies or other special circumstances or events, The Rolf Institute may establish and enforce temporary parking and vehicle regulations deemed necessary.

## **Roadway Regulations**

Absent specific school traffic regulations, all provisions of the Colorado Revised Code (related to any traffic matter) shall be in full force and effect on all school-owned or controlled property and shall be enforced at all times.

- The speed limit on the schools' parking lot is 10 m.p.h..
- Vehicle operators must yield the right-of-way to pedestrians.
- It is unlawful to disobey the directions of any traffic sign, signal or Boulder Police Officers.
- Vehicle accidents occurring on school property are to be reported immediately, regardless of the extent of the damage. They should be reported to the Boulder Police Department.

## **Penalties for Violations**

Students, faculty, staff and visitors charged with a violation shall pay the appropriate fine by making payment (in person or by mail) to the appropriate law enforcement agency.

Appeals shall be made to the appropriate law enforcement agency.

### **Getting Help with a Motor Vehicle Accident**

Contact the Director of Education x105, and/or Executive Director x103 303-449-5903 or report the accident directly to Boulder Police. If emergency services are required, so advise so that they may be summoned.

Stay at the scene until school personnel or police arrives. Provide a statement describing how the accident happened and other data including make/model/year of vehicle, names of witnesses, and license, registration, insurance information, etc.

## Crime

### How to Report Crimes or Incidents on School Property

The Rolf Institute encourages students, faculty and employees to promptly report crimes on school to either the Director of Education or the Executive Director on a voluntary basis. Normally, crimes should be reported to the Boulder Police (9-1-1) which has primary jurisdiction for investigation of crimes. The Director of Education and/or the Executive Director should also be informed. Reporting crimes in person may occur by coming to the office of the Director of Education or the Executive Director in the administrative area at the North end of the building or, by calling extension 105 (Director of Education) or extension 103 (Executive Director) from a school phone, or 303-449-5903; x105 or x103 via cell phone.

Furnish all pertinent information when reporting an incident. The Director of Education and/or the Executive Director working in conjunction with Boulder Police will conduct the appropriate investigation and file the necessary report(s). Follow-up pursuits will include efforts to identify responsible parties, recover stolen property, recommend appropriate legal action, file charges and encourage restitution when feasible.

The Rolf Institute maintains a working relationship with the Boulder Police Department and assistance is provided in a prompt and professional manner when requested. The Boulder Police Department and other local police agencies regularly provide current information and data concerning criminal activity in and around The Rolf Institute property.

Crimes may also be reported to any School Security Authority - defined as any official of the School who has significant responsibility for student and school activities. School Security Authorities include the Office Manager, Admission Advisor, Clinic Coordinator / Student Services Assistant, Enrollment Manager / Financial Aid Officer, Marketing Manager, Membership Manager and Accountant. The law requires that all crimes reported to any School Security Authority be included in the School's statistics and evaluated relative to its timely warning policy. Professional mental health counselors are excluded from this requirement, however, the School encourages such mental health professionals to, when they believe it appropriate, inform the person being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual report.

### Timely Warnings Policy

The Director of Education and / or the Executive Director maintains and reports yearly crime statistics available at the school website: [www.rolf.org](http://www.rolf.org) and, when appropriate, will issue **timely warnings** to the school community relative to potential criminal activity.

The Rolf Institute strives to provide a safe and secure school environment. Occasionally an

incident may take place on school or information is received from a local law enforcement agency regarding an incident that occurred in the immediate vicinity of the main school or one of its affiliated outreach centers which is considered potentially threatening. If any member of the school community knows of a crime or other serious incident should report that incident as soon as possible to the Director of Education and/or Executive Director's office or Boulder Police so that a timely warning can be issued. When we are made aware of such information, we will issue **timely warnings** through the school website – www.rolf.org; faculty, staff and bulletin boards outside classroom and in kitchen, with announcements also sent via e-mail. The Director of Education and/or Executive Director also maintains a crime log which is made available for public viewing during regular business hours (8:00 am-5:00 pm / Monday – Thursday; 8:00 am / 4:00 pm Friday).

### **Crime & Safety Prevention**

The Director of Education and/or Executive Director, as a regular part of their routine do walk thru the building and property. They are alert to any deficiencies including broken door locks; inoperative lights; overgrown shrubs and trees; and broken sidewalks, steps and handrails and other conditions which might detract from the safety and security of the school environment. Students, Faculty or Staff encountering a condition affecting school safety and security should report it promptly to the Director of Education and/or Executive Director.

The Rolf Institute, like any other school, has its share of mishaps, crimes and injuries. The right attitude and actions, though, can help protect:

- you
- your belongings
- fellow students, faculty members and staff
- our school

### **Basic Crime Prevention Steps**

Effective crime prevention begins with personal involvement and responsibility; it is everyone's job. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic and maintain a safe school environment.

#### **Call a School Administrator**

If you see something dangerous or someone suspicious, make note of it and call administration immediately – 303-449-5903 x105 for Director of Education; x103 for Executive Director from a cellular phone – or extension 105 or 103 from a school phone. Furnish all pertinent information to the administrator and try to be as detailed and accurate as possible (e.g. nature of the emergency, location, suspect(s) description(s), type of vehicle, license plate numbers, time of day). Always be vigilant and make every attempt to be aware of your surroundings. **When in doubt, call a school administrator or 9-1-1**

**in cases of emergency.**

### **In Your Office**

- Lock your door when leaving the office for an extended time. It takes a thief ten seconds or less to enter an open room and steal your property.
- Lock your computer screen or log out when you are away from your desk for extended times.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not put your address on your key ring.
- Do not leave your purse or other valuables in an unlocked desk or file cabinet.
- Do not leave cash or checks in your unlocked desk or file cabinet.

### **When Walking**

- Avoid walking alone at night unless absolutely necessary.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Have your keys ready when walking to the car.

### **Protecting Your Auto or Bicycle**

- Always lock your car.
- Lock bikes to immovable objects or bike racks with hardened-alloy locks and chains or U-shaped locks.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

### **Protecting Yourself When Driving**

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone or call assistance for them.
- Raise the hood then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.
- Park in well lit areas.

### **Protect Your Valuables**

- Do not leave book bags, textbooks or purses unattended.
- Take your belongings with you everywhere you go.
- Engrave/write your name or student ID number on your personal property (i.e.

- calculators, textbooks, laptops, book bags, etc.).
- Do not treat all personal property as you do cash.
  - Do not leave books, handbags, book bags, wallets, etc. unattended in the library, kitchen, restrooms or study areas;

### **Mail Safety Procedures**

#### **Ways to identify suspicious letters or packages:**

- Packages with excessive postage, using postage stamps as opposed to a meter
- Packages containing oily stains, crystallization on wrapper or strange odors
- No return address
- Exceptionally large or lopsided packages
- Packages that are rigid, bulky or discolored
- Packages that appear to contain liquid
- Packages which display evidence or electrical wire or tin foil
- Excessive wrapping materials, such as masking tape, strapping tape, or string

#### **Actions to take if you encounter suspicious mail:**

- Do not smell, touch or move the package.
- If you did, immediately wash your hands with soap and water.
- Notify your manager to advise workers to stay away from the work area.
- Call Executive Director x103 and/or Director of Education x105
- Call 9-1-1.
- Turn off any circulation fans, air conditioners or heaters (if applicable).
- List all persons who have come in contact with the suspicious package.

### **Information about Crime at the Rolf Institute**

#### **Disclosure of School Security Policy and School Crime Statistics Act**

Consistent with federal law, The Rolf Institute publishes an annual security report on or before October 1 of each year. The report includes statistics for the previous three years concerning reported crimes that occurred on school property or building owned or controlled by The Rolf Institute; and on public property within or immediately adjacent to and accessible from the school.

Printed copies of crime statistics may be obtained in the Executive Director and/or Director of Education's office.

In an effort to provide the best service for the The Rolf Institute school community, we have provided a link to the Boulder Police Department list of convicted sexual offenders:

[http://www.bouldercolorado.gov/index.php?option=com\\_content&view=article&id=4108](http://www.bouldercolorado.gov/index.php?option=com_content&view=article&id=4108)

&Itemid=4147

Crime map and logs of Boulder County information is located at:

[http://www.bouldercolorado.gov/index.php?option=com\\_content&view=article&id=3748  
&Itemid=4148](http://www.bouldercolorado.gov/index.php?option=com_content&view=article&id=3748&Itemid=4148)

# **Sexual Harassment and Assault**

## **Sexual Harassment Policy**

The Rolf Institute prohibits sexual harassment of its students by any Institute employee. Such conduct may result in disciplinary action up to and including discharge or removal from the training. The policy covers all students enrolled for training, workshops, continuing education and advanced training. The Institute will not tolerate, condone or allow sexual harassment, whether engaged in by fellow students, employees, associates, clients or other non-employees who conduct business with the Institute.

Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is used as the basis for grades, advancement and or training decisions;
- The conduct unreasonably interferes with an individual's education and training performance or creates an intimidating, hostile or offensive learning environment.

Rolf Institute students, faculty and employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. The Institute recognizes sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No faculty or staff shall threaten or imply that a student's refusal to submit to sexual advances will adversely affect that students, training, grades, employment, compensation, advancement, assigned duties, or any other term or condition of training or attending RISI for career training and development. Sexual joking, lewd pictures and any conduct that tends to make students; faculty and staff of one gender "sex objects" are prohibited.

Students who have complaints of sexual harassment should (and are encouraged to) report such complaints to the faculty member, Director of Education or Executive Director. If this person is the cause of the offending conduct, the employee may report this matter directly to the Executive Director. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any faculty member, student, staff person, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee or student will be subject to disciplinary action, up to and including discharge or removal from the training.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Executive Director. The Institute will not in any way retaliate against any individual who makes a report of sexual harassment nor permit any student, faculty member, staff or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

If an individual is the victim of sexual harassment they are encouraged to report such incidents promptly to the Executive Director, ext. 103 (303-449-5903). Should the harassment allegation be against the Executive Director, the chairperson of the Rolf Institute Board of Director is the contact.

### **Student Procedure for Reporting Sexual Harassment Violation**

Students are informed of the RISI policy and procedure in their classes regarding appropriate touch, ethics and awareness.

The process for students to report possible violations of, sexual harassment to the administration is as follows:

- a. Report the incident to the lead instructor within 10 working days of the incident.
- b. If the violation occurring involves the lead instructor then the student should report the incident to the Compliance Officer / Executive Director.
- c. Any supporting documentation should be file with the Compliance Officer / Executive Director within 10 working days of the initial reporting of the possible allegation.
- d. The Compliance Officer / Executive Director will alert the Chair of the Board of Directors of the allegation.
- e. The Compliance Officer / Executive Director will meet with those involved to investigate the possible allegation to determine the background and versions of the possible violation from those involved.
- f. The Compliance Officer / Executive Director will make a determination and notify those parties concerned in writing within 30 days, unless another time period is agreed upon by all parties, with a determination as to whether a allegation has occurred and the agreed upon settlement.
- g. This decision maybe appealed in writing to the Chairperson of the Board of Directors within 5 working days of the notification by the Compliance Officer / Executive Director. The decision of the Chair of the Board of Directors shall be final.
- h. Should any of the above involve the Executive Director then the Chairperson of the Board of Directors shall assume the appropriate role in the reporting structure. The final appeal in this case shall rest with the Board of Director of RISI.

Note: Should just grounds be determined for the allegation the files and supporting documentation maybe turned over to local authorities for possible consideration for legal

proceedings.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on school may be lodged with School Security office which will make immediate contact with Boulder Police in order to ensure a prompt investigation of the occurrence. In the case of a criminal sexual assault, it is extremely important that physical evidence be preserved.

### **What to Do If You Are Sexually Assaulted**

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And, remember, it's not your fault you were attacked.
- Write down everything you can remember about your attacker (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on school, immediately report the assault to Executive Director. The Executive Director will assist the victim in notifying Boulder Police.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

### **Sexual Assault Disciplinary Procedure Guarantees**

- The accuser and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding
- Both the accuser and accused shall be informed of the outcome or any school disciplinary proceeding brought alleging a sexual assault
- The accuser and the accused will be treated with dignity, courtesy and professionalism

Students found guilty of such violations under the School Code of Student Conduct and Colorado law are subject to disciplinary sanctions up to and including suspensions, expulsions and prosecution. School officials will assist victims of sexual assault/harassment with any class schedule adjustment(s).

Please contact one of the following school departments for any emergency situations that

might arise: Craig Berkley, Director of Education 303-449-5903 x105; Christina Howe, Executive Director 303-449-5903 x103; and for police, fire or EMS, dial 9-1-1.

**Information contained in this publication is provided in accordance with the provisions of the Crime Awareness and School Security Act of 1990 as amended**