

# **The Institute of Allied Healthcare**

## **Consumer Information 2023**

Consumer information is made available to the general public including but not limited to prospective, current, and graduate students. The information provided is in compliance with the Department of Education.

## **CONSUMER INFORMATION**

Consumer information is made available to current and prospective students in the Student Catalog, Enrollment Forms, and on the school website at [www.alliedhealthedu.com](http://www.alliedhealthedu.com)

### **Clery Act**

The Institute of Allied Healthcare complies with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crimes committed on campus are reported to campus and local authorities. With the assistance of local law enforcement within jurisdiction of campus, records and reports of crimes as well as report statistics for certain Clery crimes are collected.

The Institute of Allied Healthcare complies with the Higher Education Opportunity Act requirement that it disclose crime statistics and security information. Collected information is made available to the public on campus and on the school website. The statistics are reported to the U.S Department of Education on an annual basis. The Annual Security report is available to current students and the public on the school website.

### **Campus Security and Reporting Requirements**

The Campus Security Act requires postsecondary institutions to disclose the number of instances in which specific types of crimes have occurred on campus or on any property owned or controlled by The Institute of Allied Healthcare for which is used for educational purposes of the institution. The Institute of Allied Healthcare is committed to providing a safe campus for all students and staff. Policies and procedures as well as recent crime statistics that have occurred on or around campus are found on the school website at [www.alliedhealthedu.com](http://www.alliedhealthedu.com) under the IOAH Policies and Procedures and Campus Security tab.

### **Annual Security Report**

Information collected for the annual disclosure of crime statistics reporting is obtained from the local police department within the district. All statistical information obtained is recorded by the School Director and input into the The Campus Security Report. Information can be found on the school website under the Campus Security Tab <https://www.alliedhealthedu.com/campus-security>

### **Crimes on Campus Report**

Information regarding any crimes committed on campus will be made available on the school website within two business days. Enrolled students will receive notification through Orbund, the student portal. The notification will be available to the public and students for sixty days. If confidentiality of the victim is jeopardized by posting such information or if information posted could lead to a destruction of evidence for an ongoing investigation, certain information may be withheld until investigation is complete.

## **Crime Prevention on Campus**

The following is a description of rules established for crime prevention on campus.

*Do not leave personal property in classrooms.*

*Report any suspicious individuals or activity to a school official as soon as possible.*

*Be aware of surroundings when alone while arriving and departing from campus.*

*If you are waiting for a ride, please wait in the lobby area of the building. If the lobby area is closed, stay close to the building entrance or within a well-lit area.*

## **General Information**

- The Institute of Allied Healthcare does not employ personnel for campus security. It is strongly advised that staff and students immediately report any suspected criminal activity or other emergencies to the School Director or Assistant School Director. In the event of an emergency, staff and students are to directly contact local law enforcement or other emergency response agencies by dialing 911.
- Program orientation is mandatory, at which time student parking, emergency exits, and other important safety information is reviewed.
- Contact Information:

To report an incident that occurred on campus, please call the School Director- Nestor Lopez

To report an incident that occurred off campus, please call the San Antonio Police Department

To report an emergency that occurred on or off campus, please call 911

- Only students, staff, and other parties having business with The Institute of Allied Healthcare should be on campus during business hours of operation. With permission, staff may request to access campus facilities before and or after business hours of operation.
- At close of campus, all staff who remain at closing are responsible for ensuring that the school access points are locked a secure. Any remaining students will be asked to leave or will be referred to the lobby area.

## **Constitution Day**

Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men on September 17, 1782. This act recognizes all who are born in the United States or who by naturalization have become citizens. Each year, on September 17<sup>th</sup>, a campus celebration of Constitution Day is held by activities and educational programing. If the date falls on a weekend or holiday, the activities are held the first business day prior or after.

## **Personal Responsibility for Safety**

Students are strongly encouraged to exercise proper care in regard to personal safety and the safety of others. The following rules are in place to ensure safety while on campus.

*Use personal protective equipment appropriately and when necessary.*

*Inspect all medical equipment and devices thoroughly to ensure they are in working condition and do not pose a threat to safety or cause of injury prior to use.*

*Report any hazards or faulty equipment to your instructor or campus official immediately.*

*Only use medical equipment and devices with the permission of your instructor or campus official.*

*Be proactive in reporting any situations that have the potential to harm a person, damage property, or to be hazardous in general.*

*Report any accident or injuries to a school official immediately. Accident and Injury Report Forms can be found on the school website or can also be located in the Admissions office.*

*Drinks on campus must have a lid or cover to prevent spills.*

*Identification of any debris or liquids that could be hazardous or a danger to others should be cleaned up immediately. If the spill is large, please contact your instructor or school official to request janitorial services.*

## **Student Services**

Student assistance services are available on campus in the Student Services office. Any student or staff member may visit during normal business hours of operation. No appointment is necessary. Services include referrals for the following;

*Information on healthcare services for low to no income or those who are uninsured*

*Local food bank information*

*Utility and rental assistance*

*Mental health services to include counseling for individuals and family*

*Drug and alcohol abuse services.*

Additional services or information on community resources are available and reviewed with students and staff on a case-by-case basis.

## **Immunization Policy**

The Institute of Allied Healthcare requires immunizations that are imposed by federal or state laws. Each program may list specific requirements for the externship portion. For a list of specific immunization and vaccine requirements, please visit the school catalog or an Admissions Representative on campus to review program requirements. Religious and medical exemptions are acceptable with proper documentation.

## **Alcohol and Drug Policy**

The Institute of Allied Healthcare is an alcohol and drug free campus. Possession, distribution of illicit drugs or alcohol, or consumption by any student or staff member is strictly prohibited on campus. Exhibiting symptoms or intoxication or under the influence of a controlled substance may lead to termination for staff and dismissal with no readmission for students. You are encouraged to report any suspicions or verified drug or alcohol related activity to the nearest staff member as soon as possible.

You are encouraged to fill out an Incident Report Form if you are a witness to any of the following;

*Any student or staff member who is in possession of drug or alcohol while on campus or at externship site.*

*Any student or staff member who is consuming drugs or alcohol while on campus or at externship site.*

*Any student or staff member who is under the influence of a drug or alcohol while on campus or at externship site.*

*Any campus visitor who is in possession, in consumption, or under the influence of any drug and or alcohol.*

All Incident Report Forms must be filled out immediately and turned in to the School Director. If you are off campus, you may retrieve the Incident Report Form online under the IOAH Policy and Procedures tab on the school website. After completing the form, you may email it to the School Director. You may request to remain anonymous.

All reports are taken seriously and will be fully investigated. When and if necessary, local law enforcement may be contacted by a campus official.

For a full review of the policies and procedures for the Alcohol and Drug Policy, please visit our website at [www.alliedhealthedu.com](http://www.alliedhealthedu.com) under the IOAH Policies and Procedures tab.

## **Drug and Alcohol Abuse Prevention**

Drug and Alcohol Abuse Prevention Information including but not limited to information on health risks for illicit drug use and alcohol consumption can be found on campus while visiting the Student Services Center. Information on drug and alcohol programs are also available on campus in the Student Service Center. Annual distribution of drug and alcohol abuse prevention

will be sent to staff and current students as of January 1<sup>st</sup> of each year. All incoming students and staff members will be issued the current copy of that year. for all student and staff

## **Drug and Alcohol-Free Campus and Workplace**

The Institute of Allied Healthcare is a Drug Free Campus. Use and or possession of controlled substances defined illegal by state and federal law, are strictly prohibited on campus. Students and employees who are under the influence and or in the possession of controlled substances defined illegal by state and federal law while on campus or externship property are dismissed with no readmission or are subject to termination. Please see the Student Conduct section of the school catalog for more information.

## **Smoke Free Campus**

Smoking tobacco or vaping is not permitted on campus. Students, staff, and guests may smoke off campus or on the sidewalk in front of campus of Louis Pasteur Drive. Smoking at externship sites is determined by each location's policy on smoking. Students who are caught smoking on campus will receive a verbal warning; second offence will result in dismissal with no readmission. Please see the Student Conduct section of the school catalog for more information.

## **Fire Prevention Security**

All students and staff of The Institute of Allied Healthcare are responsible for fire prevention. Reporting any fire hazards is detrimental to ensuring fire safety while on campus. All students and staff are responsible for the following:

*If you smell or see smoke, report to a school official immediately and then call 911.*

*You may pull the fire alarm to notify others of a fire or fire hazard. Fire alarms are located next to the fire extinguishers in the main campus hallways.*

*If a small fire should occur, remain calm and notify the closest school official. If possible, locate the fire extinguisher and attempt to put out the small fire.*

*If a fire is large or appears to be spreading quickly, call 911 and pull the closest fire alarm if it is safe to do so.*

## **First Aid**

First aid kits are located in designated areas on campus. If your eye or skin area encounters a chemical or solvent, you should irrigate for a minimum of fifteen minutes. An eyewash station is available in the nursing lab on the fourth floor.

In the event that you or an individual that you witness ingests chemical or material deemed to be hazardous, you should report to the nearest hospital emergency room or call 911

## **Medical Emergency**

Medical emergencies consist of injury or illness that require medical attention from a medical professional or that require medical professional services. Such emergencies that are determined to pose an immediate risk to a person's life, immediate health, or well-being.

Should such medical emergency occur, any witness or school official is advised to do the following;

*Call 911 if it is determined that immediate medical attention is required*

*Stay with the individual until medical professionals arrive if it is safe to do so*

*A school official should contact the individual's emergency contact if possible.*

*Complete the Accident or Injury Report form found on the school website or in the Admissions office on campus. Any witnesses to the event are encouraged to complete forms as well.*

*The School Director or Assistant School Director must follow up within 24 hours.*

### **Local Community Emergency Services**

To contact all emergency agencies such as fire department, police, and ambulance dial 911

Poison Control Center 800-222-1222

Suicide and Crisis Lifeline dial or text to 988

University Hospital (210) 358-4000

Rape Crisis Center of San Antonio –24 Hour Hotline (210) 349-7273

For information on additional emergency services, contact the Student Service Center on Campus during normal business hours of operation.

### **COVID-19**

As of May 11, 2023 the federal COVID-19 Public Health Emergency has ended. It is recommended that students be aware of the available information on COVID-19 within the community as well as revised guidelines, recommendations, and symptoms sited by the Center for Disease Control (CDC). Up to date information can be found on:

The Center for Disease Control  
The City of San Antonio 311

[www.cdc.gov](http://www.cdc.gov)  
[www.Covid19.sanantonio.gov](http://www.Covid19.sanantonio.gov)

Updated policy and procedures regarding COVID-19 will be located on the school website under the IOAH Policy and Procedure.

### **Severe Weather**

In our efforts to protect students and staff, severe weather that could potentially impact campus and surrounding area is closely monitored by the School Director and the Assistant School Director.

Class cancellations or delays will be communicated through the Orbund for all active students. See the inclement weather portion of the student catalog for additional information. It is

recommended that all students and staff use their best judgement to determine the safety of their commute to campus.

### **Tornado**

If local weather outlets inform of possible tornadoes in our area the following will occur:

- Dismissal of classes with advanced notice.
- If on campus, dismissal of classes and transfer of students and staff into hallways clear from windows and doors. These areas are marked safe until the threat or danger passes.
- If the tornado or destructive weather caused by the tornado impacts the building, students and staff should sit on the floor with backs against the wall, heads between their knees, and hands covering the back of their head until all danger is passed.

### **Flooding**

The Institute of Allied Healthcare is not located in a flood area however, during periods of flooding the weather is monitored in surrounding areas. Students and staff will be advised of any road conditions that could affect the commute to campus. Notification will be sent through Orbund . It is recommended that students and staff use their best judgement when commuting to campus when flooding is present.

### **Ice and Snow**

If ice and or snow make travel conditions unsafe for students and staff, the School Director may cancel or delay classes and close the campus to allow students and staff to avoid traveling.

### **Inclement Weather**

Local weather authorities may advise of inclement weather that will make travel conditions to campus hazardous. The School Director will close campus due to inclement weather. All students and staff will be notified through Orbund. See the Inclement Weather section of the student catalog for information on closure and make up days.

### **Violence Against Women's Act (VAWA)**

The Institute of Allied Healthcare maintains a safe and secure work and academic environment free of sexual misconduct including domestic violence, dating violence, sexual assault, stalking and sexual harassment. A violation of the misconduct listed is grounds for disciplinary action including program dismissal and termination for employees.

### **Domestic Violence**

Domestic violence is classified as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence is not just physical violence, it can also be classified as sexual, emotional and psychological. For more information please visit:

<https://www.justice.gov/ovw/domestic-violence>

If you are a victim of domestic violence and need information for local resources or support groups, please visit our Student Services Center to speak with someone regarding referrals.



## **Dating Violence**

Dating violence is referred to as violence committed by someone who has current or past social/romantic/intimate relationship with the victim. Relationship is determined by considering factors such as length/type of relationship. If you are a victim of dating violence and need information on local resources, please visit the Student Service Center on campus for community resources. You may also visit:

<https://www.justice.gov/ovw/dating-violence>

## **Sexual Assault**

Sexual assault is defined as nonconsensual sexual acts proscribed by Federal, tribal, or State law and includes when the victim does not equip capacity to consent.

If you have been the victim of sexual assault it is important to report to local law enforcement and seek emergency services as soon as possible

If you are coping with the aftermath of sexual assault, please visit the Student Service Center for information on local resources or visit:

<https://www.justice.gov/ovw/sexual-assault>

## **Stalking**

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause the person to fear his or her safety or the safety of others and can include suffering a substantial amount of emotional distress.

If you are a victim of stalking, it is important that you notify a school official. You may be asked to provide a description of the stalker in our effort to be vigilant and keep you safe. Services such as a walk to your car or designated waiting area may be available to you as a way to keep you safe.

Please visit the Student Service Center for information on reporting stalking to your local police department. You may also visit:

<https://www.justice.gov/ovw/stalking>

## **Sexual Harassment**

Sexual harassment of any kind is not tolerated on campus. Please see the Sexual Harassment section of your student or employee handbook for more information.

To report sexual harassment, please fill out an Incident Report Form and turn in to the School Director. If you witness sexual harassment, notify a school official and then fill out an Incident Report Form.

Resources and additional information can be found on campus at the Student Services Center.

## **State Voter Registration**

As part of the requirement for The Institute of Allied Healthcare to participate in Federal Student Aid programs, we are required by federal law to provide each student with the state's voter registration electronically or in paper form. In order to vote, visit [www.vote411.org](http://www.vote411.org) to review voting information such as how to register to vote and information by state. An online voter registration tool is available via the website.

Other helpful links for Texas Voter Registration information can be found on the following websites:

<https://www.bexar.org/1702/Register-to-Vote>

<https://www.texas.gov/living-in-texas/texas-voter-registration/>

### **Additional Resources for Students**

Department of Education FAFSA Website

<https://studentaid.gov/h/apply-for-aid/fafsa>

For entrance counseling

<https://studentaid.gov/entrance-counseling/>

For exit counseling

<https://studentaid.gov/exit-counseling/>

College Navigator Website

<https://nces.ed.gov/collegenavigator/?q=Institute+of+Allied+Healthcare&s=all&id=496751>

Net Price Calculator

<https://studentaid.gov/help-center/answers/article/what-is-net-price-calculator-for-college-costs>

National Student Loan Data System (NSLDS)

<https://nsldsfa.ed.gov/login>

Information for additional resources can be found on the school website at

[www.alliedhealthedu.com](http://www.alliedhealthedu.com)