



SUMMIT
ACADEMY OIC

Safe @ Summit
Stay Aware. Be Prepared.

Safe @ Summit

Your well-being as a Summit Academy OIC student is our top priority.

This Safe @ Summit campus safety brochure provides an overview of policies and guidelines to help you remain safe while on campus. Please read the content carefully so you know how to remain secure while at Summit and how to respond in the event of an emergency. Complete safety guidelines are available online in the Annual Campus Safety Report.

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Stay **Aware.** Be **Prepared.**



SAFETY & AWARENESS



Awareness

- Be aware of your surroundings at all times.
- Be mindful of people near you.
- Trust your instincts.
- Walk in well-lit areas.



Slippery Conditions

- Be aware of slippery conditions on sidewalks and in parking lots.
- Walk slowly and carefully when snow and ice are present.
- Be mindful when walking on wet or uneven surfaces.



Parking Lot Safety

- Be aware of slippery conditions in parking lots and on streets.
- Drive slowly and carefully when snow and ice are present.
- Be mindful when driving on wet surfaces.
- Avoid potholes if present.



Secure Valuables

- Remove all valuables from your car.
- Store items out of sight in car trunk or in closed compartments.
- Avoid sitting in your car with doors unlocked.
- Lock car doors when you leave.

PROHIBITED ITEMS & BEHAVIORS



Bullying

- Bullying and harassing students, staff, or instructors are prohibited.
- Joking/criticism based on race, sex, gender identity, religion, age, or disability are prohibited.
- Bullying and harassment will not be tolerated.
- Please report instances of bullying and harassment to a staff member or the Title IX Coordinator.



Drugs and Alcohol

- Smoking and vaping in Summit buildings are prohibited.
- Smoking and vaping are restricted to designated outdoor spaces on campus.
- Possession and use of controlled substances, alcohol, and drugs on Summit property are prohibited.
- Sale and purchase of controlled substances, alcohol, and drugs on Summit property are prohibited.



Weapons

- Possession and carrying weapons on Summit premises—including but not limited to guns, knives, and explosive devices—are prohibited.
- If you find or have been threatened by a weapon, contact a member of Summit Academy Campus Security Authority. In an emergency, call 911 first.

EMERGENCY PROCEDURES



Active Shooter

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If the area around you is primarily glass, evacuate the area as quickly as possible.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.
- **Call or text 911** when it is safe to do so.



Lockdown/Shelter in Place

If you hear a command to lockdown or see an active shooter on campus:

- Close all doors and lock, if possible.
- Turn off all lights and unnecessary equipment.
- Remain calm and as quiet as possible.
- Stay away from windows.
- Close blinds in classroom, if possible.

Lockdown Announcement:

- *“This is a lockdown, repeat, this is a lockdown. Go to the nearest office or classroom and secure yourself inside!”*
- When the lockdown condition has been eliminated, an *“All clear—lockdown is over”* announcement will be made over the campus intercom or from emergency personnel.



Criminal Activity

Call 9-911 from any campus phone or 911 from your cell phone if you see the following:

- If someone is in the act of harming themselves or others.
- If someone is or claims they will damage property.
- If you see a crime in progress (someone stealing, causing damage, starting a fire, etc.)
- If someone reports a crime or talks about a crime that is going to happen.

Do not assume someone else has made or will make the call. Provide the dispatcher(s) with accurate detailed information about this situation so that it can be relayed to appropriate emergency personnel. After calling for emergency services, notify a staff member that you have done so.

EMERGENCY PROCEDURES



Evacuation

In case of a fire or emergency:

- Remain calm.
- Quickly move to a safe area.
- Assist persons with mobility impairments.
- If challenged in mobility, find refuge in the safest designated shelter area and/or remain near an emergency exit.



Fire Emergency

If you smell or see fire:

- Activate the nearest fire alarm pull station and notify a staff member.
- Calmly evacuate the building using the nearest exit.
- Assist persons with disabilities or mobility impairments.
- Everyone should evacuate except for responding emergency personnel.



Gas Leak

If you smell gas:

- Do not operate cell phones or other electronic equipment.
- Stay away from windows, mirrors, overhead lights, filing cabinets, bookcases, and electrical equipment—as explosions may occur.
- Leave the building as quickly as possible.
- Go to an outdoor area away from the source of the leak.
- Dial 911 only when you are safe.

Note: The fire alarm will not sound in the event of a gas leak!



Medical Emergency

- Remain calm.
- **Do not move the ill or injured person.**
- Call 9-911 from any campus phone or 911 on your cell phone.
- Provide the operator with all information they ask for.
- Try to make the person comfortable until first responders arrive.
- Notify the front desk that you have called 911 by dialing 0 from any campus phone or (612) 377-0150 from your cell phone.
- Tell the front desk staff where to direct a first responder and emergency personnel when they arrive.

EMERGENCY PROCEDURES



Severe Weather Procedures

- Hennepin County activates outdoor sirens for severe weather warnings and other situations when people should take shelter.

If you are inside and hear a siren:

- The front desk will make an announcement over the PA and phone intercom.
- Take shelter immediately.
- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to an interior corridor, room, or office without windows.
- Crouch low with your hands covering the back of your head and neck.
- Assist persons with disabilities to a safe area if requested.
- Do not leave the shelter area until given the all clear from a Campus Safety & Security Authority.

If you are outside when sirens sound:

- Seek shelter immediately. (No “all-clear” tone will sound.)
- Continue to shelter until you are certain you are safe.
- If you are in your car, get out of your car and seek safe shelter immediately.
- If possible, enter the building on the lowest level away from windows.
- If you cannot enter the building, move as far away from the road and cars as possible, lie in a low area away from trees, and cover your head with your arms.

Note: Hennepin County sirens are tested at 1 p.m. on the first Wednesday of each month.

SEXUAL MISCONDUCT

Summit Academy prohibits sex misconduct in all forms, including but not limited to, sexual harassment, sexual violence (sexual assault, domestic violence, dating violence or stalking), differential treatment, or gender-based harassment. Individuals who Summit determines are more likely than not to have engaged in sexual misconduct on campus, off campus, or in connection with a Summit-recognized event or activity are subject to penalties up to and including dismissal from Summit Academy OIC.



Sexual Harassment

Sexual harassment is conduct that includes all of the following:

- Conduct is unwelcome.
- Conduct is based on gender identity or expression, sex, or sexual orientation.
- Conduct is so severe, pervasive, and offensive that it denies or limits someone's ability to participate in or benefit from Summit educational programs, and/or activities.
- Includes both verbal and physical conduct.
- Can be between people of the same sex or of different sexes.

Sexual harassment may involve but is not limited to:

- Punishing a refusal to comply with a sexual-based request.
- Offering a benefit for sexual favors or verbal/physical conduct of a sexual nature.
- Repeatedly subjecting a person to unwelcome sexual attention or sexual advances.
- Pervasive displays of sexually explicit or graphic content in an academic setting.
- A pattern of bullying based on gender identity, sex, or sexual orientation.
- Persistent and offensive sexually oriented jokes and comments.
- Other severe or pervasive conduct that creates a hostile educational environment.

Note: If you have concerns regarding sexual harassment, you are encouraged to speak directly to your faculty member, the department manager, Title IX Coordinator or Deputy Title IX Coordinator about your concern.

SEXUAL MISCONDUCT



Sexual Assault

Sexual assault is prohibited by Minnesota law and includes the following:

Non-consensual sexual contact, including:

1. Intentional touching, however slight, by any person:
2. Upon the breasts, buttock, groin, genital area, or inner thigh of any other person, or of the other person's clothing covering these areas;
3. With or by any body part or any object, seminal fluid or sperm;
4. With sexual or aggressive intent;
5. Without consent and/or by force.

Non-consensual sexual intercourse, including:

1. Any sexual intercourse or penetration, however slight, by any object
2. By any person upon any other person; without consent and/or by force.



Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the following factors:

- The length of the relationship;
- The type of the relationship;
- The frequency of interaction between the persons involved in the relationship.

Domestic Violence

Domestic violence is a felony or misdemeanor crime of violence committed by someone with whom the victim has a relationship, such as:

- Current or former spouse,
- Current or former cohabitant,
- Current or former intimate partner,
- Person similarly situated under domestic or family violence law, or
- Anyone else protected under domestic or family violence laws in the jurisdiction.

Note: Summit reserves the right to issue no-contact directives and/or enforce legal orders such as Orders for Protection, Criminal (or Domestic Abuse) No Contact Orders, or Harassment Restraining Orders issued by a judge. If you have an Order against an individual, please provide it to the Title IX Coordinator.

SEXUAL MISCONDUCT



Stalking

Stalking is prohibited by Minnesota law and is:

1. A course or pattern of unwelcome and unwanted conduct
2. That a person knows or has a reason to know
3. Would cause the victim under the circumstances to feel frightened, threatened, oppressed or intimidated, or to suffer substantial emotional distress.

Stalking behavior includes, but is not limited to the following:

- Repeated, unwanted, and intrusive communications by phone, mail, text, email, and/or other electronic communications, including social media.
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers.
- Following or waiting for the victim at home, school, work, or recreational facilities, etc.
- Making threats to harm the victim or the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting the victim's friends, family, work, or neighbors.

Note: If you have concerns regarding sexual misconduct, you are encouraged to speak directly to your faculty member, the department manager, Title IX Coordinator or Deputy Title IX Coordinator about your concern.

REPORTING EMERGENCIES & CRIMES



If You See Something, Say Something

Students are expected to promptly and accurately report all crimes and public-safety related incidents, including when the victim elects to, or is unable to, make such a report to a Summit Academy OIC staff member or the Minneapolis Police Department.

Call or Text 911 • Notify a Campus Authority

REPORT EMERGENCIES & CRIMINAL ACTIVITY:

Cell:	Dial or Text 911
Campus Phone:	Dial 9-911
Anonymous Tip Line:	(612) 692-TIPS (8477)

REPORT NON-EMERGENCY CRIMES:

Cell:	Dial 311
Campus Phone:	Dial 9-311
Anonymous Tip Line:	(612) 692-TIPS (8477)

Note: Crimes should also be reported to a Summit Academy Campus Security Authority in order to make timely warning (612) 377-0150.

CAMPUS SECURITY AUTHORITIES



Monica Davenport*

Student Success Manager
(612) 278-7358

Lee Garr*

GED Manager & Title IX Coordinator
(612) 278-5284

Chiquita Gary

Director of Education & Training
(612) 278-5239

Chris Hinton

Construction Training Manager
(612) 278-7355

Raazon King*

Senior Director of Human Resources
(612) 278-5254

Megan Normandin*

Director of Impact, Measurement, &
Evaluation & Title IX Coordinator
(612) 424-6721

Joe Okell

Director of Facilities
(612) 278-5286

Hope Patterson

Chief Operating Officer
(612) 278-5270

Howard Ray

Business Solutions Training Manager
(612) 278-5266

Thomas Rooney

Chief Financial Officer & Treasurer
(612) 278-7362

DeAndre Scott*

Student Success Specialist
(612) 278-5252

Sharon Shelton

Recruitment Manager
(612) 278-5239

Harmon Squires*

Human Resources Manager
(612) 278-6586

Patrick Sullivan*

Student Success Specialist
(612) 278-5279

Leroy West

President & CEO
(612) 278-5265

*If you are a victim of sexual harassment, sexual assault, domestic violence, dating violence or stalking, we strongly encourage you to report the incident(s) as soon as possible to a staff member marked with an asterisk above.

BE AWARE!

**IF YOU SEE
SOMETHING,
SAY SOMETHING**



SUMMIT
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REPORT SUSPICIOUS ACTIVITY

Call 9-1-1

or your local police department



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935 Olson Memorial Hwy
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