ANNUAL SECURITY REPORT
October 2026

MILAN INSTITUTE, BAKERSFIELD, CA provides its students and employees an Annual Security Report including crime statistics, campus emergency action plan, drug awareness information and campus security policies.

In accordance with the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2023 through December 31, 2025. Included below are reportable criminal offenses and violations that occurred on campus, in or on non-campus buildings, and public property. The campus security policy is available for review or copy during normal business hours by submitting a request to the School Director.

OFFENSE	YEAR	ON CAMPUS PROPERTY	PUBLIC PROPERTY	COMMENTS
Murder/Non-Negligent Manslaughter	2023	0	0	
	2024	0	0	
	2025	0	0	
Rape	2023	0	0	
	2024	0	0	
	2025	0	0	
Fondling	2023	0	0	
	2024	0	0	
	2025	0	0	
Incest	2023	0	0	
	2024	0	0	
	2025	0	0	
Statutory Rape	2023	0	0	
	2024	0	0	
	2025	0	0	
Robbery	2023	0	0	
	2024	0	0	
	2025	1	0	
Aggravated Assault	2023	0	0	
	2024	0	0	
	2025	0	0	
Burglary	2023	4	0	
	2024	0	0	
	2025	0	0	
Motor Vehicle Theft	2023	1	0	
	2024	1	0	
	2025	0	0	
Arson	2023	0	0	
	2024	0	0	
	2025	0	0	
Liquor Law Arrests	2023	0	0	
	2024	0	0	
	2025	0	0	
Liquor Law Arrests / Referred For Disciplinary Action	2023	0	0	
	2024	0	0	
	2025	0	0	
Drug Law Arrests	2023	0	0	
	2024	1	0	
	2025	1	0	
Drug Law Arrests / Referred For Disciplinary Action	2023	0	0	
	2024	0	0	
	2025	0	0	
Illegal Weapons Possession Arrests	2023	0	0	
	2024	0	0	
	2025	0	0	
Illegal Weapons Possession Arrests/Referred For Disciplinary Action	2023	0	0	
	2024	0	0	
	2025	0	0	
Hate Crimes	2023	0	0	
	2024	0	0	
	2025	0	0	

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Crimes Against Women				
Domestic Violence	2023	0	0	
	2024	1	0	
	2025	0	0	
Dating Violence	2023	0	0	
	2024	0	0	
	2025	0	0	
Stalking	2023	0	0	
	2024	0	0	
	2025	0	0	

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Disciplinary Actions

On-Campus	2023	2024	2025
Weapons: Carrying, possessing, etc. . .	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Off-Campus	**2023**	**2024**	**2025**
Weapons: Carrying, possessing, etc. . .	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Hate Crimes

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2025 No Hate Crimes Reported.
2024 No Hate Crimes Reported.
2023 No Hate Crimes Reported.

Emergency Action Plan

Person Responsible for Emergency Planning and Information for Location:

Campus Director: Kristen O'Leary

Policy Statement

Management has the responsibility for the facility's Emergency Action Plan. To ensure the safety of our students, employees and protection of property, this plan will be reviewed, updated and revised as needed. Our primary focus is on prevention of emergencies.

The program is designed is to ensure that Milan Institute/Milan Institute of Cosmetology will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The program will be reviewed with each new employee, whenever an employee's responsibilities or designated actions under this plan have changed, when this plan is updated, revised or changed in any way and annually. This information is available to students on the internet www.milaninstitute.edu and annually.

A sufficient number of employees will be trained to assist in the safe and orderly emergency evacuation of students, guest, and employees. This plan is kept in readily accessible locations throughout the facility for students and employees to review. A test of this plan is conducted on an annual basis.

The following persons are responsible for emergency notifications including confirming, determining content, sending and initiating all notifications for the campus:

Kristin O'Leary, Campus Director, ext. 2601

Any questions regarding this plan should be directed to:

Kristen O'Leary, Campus Director, ext. 2601
Tara Sprague, Human Resources Manager, ext. 1025

Plan Elements

This plan includes, but is not limited to, the following elements:

- Emergency escape procedures and emergency escape assignments
- Procedures for employees responsible for critical facility operation prior to evacuation
- An accounting procedure for all employees after an evacuation
- Rescue and medical duties for authorized employees
- The preferred method of reporting all emergencies
- Names or position titles of persons designated with responsibilities and duties

Emergency Action Plan

A. Alarm System
The alarm system for notifying students and employees to evacuate the facility consists of the fire alarm which can be detected over all facility operations and is distinctive enough to draw the attention of all employees. Special methods have been devised for those students and employees with vision or hearing impairment. Each employee will be trained in the preferred method of sounding the alarm. This system will be tested annually.

B. Facility Evacuation
Total and immediate evacuation of all students and employees will take place when the alarm sounds. The evacuation will be deemed necessary by the Campus Director when notified of an emergency event and its degree of hazard. Evacuations can be ordered for such emergencies as:

- Fire, other than a small incipient fire (such as a small trash can fire)
- Explosion
- Structural Damage (i.e., roof collapse)
- Terrorism and Sabotage
- Flood

Depending upon the degree of hazard, students and employees will be instructed to either evacuate or remain in the facility. If instructed to remain in the facility:

- Remain calm
- Do not attempt to evacuate
- In the event of an earthquake:
    - ♦ Find shelter under a desk or sturdy table
    - ♦ A doorway may provide some shelter if a piece of furniture is not immediately available.
    - ♦ Avoid places where objects may fall from overhead storage or near outside walls and windows
    - ♦ Once building stops shaking, follow evacuation route(s) quickly
    - Do not use elevators
    - Once outside, stay away from buildings, trees, and electrical lines

As a general rule, students and employees will remain in the facility during these emergencies:

- Earthquake
- Storms
- Ice Storms
- Snow
- Thunderstorms
- Tornadoes
- Hurricanes
- Wind Storms
- Civil Disturbance

C. Emergency Escape Routes
Emergency escape routes and maps are posted throughout the facility. Please see the Campus Director for a copy.

D. Meeting Locations after Evacuating
Exact locations (Safe Assembly Areas) where students and employees are to meet after immediately leaving the facility are included in the Evacuation Maps. The primary assembly point is East side parking lot and the alternate when instructed by the Campus Director or Education Department is West side of the parking lot.

Emergency Action Plan

E. Employee Training
Employees will be trained as to when to initiate an alarm, who to notify, and how to initiate the alarm in the event of an emergency. All employees will be trained to:

- Evacuate the facility in a safe and orderly fashion.
- Move away from exit doors of the facility after exiting.
- Avoid congregation close to the building.
- Recognize fire hazards of the materials and processes to which they are exposed.
- Testing of the alarm system and review of the evacuation procedures will take place at least once per year to ensure the outlined procedures are followed and employees are adequately trained.

Designated employees will be trained annually and authorized to operate a portable fire extinguisher and fight an incipient fire (ONLY). Only designated trained employees may operate a fire extinguisher.

F. Evacuation Procedures
Employees are to first notify their immediate supervisor, and if unavailable a Safety Committee member or management representative. Students are to notify their faculty or campus employee If an imminent hazard is noted (e.g., a fire involving flammables, or severely ill or injured person) immediately contact:

911

The Campus Director, Education Leader and Instructors are responsible for acting as evacuation wardens.

- Campus Director will account for all administrative personnel
- Education Leader will account for all instructors and report to the Campus Director. In the absence of an Education Leader, the Campus Director will account for all staff and faculty.
- Instructors will account for all students and report to the Education Leader.

Their duties include:

- Swiftly moving their employees/students from a danger location to a safe location, and assembly point
- Overseeing their employees/students
- Providing guidance and instruction to employees/students
- Knowing all escape routes, including primary and secondary evacuation points and assembly points
- Being familiar with the layout of the facility
- Providing extra assistance to impaired employees/students
- Recognizing and avoiding hazardous areas in an emergency
- Checking all rooms, enclosed areas or spaces where employees/students could be trapped or are otherwise unable to evacuate
- After evacuation, take a headcount of all assigned employees/students, keeping them in the safe area, and be ready to report as to “all present”; IMMEDIATELY report those not present to the Senior Management Person on-site. He or she will then report to the responding officials.
- Re-entry into the facility for rescue purposes will be carried out by the Fire Department Personnel. This is to be done only after the Head Count has been completed.

G. First Aid/CPR Providers
First Aid/CPR Providers will administer first aid at the safe area. Evacuation of all students and employees will take place first, unless an injured student or employee cannot be moved without first providing basic first aid.

- The following person(s) are designated as trained first aid providers:
  Karen Villegas-Yost
- Students and employees shall not provide medical attention unless he/she is trained and have the necessary supplies available.
- Student and employees should avoid contact with blood, body fluids, or other potentially infectious material by using protective equipment and safe practices. Any exposure must be promptly reported to the employer.
- First aid kit(s) are available at the following locations:
  Every classroom, Salon Dispense, Spa Front Desk, Admin Front Desk

CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment, and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families.

Bakersfield, CA

Aegis Medical Systems
1018 21st St.
Bakersfield, CA 93301
(661) 861-9967

Legacy Behavioral Services
1800 Westwind Dr.
Bakersfield, CA 93301
(661) 493-7000

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

A. Your continued schooling and/or employment are subject to:
   a. Abide by the terms of this statement, and
   b. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.

C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
   a. Terminate employment of the employee or the schooling of the student, or
   b. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

Drug Information Hot Lines:

National Institute on Drug Abuse	(800) 662-HELP
	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Region	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069

SEXUAL HARRASSMENT AND ASSAULT POLICIES FOR ALL EMPLOYEES AND STUDENTS

STUDENT SEXUAL HARASSMENT POLICY
It is the policy of The Milan Institute to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan Institute strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of the Milan Institute to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other college personnel.

STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY
Milan Institute is committed to maintaining a safe and secure campus for all its students and employees. Milan Institute's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

Definitions
Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
- or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may also include but is not limited to:
    - unwelcome verbal harassment or abuse;
    - unwelcome pressure for sexual activity;
    - unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
    - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
    - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
    - unwelcomed behavior or words directed at an individual because of gender.
    - Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

Sexual Assault is a rape that is vaginal, anal and/or oral penetration without consent. Fondling is any sexual contact without consent.

Awareness
The Milan Institute offers guest speakers, posters, and/or a variety of events throughout the year to bring about awareness to these issues.

Reporting
Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of The Milan Institute should report the occurrence to any agent or responsible employee of the college. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

Privacy
The Milan Institute will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld, if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

Action
The Milan Institute is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

Anti-Retribution

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

Preserving Evidence

It is important that victims take steps to preserve and collect evidence; doing so preserves the full range of options available, be it through the university's administrative complaint procedures or criminal prosecution. To preserve evidence:

1. do not wash your face or hands
2. do not shower or bathe
3. do not brush your teeth
4. do not change clothes or straighten up the area where the assault took place
5. do not dispose of clothes or other items that were present during the assault, or use the restroom
6. seek a medical exam immediately

If the victim has already cleaned up from the assault, he/she can still report the crime, as well as seek medical or counseling treatment. The victim may contact the police, consult with the campus Title IX Coordinator, or a local sexual assault victim resource center.

ORGANIZATIONS that offer help if you believe you are a victim of sexual harassment or sexual assault:

- The Rape, Abuse and Incest National Network (RAINN) www.rainn.org
- Call the National Sexual Assault Hotline for free, confidential help, 24 hours a day: 1.800.656.HOPE.
- Visit the National Sexual Assault Online Hotline for free, confidential help online, 24 hours a day. https://www.victimsofcrime.org/help-for-crime-victims/national-hotlines-and-helpful-links