

Brighton Center's Center for Employment Training (CET) Annual Campus Security Report

About This Report

The Center for Employment Training (CET), a program of Brighton Center, Inc., is committed to providing a safe, secure, and supportive learning and working environment for trainees, employees, and visitors. In compliance with the Jeanne Clery Campus Safety Act, CET annually publishes this Annual Campus Security Report (ASR), which contains information regarding campus safety policies, crime prevention efforts, reporting procedures, emergency preparedness, and crime statistics.

This report is intended to assist current and prospective trainees and employees in making informed decisions regarding personal safety and participation in the CET community. The report reflects CET's commitment to transparency, crime prevention, and compliance with federal campus safety requirements.

This report includes information regarding:

- Procedures for reporting criminal activity, emergencies, and safety concerns;
- Campus security and access policies;
- Emergency response and evacuation procedures;
- Timely Warning and Emergency Notification practices;
- Alcohol and drug abuse prevention programs and policies;
- Prevention of dating violence, domestic violence, sexual assault, stalking, and hazing, where applicable;
- Victim rights, protective measures, and available support resources; and
- Crime statistics for the three most recently completed calendar years.

The crime statistics contained in this report represent reported incidents occurring during calendar years 2023, 2024, and 2025 and are compiled from reports made to CET Campus Security Authorities (CSAs), CET incident reports, and information provided by local law enforcement agencies with jurisdiction over CET's Clery geography, including the Newport Police Department.

The inclusion of an incident in these statistics does not indicate that a criminal charge was filed, an arrest occurred, or a finding of responsibility was made. Crime classifications and counting methodologies are determined by federal Clery Act reporting standards and may differ from classifications used by local law enforcement agencies or Kentucky criminal statutes.

Availability of the Annual Security Report

CET distributes an annual notice of the availability of this report to all current trainees and employees. Prospective trainees and prospective employees are informed of the availability of this report upon request.

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A paper copy of this report is available at no cost upon request from:

Center for Employment Training (CET)
601 Washington Avenue, Suite 140

Newport, Kentucky 41071

Phone: (859) 491-8303

An electronic copy of this Annual Campus Security Report is available at www.bccet.edu

Understanding Clery Geography

Federal law requires institutions to classify crime statistics according to where an incident occurred. The Center for Employment Training (CET) reports crime statistics using the geographic categories established by the Jeanne Clery Campus Safety Act. Crime statistics are reported for the three most recently completed calendar years and are organized into the following categories:

On-Campus Property: On-campus property includes buildings or property owned or controlled by CET within the same reasonably contiguous geographic area and used in direct support of CET's educational purposes. For CET, this includes instructional, administrative, and common-use areas located within the CET training facility at 601 Washington Avenue, Suite 140, Newport, Kentucky. Statistics reported in this category include crimes occurring inside the facility and on property that meets the federal definition of campus.

Noncampus Property: Includes buildings or property owned or controlled by CET that are used in support of educational purposes, are frequently used by trainees, and are not located within the same reasonably contiguous geographic area as the campus. Examples may include leased instructional space, training sites, or other facilities that satisfy the federal definition of noncampus property. CET does not own or control any qualifying noncampus property, thus, no statistics are reported in this category.

Public Property: Includes public streets, sidewalks, parking facilities, and other public areas that are within or immediately adjacent to and accessible from the CET campus. Crimes reported by local law enforcement occurring in these locations are included when they meet federal Clery reporting requirements. For CET, this generally includes the public areas surrounding the training center that meet the federal definition of public property.

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Campus Housing

CET does not maintain on-campus housing facilities. Therefore, Clery Act requirements that apply specifically to institutions with on-campus residential facilities, including missing trainee notification procedures and annual fire safety reporting requirements, are not applicable to CET.

Reporting Crime and Safety Concerns

The safety of the CET community depends upon the prompt reporting of criminal activity, emergencies, threats, suspicious behavior, and other safety concerns. Trainees, employees, and visitors are strongly encouraged to report criminal activity and safety concerns immediately. Information regarding reporting procedures, Campus Security Authorities, confidential reporting options, Timely Warnings, and Emergency Notifications is provided in the **Reporting Criminal Activity and Other Emergencies** section of this report.

Commitment to Campus Safety

Maintaining a safe educational environment is a shared responsibility among trainees, employees, visitors, and community partners. CET encourages all members of the campus community to remain aware of their surroundings, report safety concerns promptly, participate in prevention and training activities, and contribute to fostering a respectful, secure, and supportive learning environment.

Through the policies, procedures, training, and resources described in this report, CET seeks to promote safety awareness, support informed decision-making, and comply with federal campus safety and consumer information requirements.

Reporting Criminal Activity and Other Emergencies

The Center for Employment Training (CET) encourages accurate and prompt reporting of all criminal actions, suspicious activity, threats, emergencies, and safety concerns.

Individuals are encouraged to report crimes immediately when the victim elects to do so and when the victim's physical condition permits. Prompt reporting assists in providing appropriate support, protecting the campus community, issuing timely warnings when necessary, and ensuring accurate statistical reporting under the Jeanne Clery Campus Safety Act.

Reports may be made to any of the following:

Campus Security Authorities (CSAs)

Incidents may be reported to:

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- Workforce Development Director
- Workforce Development Assistant Director
- Compliance & Engagement Coordinator (Title IX Coordinator)
- Skill Instructors
- Success Coaches
- Career Coaches

These individuals are designated Campus Security Authorities (CSAs) for Clery reporting purposes and are responsible for documenting and forwarding reportable incidents in accordance with federal requirements.

Local Law Enforcement

Newport Police Department
998 Monmouth Street
Newport, Kentucky 41071

Emergency: 911
Non-Emergency: (859) 292-3622

Individuals may report directly to law enforcement regardless of whether they choose to report to CET.

Reporting Emergencies

Any person who observes a threat to life, serious injury, fire, violent behavior, suspicious activity, or other emergency should immediately contact emergency responders by dialing 911.

After contacting emergency responders, individuals should notify CET administration or another Campus Security Authority as soon as conditions permit.

For non-emergency criminal activity or safety concerns, individuals are encouraged to utilize the reporting procedures described elsewhere in this Annual Security Report.

Voluntary and Confidential Reporting

CET understands that some victims and witnesses may be reluctant to report criminal activity because of concerns regarding privacy, retaliation, embarrassment, or fear of involvement in criminal proceedings.

Individuals are encouraged to report crimes even if they do not wish to pursue criminal prosecution or institutional disciplinary action.

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When sufficient information is available, CET will include reports received on a voluntary and confidential basis in annual Clery Act statistical disclosures while protecting the identity of the reporting individual whenever possible.

All Brighton Center staff are required to protect confidentiality within the limits of the law as Mandated Reporters.

Personally identifiable information regarding victims will not be included in publicly available crime statistics, annual security reports, timely warnings, or emergency notifications.

Protection from Retaliation

CET prohibits retaliation against any individual who:

- Reports a crime or safety concern;
- Participates in an investigation;
- Assists another individual in making a report;
- Requests protective measures or accommodations; or
- Exercises rights under institutional policy or applicable law.

Individuals who believe they have experienced retaliation should immediately notify CET administration or the Compliance and Engagement Coordinator (Title IX Coordinator).

Annual Crime Statistics Reporting

Each year CET compiles and publishes an Annual Security Report containing crime statistics for the three most recently completed calendar years.

Crime statistics are gathered from:

- Reports received by Campus Security Authorities;
- CET incident reports;
- Newport Police Department crime statistics; and
- Other law enforcement agencies, when applicable.

The inclusion of an incident in Clery Act statistics does not indicate that a criminal charge was filed, that an arrest occurred, or that a person was found responsible for misconduct. Crime statistics are reported in accordance with federal Clery Act definitions and reporting requirements.

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Emergency Response and Notification

Timely Warnings

In the event CET becomes aware of a Clery-reportable crime occurring within Clery geography that represents a serious or continuing threat to trainees or employees, CET will issue a Timely Warning to the campus community as soon as pertinent information becomes available.

Timely Warnings may be issued for crimes including, but not limited to:

- Criminal homicide
- Sexual assault
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating violence
- Domestic violence
- Stalking
- Other crimes determined to present a continuing threat

Timely Warnings are intended to:

- Increase safety awareness;
- Aid in crime prevention;
- Provide information regarding potential threats; and
- Promote personal safety precautions.

Warnings may be distributed through:

- Email;
- Text message systems;
- Posted notices; or
- Other emergency communication methods deemed appropriate.

The names and identifying information of victims will not be included in Timely Warnings.

Emergency Notifications

CET will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of trainees, employees, or visitors occurring on campus unless issuing a notification would

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compromise efforts to assist victims, contain the emergency, respond to the situation, or otherwise mitigate the threat.

Examples may include:

- Fire
- Severe weather emergencies
- Hazardous material incidents
- Public health emergencies
- Active threats or acts of violence
- Significant building emergencies
- Other dangerous situations

The Workforce Development Director or designee is responsible for evaluating available information, confirming emergency conditions, determining the appropriate audience, developing the content of the notification, and initiating emergency communications.

Emergency notifications may be communicated through:

- Email
- Text messaging
- Telephone
- Public address announcements
- Social media
- Website postings
- Other appropriate communication systems

Depending upon the nature of the emergency, notifications may be directed to a specific segment of the campus community or to the entire community.

Annual Testing of Emergency Procedures

CET conducts and documents evacuation, emergency response, and related safety exercises on at least an annual basis. Testing activities may include announced or unannounced drills, tabletop exercises, functional exercises, safety training activities, and emergency preparedness reviews.

Information regarding emergency procedures is distributed to trainees and employees through orientation, safety training, and the Annual Security Report.

Campus Safety and Security Data

The following statistics reflect crimes reported to CET and local law enforcement for the three most recently completed calendar years. Statistics are categorized according to Clery Act geography and are

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reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Important Notes Regarding Crime Statistics

The statistics contained in this report reflect incidents reported to CET Campus Security Authorities and/or local law enforcement agencies. The inclusion of an incident in these statistics does not indicate that anyone was arrested, prosecuted, found responsible for misconduct, or convicted of a crime. Crime statistics are reported in accordance with federal Clery Act definitions and reporting requirements, which may differ from Kentucky criminal statutes or local law-enforcement classification practices.

Table 1 - Primary Criminal Offenses

Criminal offense	Geography	2023	2024	2025
Murder and Non-Negligent Manslaughter	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Manslaughter by Negligence	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A

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	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0

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Table 2 - VAWA Offenses

VAWA offense	Geography	2023	2024	2025
Domestic Violence	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0

Table 3 - Hazing Incidents

Clery offense	Geography	2023	2024	2025
Hazing	On Campus	N/A*	N/A*	N/A*
	Noncampus	N/A*	N/A*	N/A*
	Public Property	N/A*	N/A*	N/A*

*CET does not maintain trainee organizations that meet the criteria described in the Stop Campus Hazing Act. CET reviewed reports received by Campus Security Authorities and local law enforcement and identified no Clery-reportable hazing incidents during calendar year 2025.

Table 4 - Arrests and Disciplinary Referrals

Type of action	Violation	Geography	2023	2024	2025
Arrest	Weapons: Carrying, Possessing, etc.	On Campus	0	0	0

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		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0
Arrest	Drug Abuse Violations	On Campus	0	0	0
		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0
Arrest	Liquor Law Violations	On Campus	0	0	0
		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0
Disciplinary Referral	Weapons: Carrying, Possessing, etc.	On Campus	0	0	0
		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0
Disciplinary Referral	Drug Abuse Violations	On Campus	0	0	0
		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0
Disciplinary Referral	Liquor Law Violations	On Campus	0	0	0
		Noncampus	N/A	N/A	N/A
		Public Property	0	0	0

Table 5 - Hate Crimes

Hate crimes	Geography	2023	2024	2025
Total Reportable Hate Crimes	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A

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	Public Property	0	0	0
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CET had no reported hate crimes for the calendar years shown. Therefore, there are no underlying offenses or bias categories to identify.

Table 6 - Unfounded Crimes

Unfounded crime reports	Geography	2023	2024	2025
Total Crimes Determined to Be Unfounded	On Campus	0	0	0
	Noncampus	N/A	N/A	N/A
	Public Property	0	0	0

Access to Facilities

The only access point that is unlocked during normal business hours is the front door into the lobby of CET. The reception desk is always staffed during business hours, and visitors are required to sign in and out at the reception desk.

Drug and Alcohol Prevention

Statement of Commitment

The Center for Employment Training (CET), a program of Brighton Center, Inc., is committed to providing a safe, healthy, and productive learning and work environment. The unlawful possession, use, manufacture, distribution, dispensation, or sale of alcohol, controlled substances, or illegal drugs on CET property, during CET-sponsored activities, or while representing CET is prohibited.

CET recognizes that substance abuse can negatively affect academic success, employment outcomes, personal well-being, workplace safety, and community health. Accordingly, CET maintains a comprehensive drug and alcohol abuse prevention program designed to educate trainees and employees regarding the risks associated with substance use, available treatment resources, and the consequences of policy violations.

Standards of Conduct

Trainees, employees, contractors, volunteers, and visitors are expected to comply with all federal, state, and local laws concerning alcohol and controlled substances.

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The following conduct is prohibited while on CET property, during instructional activities, at clinical placements, internships, work-based learning sites, field trips, employer partner locations, or any CET-sponsored event:

- Possessing, using, manufacturing, distributing, dispensing, or selling illegal drugs.
- Misusing prescription medications.
- Possessing drug paraphernalia associated with illegal drug use.
- Being under the influence of illegal drugs.
- Consuming, possessing, or distributing alcoholic beverages in violation of CET policies or applicable laws.
- Reporting to class, training activities, work-based learning experiences, or employment duties while impaired by alcohol or drugs.

Trainees enrolled in programs requiring clinical, externship, practicum, or employer-partner participation may be subject to additional drug-free workplace or drug-screening requirements established by clinical sites, licensing authorities, or employers.

Applicable Legal Sanctions

Violations of federal, Kentucky, or local laws regarding alcohol or controlled substances may result in criminal penalties in addition to institutional disciplinary action.

Alcohol Violations

Kentucky law generally prohibits:

- Possession or purchase of alcoholic beverages by persons under age 21.
- Providing alcohol to persons under age 21.
- Operating a motor vehicle while under the influence of alcohol.

Penalties may include fines, court costs, driver's license consequences, imprisonment, mandatory education programs, and other sanctions imposed by the courts.

Drug Violations

Federal and Kentucky laws prohibit the unlawful possession, manufacture, distribution, trafficking, or use of controlled substances.

Penalties vary based on:

- Type of substance
- Quantity involved
- Prior convictions

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- Whether distribution or trafficking occurred

Sanctions may include:

- Criminal fines
- Imprisonment
- Asset forfeiture
- Loss of professional licensure
- Loss of driving privileges
- Other civil or criminal penalties permitted by law

Trainees receiving federal financial aid should be aware that certain drug-related convictions may have implications under federal law and professional licensing requirements.

Health Risks Associated with Alcohol and Drug Abuse

The abuse of alcohol and controlled substances can have serious short-term and long-term health consequences.

Alcohol

Potential health effects include:

- Impaired judgment and decision-making
- Reduced coordination and reaction time
- Increased risk of accidents and injuries
- Aggressive or violent behavior
- Alcohol poisoning
- Memory impairment
- Liver disease
- Cardiovascular disease
- Dependence and addiction

Controlled Substances and Illegal Drugs

Potential health impacts may include:

- Anxiety, depression, and other mental health disorders
- Impaired concentration and learning
- Respiratory complications
- Cardiovascular problems
- Organ damage

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- Increased risk of overdose
- Substance dependence and addiction
- Death

The misuse of prescription medications can pose risks equal to or greater than those associated with illegal substances.

Education and Prevention Programs

CET provides ongoing education regarding substance abuse prevention and wellness through a variety of methods, which may include:

- New trainee orientation
- Employee onboarding
- Life Skills and Human Development instruction
- Individual coaching and support services
- Community resource referrals
- Written educational materials
- Wellness and prevention activities

These efforts are intended to increase awareness of:

- Substance abuse risks
- Healthy decision-making
- Available intervention resources
- Workplace expectations
- Academic and employment consequences associated with substance abuse

Treatment and Rehabilitation Resources

Trainees and employees experiencing substance abuse concerns are encouraged to seek assistance early.

Resources may include:

Community Resources

- Brighton Recovery Center for Women
- Kentucky Cabinet for Health and Family Services treatment resources
- NorthKey Community Care
- St. Elizabeth Healthcare
- Transitions, Inc.

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Employee Resources

Employees may be referred to available employee assistance, healthcare, counseling, or community support resources.

Trainee Resources

Trainees may request assistance from any CET staff member in identifying appropriate treatment, counseling, or recovery resources.

Seeking assistance voluntarily will not, by itself, result in disciplinary action.

Institutional Sanctions

Violation of this policy may result in disciplinary action independent of any criminal proceedings.

Trainees

Disciplinary measures may include:

- Verbal or written warning
- Behavioral agreement
- Required educational intervention
- Suspension from training activities
- Administrative withdrawal
- Dismissal from CET

Employees

Disciplinary measures may include:

- Corrective action
- Mandatory participation in rehabilitation or education programs
- Suspension
- Termination of employment

CET reserves the right to refer violations to law enforcement when appropriate.

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Drug Testing

Consistent with program requirements, employer partner requirements, clinical placement standards, applicable law, and CET policies, trainees may be required to submit to drug and alcohol screening under specified circumstances.

Refusal to comply with required testing may result in disciplinary action, including removal from clinical placements, administrative withdrawal, or other sanctions permitted by policy.

Biennial Review

In accordance with the Drug-Free Schools and Communities Act and applicable federal regulations, CET will conduct a biennial review of its Alcohol and Drug Abuse Prevention Program to:

- Determine program effectiveness;
- Identify needed improvements;
- Ensure sanctions are consistently enforced; and
- Maintain compliance with applicable federal requirements.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention and Response

Statement of Commitment

The Center for Employment Training (CET), a program of Brighton Center, Inc., is committed to providing an educational and employment environment that promotes safety, dignity, respect, and equal opportunity. CET prohibits dating violence, domestic violence, sexual assault, stalking, and all forms of sexual misconduct.

These offenses are inconsistent with CET's values and will not be tolerated. CET encourages all trainees, employees, contractors, and visitors to report incidents promptly so that support, protective measures, and appropriate action may be provided.

Definitions

The following definitions are provided consistent with the Violence Against Women Act (VAWA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and applicable Kentucky law.

Consent

Consent is a knowing, voluntary, and mutual agreement to engage in sexual activity. Consent must be obtained through words or actions that clearly communicate willingness to participate.

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Consent cannot be obtained through force, coercion, intimidation, threats, manipulation, or when an individual is incapacitated due to alcohol, drugs, unconsciousness, sleep, or another condition that impairs the ability to make informed decisions.

Consent may be withdrawn at any time. Previous consent does not imply future consent, and consent to one type of sexual activity does not constitute consent to any other sexual activity.

Dating Violence

Dating violence means 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 shall be determined based on:

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

Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- Any other person protected under Kentucky domestic violence laws.

Sexual Assault

Sexual assault includes any sexual act directed against another person without that person's consent, including offenses classified under the Uniform Crime Reporting system as:

- Rape
- Fondling
- Incest
- Statutory Rape

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their own safety or the safety of others; or
- Experience substantial emotional distress.

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A course of conduct means two or more acts, including acts conducted directly, indirectly, or through third parties, by any action, method, device, or means.

Prevention and Awareness Programs

CET provides ongoing prevention and awareness activities designed to reduce the occurrence of dating violence, domestic violence, sexual assault, and stalking.

Prevention and awareness activities may include:

- New trainee orientation;
- Employee onboarding and training;
- Life Skills and Human Development instruction;
- Safety and wellness programming;
- Distribution of educational materials; and
- Referrals to community prevention and intervention resources.

Programming is intended to:

- Define prohibited conduct;
- Promote healthy relationships;
- Reinforce personal safety strategies;
- Increase awareness of available reporting options;
- Encourage bystander intervention; and
- Promote community responsibility for maintaining a safe environment.

Bystander Intervention

CET encourages individuals to safely intervene when they observe conduct that may place another individual at risk.

Examples of positive bystander intervention include:

- Checking on a person who appears to be at risk;
- Creating distractions to interrupt potentially harmful situations;
- Seeking assistance from staff or authorities;
- Contacting emergency services; and
- Assisting an individual in reaching a safe location.

Individuals should never place themselves in danger while attempting intervention.

Risk Reduction

While responsibility for misconduct rests solely with the offender, members of the CET community are encouraged to reduce potential risks by:

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- Establishing and communicating personal boundaries;
- Remaining aware of surroundings;
- Using trusted transportation options;
- Looking out for friends and classmates;
- Reporting concerning behaviors promptly; and
- Seeking assistance whenever personal safety concerns arise.

Reporting an Incident

Individuals who experience or witness dating violence, domestic violence, sexual assault, or stalking are encouraged to report the incident immediately.

A complaint may be submitted by contacting:

Workforce Development Director

Lauren Allhands

Brighton Center, Inc.

859-491-8303 ext. 2203

lallhands@brightoncenter.com

Compliance & Engagement Coordinator (Title IX Coordinator)

Tiffany Pleasant

Compliance & Engagement Coordinator, Brighton Center, Inc.

859-491-8303 ext. 2204

tpleasant@brightoncenter.com

Newport Police Department

998 Monmouth Street

Newport, Kentucky 41071

Emergency: 911

Non-Emergency: (859) 292-3622

The choice of whether to contact law enforcement belongs to the victim. CET will assist individuals in contacting law enforcement upon request.

Victims may:

- Report to CET;
- Report to law enforcement;
- Report to both; or
- Decline to report to either.

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Preservation of Evidence

Individuals are encouraged to preserve evidence that may be useful in a criminal investigation, obtaining a protective order, or institutional proceedings.

Examples include:

- Keeping clothing worn during the incident;
- Avoiding bathing or showering until evidence can be collected;
- Preserving photographs, emails, text messages, social media messages, voicemails, and other communications;
- Documenting injuries or property damage; and
- Recording witness information when available.

Preserving evidence may be important even if an individual has not yet decided whether to pursue legal or institutional action.

Victim Rights and Law Enforcement Assistance

Victims have the right to:

- Notify law enforcement authorities;
- Receive assistance from CET in notifying law enforcement;
- Decline to notify law enforcement; and
- Receive information regarding available resources and support services.

CET will provide information regarding available local, state, and community resources regardless of whether a criminal complaint is pursued.

Protective Measures and Accommodations

Upon receiving a report, CET may implement reasonably available protective measures designed to safeguard involved individuals and promote continued access to educational opportunities.

Protective measures may include:

- Schedule modifications;
- Classroom adjustments;
- Safety planning;
- No-contact directives;
- Referrals to counseling or advocacy services;
- Assistance coordinating with law enforcement; and
- Other individualized protective actions.

Protective measures may be available regardless of whether a formal complaint, criminal report, or disciplinary proceeding is initiated.

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Confidentiality and Privacy

CET will make reasonable efforts to protect the privacy of individuals involved in reports of dating violence, domestic violence, sexual assault, and stalking.

Information will be shared only with individuals who have a legitimate educational, safety, compliance, or investigative need to know. Personally identifying information will not be included in publicly available crime statistics, timely warnings, emergency notifications, or annual Clery disclosures.

Available Community Resources

Victims may access medical, counseling, advocacy, legal, and protective services through local providers.

Examples include:

- Women Helping Women
- St. Elizabeth Healthcare Sexual Assault Nurse Examiner (SANE) Program
- ION Center
- Kentucky Cabinet for Health and Family Services
- Newport Police Department Victim Services

Current contact information for local resources is available upon request through CET administration or the Compliance and Engagement Coordinator (Title IX Coordinator).

Institutional Disciplinary Procedures

When allegations involve CET trainees, employees, or participants, CET may initiate administrative proceedings consistent with agency policies and applicable law.

All proceedings will be:

- Prompt;
- Fair;
- Impartial;
- Conducted by officials who receive annual training;
- Free from conflicts of interest and bias; and
- Designed to provide equitable treatment to all parties.

Both the complainant and respondent will be afforded equal opportunities to:

- Present information and witnesses;
- Provide relevant evidence;
- Review available information as permitted by policy; and
- Be accompanied by an advisor or support person where permitted.

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Standard of Evidence

CET uses the Preponderance of the Evidence standard when determining responsibility for alleged policy violations. Under this standard, a violation is determined to have occurred if it is more likely than not that the conduct took place.

Possible Sanctions

Sanctions for policy violations may include:

Trainees

- Written warning
- Behavioral agreement
- Suspension
- Administrative withdrawal
- Permanent dismissal from CET

Employees

- Disciplinary action up to, and including, termination

Additional protective measures may be imposed when necessary to ensure safety and compliance.

Notice of Outcome and Appeals

Both parties will receive simultaneous written notification of:

- The outcome of disciplinary proceedings;
- Any available appeal procedures;
- Changes to the result; and
- The date on which the result becomes final.

Protective Orders

Victims may seek protection through the courts, including:

- Emergency Protective Orders (EPOs);
- Interpersonal Protective Orders (IPOs); and
- Domestic Violence Orders (DVOs).

CET will comply with applicable court-issued protective orders and will assist with reasonable safety accommodations when notified of such orders. CET will maintain the confidentiality of protective orders to the extent permitted by law.

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Registered Sex Offender Information

Information regarding registered sex offenders in the Commonwealth of Kentucky is available through the Kentucky State Police Sex Offender Registry at the Kentucky State Police registry website.

Building Evacuation Procedures

When evacuation of the facility is necessary due to fire, hazardous conditions, or other emergencies:

1. All individuals will exit the building in a calm and orderly fashion and will convene on the sidewalk across the street at the corner of 6th Street and Washington Avenue (by the Watertower Square parking lot).
2. While evacuating, close, but do not lock interior doors. Skill division staff will bring the skill division/program sign-in sheets along when leaving the building for the purposes of taking attendance at the meeting point.
3. Once individuals exit the building, no one may go back inside until the all clear is given by emergency first responders.
4. Skill Instructors/Success Coaches/Career Navigators will take attendance of all trainees who are signed in that day from the sign-in sheet.
5. Report attendance results to the Workforce Development Assistant Director and/or Workforce Development Director, who will be standing at the corner of 6th and Washington. If the Workforce Development Assistant Director and Workforce Development Director are not present for the emergency, an available Coordinator will perform this duty in their absence.
6. The point-of-contact individual in step 5 will report any unaccounted-for individuals (who may still be in the building) to the emergency first responders.
7. Individuals should not re-enter the facility until cleared by the emergency first responders.

Fire Safety and Fire Emergencies

In the event of evidence of fire, and/or the sounding of the building alarm system, all trainees, guests, and employees (henceforth referred to as "individuals") are to evacuate the facility immediately. It is the responsibility of the individual who discovers the fire to call 911 and give the operator the facility address, 601 Washington Avenue, Suite 140, Newport, KY 41071. Always provide the street address of the facility so that emergency responders are not dispatched to another Brighton Center, Inc. building.

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Fire suppression efforts should be attempted only if:

- The fire is very small;
- The individual has received appropriate training; and
- A safe evacuation route remains available.

Protection of life is the primary concern in all fire emergencies.

Severe Weather Procedures

Tornado

When weather conditions appear threatening, employees shall monitor tornado or severe storm watches and warnings issued by the National Weather Service. A tornado *watch* means conditions are favorable for a tornado to develop. A tornado *warning* means an actual tornado has been sighted in the area or is indicated by radar.

1. During a tornado watch, employees should alert all other employees in the building of the weather status. Any outdoor activities will be postponed until the watch has been cancelled by the National Weather Service.
2. During a tornado warning, all trainees, guests, and employees shall proceed to the safe area (see below) and position themselves so as to protect their eyes and head by assuming a curled (fetal) position with head and face covered by arms as much as possible.

The designated safe areas within the building are:

- Medical Assisting skill division
- Conference Room
- Hallway between Medical Assisting and the Conference Room

If time does not permit entry into the safe area, all individuals should stay together and go immediately to the safest area available. Areas that may afford the most protection include:

- Spaces below ground level
- Spaces farthest from exterior doors and windows
- Structures that do not have wide, free span roofs

Winter Weather

In the event of inclement weather, Brighton Center, Inc. may close all non-emergency services based on the severity of the weather and the specific service location.

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The Executive Leadership Team will assess conditions and coordinate with Workforce Development Leadership to determine appropriate actions.

In-person training will be cancelled if Newport Independent Schools declare a snow day and staff will follow the Inclement Weather Procedure (Brighton Center Policy and Procedure Manual 7-17).

The Enrollment & Engagement Specialist is responsible for posting closure or delay announcements on CET social media platforms, including Facebook.

Active Threat and Active Shooter Response

In the event of an active shooter situation, the primary goal is to protect life and minimize harm. All personnel should be familiar with and prepared to follow the Run, Hide, Fight response model. This tiered approach provides clear and immediate actions based on the circumstances of the threat.

RUN – Evacuate if Possible

If there is a clear and safe path to evacuate the area, running is the first and best option.

- Remain calm and assess your surroundings quickly.
- Leave belongings behind—your safety is the priority.
- Help others escape if possible, but do not allow them to slow your escape.
- Warn others of the threat as you leave.
- Prevent others from entering the danger zone.
- Call 911 when you are safe, providing as much information as possible (location, number of shooters, description, weapons, etc.).
- Keep hands visible when law enforcement arrives to avoid being perceived as a threat.

HIDE – Shelter in Place if Escape is Not Possible

If you cannot safely evacuate, hide in a secure location out of the shooter's view.

- Lock and barricade doors using heavy furniture or equipment.
- Silence your phone and other electronic devices.
- Turn off lights, close blinds, and hide behind large items.
- Remain quiet and calm.
- Stay low to the ground and out of the shooter's line of sight.
- Do not open the door unless clearly instructed by law enforcement.

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FIGHT – As a Last Resort

If your life is in immediate danger and you cannot run or hide, be prepared to defend yourself.

- Act aggressively and with full commitment.
- Improvise weapons using objects such as chairs, fire extinguishers, or office supplies.
- Target vulnerable areas (eyes, throat, groin) to incapacitate the attacker.
- Work as a team if others are present—overwhelm the attacker if possible.
- Continue to fight until the threat is neutralized or law enforcement intervenes.

Post-Incident

- Follow law enforcement instructions. Keep hands visible and avoid sudden movements.
- Remove yourself from the premises and send a text to your supervisor (if staff) or the Zoom Phone (if a trainee) to confirm that you're safe and state your location.
- Report any information you witnessed to the authorities.
- Seek medical attention for physical or emotional injuries.
- Until normal operations have resumed CET staff will communicate updates via Zoom Phone (customers) and email (staff). A Debriefing session and counseling services will be available once business has resumed.