



CONSUMER INFORMATION

Annual Disclosures For Calendar Year 2010. Released 10/1/11

ATA COLLEGE : 10180 Linn Station Road, Louisville, KY 40223
502.371.8330 p : 866.894.8324 toll free : www.ata.edu

ACCREDITATION LICENSURE/APPROVAL AND DISCLOSURE INFORMATION

ATA College is institutionally accredited by The Accrediting Bureau of Health Education Schools.

ATA is licensed/approved by the following:

- Kentucky State Board for Proprietary Education
- Indiana Commission on Proprietary Education
- Kentucky Board of Nursing
- Kentucky Cabinet for Health and Family Services Kentucky Radiation Health Branch
- Kentucky Board of Dentistry
- Indiana State Department of Health medical Radiology Services (Dental x-ray)
- Kentucky & Indiana Vocational Rehabilitation Departments
- American Academy of Professional Coders

Specific programs at ATA College are approved for persons eligible to receive Veterans Administration educational benefits; contact the schools VA Certifying Official for a list of the programs.

NET PRICE CALCULATOR

ATA Colleges Net Price Calculator can be found on the www.ata.edu website under the "about" tab and the "consumer information tab"
<http://www.ata.edu/about/npcalc.htm>

ATA TRANSFER OF CREDIT POLICY

Transfer of Credits

ATA will evaluate the student's previous education, training and experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" or higher will be eligible for transfer. Credit will be awarded where appropriate. ATA will notify the student and appropriate agencies (i.e. Veterans Administration, Vocational Rehabilitation, etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA .

Credits that were earned more than seven (7) years prior to the current year will not be considered for transfer. It is the responsibility of the student to request an official transcript be mailed to ATA College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA . Transfer credit is calculated in the quantitative measure of satisfactory academic progress. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. Student tuition charges are applied for the credit hours taken by a student in any given quarter of study. The amount charged the student is based on the current tuition and fee schedule.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Advanced Placement/Experiential Learning

Students in all programs may be granted advanced placement based on previous education, experience or licensure. Appropriate documentation will be required to allow for adequate evaluation of previous education, experience, or licensure. Appropriate credit will be applied for any classes awarded via advanced placement. The final decision regarding transfer of credits and/or advanced placement will be made by the Associate Director of Academic Affairs, Registrar, and the Program Director. The decision is not subject to appeal. Generally no more than 25% of the total program length may be applied toward any program of study at ATA . Any exceptions to this policy can only be made by the Associate Director of Academic Affairs.

Proficiency Testing

Credits may be earned for some courses ATA offers, providing the student passes a proficiency test for that subject (an equivalent grade of 80% or better). No more than 25% or the total program credits may be earned by proficiency examinations and/or transfer of credits or advanced placement.

1. A test out may only be taken one time per subject.
2. A student may not test out of a course that he/she had previously started and withdrawn from.
3. A student may not test out of any academic subject in which a grade has been received.
4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.
5. Once a test out has been formally requested by the student and contact has been made by the proctor/test out coordinator, the student must complete the test within the 30 day time limit indicated on the test out request form. In order to test out, a non-refundable fee of \$50.00 must be paid to the Student Accounts Office and the attached Proficiency Test Out Evaluation Application form must be completed and submitted to the Office of the Registrar. The test out must be completed within 30 days of the application date. If the 30-day time limit expires, the Test Out/Proficiency Evaluation Request will be null and void. In order to register for the test out again, the student must pay non-refundable fee of \$50.00 application fee again. An additional fee of \$150.00 must be paid if the student passes the test in order to receive credit. Test out may take up to two weeks to process.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act of 1990 was passed by Congress in order to ensure certain freedoms to residents of the United States who are living with an impairment of a major life function. The principles of the Americans with Disabilities Act ensure that barriers to success and opportunity will no longer stand in the way of those with disabilities. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment. Impairments including developmental disabilities, also known as intellectual disabilities, need to be disclosed by the student to the Associate Director of Academic Affairs with documentation from the health care provider outlining recommended accommodations.

ATA COLLEGE NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

The right to provide written consent before the College discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

ATA College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The Family Educational Rights and Privacy Act, a Federal law, requires that ATA College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their education records. However, ATA College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. FERPA defines "directory information" as information that is generally not considered harmful or an invasion of privacy if released. ATA College defines directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. At registration, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so in person with the Registrar's Office.

GRADUATION RATES

Data are for full-time, first-time, degree/certificate-seeking undergraduates

Overall graduate rate: 76%

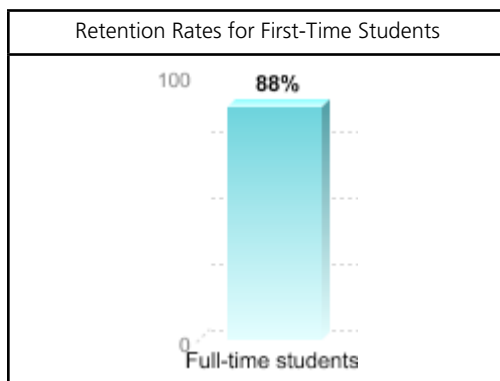
Graduation rates within 150% of normal time to program completion: 2009	
Men	75%
Women	77%
White, non-Hispanic	79%
Black, non-Hispanic	85%
Hispanic	0
Asian or Pacific Islander	
American Indian or Alaska Native	
Race/ethnicity unknown	0
Nonresident alien	

<http://nces.ed.gov/ipeds/datacenter/Snapshotx.aspx?unitId=afafb2b4aeb0>

RETENTION RATES:

First-to-Second Year Retention Rates

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.



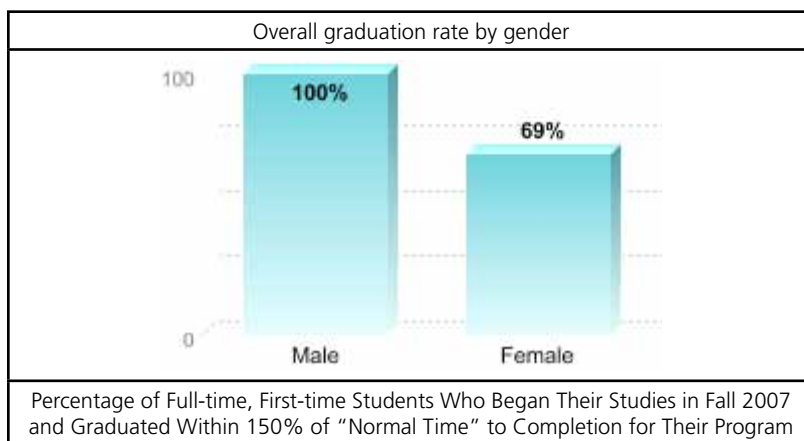
OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the “Student Right to Know” or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of “normal time” for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. At this institution, 35 percent of entering students were counted as “full-time, first-time” in 2010.

(*) Not all institutions report transfer-out rates.



Retention Rates	2007-08	2008-09	2009-10	2010-11
Limited Medical Radiography Diploma	92%	73%	82%	82%
Limited Medical Radiography Degree	NA	NA	NA	76%
Diploma Practical Nursing	98%	80%	70%	77%
Diploma Dental Office Assisting	NA	NA	100%	73%
Diploma Medical Office Assisting	85%	88%	85%	77%
Diploma Professional Coding	80%	100%	100%	50%*
Diploma Phlebotomy	NA	NA	79%	72%
Degree Medical Lab Technician	NA	NA	100%	56%
Medical Professional: Hospital Coder	82%	76%	84%	78%
Medical Professional: Medical Assistant			74%	76%
Medical Professional: Outpatient Coder			100%	NA
Total	82%	81%	80%	77%
*less than 10 students				

These rates are those reported annually in the Annual Institutional Report to the Accrediting Bureau of Health Education Schools. The formula utilized to calculate this rate is as follows:

(Ending Enrollment + Graduates)

(Beginning Enrollment + New Starts + Re-Enters)

*All information is for the period of July 1 – June 30

Overall first-year retention rate, Fall 2009	
Full-time students	74%

STUDENT BODY DIVERSITY

Unduplicated Count	Undergraduate	Percent
Men	88	11.5%
Women	677	88.5%
White non-Hispanic	477	62%
Black non-Hispanic	183	24%
Hispanic	31	4%
Asian/Pacific Islander	6	.8%
American Indian or Alaska Native	5	.6%
Two or more races	0	0%
Race/ethnicity Unknown	63	8%
Non-resident alien	0	0%

GENERAL INSTITUTIONAL INFORMATION

The link listed below directs to the IPEDS website for ATA College

<http://nces.ed.gov/collegenavigator/?q=ATA+College&s=KY>

CAMPUS SECURITY INFORMATION

To Report A Crime:

It is the policy of ATA College that all criminal actions occurring on or near the College campus or at a school related activity are to be reported to the College administrative staff who will in turn notify the Jeffersontown Police Department. Criminal actions that occur outside school operating hours are to be reported directly to the Jeffersontown Police (502) 267-0503 or to the Louisville Metro Police by calling (502) 588-2111. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended.

In all situations, the aggrieved person and/or witness(s) must complete an ATA College Incident Report. A copy of the Incident Report is to be forwarded immediately to the Office of Compliance.

The school will alert the campus community in a timely manner of any crimes where it is determined that there is a general threat to others, and/or it is believed a crime shows evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

An incident report providing information regarding a crime or a documented incident reportable under the Campus Security Act will be entered into the Campus Crime Log. The Campus Crime Log will include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. The College will make an entry or an addition to an entry to the log within two business days. The College will make the crime log for the most recent 60-day period open to public inspection during normal business hours.

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the college administrative personnel for review.

1. Hours of Operation

The College building located at 10180 and 10200 Linn Station Road is normally open Monday through Friday from 7:30 a.m. until 10:00 p.m. and Saturday between 7:30 a.m. and 1:00 p.m. when classes are in session. The facilities are unavailable for student use on Sundays and holidays. Security and access to campus facilities at ATA include each building having a central alarm which is in connected with the local police department.

2. ATA College provides an information orientation quarterly. At this orientation, students are informed about campus security and procedures and practices. We encourage students to be responsible for their own security and the security of others. Local police departments may be contacted to provide session to inform students and employees about the prevention of crimes. The Campus President will determine when these sessions may be conducted.

3. Alert ATA College - Mass Notification System

ATA College is committed to providing a safe atmosphere for the campus community, which includes students, faculty, staff and guests. In the event that a situation arises, either on or off campus, that, in the judgment of College Administrative personnel, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty and staff. ATA College has developed an alert system which is part of the Compass system. The system encompasses several means of notifying the ATA community in case of an emergency. Emergency information and instructions will be sent via text message to your cell phone, via audio message to a cell phone or other telephone, and as an email notification. Please remember that it is important to sign up for this notification system. The information you receive may caution you to avoid certain areas of the campus, let you know if classes are cancelled due to an emergency, or provide vital information on what actions you need to take if you are on campus during such a situation. This system is an "opt in" program. To be contacted in an emergency, we strongly urge you to log into your ATA student account and click on the New User? Sign up for an account to enter your contact information.

STUDENT EMERGENCY PREPAREDNESS PLAN

Introduction

The purpose of the Emergency Response Guide is to provide a programmed response when conditions arise requiring an emergency response. The goal of the Emergency Response Guide is to minimize disruption during times of crisis. In order to meet this goal, staff must be prepared, trained, available, and willing to respond to major emergency situations.

This guide will provide the basis for training people to respond appropriately in emergency situations. It is impossible to cover every type of emergency. This guide outlines the process and lists the resources available so that a person who is familiar with the plan may react properly in the event of an emergency. Staff is expected to familiarize themselves with this document and their responsibilities.

Responding emergency agencies from outside ATA College will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back. (Example: A major fire being fought by fire units.)

Objectives

1. Assure continuing personal safety for departmental customers (faculty, staff, students, employees, visitors, etc.) and personnel.
2. Minimize disruption to services.
3. Provide emergency response services that are adequate to restore the situation to normal as soon as possible.
4. Assure that proper communications are established and maintained with the units' primary contacts (including students and their parents), emergency response assistance, and campus administrators.

Responsibilities

ATA Management is responsible for ensuring that the Emergency Response Guide is properly communicated and understood within its respective organizational units. This includes incorporation of its content in safety awareness training.

Emergency Response Team

For reasons related to company safety for all, the company will appoint Emergency Response Team members responsible in assisting with compliance of all users (ATA employees, students, and contractors) with the Emergency Response Guide during emergency situation.

Maintenance of the Document

The Emergency Response Guide will be published in hard copy and will also be available in Compass and will be available for inspection at all times.

- A group selected for the Safety Committee will review the Emergency Response Guide at least annually.
- Suggestions for improvements are encouraged and will be solicited.
- Critical Plan reviews should occur either "post event" or in conjunction with the completion of a live drill.
- A live drill exercise should be conducted annually for the purpose of testing the plan and institutionalizing its concepts. Practice is essential.

Plan Review and Update

The Emergency Response Guide should be updated every incident or drill based on "lessons learned." Otherwise at least annually, the plan should be reviewed and updated as necessary and shared with ERT members and staff. Any additions or deletions to or names, telephone numbers, or locations during the school year can be made in pen until formal revisions are made. Updated facility information (evacuation drawings, emergency equipment inventories, etc.) should be inserted into the appropriate place in the plan.

Medical Emergency

Emergency Response Guidelines

- If life threatening, contact off site emergency services 911. Some incidents may be life threatening to some and not to others (i.e. bee sting, allergic reaction to nuts, etc.). If in doubt, call 911.
- If a poison may be involved, call the Poison Center Hotline (1-800-222-1222). Administer first aid as directed by the poison control center.
- If not life threatening, go to the front desk to notify the administrative assistant. If possible, have the following information available.
 - Location of the incident or the injured parties.
 - Nature of the injury, cause and severity.
 - Victim's age and name, if possible.
 - Any medical information known.
- All personnel should remain calm and composed.
- Keep all non-essential personnel away from the scene.
- Keep all victims calm and reassure that help is on the way.
- Do not attempt to treat or move the injured if you are not formally trained and/or certified.
- Take precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious.
- Protect everyone from coming into contact with blood and body fluids.
- If you are providing medical treatment, use proper personal protective equipment.
- Office personnel should maintain telephone communication with emergency responders. Office personnel should also have emergency contact information available for emergency responders.
- A staff or faculty member will meet with the medical responders to lead them to the scene of the emergency.
- Qualified personnel should clean and decontaminate areas that may have potential blood borne pathogens present.
- All contaminated waste and equipment should be properly handled, treated or disposed.
- Preserve the scene of the medical emergency in the event the incident will require an investigation.

Menacing Behavior

Emergency Response Guideline

Threats/Unsettling Conduct

- Stay calm and unhurried in your response to the person
- Be empathetic and show your concern. Be helpful. Stay out of arm's reach
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Limit eye contact. Do not argue, yell, or joke. Do not touch the person
- If a reasonable belief exists that a threat occurred or that a potential for violence exists, proceed to "Threat Response."

Threat Response

- Leave the Scene.
- Notify ERT of the threat and/or call Police (911).
- Identify and interview other effected individuals as required.
- Determine if the threatening person has access to the threatened person.

- Alert coworkers using an agreed-upon “Duress” Code to indicate trouble.
- Coordinate with Security for escorting the threatening person from the property. Identify parking location of threatening person
- Identify threatening person’s work location and/or personal belongings (Any weapon?).
- Distribute information to assist in identifying the threatening person to appropriate authority/security.

Incident Response

- Call for Emergency Medical Assistance, 911.
- Notify ERT
- Provide additional security protection, as required.

Violent Crime in Progress

Emergency Response Guidelines

If exiting the building is possible

- Exit the building immediately.
- Notify others as you exit the building.
- Be aware of your surroundings.
- Notify police (911) immediately upon reaching a safe location.

If exiting the building is not possible

- Go to the nearest room or office.
- Close and lock the door.
- Cover any windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Turn off all lights in the room.
- Notify the police (911).

Explosions

Emergency Response Guidelines

Staff will:

- Stay calm.
- Call police (911).
- Do not operate radios, cell phones or electronic equipment that can spark further explosions.
- Take cover under sturdy furniture or evacuate to designated assembly area if directed to do so by Authorized Emergency Personnel.
 - Leave doors open as you exit
 - Relocate a minimum of 1,000 feet away, if possible.
 - Do not remove any items from the building as you exit.
- Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.
- Call for Medical Assistance, as necessary.
- Immediately report any missing persons.
- Do not use elevators and be careful of fallen debris, glass, or heavy objects that might be about to fall.
- Do not re-enter the building.

ERT will:

- Confirm that the scene is secure.

- Ensure that only authorized personnel enter into the emergency scene.
- Assist Incident Commander in determining area affected by explosion and monitor continued safety of area as emergency conditions change.
- Advise Incident Commander of expected disruptions to operations and advisable measures to protect occupants.

Fire

Emergency Response Guidelines

- Alert people in the immediate area of the fire and evacuate.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box.
- Notify Police/Fire by calling 911. Always call from a safe location.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- If smoke, heat, or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a bright-colored cloth at the nearest window.
- If there is a telephone in the room, call 911 to alert authorities of your situation.

ERT will:

- Respond to the scene as soon as possible and assess the situation.
- Set up a command post as close to the scene as possible.
- Try to determine if everyone was able to evacuate the area. Full evacuation must be initiated when a fire occurs within any campus structure.
- Make sure the scene is safe for all responders.
- Secure the scene, allowing absolutely no access to anyone except the Fire Department.
- Support the Fire Department as necessary.

Fire Department Will:

- Take over the role of Incident Commander.

Facilities Services Will:

- Support ERT and Fire Department as needed.

Hazardous Material

Emergency Response Guidelines

Chemical Spills

- Do not touch the material. Notify people in neighboring offices and classrooms.
- Isolate the area by cordoning it off or closing doors.
- Do not allow anyone other than trained and equipped responders to enter the spill area. Do not attempt the rescue of anyone overcome by chemical vapors or gases in an enclosed room or area.
- Turn off space heaters and extinguish open flames in the area.
- If there are vapors or noxious fumes, evacuate affected buildings/areas and do not re-enter the area until authorized emergency personnel give the "All Clear" signal.

Facility Service will:

- If possible, open windows and doors to dilute threat agent and exhaust from building.
- If possible, set HVAC to maximize intake of outside air to dilute threat agent.
- Contain the spill within the immediate area of the accident, if properly trained and equipped to do so.
- Follow departmental cleanup procedures, which should include complete information concerning the properties of the spilled material.

ERT Will:

- Evacuate effected building or area as directed by the Incident Commander. Do not use elevators in case threat agent collects in elevator shaft.
- Once outside, move to a clear area at least 500 feet away and upwind from the effected building. Streets, fire lanes, hydrants, and walkways must be kept clear for emergency vehicles and crews.
- Segregate exposed people, so they do not expose others. Follow "Medical Emergency" procedures for those exposed.

Evacuation

Emergency Response Guidelines

Once the determination is made to evacuate or if a fire alarm sounds, leave your building immediately:

- Notify others on your way out.
- Secure hazardous operations if possible.
- Take important personal items. Close doors behind the last person out.
- Walk quickly to the nearest safe exit. Do not use elevators unless authorized personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the "All Clear" signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building. Go to your evacuation meeting site and sign in.

ERT will:

- Initiate your Emergency Notification/Mass Communication System. Evacuation decisions and/or "Shelter-in-place" should be clearly communicated to employees to ensure they follow appropriate protocol.
- If a PA system is available, Emergency instructions may be communicated through the system. If a PA system is not available, the administrative assistant should go door to door to make all notifications.
- Station themselves in the lobby or most central location of the building to monitor evacuation.
- Direct the immediate evacuation of the building
- Everyone should evacuate the building by way of the Primary Routes, the nearest marked exit. If a route is blocked; use the secondary route, the next nearest exit.
- Ensure that all persons with disabilities are evacuated safely from the building.
- Everyone should report to your evacuation meeting site for the building
- Conduct a head count and account for all students, faculty and staff.
- Advise Incident Commander whether or not all students, faculty, and staff have been accounted for and if there are any persons missing.
- Wait at the Rally Point with evacuated members until advised of further action by Incident Commander, Local Police or Fire Official.

Evacuation of Persons with Disabilities

Emergency Response Guidelines

Consider the following when planning the evacuation for people with disabilities:

- Assisting Blind/Visually Impaired: Visually impaired persons may require guidance to the primary exit or to a secondary exit.
 - Clearly announce the type of Emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going, and alert him/her to obstacles along the way.
- Assisting Deaf/Hearing Impaired: Hearing impaired persons may not realize the evacuation (Fire) alarm is sounding and may require alerting and guidance to the primary or secondary exit.
 - Turn lights on and off to gain the person's attention.
 - Indicate directions with gestures or a written note.

- Assisting Mobility-Impaired/Wheelchair Users:
 - Elevators should not be used to move people with disabilities.
 - Seek assistance/Volunteers in using the stairs to evacuate. Great care must be taken in moving a person in a wheelchair.
 - One individual should remain with the person(s) if it can be done without unreasonable personal risk.
 - Others should advise emergency personnel of the location so that the evacuation can be completed.
 - If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive on the scene, assist in finding volunteers to evacuate the person per his/her instructions.

Utility Outage

Emergency Response Guidelines

Power Failure/Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.

Facility ERT Personnel will:

- Make necessary notification to on-call personnel and/or other appropriate utility companies and outside agencies.
- Ensure that IT is notified for even a partial outage. Partial outages also referred to as "brown outs" can cause severe damage to various equipment.
- Support utility personnel

Gas Leaks

- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.

Telecommunication failure

Emergency situations causing telecommunications failure can be the result of a variety of incidents ranging from a simple power outage to a major weather event

ERT Leadership will:

- Notify IT the scope and extent of the outage.
- Check alternative methods of communication such as electronic mail.

Facility Personnel will:

- Try to establish temporary communications until telecommunication systems come back on line.

Active Threat

Emergency Response Guidelines: In the event an "Active Threat" becomes apparent at any ATA Location (Internal or External) the threat should be reported immediately to police (911).

Active Threat Description/Types:

- An "Active Threat" is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.
- Types of "Active Threats"
 - Active shooter
 - Hostage/barricaded subject
 - Sniper
 - Suicide/Homicide bomber
 - Known or suspected terrorist threat (biological/chemical threat).

Guidelines for Protection: The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation.

- Individual/Group Safety:
 - Stay calm and assess the situation, determine the location of the threat if possible; call 911 as soon as it is safe to do so.
 - Evacuate the area by a safe route if possible. If not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.
 - If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. table, chairs, cabinets, etc.).
 - Render simple first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so.
 - Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
 - Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
 - DO NOT approach police officers as they attempt to locate and neutralize the threat.

Thunderstorms and Tornadoes

Emergency Response Guidelines

Thunderstorms:

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances

Tornados

Tornado Watch: Weather conditions are favorable to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

Tornado Warning: A tornado has been sighted in the area.

- FOLLOW YOUR BUILDING’S SHELTER PLAN
- If you are outside when you hear the warning siren, seek inside shelter, in the nearest building.
- Once inside a building, go the interior hallway or other enclosed area that is away from windows and on a lower floor of the building.
- Avoid going to large rooms where roof collapse may be likely.
- Stay away from all windows.
- Take shelter in a basement or the smallest, most interior rooms and hallways on the lowest floor.
- AVOID GLASS ENCLOSED PLACES OR AREAS WITH WIDE-SPAN ROOFS.
- Crouch down and cover your head.
- Wait for the “all clear” signal from authorized emergency personnel.

Earthquakes

Emergency Response Guidelines

If Inside:

- Initiate Drop – Cover – Hold
- If there is no cover, get against an inside doorway or crouch against an inside wall and cover head. Stay away from the inside wall, window or other expanses of glass.
- Leave doors open to minimize jamming if the building shifts.
- Do not attempt to run through the building or outside due to the risk of falling objects.
- After the initial shock, initiate evacuation to the emergency assembly area.

If Outside:

- Move quickly away from buildings and overhead electrical wires.
- Lie flat, face down, and wait for shocks to subside.
- Proceed to the emergency assembly area.
- Do not light fires or touch fallen wires. Stay away from gas and sewer lines.
- Do not attempt to enter any building until it is cleared by authorized emergency personnel.

After an earthquake:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- Do not re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines. If problems are detected, leave the building quickly, and notify your manager.
- Know your facility shutdown procedures.

Hurricanes

Emergency Response Guidelines

Before a Hurricane:

- Monitor local news and weather channels for storm updates. Contact local emergency management office to obtain community evacuation plans including primary and alternate evac-routes.
- Review action plans with school executive staff and emergency response teams. Brief staff and faculty on updates as they occur. Faculty should make contingency plans for classes based on "timing" of the storm.
- Develop initial communication "scripts" for school phone message system, emergency notification system and student portal.
- Make plans to secure your property, in coordination with building management. Remove debris from roof drains, clear downspouts, trim trees and shrubs, secure business documents and sensitive employee/student information documents.
- If a hurricane is imminent and prior to evacuation notice, all appointments will be rescheduled, backup electronic files to network drives or CD storage. Secure all interior offices, classrooms, material storage areas, etc.
- When authorities order an evacuation, leave immediately. Evacuate to an inland location, follow authorized evacuation routes, avoid coastal areas, riverbanks, and streams.

During a Hurricane:

- School will be closed. Stay at home.
- If not required to evacuate or unable to evacuate, stay indoors during the hurricane and away from windows and glass doors. Congregate personnel in a central location within the facility identified as the emergency shelter during the storm.
- Listen to radio or television newscasts; use battery operated radio if power is lost.

Day 1:

- Stay where you are in a safe location until official local authorities confirm it is safe to return to the school/facility community.
- Call executive meeting to survey school/facility. If damaged, take photos or videotape; separate damage and undamaged property; keep detailed records of any cleanup costs.

ALCOHOL AND DRUG POLICIES:

In compliance with campus policy, being under the influence, use, possession of, or the distribution of illegal drugs or any controlled substance that is utilized in a manner inconsistent with its intended purposes that causes physical or mental impairment is not permitted on property under the control of ATA College or at any school related activity whether that activity is on campus or off campus. Alcoholic beverages are not normally allowed on campus or at any school related activity. Any activity at which alcoholic beverages are desired must receive prior written approval from the College President. Students, staff, or visitors in violation of these rules will be dealt with in compliance with school policy. In addition to imposition of disciplinary sanctions under school policy and procedures up to and possibly including suspension or dismissal from the school for such acts student(s), employee(s), visitors or others may face prosecution under appropriate Federal, State, and local laws. It is unlawful to furnish or provide alcohol to a person under the age of 21

Under Federal Guidelines, students convicted of drug related offense(s) are required to notify the College of any such conviction and may face disciplinary measures including loss of Federal Financial Aid.

ATA may participate in Drug Prevention Week and also may have seminars in conjunction with the following: People Resources, National Council on Alcoholism and Drug Abuse, Awareness of Rape-Acquaintance Rape and other forcible and non-forcible sex offense.

State of Kentucky Sanctions

Penalties of Kentucky Law for Driving under the Influence (KRS 189) Sanctions of violation of state alcohol laws vary from a fine of \$10.00 to \$2000 and or a sentence of forty-eight hours to 12 months in jail, and suspension of one's drivers' license and or a requirement for community service or substance abuse treatment. In Kentucky, a blood alcohol level measurement of 0.08 percent alcohol or greater is sufficient for arrest or conviction of driving under the influence; intoxication does not have to be proved. The schedule of Kentucky state penalties for driving under the influence is summarized below.

First offense within 5 Years

- (1) Penalties- \$200 to \$500 fine and/or 48 hours to 30 days jail. Community labor of 48 hours to 30 days may be substituted for fine or jail. If aggravating circumstance present at commission of offense, there is a mandatory minimum of four days imprisonment.
- (2) Cost and Fees- Court costs, DUI service fee, treatment program fee, county fees and state fees.
- (3) Alcohol or Substance Abuse Treatment Program- 90 days.
- (4) License Revoked- 30-120 days (or until defendant reaches age 18, whichever is longer). May apply for hardship license after minimum suspension period expires.

Second offense within 5 Years

- (1) Penalties- \$350 to \$500 fine and 7 days to 6 months in jail and the court may order 10 days to 6 months community labor. Must serve a minimum of jail and/or community labor. If aggravating circumstance present mandatory minimum term of imprisonment shall be 14 days.
- (2) Cost and Fees- Court costs, DUI service fee, treatment program fee, county fees and state fees.
- (3) Alcohol or Substance Abuse Treatment Program- 1 year
- (4) License Revoked- 12 months to 18 months (or until defendant reaches age 18, whichever is longer). May apply for hardship license after minimum suspension period expires.

Third offense within 5 Years

- (1) Penalties- \$500 to \$1000 fine and 30 days to 12 months jail and court may order 10 days to 12 months community labor. Must serve a minimum of jail and/or community labor. If aggravating circumstance present mandatory minimum term of imprisonment shall be 60 days.
- (2) Court costs and fees- court costs, DUI service fee, treatment program fee, county fees and state fees.
- (3) Alcohol or Substance Abuse Treatment Program- 1 year
- (4) License revoked- 24 months to 36 months. May apply for hardship license after minimum suspension period expires.

Fourth or Subsequent offense within 5 Years

- (1) Penalties- 1 to 5 years (class D felony). Must serve 120 days. If aggravating circumstances mandatory minimum term of imprisonment shall be 240 days.
- (2) Cost and Fees- Court cost, DUI service fee, treatment program fee, county fees and state fees.
- (3) Alcohol or Substance Abuse Treatment Program- 1 year (4) License Revoked- 5 years. No hardship license
- (5) License plate impoundment or installation of ignition interlock devise..

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a) 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. Two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceed 5 grams. (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams. (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Additional Federal drug trafficking penalties are listed below. Additional state penalties and sanctions may apply

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL AND ILLICIT DRUGS

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses, or low doses combined with other depressants of the central nervous system, cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may permanently damage vital organs such as the brain and liver. Mothers who drink while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Anabolic Steroids: Anabolic steroids are powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids may be taken orally or injected. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Athletes have used steroids since the 1950s, hoping to enhance performance. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging in severity from liver cancer and sterility to acne. Psychological effects include very aggressive behavior, known as "roid rage," and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include quick weight and muscle gains; behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; darkening of the skin; and persistent, unpleasant breath odor.

Cannabis: All forms of cannabis have negative physical and mental effects. Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Cocaine: Cocaine stimulates the central nervous system, and long term use can lead to psychological dependence. Its immediate effects include dilated pupils, elevated blood pressure and body temperature, and increased heart rate. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as insomnia, loss of appetite, tactile hallucination, paranoia and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

Depressants: The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to women who abuse depressants during pregnancy may be physically dependant on the drugs and show withdrawal symptoms shortly after birth. These children often have birth defects and behavioral problems.

Designer Drugs: Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogues known as designer drugs. These drugs can be several times stronger than the drugs they imitate. Many can cause severe neurochemical damage to the brain. The narcotic analogues can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or perspiration and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations, and impaired perception.

Hallucinogens: Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. PCP often causes distance and space estrangement, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users of PCP report memory and speech difficulties. Some of these effects may last a year following prolonged daily use. Mood disorders such as depression, anxiety, and violent behavior also occur. Long-term chronic users may become paranoid and violent and experience hallucinations. Large doses may produce convulsions, coma, or heart and lung failure. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, and anxiety. Delayed effects, or flashbacks, can occur even after use has ceased.

Inhalants: A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

Narcotics: Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditic, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

Other Stimulants: Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may perspire and experience headaches, blurred vision, dizziness, sleepiness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users also report feeling restless, anxious, and moody. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

Training and Counseling Resources	
One of the goals of our drug-free schools and campuses program is to encourage students to voluntarily seek help with alcohol and/or drug problems. Programs, counseling, treatment and rehabilitation services are available through the following resources:	
Alcohol and Drug Abuse Helpline	1-800-234-0420
Seven Counties Jefferson Alcohol and Drug Abuse Center	1-502-583-3951
Comprehensive Care	1-859-381-1186
Communicare Recovery Center	1-800-641-4673
Alcoholics Anonymous Louisville Office	1-502-582-1849
National Institute on Drug Abuse Hotline	1-800-662-HELP
Pathway to Recovery	1-800-41-SOBER
JADAC	1-502-583-3951

SEXUAL ASSAULT AND HARASSMENT:

Victims of sexual assault should obtain help as soon as possible. If they are physically injured, they should seek medical treatment immediately. They should contact school administrators, and/or the Jeffersontown Police Department to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. The victim should not bathe, wash, comb their hair or change clothes if possible before being examined at a medical facility.

If the offense involves another student, disciplinary action may be initiated within the college. Sanctions may include required counseling, temporary suspension or dismissal. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged.

The College will assist victims of sexual assault in notifying appropriate authorities if requested. The school administration can assist victims of sexual assault in seeking counseling, mental health or other related services.

Information on registered sex offenders may be obtained at: <http://kpsor.state.ky.us/>

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES:

If a student of ATA College is determined to be missing notification of such should be made to ATA administrative personnel. Administrative personnel will assist the person filing the report with notification of the proper authorities.

CAMPUS CRIME STATISTICS

The office of accreditation and compliance prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. ATA College prepares an annual campus security report available to students, employees and visitors for review. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. This report is distributed to the student population annually and is provided to each new student enrolling.

1. Jeanne Clery Act Crime Statistics:

The following violations are from the college's annual reports required by the Jeanne Clery Act. They are inclusive of the main campus facilities at 10180 and 10200 Linn Station Road.

Criminal Offenses On-Campus			
	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	
Sex offenses-non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Criminal Offenses Public Property			
	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0

Sex offenses-non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Hate Crime			
	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction-damage	0	0	0
Vandalism of property	0	0	0

Arrests on Campus			
	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referral for Disciplinary Action			
	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0