

**AMERICAN INSTITUTE OF  
MEDICAL SCIENCES &  
EDUCATION**

**2022**

**EDISON Center  
ANNUAL SECURITY REPORT**

**For Calendar Year  
2019, 2020, 2021**

**2672 Woodbridge Ave  
Edison, NJ 08837**

Published on

September 23, 2022



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## AIMS EDUCATION 2021 ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires that post-secondary schools participating in Title IV student financial aid programs publish a statistical report of crimes occurring on or near the institution's campus and provide information about security policies, procedures, and programs. The intent of the report is to inform you of the extent of reported crimes occurring in the previous calendar year. Data is collected from a variety of sources including local law enforcement, internal departments such as academics, Human Resources.

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

The report also includes data from two years prior to the most recent year. In the case of this particular report you will see data for calendar years 2019, 2020 and 2021. This report is prepared annually in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### ➤ **Committed to Safety**

AIMS Education is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form, including but not limited to sexual assault, dating violence, domestic violence, and stalking.

### ➤ **Crime Statistics - Reportable Areas**

The information is divided into groups based upon the type of crime being reported and the areas where the incident occurred. For example, the AIMS Education Center is divided as follows:

#### 1. On Campus

This includes the entire building, parking lots, and indoor facilities that are used for student activities

#### 2. Public Property

This area can be described as public streets that run through the campus, or form the border of campus. If portions of the bordering streets were not accessible because of a fence or other obstruction, then those portions would not be included in the annual report.



### ➤ Reportable Crimes

The Clery Act requires that participating schools collect data on a specific list of crimes. These crimes are listed below; however, a more thorough description of each crime is given at the end of this document.

- Homicide and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery Incidents
- Aggravated assault
- Burglary Incidents
- Motor vehicle theft
- Arson Incidents
- Hate crimes
- Liquor, drug and weapon law offenses Arrests

### ➤ Violence Against Women Act Offenses

- Sexual Assault
- Domestic Violence
- Stalking
- Dating Violence

### ➤ Alcohol and Drug Policy

The American Institute of Medical Sciences & Education is a drug and smoke free campus for students, employees, guests, and visitors. It has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students, and employees. More information about this program is available on our website and administrative office.

The school maintains drug and alcohol education information, which can be obtained from the Student Services Coordinator. AIMS Education also holds an annual Drug and Alcohol prevention program at the MAIN campus which is attended by all students, staff, and faculty.

**Drug and Alcohol Counseling and Rehabilitation are also available through [www.drugfreenj.org](http://www.drugfreenj.org) or by calling 973-467-2100. Other sites are:**

<http://centraljerseyintergroup.org/>

<https://www.aa.org/>

<http://www.DrugRehab.com/>

<https://www.narcoticsanonymousnj.org/meetings/>

<https://www.addicted.org>



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➤ **Gender-Based, Sexual Assault Prevention including VAWA (Violence Against Women Act)**

AIMS Education maintains a zero-tolerance policy for physical or verbal abuse, intimidation or harassment of another person or group of persons, staff members, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.

AIMS Education prohibits and will take immediate and appropriate administrative action once it learns of any and all forms of sexual harassment, sexual violence, stalking, including without limitation, creating a hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something), physical, mental or emotional abuse of any person on school premises or at functions sponsored or supervised by the school.

In cases involving allegations of sexual harassment or sexual violence between students, a hearing consistent with Student Code of Conduct will be conducted following the conclusion of any investigation into the matter. If it is determined that a violation of school policy has occurred, the school will act promptly to eliminate the inappropriate conduct, prevent its recurrence, and address its effects by taking appropriate action; Including, but not limited to modification of schedule, suspension, and or restrictions of contact between parties. A complainant who wishes to pursue a criminal complaint is encouraged to make a report to the local law enforcement.

➤ **Sexual Assault Education and Prevention Programs**

AIMS Education will attempt to engage in an on campus educational program to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all current, incoming students and employees in an ongoing awareness and prevention campaigns including handouts for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking
- Defines what behavior and actions constitute consent to sexual activity.
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.



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The following links provide additional contact information:

- [www.njcedv.org/get-help-2-2](http://www.njcedv.org/get-help-2-2)
- [www.state.nj.us/dcf/women/rcpp/svp/](http://www.state.nj.us/dcf/women/rcpp/svp/)

### ➤ **Reporting a Crime**

Anyone may report a crime or emergency to the Edison Police Department by dialing 911. For dispatch of police vehicles for non-emergency calls, call (732) 248-7400. Victims and witnesses have the right to report a crime on a confidential basis. To report a crime or give a tip about a crime confidentially call Edison Crimestoppers at (877) 750-TIPS. Students, faculty, and staff who wish to report an incident to the school administration may do so by contacting the Office of Student Affairs at 908-222-0002 ext. 334. You may also stop by the Edison Center Director's Office and fill out an Incident Report.

### ➤ **Filing a Formal Complaint**

A student or employee may file a formal complaint by filling out an incident report and submitting it to the Title IX coordinator within the Academic and/or Student Services Department. All other parties may file a formal complaint by submitting the complaint in writing to the Academic Department and/or Human Resources Department. A school official will follow up with the parties involved in the complaint within a reasonable amount of time (usually 3 business days).

The student and/or employee can also file an incident report if they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus. At which time, a written statement will be taken, and the victim will be provided with a written explanation of their rights and options. In addition, a packet with contact information will be provided for them to reach out to the appropriate agencies.

### ➤ **Removal of Reported Crime**

AIMS may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

### ➤ **Bystander Intervention**

Bystanders play a critical role in the prevention of sexual and relationship violence. They often outnumber both the perpetrators and the victims. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will



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happen, they may see an assault or potential assault in progress, or they may have knowledge that an assault has already occurred.

Regardless of how close to the incident they are, bystanders have the power to stop assaults and get help for people who have been victimized. While we may be aware that certain behaviors are inappropriate and potentially illegal, we may not always know what we can do to make a difference. It is a matter of individual and collective choice whether you are going to be active bystanders who speak up and say something, or whether you will opt to be passive bystanders who stand by and say nothing.

Being an active bystander does not require that we risk our own safety or the well-being of others. The goal is to aid in the prevention of violence without causing further threat, harm, or damage. If you or someone else is in immediate danger, calling 911 is the best action a bystander can take.

### ➤ **Risk Reduction**

To promote a healthy and safe environment on and around campus, AIMS will offer education and prevention programs that will provide information on risk reduction. It is up to the AIMS community to be vigilant and recognize potentially harmful situations. If a student, faculty member, school official, or visitor feels that a situation is escalating, that individual is encouraged to inform the proper administrator or local authorities.

The school, in particular the Title IX coordinator, will provide notification in writing and provide materials should a need arise on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

The school will further provide written notification to victims explaining how they can request changes in academic situations, working situations, and protective measures. The school will take every precautionary measure to safeguard the safety of the student or employee that has been a victim of any violence under the VAWA Act. For situations related to living and transportation, the local housing authority in the county of residence should be contacted. You can visit the sites below for more information:

- <http://www.nj.gov/nj/safety/crisis/>
- <http://www.nj.gov/oag/dcj/victimwitness/>
- [www.njcedv.org/get-help-2-2](http://www.njcedv.org/get-help-2-2)  
[www.state.nj.us/dcf/women/rcpp/svp/](http://www.state.nj.us/dcf/women/rcpp/svp/)



## ➤ Student/Employee Rights & Responsibilities

AIMS Education strives to maintain a safe work and academic environment at its campuses by providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in furthering their education, campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, family status, pregnancy, military status, domestic violence victim status, have the following rights, regardless of whether the crime or violation occurs on campus, or off campus:

### ➤ Employee/ Student Rights

- All students have the right to:
  1. Make a report to local law enforcement and/or state police;
  2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously and maintain confidentiality
  3. Written notification to students and employees about existing resources and services on campus and within the local community, including counseling, medical and mental health services, immigration and visa assistance, employment, financial aid assistance, and legal services.
  4. No contact order – The student may be prohibited from communicating with a named individual(s).
  5. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
  6. Be treated with dignity and to receive from the institution courteous, fair, and respectful counseling services, where available;
  7. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
  8. File a verbal or written incident report (including via email) with the Title IX Coordinator. Refrain from describing the incident to institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
  9. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the vicinity of the institution;



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10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the disciplinary process including but not limited to during all meetings and hearings related to such process.

➤ **Confidentiality**

AIMS Education will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

➤ **Sanctions and Protective Measures**

When a formal complaint is filed regarding dating violence, domestic violence, sexual assault, or stalking, a disciplinary hearing will be held. The hearing will be overseen by a panel of three school administrators. The disciplinary hearing will be held within a reasonable amount of time (usually 3 business days).

At the hearing, the complainant will be required to prove the validity of his/her complaint by providing a preponderance of evidence. This evidence can be in the form of personal testimony, witness accounts, physical evidence, etc.

The respondent will be given the opportunity to respond to the complaint. The respondent is not required to answer any questions. The burden of proof falls solely on the complainant.

The complainant and the respondent will both have the right to have others present as witnesses. They will also have the right to be accompanied by an advisor of their choice.

After listening to all of the evidence provided, the hearing panel will meet in a closed session to determine the outcome of the proceeding. The formal complaint process, from the initial hearing to the conclusion of the disciplinary proceeding, will usually be completed within thirty days.

Upon completion of the hearing, AIMS will simultaneously notify, in writing, both the complainant and the respondent of:

- The result of the hearing
- The steps to appeal the result
- The reasons for the result and sanctions imposed

If, at the conclusion of the disciplinary proceeding, the findings are in favor of the complainant, then sanctions may be placed on the respondent. These sanctions include, but are not limited to:





- Warning/ probation- The student or employee will receive a formal, written statement with the certainty of a more severe disciplinary sanction. Warning may be imposed for a designated period of time.
- Suspension- The student or employee may be suspended involuntarily from the institution for a specified period of time. Returning from suspension in good standing will be contingent upon any conditions stated in original suspension with the satisfaction of Academics, Human Resources, and the School Director.
- Termination- The student may be terminated without possibility of readmission or reinstatement.
- Employment limitations- The employee is at will. The same sanctions will be followed as above.

### ➤ Sexual Assault and Violence Resources

AIMS Education wants you to be equipped with the information and support your need regardless of whether you would like to move forward with a report of sexual violence to the local or state police. You may want to visit the Wellness Center located on the 2nd floor and talk to the TitleIX Coordinator about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how different resources that may be available to you. You can also visit the following websites for additional assistance:

<a href="https://www.middlesexcountynj.gov/government/departments/department-of-public-safety-and-health/office-of-health-services/center-for-empowerment">https://www.middlesexcountynj.gov/government/departments/department-of-public-safety-and-health/office-of-health-services/center-for-empowerment</a>	<a href="http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html">http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html</a>
<a href="http://knowyourix.org/">http://knowyourix.org/</a>	<a href="https://www.cdc.gov/violenceprevention/index.html">https://www.cdc.gov/violenceprevention/index.html</a>
<a href="https://www.rainn.org">https://www.rainn.org</a>	<a href="https://www.thehotline.org">https://www.thehotline.org</a>
<a href="https://www.nj.gov/dcf/women/">https://www.nj.gov/dcf/women/</a>	<a href="https://womenaware.net">https://womenaware.net</a>
<a href="https://www.njcasa.org/find-help">https://www.njcasa.org/find-help</a>	<a href="http://www.manavi.org/mission-statement.html">http://www.manavi.org/mission-statement.html</a>

### ➤ Edison Center Enforcement

In order to ensure the highest degree of security and safety on center, members of faculty, staff, and students are encouraged to understand that safety is the responsibility of all, not those officially charged with enforcing the policies and regulations. Students, and employees are



encouraged to promptly report all on-center crime, suspicious activities and or violation of VAWA to Administration. Diligent efforts will be made to alert center public of any crime related issues. AIMS Education's duty is to inform students, staff, and faculty in a timely fashion should a threatening situation arise on or around the center. AIMS Education maintains an excellent working relationship with the Edison Township Police Department.

➤ **Access to Center Facilities**

AIMS Education Edison Center maintains a strong commitment to safety and security, including facility issues which may impact the safety of the occupants. The AIMS Education Edison center is located in a commercial building with a strip mall floor plan. The building has a large, well-lit parking lot located directly in front of the building. There are several other tenants in the building on both the first and second floors.

The AIMS Education Edison Center is located on the second floor of the building. The center is comprised of classrooms, administrative offices, bathrooms, a reception area, cafeteria, and medical lab. The center is accessible to faculty, staff, students, visitors, and vendors, Monday through Friday during normal business hours, and certain times on Saturday.

The interior of the center is equipped with CCTV cameras which are monitored by the center director, in addition to an alarm that is linked directly to local emergency services. The second floor of the building is accessible via a front door which leads to a stairwell or elevator. There is an emergency exit in the back of the building which second floor occupants can access via a back stairwell.

➤ **Issuing of Timely Warnings**

Although there is no required format for a timely warning, the warning must be reasonably likely to reach the entire center community. Therefore, timely warnings must be issued in a manner that gets the word out quickly and effectively communitywide. Issuance of timely warnings will be on a case by case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime- the type of crime. Was it a Clery Act?
- The continuing danger to the campus community. This means that after a *Clery Act* crime is reported, consider whether students and employees are at risk of becoming victims of a similar crime.
- The warning may be e-mailed, posted on notice boards, and or distributed



➤ **The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement**

AIMS Education may, in appropriate circumstances, include personally identifiable information in a timely warning. Although personally identifiable information is generally protected from disclosure under *FERPA*, such information may be released in an emergency situation. The Department's *FERPA* regulations, at 34 CFR 99.36, describe the rule relating to the disclosure of information in health and safety emergencies.

➤ **Emergency Preparedness Procedures**

The primary purpose of this plan is to identify and respond to emergency situations that threaten the health and safety of AIMS Education students, visitors, faculty, and staff.

RESPONSIBILITY: All Faculty, Staff, and Students

**A. Fire Prevention**

- Keep the fire and exit doors closed and unobstructed
- Keep doorways and corridors unobstructed.
- Report immediately all fire hazards that come to your attention.
- Keep your working area safe for you and the students.
- Take 10 seconds at the beginning of your shift and think:
  - a. Do I know the location of fire alarms and fire extinguishers in my area?
  - b. Do I know what to do if a fire occurs?

**B. Upon discovery of smoke and/or fire:**

RACE system to be followed:

- (R) Rescue - remove all Students from area of immediate danger of fire. Assign personnel to stay with the Students to keep them calm.
- (A) Alarm - Pull alarm on the nearest fire alarm box.
- (C) Contain - Close doors and/or windows of fire room to isolate and contain the spread of smoke and flames.
- iv. (E) Extinguish - Attempt to extinguish the fire and if needed, enlist the aid of the nearest person.

**C. Upon start of fire alarm:** When a fire alarm box or smoke detector is activated, an alarm will be sounded throughout the building. Start evacuations while designated personnel go to the fire alarm panel to identify the source of the alarm.

**Evacuation Procedures upon sounding of the alarm**

- Evacuate all students and visitors to protected area.
- Instruct students and visitors to follow a staff member to a protected area.



- Assign one person to count the students and visitors as they leave the building, and then to recount the students and visitors in the refuge area.
- Students/visitors in wheelchairs should also be assisted in relocating to the refuge area.
- Assign one person to check each room in the facility, including the storage room, etc., for verification of a complete evacuation.

**Instructions for use of the fire alarms and extinguishers:**

- Fire alarm box: follow procedures clearly marked on each box. "Pull handle all the way down and release."
- Types and uses of extinguishers: When you report to work, make a mental note of the location of each fire extinguisher in your work area and determine the type of extinguisher that it is. Each type of fire extinguisher has a specific use and the use of the wrong kind of extinguisher may do harm. Become familiar with the proper use of each type.

**Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish. Geometric symbol (green triangle)

**Class B** fire extinguishers are for flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish. Geometric symbol (red square)

**Class C** fire extinguishers are for electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive. Geometric symbol (blue circle)

**Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium, and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only. Geometric symbol (Yellow Decagon)

**D. Fire emergency**

The following procedures are to be followed in the event of a fire emergency when the alarm system is inoperable

- If the smell of smoke is present or heat is felt or there is a remote suspicion of fire and there is no person in immediate danger, report it to the Administrative Director. If there is a person in immediate danger, evacuate that person before reporting to the administrative Director.
- The Administrative Director will respond by telephoning the Emergency/Police/Fire Dispatcher at 911 and reporting exact details.



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- The remainder of the evacuation procedures will be as stated in the normal fire procedure.

**Notes:**

- In the event AIMS Education cannot function, the facility will be closed.
- The authorities will determine when reentry into the school is allowed.
- The removal and return of records, medications, supplies, and equipment after evacuation will be determined by the school administration.
- Students will receive necessary services during the evacuation or other emergency.
- A written evacuation diagram that includes evacuation procedure, location of fire exits, alarm boxes, and fire extinguishers is conspicuously posted throughout the facility.
- Safety officers are trained in procedures to be followed in the event of a fire and instructed in the use of fire-fighting equipment and student evacuation at least annually.

**Drill, tests and inspections:**

- Fire drills are conducted for day and evening at least semi-annually. These drills are documented indicating the date, hour, and description of the drill, participating staff and signature of the person in charge.
- The facility performs annual tests of the building's manual pull stations and maintains documentation of test dates, locations of manual pull alarms tested, person testing the alarms and results of the test
- Fire extinguishers are examined annually by the service agency, and maintained in accordance with manufacturer's requirements, National Fire Protection Association and the New Jersey Uniform Fire Code
- AIMS Education requests, annually, that a fire inspection be performed by the local fire code authority and requests that they be documented. The date of inspection, the results, and the inspector or agent conducting the inspection will be documented.
- The school has service contracts for heating and cooling systems. Approved vendors perform this service/inspection a minimum of two times per year. Any repairs and modifications are exercised immediately.

**➤ Emergency Medical Services**

- In case of medical emergencies dial 911.
- Provide CPR if needed. Defibrillator is located on the 3rd floor of the main campus opposite the restrooms.
- Students are provided information about nearby emergency clinics by campus posting at various locations



## ➤ Bomb Threats

To outline procedures to be utilized by staff, students, and visitors in the event of a bomb threat, should be a systematic and orderly evacuation and it must be documented. If a bomb threat is reported, record all information. Notify the police department immediately. Follow instructions explicitly and utilize the evacuation procedure if necessary.

- If a bomb threat is received by mail, the individual receiving the communication is to notify the Administrative Director immediately. The letter should be handled as little as possible and discussed only with the Administrative Director and persons immediately involved in the facility's disaster plan.
- If a bomb threat is received by email, notify the Administrative Director. Do not delete the message.
- If a bomb threat is received by phone, the person receiving the call should remain calm and make every effort to keep the caller on the phone and, if possible, have another employee listen in and take notes. **DO NOT HANG UP.**
- Ask the caller:
  - a. Where is the bomb?
  - b. When will it go off?
  - c. What does it look like?
  - d. What will make it explode?
  - e. Note the exact words of threat.
  - f. What kind of bomb is it?
  - g. Did you place the bomb?
  - h. Why?
  - i. What is your name?

- Try to ascertain the caller's voice:

Calm	Angry	Excited	Slow	Rapid	Soft
Loud	Laughter	Crying	Normal	Distinct	Blurred
Nasal	Stutter	Lisp	Raspy	Deep	Ragged
Clearing Throat	Deep Breathing	Cracking Voice	Accent	Familiar	Whispered

- Listen to Background Noises:

Street Noise	Crockery	Voices	PA System	Music	House Noises
Motor Booth	Office Animal Noise	Machinery	Clear	Static	Local
		Long Dist.	-	-	-

- Listen to the threat language:

Well spoken	Incoherent	Profane	Message read by threat maker	Irrational	Taped Msg.
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- Other information:

Gender of caller	Estimated age	Date/time	Length of call	Telephone number if displayed

- The Administrative Director will notify the police/bomb squad
- The Administrative Director will notify all staff/faculty/student body with a possible evacuation
- DO NOT:
  - Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
  - Evacuate the building until police arrive and evaluate the threat.
  - Activate the fire alarm.
  - Touch or move a suspicious package.

#### ➤ **Active Shooter**

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in the facilities you work or visit. If there is an accessible path, evacuate the premises.
- If you are in an office and evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- CALL 911 WHEN IT IS SAFE TO DO SO! If you cannot speak, leave the line open and allow the dispatcher to listen.
- As a last resort, attempt to take the active shooter down.
- When law enforcement arrives, stay calm and follow the officer's instructions.

#### ➤ **Power Failure:**

- If an emergency exists, activate the building alarm.
- The Administrative Director will notify the power company.
- Staff will supervise all students to move to an area with emergency lighting. All evacuations will occur when an alarm sounds continuously
- Take personal belongings and lock doors upon leaving. Walk, do not run to the nearest stairway exit. If you are disabled, yell for help to go downstairs.
- When there is a power failure, do not use the elevator. It may become inoperative and a trap.
- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, notify the safety officers to assist them in evacuating the building.
- In case of failure of emergency lighting, adequate flashlights are available.



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- Staff members must be alert so that matches, cigarette lighters, candles, etc., are not being used by students for light.
  - In case the fire alarm system has been affected by the power failure, the safety officer shall call the fire department in the event of fire.
  - Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by safety personnel.

➤ **Public Health Emergency**

In the case of a public health emergency, AIMS Education will follow the guidance of federal, state, and local authorities, including but not limited to the NJ Department of Health and the Centers for Disease Control and Prevention (CDC). All efforts will be taken to protect the health and wellbeing of the school population, including all students, faculty, staff, and visitors.

The Chief Executive Officer of the school will be responsible for making any decisions regarding the cancellation or rescheduling of any classes. In the event of an extended school closure, the AIMS leadership team will prepare a plan to ensure the continuity of education for our students.

➤ **Notification to State Authorities:**

- In the event of a fire, disaster, or death due to an accident or incident within the facility, or any other interruption or cessation of facility services, the administration shall notify the Administrative Director by phone immediately.
- Within 72 hours a written confirmation of injuries to students and/or personnel, description of services, and the extent of incurred damages will be notified to state authorities.

In the event of an emergency or dangerous situations involving an immediate threat to the health and safety of those on campus, communication by way of a fire alarm or strobe lights will be utilized to evacuate the building by following the fire drill protocol. This will be under the direction of the fire warden, and or school director.

Fire drills are conducted twice a year without notification to make sure that the procedures set forth in the Consumer Handbook are followed. The fire drill procedure applies to all occupants of the building and will have to abide by them. **There were no fires reported in 2021 for main campus or the PE building.**

In case of extreme weather conditions, students, faculty, and staff of AIMS Education are advised to check the website [www.aimseducation.edu](http://www.aimseducation.edu) for latest information on delayed openings, and closings.



**AIMS EDUCATION (Main)**

4500 New Brunswick Ave  
Piscataway, NJ 08854  
(908) 222-0002

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Excellence & Success

**AIMS EDUCATION (Edison)**

2672 Woodbridge Ave  
Edison, NJ 08837  
(908) 222-0002, Ext. 400

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➤ **Preparation of Annual Crime and Security Report**

AIMS Education is committed to the accurate reporting of crimes at it’s center. The statistics are compiled from information received from the local law enforcement, student affairs, academics, and human resources.

For additional Information contact the following at 908-222-0002:

\_\_\_\_\_  
Director of School

\_\_\_\_\_  
Chief Financial Officer (CFO)  
Human Resources

\_\_\_\_\_  
Title IX Coordinator

\_\_\_\_\_  
Academics

**AIMS EDUCATION (Main)**

4500 New Brunswick Ave

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**AIMS EDUCATION EDISON CENTER CLERY CRIME STATISTICS 2019- 2021**

Crime/Offenses	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property

***Criminal Offenses:***

Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Murder/Non negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

***Arrests and Referrals:***

Arrests weapons: - Carrying, Possession etc	0	0	0	0	0	0
Arrests Drug Abuse Violations	0	0	0	0	0	0
Arrests: - Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions Weapons: - Carrying, Possession Etc.	0	0	0	0	0	0
Disciplinary Actions Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Actions: - Liquor Law Violations	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



*Hate Crimes*

	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of Property	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<p>Aims Education does not offer on Campus Student Housing Facilities. <b>**Hate Crime: - Crimes motivated by prejudice based on race, gender and gender identity, religion, disability, sexual orientations, or ethnicity.</b></p>						

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**Violence Against Women Act (VAWA) offenses:**

VAWA Offenses	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Total	0	0	0	0	0	0
** Data not collected prior to 2013. Statistics in compliance with Violence Against Women Reauthorization Act of 2013. AIMS Education does not offer On campus Student Housing Facilities.						

**Unfounded Crimes:**

	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Unfounded Crimes	0	0	0	0	0	0
Total	0	0	0	0	0	0



## Federal Bureau of Investigation Uniform Crime Reporting Definitions

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

➤ **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

➤ **Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

➤ **Criminal Homicide-Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

➤ **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

➤ **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

➤ **Aggravated Stalking**

An unlawful attack, by one person upon another, after willfully and maliciously or repeatedly stalking that person; an assault where either the offender displays a weapon, or the victim



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suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. (This offense is an Aggravated Assault with the added element of stalking).

➤ **Simple Stalking**

This Offense is only reported in The Domestic Violence Section; if the victim to offender relationship indicates that the offense is domestic related.

An unlawful physical attack by one person upon another after willfully, maliciously or repeatedly stalking the person; an assault where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness. This offense is a simple assault with the added element of stalking. In order to classify an assault in this category the element of stalking must take place prior to the assault.

➤ **Burglary**

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

➤ **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

➤ **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

➤ **Drug Abuse Violations**

Violation of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).



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**➤ Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**➤ Hate Crimes (FBI Uniform Crime Reporting)**

"Hate crimes" are crimes that, upon investigation, manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Clery Act statistics for hate crimes are derived from any of the Clery Act reportable crimes listed in the Crime Definitions section and, beginning in 2009, the following additional crimes:

**• Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g. Asians, blacks or African Americans, whites).

**• Gender**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

**• Gender Identity**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**• Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**• Sexual Orientation**

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).



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- **Disability**

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

- **Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- **National Origin**

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

- **Larceny-Theft**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession or constructive possession of another. (Larceny and theft mean the same thing in UCR). Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

- **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation**

Unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property (Except Arson)**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.





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**Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program: Definitions and Terms****➤ Sexual Assault**

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**➤ Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

**➤ Consent**

The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.



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➤ **Definition of Consent according to New Jersey law:**

Age, physical impairment and mental impairment all contribute to a person's ability to give consent. A person must be 16 years of age to legally consent to sexual activity. A person cannot give consent to sexual activity with someone who has "the duty to care" for them unless they are over the age of 18. Individuals that fall into "the duty to care" category would include parents or guardians, and those in any type of formal supervisory role. If individuals are between the ages of 13 and 15 they can legally consent to sexual activity with a partner who is not more than 4 years older than themselves.

An individual who is physically or mentally impaired, generally, cannot give consent to sexual activity. Physical or mental impairment includes: visual, speech or hearing impaired, a person with a cognitive impairment; a person who is unconscious or sleeping; or a person who is voluntarily or involuntarily under the influence of alcohol or other substance(s).

➤ **Domestic Violence**

A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

➤ **Dating Violence**

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 reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.



- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### ➤ **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

### ➤ **Risk reduction**

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

### ➤ **Awareness programs**

Programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration.

### ➤ **Bystander intervention**

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

### ➤ **Ongoing awareness and prevention campaigns**

Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the



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promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

➤ **Prompt, fair, and impartial proceeding**

A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

➤ **Advisor**

Any individual who provides the accuser or accused support, guidance, or advice

➤ **Proceeding**

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

➤ **Result**

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.



## Appendix A

### **Links to the Higher Education Act of 1965 Safety- and Security-related Laws and Regulations**

**Federal Register, Nov. 1, 1999 (Vol. 64, No. 210),**

Student Assistance General Provision; Final Rule. 34  
CFR 668.41, Reporting and Disclosure of Information  
34 CFR 668.46, Institutional Security Policies and Crime Statistics

<https://www.govinfo.gov/app/details/FR-1999-11-01>

**Federal Register, Oct. 31, 2002 (Vol. 67, No. 211),**

Student Assistance General Provision; Final Rule.  
34 CFR 668.46, Institutional Security Policies and Crime Statistics

<https://www.govinfo.gov/app/details/FR-2002-10-31>

**Federal Register, Oct. 29, 2009 (Vol. 74, No. 208),**

General and Non-Loan Programmatic Issues; Final Rule.  
34 CFR 668.41, Reporting and Disclosure of Information  
34 CFR 668.46, Institutional Security Policies and Crime Statistics  
34 CFR 668.49, Institutional Fire Safety Policies and Fire Statistics

<https://www.govinfo.gov/app/details/FR-2009-10-29>

**Higher Education Opportunity Act, Aug. 14, 2008.**

Program Participation Agreement Requirements

<https://www.cga.ct.gov/2008/rpt/2008-R-0470.htm#:~:text=The%20president%20signed%20the%20Higher, cost%20of%20a%20college%20>

**Federal Register, Oct. 20, 2014 (Vol. 79, No. 202),**

Violence Against Women Act; Final Rule.  
34 CFR 668.46, Institutional Security Policies and Crime Statistics

<https://www.govinfo.gov/app/details/FR-2014-10-20/context>

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## Appendix B

### Sample Letter to Local EDISON Law Enforcement Agency to Request Crime Statistics for 2021 calendar year

June 06, 2022

To:

Central Records  
Edison Township Police  
100 Municipal Blvd.  
Edison, NJ 08817

Dear Sir/Madam:

AIMS Education is a Title IV approved school located at 2672 Woodbridge Ave. Edison, NJ. In order to comply with The Clery Act which, is mandatory for all title IV approved schools. We need to submit an annual crime report to the Department of Education and, are requesting you at your earliest to release the said data from January 1, 2021 to December 31, 2021 for the property where our center is located.

If you have any questions, and or concerns please feel free to contact me at 908-222-0002 x341

Sincerely,

Sunil N. Desai  
Assistant Director-Financial Aid  
AIMS EDUCATION Main Campus  
4500 New Brunswick Ave.  
Piscataway, NJ 08854

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## Annual Security Report

The information in the 2021 Annual Security Report was provided as part of AIMS Education's commitment to safety and security on campus in compliance with **The Jeanne Clery Disclosure of Campus Security Policy and Campus Sexual Violence Elimination Act (Campus SaVE)**.

Compliance with the Clery Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S. C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Complaints, concerns, and/or questions related to this document can be directed to the AIMS Education Title IX coordinator.

Title IX Coordinator  
Jacqueline Heads  
Administrator (Student Success & Compliance)  
4500 New Brunswick Avenue  
Piscataway, NJ 08854  
908-222-0002, Ext. 403  
[titleix@aimseducation.edu](mailto:titleix@aimseducation.edu)