

BREWTON-PARKER COLLEGE

2015

Emergency, Safety and Security Report



This manual is a Living Document able to be edited or updated by appropriate personal as required by the U.S. Department of Education or Brewton-Parker College Administration.

BREWTON-PARKER COLLEGE
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INTRODUCTION

Brewton-Parker College is committed to providing a safe environment for all who live, work, or visit the campus. The College has a small security unit and cooperates with local law-enforcement in all ways related to campus safety and security. In addition, all offices take positive steps to promote community involvement in efforts to maintain a safe and secure campus environment.

The Clery Act (the Students Right to Know and Campus Security Act of 1990) and the Higher Education Amendments of 1992 (Public Law 102-325) require campus-wide distribution of an annual report summarizing crime statistics for the three years previous to the date of the annual report. The report includes any crime that occurred on campus or in any off-campus location that is owned or controlled by the College. In addition, institutional policies related to campus security, alcohol and drug use, crime prevention, sexual assault, the reporting of crimes, and any other issues related to campus protection and security concerns are contained in this Annual Report.

GENERAL INFORMATION

Quick Reference Phone Listing

On-Campus

		<u>Office</u>	<u>Cell</u>
President:	Steve Echols	912-583-3201	
VP of Student Services	Dave Eppling	912-583-3295	912-539-4100
Dean of Men	Steve Edwards	912-583-3218	912-253-1327
Dean of Women	Rebekah Meahl	912-583-3297	912-403-2227
Athletic Director	Daniel Prevett	912-583-3178	606-271-6174
Operations Director	Jim Wampler	912-583-3280	904-315-7892

City and County

Mount Vernon/Ailey Georgia, Montgomery County-		
MoCo 911 Center		911
Non-Emergency-Sheriff's Office		912-583-2321
Sheriff's Office, Fax		912-583-4701
Electric (GA Power)		1-888-891-0938
Emergency Management Director (Andy Leanza)	912-583-4246 (office)	912-347-9652 (cell)
Fire		911
Georgia Forestry Commission		912-583-3756
Hospital – Meadows, Vidalia		912-535-5555
Police Department –Mt Vernon		912-583-2323

Counselor Crisis Contact List:

Thadeus Holloway	912-423-1000 (Cell)
Vance Rhoades	912-583-3153

Information Needed for Calls

To facilitate reports, please have the following information when calling:

- Name of person calling
- Description of incident
- Names of people involved
- Grade of students involved
- What action school has been taken thus far
- Other pertinent information

Campus Security

Security services are provided twenty- four hours a day, seven days per week. Security guidelines are presented during Freshman Orientation, mandatory residence hall meetings, and during athletic team presentations.

The BPC Security Office is located in the Phillips Student Center building. Between the hours of 8:00am and 5:00pm, all security concerns should be reported to the Student Services Office, located in the Cook Building, or by calling 912-583-3206. BPC security officers are on duty from 6:00pm until 6:00am and can be reached at 912-253-9280.

BPC Security phone number is 912-253-9280; this number is published in the Student Handbook and is also posted in prominent places around campus.

Brewton-Parker College Security is responsible for a full range of security services, including all crime report investigations, medical emergencies, fire emergencies, traffic accidents, and enforcement of all College polices including those relating to alcohol use, drug use, and weapons possession.

Institutional Policy Statement on Reporting Crimes or Other Emergencies and response to these reports

The BPC Security Office completes a daily building log which contains times buildings have been checked and reports of any incident of concern. This log is maintained in the Student Services Office and reviewed daily.

All BPC Security Staff are certified in CPR/First Aid as well as proper use of the on campus AED units. All RD's and RA's are CPR/First Aid certified at the beginning of each fall semester. In addition all Student Services Staff and all athletic coaches, as were as several administrators, are CPR/First Aid certified.

Environment Plan

At Brewton-Parker College, the safety of our students and staff is of the greatest importance. Every effort is made to provide a safe and secure learning environment on our campus. It is our belief that staff performance and student achievement are enhanced in a school in which everyone feels safe and secure.

- a. **Campus Safety Zone** - As a means of insuring the safety of the students and staff, a school safety zone including the area in, on, or within 1,000 feet of the school has been established. "Drug-Free Zone" and "No Weapons" signs are posted on the school's grounds and within the building..
- b. **Campus Visitors** – Brewton-Parker administration and staff sees our parents as one of our greatest assets. Parents are a great help through their volunteer work in the classrooms, media center, and office. While we encourage all parents to be active participants in the education of their children, we take several measures to insure that our open door policy does not jeopardize the safety of our students. Students should notify Student Services when a parent or guest will be on campus.
- c. **Special Needs Persons Protocol**
 1. During times of school evacuation, all special needs students will be escorted to the Library **if time permits**. Faculty member will be responsible for relocating the special needs students to the relocation sites. Evacuation protocol will be developed for specific emergencies. **If the need arises for immediate evacuation, special needs students will be moved outside the building to a designated location.**
 2. Administrator's designee will be responsible for transporting emergency medication kits for special needs students to the Library.
- d. **Additional Safety Features**
 - Brewton-Parker College has a fully staffed night time security officer who is officed at the Phillips Student center.
 - At least one employee and all coaches are CPR/First Aid/AED certified.
 - There are three certified Master Meter Operators on the BPC main campus.

Emergency Evacuation Kits

BPC will maintain at least one emergency evacuation kit in every occupied building. Kits should be maintained with current information and should be located in different locations within the building. A specific staff member should be assigned to take kits out in an emergency. The kits should be mobile (wheeled if possible. Ex. Rolling cooler or rolling suitcase.) At a minimum, kits should contain:

- Emergency Plans
- Maps and Pictures of building if available. (floor plan)
- Blank Student sign-out sheets
- County Maps
- County Phone book
- Megaphone
- Enough fluorescent vests for faculty/staff
- Enough flashlights (with batteries if not LED headlamp type) for faculty/staff

Medical Evacuation Kits

Medical evacuation kits should be readily available and mobile if possible. Coaches, certified employees should take out kits each drill and each emergency. Kits should contain:

- First aid kit supplies

Lockdown Procedures

When making the announcement to place the campus in a lockdown, do NOT use “codes”. The administration will state clearly and in plain speech that the school is in a level ___ lockdown until further notice. If deemed necessary, it may be appropriate to provide additional instructions based on the specific situation but the administration will NOT announce the reason for the lockdown.

- ❖ The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

Lockdown Levels:

- **Level 1: Basically Normal Every Day Procedures**
 - Lock all exterior doors, lock and monitor main access door.
 - Monitor movement of students particularly between classes.
 - Students and staff remain in building.
 - Movement is limited.
 - Block visibility into classrooms from exterior windows and doors

- **Level 2: Continue Teaching**
 - Teachers will continue teaching in a somewhat normal fashion during this drill.
 - During this drill teachers will use emergency status cards.
 - Close and lock all exterior doors as well as classroom doors.
 - No students are to be allowed out of the classroom until the "all clear" is given.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom
 - Conduct accountability procedures.
 - Staff and students do not leave classroom
 - Continue classroom instruction or normal activities within the classroom.
 - Do not contact office unless you have pertinent information or an emergency.
 - Announce for all visitors/vendors inside the building to return to the office.

- **Level 3: Full Lockdown- Stop Teaching**
 - During this drill teachers will use emergency status cards.
 - Close and lock classroom doors immediately
 - No students are to be allowed out of the classroom until the "all clear" is given.
 - All persons move out of sight in locked room (e.g., next to interior walls, under desks, under tables). Turn off lights if visibility is possible from interior windows and doors.
 - Open exterior window blinds or curtains to allow exterior visibility into classroom
 - Remain silent
 - School officials get into lockdown position also.
 - Example: Threat is inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff).

Helpful Hints

At times, an emergency will be in the classroom or in the hall near a classroom. The teacher will need to communicate to the administration office that an emergency situation has occurred. Here are a few suggestions on reporting.

1. Use personal cell phone to notify of the emergency.
2. Use personal cell phone to notify other faculty/staff within your building
3. Ask another teacher or staff member for assistance in getting the message to the admin office.
4. Other _____

COMMUNICATION WITH STUDENT BODY IN CRISIS SITUATIONS SUCH AS BOMB THREATS, FIRE, STUDENT DISRUPTIONS:

1. Use megaphone (located with Emergency Preparedness Kit) and use intercom when giving directions for entire student body.
2. Use cell phones by text to communicate with administrative personnel and campus supervisors. DO NOT USE CELL PHONES OR OTHER ELECTRONIC DEVICES IN THE CASE OF A BOMB THREAT.

HOW TO DEAL WITH THE PRESS:

1. Refer all press to the VP of Communications, Pete Lumpkins. He will serve as the information source.
2. No students should be interviewed and photographed during a crisis, controversial, commercial, or political situation.
4. DO NOT give out any information. .

Evacuation During Non-Class Time

Should an evacuation be called during a non-class time students and teachers should follow these procedures:

- Teachers – If possible, secure your computers and proceed to the area you go to during evacuation drills.
- Students – Evacuate the building by the closest and most convenient route possible, or as directed by a school official.
- Once outside, go to the area directed by your RA/RD.

ROLES:

VP of Operations

- Supervise evacuation and check for injuries.
- Assign roles to auxiliary persons as needed.
- Keep access roads open.
- Administer first aid/see Universal Precautions, back of manual.

Deans

- Call Fire Department/Police/EMS by calling 911

Faculty

- Evacuate.
- Take roll.

Staff

- Report to VP of Operations when area is all clear.
- Check restrooms and other areas for students and faculty.

INCLEMENT WEATHER

School Closing

DEFINITION:

Flooding, smoke, snow, ice or extremely cold weather that warrants the closing of school buildings.

SIGNALS: Alert-Now

STEPS OF ACTION:

During the school day:

1. Telephone message will be sent to the faculty and staff.
2. Students will remain in rooms until faculty releases them.
3. School personnel will depart as necessary.

Before the school day:

1. President will notify the faculty/staff.
2. VP of Operations will notify the students using the text alert system.
3. President and designated staff report to schools to manage students who did not receive the AlertNow message.

Listen to local radio and television broadcasts.

ROLES:

President

- Notify staff as needed.
- Check on building as weather permits.
- Call emergency numbers if necessary.

Housekeeping/Maintenance

- Come in early on the first day back and check steps, stairs and sidewalks.
- Place caution signs as needed.

Thunderstorms

DEFINITION:

A severe thunderstorm may be a prelude to a tornado. The National Weather Service issues a severe weather watch if conditions exist that could develop into a thunderstorm or tornado. A severe weather warning is issued if an actual thunderstorm or tornado is seen in the area.

1. Monitor Weather Alert Bulletins.
 - a. Severe Thunderstorm means that weather conditions are such that a thunderstorm can develop.
 - b. **Severe Thunderstorm Watch** means that there is possibility of a storm developing, which would be greater in intensity than the severe storm indicated by the severe thunderstorm bulletin above.
 - c. **Severe Thunderstorm Warning** means that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.
 - d. **Tornado Watch** means that weather conditions are such that a tornado may develop. Start watching.
 - e. **Tornado Warning** means that a tornado has been sighted or detected by radar and protective measures should be taken. TAKE COVER.

SIGNALS: Emergency Alarm will sound in Mt Vernon

STEPS OF ACTION:

1. Monitor Weather Alert Bulletins.
2. If outside return indoors immediately.
3. Keep administrative staff and other employees informed concerning the weather situation.
4. Constantly monitor weather conditions and be prepared to take appropriate action.
5. Activate the Emergency Management Team (EMT) when appropriate.
6. After Hours-Special Events- If the lightning detectors goes off after school hours, during any kind of practice, games, or other events, all personnel are to go inside the building or to their cars immediately.

ROLES:

VP of Operations

- Monitor Weather Alert Bulletins
- Determine the need to hold or release students
- Keep administrative staff and other employees informed concerning the weather situation
- Notify Emergency Management Team, if necessary

Deans

- Monitor Weather Alert Radio.
- Notify coaches to bring their athletes inside.

Maintenance/Housekeeping

- Report to VP of Operations

Faculty

- If outdoors or in an unsafe location, move students to designated safe location.
- Make sure windows and doors are closed upon exit.
- Evacuate to designated area; remain with class; take roll.

Cafeteria Staff

- Refrain from utilizing utilities.
- Go to designated safe sheltering location.

Hurricane

DEFINITION:

Hurricane watch – denoting an impending hurricane is 24 to 36 hours away.

Hurricane warning – when an impending storm is less than 24 hours away.

SIGNAL:

Notification will be given over the PA system or by megaphone. Directions will come from the Emergency Management Agency and/or from the Central Office.

STEPS OF ACTION:

1. School staff will monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
2. If not advised to evacuate the building, students and staff stay indoors and away from windows.
3. Be alert for tornadoes.
4. When severe weather watches are announced, immediate emergency procedures are taken for safety in school or for dispatching students to homes and/or dorms.
5. Each building designee will take their “emergency evacuation kit” in the event of an evacuation.
6. Should the situation not permit an evacuation, students will be kept at school or an alternate safe location to be determined based upon weather conditions and the advice of the local law enforcement/fire personnel.

**The use of gas lanterns, matches, or other flammable items shall be prohibited. Gas and electricity shall be cut off at the mains.

ROLES:

VP of Operations

- Monitor Weather Alert Bulletins from the National Weather Service and/or the National Oceanic and Atmospheric Administration
- Consult with public safety (local EMA) to determine course of action
- If an evacuation or early dismissal is required, the superintendent or designee will inform the school if evacuation is mandated, and if so how it will be happen.
- Keep administrative staff and other employees informed concerning the weather situation
- Notify Emergency Management Team, if necessary to assist in contacting parents and releasing students.
- School personnel will depart as necessary after students have been released.

Deans

- Monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
- Keep administrative staff and other employees informed concerning the weather situation

Maintenance/Housekeeping

- Consult with VP of Operations.
- Turn off gas and water if advised to do so.

- Prepare facilities in accordance with the maintenance department's instructions and materials.
- Water shall be shut off at mains to prevent contaminated water from backing up into the school water supply.
- In the event of an evacuation, any equipment or materials located outside the building that may be damaged will be either relocated or secured.

Faculty

- Follow instructions for school closing, early dismissal and evacuation.
- Should students remain at school, the tornado drill will be followed.

Cafeteria Staff

- Turn off utilities at main switches in their areas. Staff should unplug appliances, and do not touch electrical equipment.
- Refrigerators or freezers shall be packed with dry ice to protect food supplies in the event of power failure.

Tornado

DEFINITION:

Tornado Watch: This means that tornadoes are possible in and near the watch area. People in the watch area should be ready to act if a warning is issued or they suspect a tornado is approaching.

Tornado Warning: This means a tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property.

***All students will immediately take cover in their designated areas.**

SIGNAL:

1. For a tornado/severe weather watch: An administrator will announce about the weather situation and ask for all students and staff to report to their designated areas.
2. For a tornado/severe weather warning: An administrator will announce about weather situation and all staff and students immediately take cover in their designated areas.
3. An administrator will announce over the intercom for the teachers and students to return to normalcy when the drill or danger is over.

STEPS OF ACTION:

1. Upon forecast of severe, inclement weather, the office will turn on the weather radio to monitor the situation.
2. School will be alerted of a tornado watch/warning via the weather radio alert and TV
3. SIGNAL beginning of drill –indicate Watch or Warning.
 - a. **Watch:** All mobile students and staff will report to their designated areas. Students and Staff will remain in their classrooms ready for further instruction.
 - b. **Warning:** Follow the directions below

4. Students and staff will immediately proceed to their designated area and kneel down on the ground, in the fetal position facing the wall, with their head between their knees, and their fingers laced behind the neck. Staff and students will remain in the duck and cover position until danger passes and an all clear SIGNAL is given.
5. Students should not be permitted to leave school during a warning.
6. In the event of a “Tornado Warning,” the only students who will be able to leave campus are those whose parents sign a system-wide waiver releasing BPC from all liability regarding that student or students if injury should occur.
7. If a tornado watch or warning occur after regular school hours during a school-sponsored event, a safe place should be sought for shelter.
8. Teachers should keep their class rosters with them during the drill and kneel behind their classes to be sure that the students are following the drill procedures.
9. Administration will designate a safe location for all staff (cafeteria workers, custodians, etc.).
10. If school officials evacuate the building evacuees will be moved to an area on or near the school campus that is not located near gas and electrical lines that could pose a hazard if broken.
11. Staff will be advised to be prepared for debris caused by furniture, equipment and other heavy objects. These objects may block evacuation routes.
12. If tornado in area, school administrators will consult with local emergency management officials regarding the structural integrity of the school facility prior to re-entering or remaining in the facility.

Special Needs Persons Protocol*****

During times of school evacuation, all special needs students will be escorted to the Library. Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites. Evacuation protocol will be developed for specific emergencies. Administrator’s designee will be responsible for transporting emergency medication kits for special needs students to the Library.

ROLES:

VP of Operations

- Monitor Weather Alert Bulletins from the National Weather Service.
- Consult with public safety (local EMA) to determine course of action.
- Sound alerts for tornado Warning and/or Watch instructing staff to begin appropriate sheltering procedure.

Deans

- Monitor NOAA weather radio, local radio, or TV stations for evacuation instructions.
- Keep administrative staff and other employees informed concerning the weather situation.
- Obtain the emergency evacuation kit and keep it in your sheltering location. Advise staff to do the same with additional kits.

Maintenance/Housekeeping

- Consult with VP of Operations.

- Turn off gas and water if advised to do so.
- Prepare facilities in accordance with the maintenance director's instructions and materials if safe to do so.
- If safe to do so, move or secure any equipment or materials located outside the building that may be damaged.
- Proceed to sheltering location.

Faculty

- Follow tornado drill steps.

Cafeteria Staff

- Proceed to sheltering location.

If daily operations are cancelled, the decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct the Office of Marketing to communicate the decision to the following local media outlets via cell phone:

- a. WTCQ-FM 97.7 Vidalia
- b. WYUM-FM 101.7 Vidalia
- c. WVOP-AM 970 Vidalia
- d. WLYU-FM 100.9 Lyons
- e. WPHJ-TV Channel 46 Vidalia
- f. WTOC-TV Savannah

The decision will also be distributed to the following outlets:

- a. BPC's homepage
- b. Campus wide email
- c. All residence halls via RD's and RA's
- d. All academic/administration buildings via building managers

NOTE: Tornado watches may last from two to six hours.

HUMAN CAUSED ACCIDENTS/INCIDENTS

Bomb Threat/Explosions/Suspicious Packages

DEFINITION:

A device present in the school or on the premises that may or may not have exploded.

SIGNALS: Evacuate

Bomb Threat

If received by telephone:

-Office personnel are trained in the procedures to follow for bomb threats. (SEE GEMA Bomb Threat Assessment Questionnaire)
These procedures are posted next to each telephone in the front office area and President's Administrative Assistant's office. All outside phone calls come in through these offices.

If received by E-mail:

- Deliver the letter to the President/VP of Operations immediately. Do not attempt to determine for yourself the validity of the message. Err on the side of caution.

If received in writing/letter form:

-Deliver the letter to the President/VP of Operations. The President or designee will serve as the information agent immediately. Do not attempt to determine for yourself the validity of the message. Err on the side of caution.

If received as a verbal message or warning from an individual:

-Report the situation immediately to the school President/VP of Operations. If possible, bring the person who delivered the message directly to the President/VP of Operations.

STEPS OF ACTION:

- Remain calm. Do not get excited or excite others;
- Complete the checklist below;
- Attempt to **trace** the call;
- Notify your immediate VP that you have received a bomb threat;

Administration will coordinate with public safety (Law enforcement, EMA, Fire, EMS) to identify several bomb threat evacuation sites and family reunification sites which are 1,000 feet away from the building or suspected device. This is designed to increase safety due to repeated threats. Take into consideration aspects such as inclement weather conditions will be taken into consideration when establishing these sites. (1,000 feet is the minimum safe distance).

Administration will coordinate with local public safety and the designated search team personnel to develop a procedure regarding removal or non-removal of book bags from the classroom during a bomb threat evacuation.

- Students and staff will not be routed by cars and dumpsters during evacuation due to the possibility of secondary devices.

-All staff (including faculty, staff, cafeteria workers, maintenance personnel,) are advised that cell phones, walkie-talkies, and portable landline phones are not to be used within a 1,000-foot perimeter of the school during a bomb threat situation. These communication devices could potentially detonate a remote or electronically controlled explosive device.

- If the school is evacuated for an extended period the Family Reunification Protocol will be implemented.

Special Needs Persons Protocol

1. Designee should report to special needs class and assist faculty member (see duty assignments for school evacuation) with relocating the special needs students to the relocation sites. Evacuation protocol will be developed for specific emergencies.
2. Administrator's designee will be responsible for transporting emergency medication kits for special needs students to the evacuation site.

ROLES

VP of Operations

- Conduct a "Credibility Assessment" of the situation by consulting with local law enforcement about the information received from the initial threat. Factors such as the location of the device, knowledge of the device type, reason for threat or device, caller's voice and gender, and current school and community events (politically or racially charged) need to be considered before an evacuation occurs.
- If evacuation is imminent, send Emergency Response Team to sanitize evacuation site prior to students arrival.
- Upon confirmation of the threat, Principal will notify superintendent and begin evacuation of the building to the designated evacuation site located at least 1000 feet from the building.

Emergency Response Team

- Evacuation site(s) will be "sanitized" by personnel who are familiar with the evacuation site area and are able to recognize objects not normally there. This search will be completed prior to evacuating students and personnel to the site.

Deans

- Inform staff/students to proceed to evacuation site.
- Proceed to evacuation site with "Emergency Evacuation Kits"

Maintenance/Housekeeping

- Proceed to evacuation site when ordered.

Faculty

- Teachers should put on fluorescent vest and take other contents of "Go Kits" including roll books, student information sheets, flashlights, paper, pens and red, yellow, and green cards.
- Once evacuation is ordered, teachers should begin evacuation of students. (The evacuation route should not route students and staff by cars and dumpsters due to the possibility of secondary devices.) Once classes arrive at evacuation site, teachers should

account for students and hold up the appropriate color card. (Green card= all students accounted for, Yellow Card= plus or minus students, Red= need immediate assistance)

Cafeteria Staff

- Proceed to evacuation site when ordered.

Explosions

If there is an explosion within the school facility:

- Faculty should initially go into lockdown procedures:
- close and lock classroom door(s)
- verify that all students in the class are present or accounted for.
- secure computers, SIGNAL cards, and Emergency Procedures Guide
- prepare students to evacuate upon notification

If there is an explosion within your classroom:

- notify the office immediately
- if possible, determine the nature of the explosion (accidental, deliberate)
- evacuate the room as quickly as possible; either assist or arrange assistance for any students who are unable to evacuate; move a safe and reasonable distance from the room
- if able, assess any injuries to yourself or any of your students; administer aid as appropriate.

If there is an explosion on the campus, but not within the building:

- close and lock classroom door(s)
- notify the admin office via telephone or responsible student...
- verify that all students are present and/or accounted for.
- prepare for evacuation.
- await further instructions.

SUSPICIOUS PACKAGES ON CAMPUS

If you see an object or package that you do not recognize, or that for some reason causes you to be suspicious:

- DONOT TOUCH OR HANDLE THE PACKAGE
- DO NOT USE RADIOS OR CELL PHONES TO COMMUNICATE
- Contact the VP of Operations and/or Security office immediately.
- Do not let anyone else touch the package. Do not allow students to retrieve items that may be near the package.
- Remove all students from the area. Get what assistance is necessary to quarantine the area from all directions. Everyone should be out of the line of sight of the package.
- Prepare to evacuate the building upon notification.

ROLES:

VP of Operations

- Determine the need for evacuation and notify staff

- Gather information from staff on anything suspicious
- Secure all exits and entrances
- Assess injuries
- Devise and use alternate evacuation routes
- Assign qualified staff to first aid assistance at evacuation site.

DEANS

- Call emergency numbers listed
- Take emergency information folder to evacuation site.

MAINTENANCE/HOUSEKEEPING

- Report to VP of Operations
- Secure building by shutting off gas and electricity.

FACULTY

- Evacuate to designated area; remain with class; take roll.
- If families, students, and staff are affected Counselors and psychologists will contact the following personnel or agencies to request assistance:

**BOMB THREAT ASSESSMENT QUESTIONNAIRE**

Date: _____ **Time:** _____

Incoming phone number: _____

Ask the Caller:

1. Where is the bomb right now?
2. What will cause the bomb to explode?
3. When is the bomb going to explode?
4. What kind of bomb is it?
5. What does the bomb look like?
6. Who placed the bomb?
7. Why?
8. How do you know this information?
9. What is your name?

Exact Wording of Bomb Threat?

Caller Information	Caller's Voice	Background Sounds:	Threat Language:
Sex: _____	Calm Nasal Slurred	Traffic Voices	Well Spoken
Race: _____	Soft Angry Whispered	Music Static	Offensive Words
Age: _____	Stuttered Lisp Accent	Clear Machinery Noises	Taped
Length of Call: _____	Excited Loud Disguised	Factory Noises Long Distance	Incoherent
	Laughter Slow Cracking	PA System Crowd/Others	Message Read
	Familiar :(Who did it sound like?)	Other Information about background:	Irrational
	_____	_____	

<p>Agencies Notified:</p> <p>911/ Law Enforcement/Fire</p> <p>Superintendent's Office <input type="checkbox"/></p> <p>Emergency Management Agency <input type="checkbox"/></p>	<p>Call Received by:</p> <p>Name: _____</p> <p>Title/Position: _____</p>
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Hostage/Terrorism/Intruder

DEFINITION: Person, who enters the school, apprehends a school person and/or threatens violence.

SIGNAL: Level 3 Lockdown or Evacuation

STEPS OF ACTION:

1. If an intruder is spotted by any staff member, that member should contact the Admin office immediately. Caution should be taken as to approaching the intruder and requesting identification or motive.
2. Once the presence of an intruder has been verified, notification will be made to initiate a lockdown. [see LOCKDOWN PROTOCOL for details on this procedure]
3. Once the presence of an intruder has been verified, the VP of Operations or Deans will call 911 to provide all available correct and complete information concerning the perpetrator's physical appearance and clothing, method of travel and direction of travel.
4. It is the responsibility of the administration to determine the validity of the threat, and to initiate the proper protocol. If the threat is determined to be valid, evacuation of the facility and grounds will be initiated immediately. SEE EVACUATION PLAN for details of this procedure.
5. If fired upon and not behind locked door scatter, take cover, and stay low (inside and outside). Instruct to escape and join up with the first class seen.
6. If behind locked doors and fired upon, keep down and away from doors or windows.
7. If in a safe place, stay until told to evacuate.
8. If placed under the gun (or any weapon), do as told. Help is on the way.

9. The VP of Operations will develop a procedure for notification of all faculty/staff should a hostage/barricade situation occur.
10. School officials will relinquish control of the situation to law enforcement officials if it determined that hostage/barricade situation is real. School officials will assist law enforcement personnel in resolving the situation.
11. School administrators will include law enforcement in developing a plan to establish primary and secondary perimeters.
12. If the school is evacuated for an extended period the Family Reunification Protocol will be implemented. Law Enforcement officials will be briefed on the location of the Family Reunification Site(s)
13. The administration will specify safe staging areas for the media in the event of a hostage/barricade situation.
14. School administration will provide specific information about the facility to public safety agencies in a timely manner. They will also provide public safety agencies with a set of current master keys to the entire facility.
15. Staff members should not attempt to negotiate with hostage takers or barricaded suspects once law enforcement officers are on the scene.
 - **Special Needs Persons Protocol**
During times of school evacuation, all special needs students will be escorted to the Library. Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites. Evacuation protocol will be developed for specific emergencies.
 - Administrator's designee will be responsible for transporting emergency medication kits for special needs students to the Media Center.

IF THE INCIDENT OCCURS DURING A NON-CLASSROOM TIME:

1. Staff members are NOT to attempt to control or intercept the intruder.
2. The VP of Operations and Security is to be notified immediately.
3. Calmly begin to move students away from the individual. Move students around a corner, into a classroom, or down a hallway, Adapt to the situation. The object is to get out of the intruder's sight, then move as far away from the intruder as possible.
4. Await further instructions from school or law officials.

ROLES:

VP of Operations

- Initiate Level 3 Lockdown
- Determine the validity of the threat.
- Have secretary call 911 and Superintendent's office: 487-5321
- Determine need for evacuation.
- If evacuating, contact law enforcement to have them present at the assembly areas.
- Ensure Law Enforcement are provided with a set of current master keys to the entire facility.

Deans

- Follow VP of Operation's instructions.
- Call 911 to provide all available correct and complete information concerning the perpetrator's physical appearance and clothing, method of travel and direction of travel.
- Notify the president of the situation.
- Keep lines clear for communication with Law Enforcement.

Faculty

- Initiate lockdown or evacuation as directed.
- If remaining in lockdown, move students to level 3 lockdown position. Account for students and display card status.
- If evacuating, count students, retrieve vest from "Go-Kit" and put it on, take remaining items in "Go-Kit" with you to evacuation site. Once at the evacuation site, take roll again and display proper card status to verify accountability.

Maintenance/Housekeeping

- Lockdown.
 - Aid in evacuation if needed.
1. The media staging area will be at the Montgomery County High School.
 2. The Public Information Officer will be the VP of Communications.
 3. The VP of Communications will coordinate a press release with law enforcement to put out as soon as possible.

Missing Students/Kidnapping

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, they are to report this to the residence hall RD/RA immediately. The RD/RA will contact the Vice President for Student Services and discuss the missing person information. The Vice President for Student Services will request the BPC Security/Mt. Vernon police department and generate a missing person report and investigation, depending on the information provided. After investigating the report of a missing person and determining that the person is missing without good cause or under strange circumstances taking the facts of the case into account. BPC and the Mt. Vernon police department will notify the student's emergency contact no later than 24 hours after the student is determined missing. If the missing student is under the age of 18 and is not an emancipated individual, BPC will notify the student's parent or legal guardian immediately after BPC has determined that the student has gone missing.

In addition to registering an emergency contact, students residing in on campus housing have the option to identify confidentially an individual to be contacted by BPC in the event the student is determined to be missing without good cause. All students are required to sign out of the residence hall if they are not going to be in there room overnight. All sign out forms are kept by the doors of the residence halls or by the RD/RA rooms.

Policies for preparing the annual disclosure of campus crime statistics:

The College coordinates the collection and reporting of crime statistics as specified by federal law. Agencies involved in the collection of this data include Mount Vernon Police Department,

Student Services Office which includes Director of Counseling, Director of Resident Life, BPC Security, BPC Office of Human Resources, Montgomery County Sheriff Department, and Mount Vernon Police Department.

All incident reports are turned into the Vice President for Student Services within 24 hours. Vice President for Student Services will respond to the parties involved requiring a meeting with all those that are involved. Student Conduct Code is consulted and sanctions are imposed. The Mt. Vernon police department will review reports of alleged criminal activity it receives and either dispatch an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt and are instructed to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by BPC.

BPC responses include, but are not limited to:

- Immediate response to emergencies through dispatch of one or more officers
- Investigation of reports in accordance with BPC procedures
- Arrest and filing charges , depending upon the circumstances of the incident
- Referring alleged offenders to appropriate campus agencies, such as the Dean of Students for campus discipline.
- Making timely warnings of crimes that represent a threat to the campus community

Victims or witnesses wishing to make voluntary reports of criminal activity in confidence may do so by requesting that the agency or person to whom a report is made maintain confidentiality with regard to the identity of the individual making the report. Reports of this nature will be honored to the extent permitted by state law, criminal investigatory requirements, and judicial process.

Security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities

The campuses and properties of BPC are maintained for use by students, faculty, and staff. Access to campus facilities may be restricted as necessary to comply with rules and regulations of BPC and to meet safety and security requirements as determined by the college officials. The college instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is his or hers responsibility.

Campus residence halls are supervised by trained staff members who are assisted in their efforts to maintain security by BPC.

Jeanne Clery Disclosure of Campus Security Policy and Campus crime Resource List & Campus Security Authority Contacts

On Campus Resources List:

BPC Counseling Department
Cook Building
582-5103

Office for Student with Disabilities
Counseling Center
Cook Building 583-5103

Human Resources
Gates Hall
583-3287

Office of Residence Life
Cook Building
583-3221

Office of the Vice President for Student Services
Cook Building
583-3206

BPC Security Office
Phillips Student Center
253-9280

Off Campus Resource List:

Toombs Counseling Center, Vidalia Georgia

Montgomery County Health Department, Mt. Vernon GA

Dublin Mental Health Center, Dublin Georgia

DEFINITION: Student is abducted by a stranger or family member on the school premises.
Student runs away from school during school hours.

SIGNALS: Level 2 Lockdown

STEPS OF ACTION:

1. The reporting person should immediately contact the VP of Operations/Deans, who in turn will notify local law enforcement immediately after a student is reported missing or a kidnapping occurs with an accurate a description of the student(clothing) and last known location. Level 2 Lockdown will be initiated.
2. An attempt at summoning the student to the Dean's office will be made, in case the student is simply not where they should be.
3. VP of Operations or Deans will contact parent or coordinate with local law enforcement regarding the notification of the student's parent/guardian.
4. The VP of Operations/Deans may organize available staff to conduct a room-by-room search of the building and campus to determine if the student is still on the grounds. Special emphasis will be placed on restrooms, locker rooms, storage rooms, closets, and unoccupied rooms.
5. Any siblings of the student may be secured and questioned to solicit any pertinent information as to the student's whereabouts. Staff will be notified either by e-mail or courier as to the nature of the situation.
6. Every effort possible will be made to keep all other students on as regular a schedule as possible to minimize hysteria.
7. School counselors will be notified to prepare to provide counseling services to students, parents/guardians, and related family members.

ROLES:

VP of Operations

- Initiate a Level 2 Lockdown.

- Notify local law enforcement immediately after a student is reported missing or a kidnapping occurs with an accurate a description of the student(clothing) and last known location.
- Contact Superintendent's office.
- Initiate a search of the premises by the Emergency Response Team.

Deans

- Notify emergency services and parents as directed by VP of Operations.

Faculty

- Keep other students in classrooms.
- Execute a Level 2 lockdown when advised. Account for students and display card status.
- If possible provide a description of missing student (including the clothing he/she was wearing when last seen, distinguishing features, etc.).

Suicide at School

DEFINITION: Student or staff member terminating own life at school/attempting suicide at school.

SIGNALS: Level 2 lockdown or evacuation

OFF CAMPUS

1. If a student commits suicide off campus, the primary action of the school is to deal with the grief of that student's friends and associates. The Crisis Team will be made available to grieving students and staff.

ON CAMPUS

If a student commits suicide or attempts to commit suicide on campus, there are several critical steps that should be taken.

1. Notify school authorities immediately (VP of Operations, Security, Deans).
2. School officials will immediately use the the preventive lockdown procedure as a standard response in this type of situation to assist with isolating student onlookers, preventing panic, and maintaining the integrity of the crime scene. Faculty/Staff (RA/RD's) will be informed to keep their students in the classroom and/or dorms until further notice.
3. School officials should notify rescue personnel, law enforcement officials, and the victim's family immediately.
4. School administrators will immediately take steps to secure the scene until law enforcement officers arrive whenever a suspected suicide has occurred.
5. If it is in the classroom, remove all non-affected students. Students who witnessed the act should be kept isolated until law officials can interview and take statements.
6. Control the panic as much as possible. The teacher **MUST** appear to be in control until authorities can reach the scene.
7. If the act occurs in an unoccupied part of the building, such as a restroom, locker

room, or another such location, the scene must be kept as uncontaminated as possible. Immediate notification of school authorities should be done, and all students kept in their classrooms until law officials have reached the scene and given the school permission to return to a regular schedule.

8. Be aware of how the student committed the act. Determine if the method used by the student poses a continued safety threat to others. If a weapon or firearm was used, where is the weapon, and is it still loaded? If the method was by chemical overdose or exposure, what was the chemical and can it harm others?
9. Do not touch the victim unless absolutely necessary. If aid or assistance is rendered, teachers should take the precaution of putting on protective gloves to guard against blood-borne or bodily-fluid bomb pathogens.
10. If the victim has siblings at the school, they should be located and brought to the Dean's office immediately. Siblings should be isolated from the student population until family members can be notified and arrive at the school.
11. Do not use the victim's name when talking in radios, cell phones, or cordless phones until so directed by school officials. Non-school personnel using scanners or radios on the same frequency may overhear the victim's name before the family can be notified, creating undue problems.
12. If families, students, and staff are affected, the administration will activate the School Crisis Intervention Team.

ROLES:

VP of Operations

- Initiate a Level 2 Lockdown or Evacuation as appropriate.
- Instruct Deans to contact 911.
- Contact Athletic Trainer and have her report to location of incident immediately to render aid if possible.
- Go to scene and ensure it remains secure, being careful not to contaminate the scene any more than is necessary to render aid.

Deans

- Follow VP of Operations' instructions to contact 911.
- Man telephones.
- Assign someone to meet with 1st responders in front of building with information on location of victim.

Faculty

- Keep students in class and await further instruction. If student suicide occurred in a classroom, teacher should evacuate the room and take roll.

Athletic Trainer

- Go to the scene and render aid if possible.

Psychologist/Counselor

- Assist in contacting parent(s) or family members, if necessary. Go to classes and explain situation.

Weapons/Violent Incidents

SIGNAL: Level 2 or Level 3 Lockdown (If warranted)

STEPS OF ACTION:

- The administration and school security shall be notified immediately if there is a credible report of weapon or violent incident on campus. If security is not available local law enforcement officials should be notified. Only trained law enforcement officers should confront armed individuals.
- An administrator will accompany the law enforcement officials to the designated classroom and remain out of sight outside the classroom door. The student will be called out of class. Once the student exits the classroom, he/she will be secured and escorted to a private location and searched. After the student has been removed from the class, the school will go into a LOCKDOWN. The administration will go into the classroom and obtain personal belongings to search as well. Any dorm rooms, lockers, or personal vehicles used by the student will also be thoroughly searched.
- If it is reported that a person is "roaming" the campus (not in a classroom) with a weapon, the school will immediately go into a LOCKDOWN and law enforcement will immediately be called.
- As much information as possible should be provided regarding the person's description, location, type of weapon and what behavior that person is exhibiting, or the nature of the incident. This information will then be forwarded to law enforcement officials.
- School staff will quickly compile the names of students and outsiders who have been identified as participants in the incident and forward the information to responding law enforcement officials.
- If someone is injured, 911 will be called immediately.
- Faculty and staff should NOT attempt to disarm armed individuals. Only trained law enforcement officers should confront armed individuals.
- The scene of a weapons assault is a crime scene. Blood or other evidence must not be cleaned without the approval of law enforcement.
- If directed by school administrator, staff trained in first aid will go to the incident to provide first aid. Designated staff will cover first aid responder duty posts.
- Administration will determine, based on the severity of the incident whether or not to implement the Family Reunification Protocol. SEE EVACUATION PLAN for details of this procedure.
- School Officials will comply with state reporting requirements under O.C.G.A. 16-11-127 regarding the prohibition of weapons on campus and school grounds.
- If families, students, and staff are affected, the administration will activate the School Crisis Intervention Team.

ROLES:

VP of Operations

- Assess the situation.
- Call local law enforcement.
- Lockdown school.

Faculty

- Follow lockdown instructions

Civil Disturbance**DEFINITION:**

An incident that disrupts or has the potential to disrupt the orderly function of the school.

SIGNAL: Level 2 or 3 Lockdown

STEPS OF ACTION:**Prior to Disturbance:**

1. Report any rumors or warnings of disturbances to the school administration.
2. Prepare for lockdown procedures as directed by the administration.
3. Do not attempt to neutralize or investigate the suspected disturbance without both authorization and assistance.
4. It is the responsibility of the administration to determine the validity of the threat, and to initiate the proper protocol. If deemed necessary, Law enforcement agencies will be contacted immediately to assist in the threat assessment.
5. If civil disturbance occurs or seems imminent, the administration will ask any staff on athletic fields, playgrounds, or other outside activities to return back to their classrooms or gymnasium inside the building.
6. Staff members should travel in pairs if it is necessary for them to approach the disturbance areas.

During the Disturbance:

- In order to isolate the incident, the school will go into lockdown procedures as directed by the administration.
- School Staff will avoid verbal exchanges or arguments when a disturbance is escalating.
- If possible, the staff/administration will identify students involved in the disturbance and remove them in layers to classrooms.
- Classroom telephones should be used to contact the front office. Contact should be restricted to emergencies only.
- School staff as well as the school camera security system will be utilized to identify students and outsiders who are participating in the disturbance.
- All information gathered regarding the disturbance will be forwarded to the law enforcement officials by the administration.
- The administration will ask law enforcement agencies to handle outsiders who cause disruptions.
- Local law enforcement officials will be apprised of the situation by school administrators and may be utilized in the building or outside the building, especially during dismissal and the boarding of the busses.
- If the disturbance is considered severe and threatening to students and staff, evacuation of the facility and grounds will be initiated immediately.
SEE EVACUATION PLAN for details of this procedure.

- Schools certified personnel and local EMS will be contacted to provide first aid to anyone injured.
- Administration will request that local law enforcement, along with available school personnel, assist with the supervision of students during dismissal when school is dismissed or if emergency transportation is utilized during school evacuation.
- **Special Needs Persons Protocol**
 - During times of school evacuation, all special needs students will be escorted to the Library. Faculty member (see duty assignments for school evacuation) will be responsible for relocating the special needs students to the relocation sites. Evacuation protocol will be developed for specific emergencies.
 - Administrator's designee will be responsible for transporting emergency medication kits for special needs students to the Media Center.
 - If civil disturbance appears to be drawing considerable media attention, the administration may implement Media Response Protocol.

ROLES:

VP of Operations

- Assess level of disruption.
- Supervise response to disruption.
- Prepare fact sheet for staff and/or parents.

Deans

- Contact 911 and Superintendent's office.

Faculty

- Stay with students. Those not supervising students should move to the area of disruption, unless otherwise instructed.

VP of Development or Designee

- Keep visitors and outsiders from entering the building.

FOLLOW-UP:

1. Activate Crisis Intervention Team, if necessary.
2. Hold staff meeting to discuss disruption.
3. Send fact sheets to parents and students to control rumors.

FIRE AND HAZARDOUS MATERIALS

Fire

Definition: A fire in the building or on the premises requiring the evacuation of the building.

Every building on campus has a building map showing the evacuation route posted on the wall. Every teacher will highlight their own room fire evacuation route and tornado shelter area in a highly visible manner on their respective plans to aid in visual identification. Fire evacuation areas will not be located in parking lots or a school roadway where emergency vehicles may need to stage or travel in an emergency.

School counselors and administrators will develop a crisis plan for assisting all students affected by fire.

Fire Drills - set schedule of dates (2 in 1st month of school and one for each month thereafter). Use alternate pull stations and record for State Fire Marshall Report.

SIGNALS: Ringing of the fire alarm.

STEPS OF ACTION:

1. Pull fire alarm, report fire to the security.
2. School staff and other employees should only attempt to extinguish small fires using available fire extinguishers. (Do not use water on electrical fires or attempt to fight fires involving possible explosives, toxic chemicals, or hazardous materials.
3. Close all windows and doors to confine fire. Do not lock any doors inside the building when evacuating during a fire or fire drill so that the fire service can have rapid access into all areas of your building.
4. Administrators will take emergency evacuation kits with them during this type of evacuation since access to the office may not be possible.
5. Administration will assign a person to shut off the facility's power and gas upon verification of a fire in the building. Consult with local fire officials on this subject
6. School staff and other employees should only attempt to extinguish small fires using the fire suppression equipment available. The staff should not use water on electrical fires or attempt to fight fires involving possible explosives, toxic chemicals, or hazardous materials.
7. Evacuate building to assigned places at least 300 feet from building. All staff and students should FACE AWAY from the building.
8. Once the teacher/resident director has his/her students to the designated area for reassembly, they are to check roll and determine if everyone is present and, /or accounted for. Do not go back into the building to look for missing students. The teacher/resident director is then to hold up the appropriate card to indicate the class's status.
 - GREEN - all students accounted for.
 - YELLOW – missing/extra students;
 - RED - emergency
9. Administration or designee(s) will supervise evacuation, check for injuries and monitor teacher/classes to determine number of students missing.
10. A verbal All Clear message will be given when it is safe to return to the building.

ROLES:

VP of Operations

- Initiate evacuation as appropriate.
- Designate school personnel to meet first responders and provide much information as possible to the responders.
- Determine if family reunification will be initiated.
- Prepare statement to be sent home with students.

Deans

- Contact Law Enforcement/911.
- Aid in communication with emergency services.
- Evacuate, taking Emergency Evacuation Kit.
- Contact Superintendent's office, if appropriate.

Maintenance/Housekeeping

- Close any windows or doors you see open.
- Shut off the facility's power and gas upon verification of a fire in the building if it is safe to do so. Consult with local fire officials on this subject

Faculty/Staff

- Close all windows in class.
- Line students up for evacuation.
- Put on fluorescent vest from “Go Kit” take kit with you as you depart the class.
- Close but DO NOT LOCK door when exiting room.
- Evacuate students via primary or secondary evacuation route as posted in class.
- Once at evacuation site, count students and hold up appropriate card displaying accountability status.

Athletic Trainer (if available)

- Close any open windows in clinic.
- Evacuate to designated area taking “Medical Evacuation Kit”
- Close door but DO NOT LOCK upon departure.
- Monitor for illness or injury at evacuation site.

Counselors

- Coordinate school-crisis intervention team activities, if needed.

HAZARDOUS MATERIALS**Hazardous Materials – Biological****DEFINITION:**

Hazardous materials that are stored at or near the school, that are transported through the area, or that arrive through the mail can pose a threat to students and staff. Incidents involving toxic chemicals, radioactive materials, and bacteria or microorganisms require a specialized public safety response.

If deemed necessary by school administration, the local Emergency Management Agency will be contacted immediately and asked for guidance for dealing with specific hazardous materials. The local Emergency Management Agency/Fire Department may order the evacuation of a school or work site.

SIGNAL: Notify building occupants. Do not use fire alarm SIGNAL as this may take persons into the spilled area.

STEPS OF ACTION:

1. There are two basic actions:

- a. Evacuate the students to a safe location at right angles to and upwind of the accident site;
 - b. Seal the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.
2. Emergency response personnel will normally instruct the Administrator-in-Charge to take the action deemed most appropriate.
3. In case of imminent danger, and emergency response personnel have not yet arrived, the principal or his/her designee must decide the most appropriate action. Evacuation to designated areas, as well as family reunification protocol, may need to be initiated by principal or designee.
4. In the event of mass contamination/weapons of mass destruction incidents, EMA, GEMA, FEMA will be contacted for direction.
5. Follow-up action will be determined by emergency response personnel in coordination with school officials and may include, but is not limited to the following:
 - a. Activating the Emergency Management Team to facilitate evacuation to a family relocation site;
 - b. Determining the relocation site;
 - c. Dispatching buses to move students to the relocation site;
 - d. Releasing information to parents/public.
6. EMT should:
 - a. follow directives of the Administrator-in-Charge;
 - b. render assistance to students and staff;
 - c. sweep the building and send “missing students” to the Library;
 - d. Meet incoming emergency response units.

ROLES:

VP of Operations

- VP of Operations will call 911(EMA, EMS, Law Enforcement, Fire Department) and superintendent.
- Act as liaison with EMA.
- Activate ERT if appropriate after consultation with local emergency management officials.

Deans

- Coordinate communication. Secretary should keep telephone lines open/contact emergency personnel.

Faculty

- Seal room. (Close doors and windows).
- Immediately take roll; alert appropriate personnel of missing students.
- Maintain normal routine unless otherwise instructed.

Maintenance/Housekeeping

- Shut off air handling equipment, seal vents with garbage bags and duct tape, seal outside doors with duct tape..

Staff

- Assist in traffic control into and out of school site.

DEATH / INJURY / ILLNESS ON CAMPUS**Death/Injury/Illness at School****Definition:**

Death, injury or severe illness of the school staff or student body.

SIGNAL: Code 3 Lockdown or evacuate

STEPS OF ACTION:**NON-CRITICAL**

1. In non-critical situations administer first aid.

CRITICAL

1. Notify school authorities immediately.
2. School officials should notify rescue personnel, law enforcement officials, and the victim's family.
3. Lockdown procedures should go into effect as soon as school officials are notified.
4. Do not use the victim's name when talking in radios, cell phones, or cordless phones until so directed by school officials. Non-school personnel using scanners or radios on the same frequency may overhear the victim's name before the family can be notified, creating undue problems.
5. Teachers will be informed to keep their students in the classroom until further notice.
6. Staff certified in first aid will be alerted to go to the incident and administer first aid to injured students. Administration will get staff to cover first aid responders' classrooms.
7. Administration will determine if School Evacuation Protocol or Family Reunification Protocol needs to be implemented.
8. All attending personell are reminded not to disrupt any potential crime scene that may exist, except to render first aid or medical assistance. Life safety measures such as the delivery of first aid or other medical assistance take priority over crime scene preservation.
9. School Administrators will designate school personnel to meet first responders and provide much information as possible to the responders.
10. Recommend school counselors, social workers and psychologists develop a crisis plan for assisting all schools and amilies affected (ex. Siblings at neighboring schools, parents/guardians working in school system, etc.).

ROLES:**VP of Operations**

- Initiate lockdown or evacuation as appropriate.
- Determine if family reunification will be initiated.
- Supervise care of person(s).
- Designate school personnel to meet first responders and provide much information as possible to the responders

- Communicate with parents/family.
- Contact administrators at other schools at which family members attend or work.
- Prepare statement to be sent home with students.

Deans

- Contact Law Enforcement/911
- Contact Athletic Trainer and CPR/First Aid certified staff and advise them of the location of the incident.
- Get staff to cover first aid responders' classrooms.
- Aid in communication with emergency services.

Maintenance/Housekeeping

- Aid teachers and others in first aid unless there is a building mechanical problem, then, attend to it first.

Faculty

- Implement lockdown procedure.
- Stay with students, assess first aid needs, take roll, and contact main office, if appropriate.

Athletic Trainer (if available)

- Assist with first aid. Help with communication to parents. .

Counselors

- Coordinate school-crisis intervention team activities, if needed.

AFTER SCHOOL HOURS

School administrator will inform staff and students of the death on the following day or use emergency phone list at the discretion of administrator.

School counselors, and psychologists will follow BPC crisis plan upon president's initiation.

UTILITY FAILURES / AFTER HOURS EMERGENCIES

Utility Failures

DEFINITION: Electrical power failure, gas line break, water main or sewer break, and/or electrical power break.

SIGNAL: Should building need to be evacuated, follow fire drill procedure with a verbal announcement; follow by manually tripping the fire alarm. In the event of electrical failure and need to evacuate, verbal notification would be given on a class-by-class basis. **If the school is evacuated due to a gas leak, the fire alarm system is not to be utilized.**

STEPS OF ACTION:

- If necessary, administration will determine if fire evacuation or school evacuation protocol will be implemented. School administration will notify appropriate maintenance personnel.

- Stay in your classroom. Keep students in your classroom.
- Open your classroom door. This will allow some ambient light from the hallway to enter the room.
- Stand near or at your door to hear or receive any directions or instructions.
- Remove your students only when directed to do so. Proceed to the location indicated by the administration.
- Secure your computer and emergency SIGNAL cards prior to leaving your classroom.
- In the event of electrical failure and need to evacuate, verbal notification would be given on a class-by-class basis. A visual check of all school areas would be conducted by EMT and other designated staff.
- In the event of a long term power outage, all perishable food items will be relocated to appropriate sites.
- Any time that the school is evacuated due to a gas leak, the fire alarm system is not to be utilized, as alarm may cause faculty to take students into areas of highest gas concentration.
- If necessary, the school will be evacuated to Bomb Threat Evacuation sites that are downwind from the school.

ROLES:**VP of Operations**

- Determine if there is a need to evacuate.
- Notify maintenance staff.
- Notify teachers of course of action.

Deans

- Follow VP of Operations' instructions.

Faculty

- Keep students in class and await further instruction.

Maintenance

- Cut utility off at main switch.
- Contact utility company.
- Follow maintenance protocol.

Electrical Power Failure

Call Georgia Power

Gas Line Break

Call 911 if emergency exists

Water Line Break or Sewage Break

Call City Hall

Call 911 if emergency exists

After Hours Utility Emergency

Call maintenance director, Dewayne Bynum

912-253-9353

After School Hours Emergency

DEFINITION: An emergency occurring before or after school

SIGNAL: See specific emergency in this booklet and use appropriate SIGNAL. Evacuate building if necessary.

STEPS OF ACTION: See specific emergency and use those procedures.

ROLES:

Staff members in building: Contact emergency people and perform the following acts:

1. Follow appropriate procedure.
2. Contact Maintenance Director via cell.
3. If after-school groups are present, alert students and staff of emergency and follow *Steps of Action* for that emergency.

MEDIA

Media Protocol

MEDIA RELEASES AND PROTOCOL

The media can serve as a great resource for information dissemination during a crisis. In order to utilize this tool, schools must provide factual response information to the media as quickly as possible during a crisis. School Emergency Operations Plan should be coordinated with local media representatives to facilitate an efficient community response during a school-related crisis.

SITE PREPARATION:

News Media in Event of School Disturbances

- 1) All statements to the news media should come from the *VP of Communications*. The VP should have a predetermined site away from the main campus from which the media will receive information and broadcast. Members of the Emergency Management Team (EMT) should direct all media to this site.
- 2) Questions of the news media should be answered by *the VP of Communications* as soon as the situation permits. Other members of the school staff should refrain from making statements to the news media, except as authorized to do so.
- 3) When a school related crisis occurs, the media liaison (VP of Communications) should immediately begin providing the media with factual information that needs to be transmitted to the community. **Schools should make every effort to keep the names of any injured students and staff protected until the families of the victims have been notified.**

- 4) The *Administrator-In-Charge* should not hesitate to limit actions of the news media, if those actions interfere with control of the situation in the school.
- 5) Factually incorrect reports of the news media affect the image of the schools. Such reports should be called to the attention of the news media in a courteous and cooperative manner.
- 6) If the incident is of criminal nature, the media liaison will coordinate all statements and releases with law enforcement personnel.
- 7) School system will establish a safe staging area for media during an incident, if applicable. This site will be far enough from the school and family reunification site to ensure that the response operations are not interrupted. Multiple staging areas will be identified..

Communications and Warning

Media personnel often monitor radios frequencies of local public safety agencies. It is certain that local media will have immediate knowledge that a crisis has occurred in a school and will respond quickly. School administrators must be prepared for this response and use the media to provide updates to the public, as information becomes available. Schools should not provide vague information when calling public safety in an attempt to hide the situation from the media. This can cause a dangerous situation for first responders.

SPECIAL NEEDS STAFF

Special Needs Persons

In any evacuations, all special needs persons will be assisted by individuals of the school's protocol team assigned by the principal.

Emergency medication kits of special needs students will be properly stocked, secured, and transportable.

FAMILY REUNIFICATION / CRISIS COUNSELING

Family Reunification Protocol

In certain major school crisis incidents, it will be necessary to evacuate students and school employees away from the crisis site. One major problem that has occurred repeatedly is the tendency for large numbers of parents, guardians, friends, and relatives to rush to the incident site to check on the wellbeing of students and employees. This often results in blockage of streets in all directions near the school and large numbers of people wandering around the

campus in a state of panic. In a number of school crisis situations around the nation, the efforts of school officials and public safety responders to deal with the crisis situation have been severely hampered by these individuals and their vehicles.

The most effective way to prevent this chaos is to make significant efforts to redirect those concerned parties to a site that is remote from the school and to evacuate students and school employees to that site. This site is designated as a Family Reunification Site.

- The Brewton-Parker College Family Reunification Site Protocol utilizes one designated site with several designated back up sites.
- The location of these sites will not be publicly pre-announced for security reasons and because back up sites will be used at certain times of the year when the primary site is not suitable.
- During a crisis, the Emergency Response Team will make a determination as to whether a full evacuation to the Family Reunification Center is appropriate within the first five to fifteen minutes of the crisis.
- If full evacuation is required, the Emergency Response Team will communicate this decision and the site location to the incident scene commander and to the local media.
- A secure area within the family reunification site and away from waiting family members will be established for arriving students and staff that is away from waiting family members.
- Staff members will be utilized to organize the numerous public safety and mental health personnel who will be responding to the site.
- Staff members/volunteers will be assigned to coordinate the signing out of students to authorized parents/guardian.
- Staff members will be assigned to check the identification of all persons who arrive to the family reunification area and/or evacuation site.
- A mental health professional will be assigned to the family reunification area to calm those who are waiting and to distribute information sheets on traumatic stress reactions.

The Family Reunification Site Protocol shall be used under the following conditions:

- Whenever a student is shot on school property.
- Whenever any other person is shot on or near school property and the situation indicates that danger is still present that would require evacuation.
- Whenever any other person is shot on or near school property and the situation indicates that a mass panic response from the community is likely.
- An explosive device detonates on school property.
- A functional explosive device is found on school property.
- A hostage situation takes place on the campus.
- A situation involving a barricaded subject armed with explosives or firearms takes place on the campus.
- A severe weather crisis occurs which requires removal of personnel to a safe remote location.

- A weapon of mass destruction or hazardous materials incident occurs on or near the campus and public safety responders determine that mass evacuation to a remote location is required.
- Whenever the facility or grounds is rendered unsafe and evacuation to a remote site is needed.

Crisis Counseling Protocol

When any tragic or catastrophic event occurs at BPC that may impact the student body, the Crisis Counseling Protocol should be put into action. The VP of Operations will determine the need for the plan to be activated and will, if needed, contact the Emergency Management Team Coordinator (School Counselor) who will implement the plan. This decision will be based on the estimation of the degree of emotional trauma with which the students must deal when they come together as a group. Also to be considered is the impact the event will have on the ability of students, faculty, and staff to participate in the routine of a normal school day.

If determination is made that the Crisis Counseling Protocol should be placed in action, it would be helpful for the crisis team assembled to follow the procedures listed here. Additionally, team members will have access to a crisis counseling resource manual which gives counseling guidelines and suggestions for particular incidents such as a shooting on campus, the death of student(s)/faculty member(s) off campus/on campus, kidnapping at school/in the community, destruction of a school facility, or a death/murder on campus.

I. Preliminary Procedures for Crisis Counseling Team

- A. The Emergency Management Team Coordinator will notify team members of when and where to assemble.
- B. Team members should carefully note the time and place of the meeting and prepare to be on time and ready to assist students and staff.
- C. Team members should sign in at the appropriate location and wear appropriate identification. County employees should wear their school identification badges. Other individuals should pick up visitors' badges from the office of the school to which they have reported.
- D. The Crisis Counseling Team should meet with the local school administration prior to the start of the school day to learn up-to-date facts of the situation, to share concerns, to hear of plans for the day, and to learn information that should be disseminated to students. Such a meeting will prevent the relating of misinterpretation and rumors. If possible, the facts and procedures for the day should be presented in a memo form so that everyone will have the same information and so that everyone may refer back to the memo if questions arise.
- E. Teachers should be given handouts of suggestions for counseling with students in classrooms (for example, the stages of grief, warning signs of suicide.) Teachers should be encouraged to use empathy with students. They should keep in mind that even though a student may not have known the victim(s) he/she may have

suffered a loss in the past, which is called to mind by the current situation. Teachers should be encouraged to be good listeners.

- F. Crisis Team Members should only deal with students and faculty. Media personnel should be referred to the Media Staging Area.
- G. The school counselor(s) should have the following items ready and available at his/her school: Bibles, pens, pencils, writing pads, art paper, markers, water, cups, tissue, Crisis Counseling Team badges, a sign-in log book for students, and stick on name tags for students who visit the Counseling Center.

II. Crisis Counseling Procedures

Employees and students who wish information about counseling and treatment programs, either for personal substance abuse problems or for family members or others, may contact the Counseling Department. Brewton-Parker College recognizes the importance of assisting employees in dealing with substance abuse problems and to that end offers educational and benefit programs dealing with such matters. Employees, who voluntarily seek assistance for substance abuse before problems associated with such abuse come to the attention of Brewton-Parker College, will generally be permitted to continue work provided that (1) a recognizable treatment or rehabilitation program is followed; and (2) all standards of job performance and conduct are met in some cases, temporary or permanent reassignment may be necessary. Information concerning employees who participate in treatment and or rehabilitation program will be accorded confidential status. Only those persons who have a need to know shall have access to such information. Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous are important resources for long-term support. Contact information for those groups is as follows:

- Alcoholics anonymous (404) 525-3178 www.aa.org
- Narcotics anonymous 1-818-773-9999 www.na.org

Some outside agencies offering rehabilitation and treatment programs include the following:
ATLANTA

Anchor Behavioral Hospital 5454 Yorktown Dr. Atlanta GA
30349 (770) 991-6044

Midtown Behavioral Hospital 811 Juniper St. NE Atlanta GA
30308 (404) 881-5800

Peachford Hospital 2151 Peachford Rd. Atlanta GA 30338
(770) 455-3200

Metro Atlanta

Recovery Residences 2801 Clearview Pl. Doraville GA 30340
(770) 457-1222

Ridgeview Institute 3995 S. Cobb Dr. SE Smyrna GA 30080
(770) 434-4567

Toombs Counseling Center
Vidalia Georgia

Dublin Mental Health Center
Montgomery County Health Department

- A. Crisis Counseling Team Members may be divided into sub-teams.
1. Members should be assigned to the Crisis Room where students may go for crisis counseling. A site should be designated as the Crisis Room prior to an event, which requires such a room. If possible, the room should have a large area for group counseling and smaller areas for individual counseling. It may be helpful for the areas to have soft lighting.
 - a. Counselors should be assigned to an area for group counseling.
 - b. Counselors should be assigned to an area for individual counseling.
 2. Members may be assigned to visit classrooms to assist teachers with students who do not want to go to the Crisis Room but who still need support services. Members may suggest follow-up activities for teachers to use with students such as journaling and letter writing. Students should be allowed time to vent their emotions and be given suggestions for ways of coping with the event. Members should correct misinformation and dispel rumors that students may have heard and provide support for the grieving students.
 3. Team members may be assigned to monitor the halls and restrooms. Team members need to be aware of students who seem extremely distraught, depressed, or suicidal. Some students, on the other hand, may be avoiding supervision in the classroom.
 4. Team members may be assigned to the gymnasium where large groups of students in PE classes may need support services. Also, supervision is needed for students who feel the need for fresh air and/or exercise and are allowed to walk outside the building.
 5. In the case of the death of a student(s) or teacher(s), some team members may follow the schedule of the deceased student(s) or teacher(s) in order to meet with his/her/their classmates/students. The same procedures may be followed that are used for the classroom counseling discussed above.
 6. Some Team Members may be assigned to assist teachers who are in need of support services. An area for those teachers to gather may be designated by the Emergency Management Coordinator.
- B. The Coordinator should maintain a sign-in book at the Crisis Room. Those students signing in may need follow-up services to insure that they are coping appropriately with the incident and its aftermath.
- C. No matter where assigned, team members should maintain a list of those students who appear to be unusually upset, withdrawn, or otherwise demonstrating behavior that would merit monitoring over the days or weeks following the incident.

- D. Crisis Counseling Team Members should always remain non-denominational in their approach to students and in their counseling with students.
 - 1. Allow student(s) to request his/her/their personal minister(s) if he/she/they desire
 - 2. Do not lead students in prayer but allow them to gather for prayer if they so desire.
 - E. Crisis Counseling Team Members should review the suggestions of counseling techniques delineated in the crisis counseling resource manual.
 - F. The coordinator should monitor events and various counseling sites carefully to make any necessary adjustments to the schedule.
- III. Crisis Counseling Procedures at a facility other than a school
- A. To the extent, possible, the procedures for the crisis counseling at a facility serving students other than the regular school facility should be the same as procedures at the regular school site.
 - B. Counselors will gather with the Emergency Management Team Coordinator prior to reporting to the alternative facility to receive instructions regarding changes in procedures.
 - C. Flexibility is very important in dealing with a crisis counseling situation which requires an alternative facility site.
- IV. Follow-up procedures for the Crisis Counseling Team and/or school administration.
- A. The school facility and staff along with the Crisis Counseling Team should meet at the end of the day for debriefing by the Emergency Management Team Coordinator.
 - 1. All should learn of any information needed for the next school day and learn how the day progressed for everyone.
 - 2. The Crisis Team should make themselves available after the meeting for any staff member who would like to meet with them.
 - 3. The Emergency Management Team Coordinator and school administration should determine if the Crisis Counseling Team will report to the site the following day for continued support services.
 - 4. The Crisis Counseling Team should meet as a group at the end of the day to de-brief and to de-escalate after an emotional and stressful day.
 - a. Report names of any students in need of immediate attention.
 - b. Relate any pertinent information to the group.
 - c. Vent emotions.
 - d. Offer support to other team members.
 - e. Discuss problem areas.
 - f. Relate what went well and offer suggestions for improvement.

Emergency Response Teams

Dave Epling	VP of Operations, ERT DIRECTOR
Nikki Bell	Risk Management and Security Director
Steve Edwards	Dean of Men
Rebekah Meal	Dean of Women
Daniel Prevett	Athletic Director

System Crisis Intervention Team

Thaddeus Holloway	Counselor
Vance Rhoades	Counselor
Bucky Kennedy	Pastor, First Baptist Vidalia
Karl Hay	Pastor, First Baptist Mt Vernon
Bobby Thompson	Pastor, Tabernacle Baptist Church
Lauren Youmans	Campus Minister

**Brewton-Parker College Crime Statistics
2012 – 2014**

Criminal Offenses-On-campus			
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	1	2
j. Aggravated assault	0	1	1
k. Burglary	4	10	2
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Caveat:

2013- line i. changed from 0 to 1 to correct data entry error.

Criminal Offenses-On- campus Student Housing Facilities

	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	1	2
j. Aggravated assault	0	1	1
k. Burglary	4	10	2
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Caveat:

2013- line i. changed from 0 to 1 to correct data entry error.

Criminal Offenses-Noncampus

	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0

g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses-Public Property

	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Crimes-On-campus

	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny-theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/vandalism of property	0	0	0

Hate Crimes-On-campus Student Housing Facilities			
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny-theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/vandalism of property	0	0	0
Hate Crimes-Noncampus			
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny-theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/vandalism of property	0	0	0
Hate Crimes-Public Property			
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0

c. Sex offences-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offences- Non-forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny-theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/vandalism of property	0	0	0

VAWA Offenses-On-campus

	2012	2013	2014
a. Domestic violence			0
b. Dating violence			0
c. Stalking			0

VAWA Offenses-On-campus Student Housing Facilities

	2012	2013	2014
a. Domestic violence			0
b. Dating violence			0
c. Stalking			0

VAWA Offenses-Noncampus

	2012	2013	2014
a. Domestic violence			0
b. Dating violence			0
c. Stalking			0

VAWA Offenses-Public Property

	2012	2013	2014
a. Domestic violence			0
b. Dating violence			0
c. Stalking			0

Arrests-On-campus

	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	3	0	0

Arrests-On-campus Student Housing Facilities			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	0
Arrests-Noncampus			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.		0	0
b. Drug abuse violations		0	0
c. Liquor law violations		0	0
Arrests-Public Property			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	3	0	0
Disciplinary Actions-On-campus			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	2	0
b. Drug abuse violations	2	0	4
c. Liquor law violations	5	4	1
Disciplinary Actions-On-campus Student Housing Facilities			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	2	0	4
c. Liquor law violations	5	0	1
Disciplinary Actions-Noncampus			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.		0	0
b. Drug abuse violations		0	0
c. Liquor law violations		0	0
Disciplinary Actions-Noncampus			
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	1	0
c. Liquor law violations	0	0	0
Caveat: 2013-Line c. corrected from 40 to 0 to remove incidents that occurred at a private residence.			
Unfounded Crimes			
	2012	2013	2014
a. Total unfounded crimes.			0

