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ECCLESIA COLLEGE  
CAMPUS SAFETY AND SECURITY  
&  
Annual Fire Safety Report  
September 28, 2017

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## EMERGENCY PHONE NUMBERS AND CONTACT INFORMATION

<u>Position</u>	<u>Name</u>	<u>Contact</u>
#President	Oren Paris^^	479-248-7236
#Dean of Students	J. E. Wadkins	479-248-7236x212
#Resident Director	Tania Fredericks	479-306-2734
#Physical Plant Director	Dennis Haggard	479-228-2872
#Faculty Representative	Liz Newlun	479-248-7236x232
#CMT Coordinator	Rolands Narkis	479-347-9728

Resident Assistants available to students via cell phone.

# Crisis Management Team (CMT)

^^ Authorized to speak with media

Emergency # - 911

Springdale Police Department – 479-756-8200

Springdale Fire Department – 479-751-4510

Poison Control – 800-222-1222

Power Outage – Carrol Electric 800-432-9720

SWEPCO 888-218-3919

In an emergency, call the supervisor in each affected department.

If it involves students, contact J. E. Wadkins

If it involves faculty, contact Dr. Bob Headrick

# EMERGENCY PLAN AND ALERTS

## II. RECOMMENDED PROCEDURES

This section entails a list of recommended procedures for some types of emergencies. These procedures may be followed in sequence, unless conditions dictate otherwise.

### **SEVERE STORMS / TORNADO**

- During any storm, listen to local news or a NOAA Weather Radio to stay informed about tornado watches and warnings.
- The RA will have designated the safest room in your dorm where residents may gather during a tornado. This should be a lowest floor room, or an interior room with no windows.
- The College prepares for high winds by removing diseased / damaged limbs from trees.
- Watch for tornado danger signs:

–Dark, often greenish clouds – a phenomenon caused by hail

–Wall cloud – an isolated lowering of the base of a thunderstorm

–Cloud of debris

–Large hail

–Funnel cloud – a visible rotating extension of the cloud base

–Roaring noise

### **ARMED SUSPECTS/ACTIVE SHOOTER**

<http://emilms.fema.gov/IS907/AS01summary.htm>

If you suspect an individual of carrying a weapon on campus, call 911 and/or contact Campus Safety.

An active shooter is an armed individual who has used deadly force and continues to do so with unrestricted access. The incident may be over quickly and can occur anytime and anywhere. It can involve single shooters, multiple shooters, close encounters, distant encounters, random victims, and mobile confrontations. Unfortunately, college campuses are not immune from an active shooter incident. A survival mindset can provide a strong foundation upon which you can base decisions and your course of action. It enables you to act quickly and effectively. It is comprised of three components; awareness, preparation, and rehearsal.

**Awareness**

Gain a basic understanding of the situation.  
Become attuned to your environment.

**Preparation**

Look at your environment through the lens of survival.  
“What if” questions are critical in developing effective response strategies.  
Survivors prepare themselves both mentally and emotionally to do whatever it takes to survive.

**Rehearsal**

Mentally or physically practice of your plan will reduce response time and build confidence.

**PREPARED**

**-VS-**

**UNPREPARED**

Prepared

Unprepared

Startle and fear

Startle and fear

Feel anxious

Panic

Recall what they have learned

Fall into disbelief

Prepare to act as rehearsed

Lost in denial

Commit to action

Descend into helplessness

**BOMB THREAT**

[http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)

Bomb threats on campus shall be handled by the Campus Safety team. The decision to evacuate any Ecclesia property will be made at the time of the incident.

Crisis evacuation location: United Methodist Church parking lot, Elm Springs

Procedures\* for handling a bomb threat caller:

If an individual receives a bomb threat call, he/she should immediately record the time the call was received and terminated. The person receiving the telephone call should attempt to gather some of the information listed below.

Determine if the caller is a Male or female?

Ask the caller where the bomb is planted?

Ask the caller when the bomb is going to explode?

Ask the caller where he/she is calling from?

As soon as possible, call 911 or Campus Safety.

Procedure if/when a suspicious package is found:  
DO NOT TOUCH OR MOVE THE OBJECT!  
Immediately leave the area and call Campus Safety or 911  
Advise others in the area to do the same

\*Orientation / Training is provided to Receptionists by Campus Safety personnel

## **FIRE**

See section titled **Annual Fire Safety Report**

## **MEDICAL EMERGENCY**

If a serious injury or illness occurs, remain calm and proceed as follows:

Call Campus Safety or call 911 directly. Relay the following:

Your name.

Location of the victim.

Indicate whether or not the victim is conscious and breathing.

Describe the nature and severity of the medical problem.

Provide an estimated age and gender of the victim.

Look for emergency medical ID and give all information to the dispatcher.

If trained to administer first aid/CPR, do so.

### **NOTE:**

Student Life Staff who are trained on how to administer first aid and CPR are posted in the Safety Office.

## **SUICIDE**

Students, Faculty, and Staff must take all statements or notes about suicidal thoughts seriously. If a person threatens to commit suicide on campus and has the means or a lethal weapon available, the following steps should be taken:

Remain calm and immediately alert Resident Life and/or call 911.

Provide as much information as possible to Resident Life and/or 911 operator (location, your name, name of suicidal person, a call-back phone number, and intended weapon/drug).

Make a mental note of everything the suicidal person says and does.

Do not minimize or challenge the person's threat; take it seriously.

Never promise confidentiality; instead, promise help and privacy.

Retreat if your safety is at risk

If possible, attempt to keep the person calm until Campus Safety and/or the police arrive.

## **POWER OUTAGE**

Notify RD or Physical Plant Director.

Secure any equipment that might present a danger or be damaged while electrical power is off, or when power is restored.

If possible, turn off all equipment to reduce overload and to prevent damage when power is restored.

Remain where you are unless told to evacuate.

Raise window blinds to let in outside light.

If evacuation of the building is ordered, seek out and assist any persons with disabilities.

Leave room light switches in the ON position.

Emergency lighting in stairwells and throughout the common areas will activate.

## **HAZARDOUS LEAK OR SPILL**

Take steps to protect all chemical containers and gas cylinders prior to a violent shake from an earthquake.

Any serious chemical spill should be reported to Facilities Services and Campus Safety immediately.

Depending on the severity of the spill, be prepared to evacuate the building.

Stay upwind and upstream of the spill.

In the event of a large off campus spill, evacuation of the campus may be necessary.

Be prepared to cooperate with traffic control officials.

## PREVENTION AND MITIGATION

### Daily Activity Report (DAR)

A daily activity report is documented (electronic and/or hard copy by the EC Campus Safety Office. The DAR documents any incidents that have occurred on campus.

### Missing Students Policy (Resident Students only)

If a staff member is informed that a student has been missing, the RD will check with resident life staff to see if they have information, if not the RD will attempt to contact the student, his/her roommate, and the emergency contact person on file with the director of student life. If the student is not located after 24 hours, the local law enforcement will be called.

### Room Checks

At the beginning of each year, the resident life staff talks with resident students about room furniture setup to ensure the room is safe in case of a fire or storm. Following the safety meetings, the RAs conduct periodic room safety checks.

### Safety and Training

Each August, all faculty, staff, and students will be instructed in the Crisis Management Plan, including any updates in procedures or contact information. Additionally, the student life staff will conduct periodic fire drills with students.

## PHASES OF RESPONSE

### **Initial**

The first response in any situation should always have the safety of the students and the college community in mind. Any college employee is able to make a judgment about when and if to call the proper authorities. Contact 9-1-1 or your supervisor as soon as possible before a situation gets out of control. Remember, dealing with an initial small incident is much better than ignoring a situation until it becomes serious. Inform your department head ASAP.

### **Action**

After being contacted, the department head(s) and the Crisis Management Team (CMT) will assign a category (critical incident, crisis, or disaster) to the situation and decide upon a plan of action.

### **Resolution**

Following the emergency, the department head(s) will submit a report to the full CMT. A decision will be made by the CMT regarding what further action needs to be taken to follow-up the situation.



## LEVELS OF EMERGENCIES

Following the Initial Stage of response, the CMT will identify the incident as one of the following:

**Critical Incident:** A critical incident is an event that causes disruption to part of the campus community such as a medical emergency (choking, asthma attack) or an accident or incident away from campus (car accident, student off-campus arrest).

***Stage 1*** This is a critical incident which only affects one department. It can be handled by the head of that department without involving the full Crisis Management Team. The department head should inform the rest of the Crisis Management Team via Incident Report ASAP. The department head should handle this situation and submit a report summarizing the incident, the action taken, and the continuing ramifications within 24 hours of the incident (see Incident Report).

***Stage 2*** This is a significant critical incident that involves multiple departments. All members of the CMT should be notified ASAP. The heads of each affected department will be contacted along with the president of the college. The department heads, along with the president, will assess the situation together and decide on a plan of action. Within 24 hours, a report will be made to the full Crisis Management Team regarding the incident, actions taken, and the continuing ramifications.

**Crisis:** A crisis is an unexpected event that disrupts the entire institution such as a health/safety emergency (fire, flooding, chemical spill, suicide, epidemic) or a criminal incident (intruder on campus, sexual assault).

***Stage 3*** This is a serious crisis that affects the entire college campus. After contacting emergency personnel and handling the initial stage of the crisis to ensure the safety of the campus, the CMT should be notified ASAP. Upon notification, the entire CMT will meet together to assess the situation and decide upon an action plan. Following the incident, the president will assign one of the team members to write a crisis report to be submitted to the CMT at an official meeting.

**Disaster:** A disaster is an unexpected event that disrupts normal operations of not only the institution but the surrounding community as well, such as a natural disaster (severe tornado, airline crash in the near vicinity of the campus)

***Stage 4*** This is a regional or national emergency that affects the college campus but also the surrounding community. All employees of the college should act to ensure safety of the students and employees; the entire CMT will be notified ASAP. Upon notification, the CMT will meet together to assess the situation and decide upon an action plan. Following the incident, the team will construct a crisis report.

## GENERAL EMERGENCY PROCEDURES

Alarms/Announcements: Some buildings are equipped with a fire alarm system to alert students of a smoke/fire emergency. The college utilizes a variety of communication methods to relay announcements to the students, including email blasts, text messaging, Populi announcements, face to face announcements after assembly, Facebook, and alerts posted on the college website. The college will utilize the most appropriate communication method for the emergency being faced at that time – if you receive an emergency message, follow the instructions immediately.

Building Evacuation: If a building needs to be evacuated, all individuals need to follow the evacuation plan posted in each building or residential room. Essentially, all individuals need to move quickly and safely to their evacuation site. If the building needs to remain vacant for an extended amount of time, the Crisis Management Team (CMT) will decide upon a long term relocation plan.

Campus Evacuation: In the event that the campus (or an individual building) needs to be evacuated, all evacuees need to move immediately to the primary evacuation location: **Administration Building “Dome” Parking Lot** (see map following). If this primary location is unsafe, individuals will be directed to a secondary location by a college staff member.

Employee Injury: In the event that an employee of the college (including a student employee) gets injured, he or she needs to go to the nearest medical clinic covered by his/her insurance. If this injury is an emergency, call 9-1-1. Addresses of local hospitals are found at the end of this document.

First Aid and Emergency Kits: Each residential hall has a First Aid Kit located in the RAs' rooms; additional emergency/safety supplies can be found in the Campus Safety Office . These kits are updated annually and checked regularly; they include a limited amount of bottled water and non-perishable foods. They also each have an updated Crisis Management Plan with contact phone numbers. Certain student life staff members are trained in CPR and First Aid. Students, faculty, and staff are encouraged to keep their own personal first aid and emergency kit supplies in their dorm rooms or offices.

Lockdown: In case of building and/or campus lock-down, each building will be contacted using cell phones or another appropriate communication method.

The college uses the ALICE system: Alert, Lockdown, Inform, Counter, and Evacuate.

Media Interaction: Only the president (or an authorized appointee) can communicate with the media.

## CAMPUS SAFETY

### REPORTING CRIME OR EMERGENCY ON CAMPUS

College community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to police in a timely manner.

#### TO REPORT A CRIME:

Contact Springdale Police 479-756-8200 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Resident Halls should be reported to the police department. In addition you may want to report a crime to the following areas:

1. Dean of Students	479-248-7236 ext. 212
2. Resident Director	479-419-8388

### CAMPUS SECURITY PERSONNEL

While Ecclesia College does not maintain a campus police department or security service, campus is regularly monitored by local police and sheriff authorities. Additionally members of Ecclesia's faculty and staff, along with students are strongly encouraged to report any suspicious activities and to be aware of campus security.

### CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the Campus System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Student Development office in a timely manner.

Note: As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus safety authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

### PASTORAL COUNSELOR

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### PROFESSIONAL COUNSELOR

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## SAFETY AWARENESS PROGRAMS

During orientation in September students are informed of services offered by Ecclesia College and local police. Presentations outline ways to maintain personal safety and residence hall safety. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the college y community through alerts posted prominently throughout campus, through computer memos sent over the college's electronic mail system.

## SUBSTANCE ABUSE EDUCATION

- **Alcohol Policy**

Alcohol use is prohibited by any EC enrolled student. Essentially alcohol related infractions fall under different categories:

1. Underage drinking (on or off campus)
2. Drinking by any EC enrolled student (on or off campus)
3. Drinking to Excess (Drunkenness)
4. Providing or offering alcohol to underage individuals.
5. Creating a tempting environment where students feel pressured to drink.
6. Driving after Drinking

If you feel like alcohol is a personal area of weakness, you should speak with a member of the student life staff to establish a plan of accountability and assistance.

- **Illegal Drugs**

Ecclesia College is a drug-free campus, and therefore prohibits the use of illegal drugs anywhere at any time, especially on the campus and at any college-related function. Possession, distribution, or use of non-medicinal or illegal drugs is not allowed at any time. If a student is caught in possession of illegal drugs or paraphernalia, they will be disciplined according to the college's discipline program; additionally, he/she may be referred to local law enforcement for the applicable legal sanctions.

- **Health Risks of Drug & Alcohol Usage**

**Alcohol Abuse** — When excessive amounts of alcohol are consumed in a short amount of time (binge drinking), the brain is deprived of oxygen and will eventually cause the brain to shut down the voluntary functions that regulate breathing and heart rate. Excessive drinking can lead to alcohol poisoning which may cause the following ...

- Vomiting
- Unconsciousness and eventual death
- Cold, clammy, pale, or bluish skin
- Slow or irregular breathing

Source: [www.elks.org/drugs](http://www.elks.org/drugs)

**Marijuana** — a green, brown, or gray mixture of dried, shredded leaves, stems, seeds of the hemp plant usually smoked as a cigarette. It causes mental and physical impairments including ...

- Memory, attention, and learning loss
- Respiratory infections
- Increased heart rate
- Anxiety and panic attacks

Source: [www.dea.gov](http://www.dea.gov)

**Methamphetamine** — a white, odorless, crystalline powder that can be smoked, snorted, injected, or orally ingested. It causes primarily psychotic behavior and brain damage, including ...

- Addiction
- Violent behavior
- Anxiety, confusion, insomnia, auditory hallucinations, mood disturbances, delusions, and paranoia
- Brain damage similar to Alzheimer's disease, stroke, and epilepsy

Source: [www.dea.gov](http://www.dea.gov)

**Steroids** — a prescription drug that is either injected or orally ingested including the common names of Anadrol, Oxandrin, Dianabol, Winstrol, Durabolin, and Depo-Testosterone. The health risks are both mental and physical, including ...

- Acne, breast development, baldness in men
- Facial hair, deepened voice, menstrual irregularities in women
- Increased irritability, aggression, mood swings, fatigue, restlessness, loss of appetite, insomnia, reduced sex drive, and depression
- Liver cancer, heart attacks, and high cholesterol

Source: [www.elks.org/drugs](http://www.elks.org/drugs) & [www.dea.gov](http://www.dea.gov)

If you are struggling with the effects of alcohol or drug abuse or are addicted to any of the above (or other substances), contact the dean of student life for information on treatment centers and counseling.

#### CRIMINAL ACTIVITY OFF CAMPUS

When an Ecclesia student is involved in an off-campus offense, Ecclesia College will act in cooperation with local, state, or federal law enforcement. Ecclesia College operates no off-campus housing or off-campus student organization facilities. However, some students live in the surrounding neighborhoods and communities.

## SEX OFFENSES

### Sexual Assault Prevention and Response

The College educates the student community about sexual assaults and date rape through required orientations each year. The Police Department offers sexual assault education and information programs to College students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety.

You should then obtain necessary medical treatment. Ecclesia strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to local police and/or to a Housing and Residential Director. Filing a report with the Student Development Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the campus disciplinary system, or only the latter. A College representative from Student Development will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College.

Campus disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the campus sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

## **Violence Against Women Act: Procedures Victims Should Follow If Sexual Assault, Domestic Violence, Dating Violence or Stalking Has Occurred**

### **1. Immediate Safety and Support/Importance of Preserving Evidence**

- Go to a safe place – a friend's room or house or anywhere you will feel safe
- Call someone you trust. No matter how late it is, you shouldn't be alone.
- If safety is an immediate concern - call 911.

**2. Pursue medical treatment.** Any individual who may be experiencing or has experienced sexual misconduct, domestic violence, dating violence, stalking or related retaliation is encouraged to immediately seek any necessary medical care and to seek help from law enforcement and/or medical personnel, even if the individual is uncertain about whether to ultimately pursue a complaint or criminal charges, or to seek a protective order. Local emergency rooms can perform post-assault medical care. Most hospitals have specialized examiners who complete exams for victims of sexual violence. These exams can help victims receive appropriate medical assessment and treatment, and can preserve evidence for possible future action.

**3. Preserve evidence.** It is important for individuals to preserve all possible evidence in case they decide at some point to make a criminal complaint or to seek a protective order. Therefore, if at all possible, refrain from changing clothes, showering or otherwise changing the physical state after an incident, until after consulting with medical personnel about how to best preserve evidence. Also keep copies of emails, text messages, and voice messages that may have some bearing on the incident(s).

### **Making a Report On Campus**

Any College faculty member or staff member who has reasonable cause to believe that sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation has occurred or is occurring should report this information to the immediate attention of the Dean of Students or the Resident Director. Reports also may be made to the Campus Security Team Coordinator. Ecclesia College will coordinate its response to the report with other officials, as appropriate and, if necessary, law enforcement, to intervene at the earliest practical point to stop the behavior and coordinate services to the complainant.



## **Services and Accommodations**

These may include but are not limited to:

- No Contact Orders restricting encounters and communications between the parties;
- Academic accommodations, including but not limited to deadline extensions, incompletes, course changes or late drops, or other arrangements as appropriate;
- Residential accommodations, including but not limited to arranging for new housing, or providing temporary housing options, as appropriate;
- Changing working arrangements or providing other employment accommodations, as appropriate;
- Assisting the individual in accessing support services, including, as available, academic support, counseling, disability, or mental health services,
- Informing the individual of the right to report a crime to local law enforcement

Ecclesia College personnel will identify appropriate options and work with complainants to determine whether these services or accommodations are reasonably available and necessary in a particular case. Ecclesia College encourages individuals to report incidents of sexual misconduct, domestic violence, dating violence, stalking and related retaliation so that they can get the support they need, and so that Ecclesia College can respond appropriately. Although strict confidentiality may therefore not be guaranteed for non-confidential employees, in all cases Ecclesia College will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sexual misconduct, domestic violence, dating violence, stalking and/or related retaliation.

## **Reporting to Law Enforcement**

In addition, any student, employee or covered third party may and should also pursue criminal charges with local, state, or federal law enforcement agencies. Ecclesia College will offer and upon request provide assistance to students, employees and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with Ecclesia College. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police.

Ecclesia College prohibits retaliation against individuals who file a complaint or who participate in the complaint process. Retaliation is regarded as a basis for separate complaint and can lead to further review and disciplinary action.

## SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, Ecclesia College will provide a link to the Arkansas State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

### ACCESS POLICY

During business hours, the College (excluding certain housing and student facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via the Residence staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Residence hall student rooms are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Emergencies may necessitate changes or alterations to any posted schedules.

## ANNUAL SECURITY REPORT

A copy of Ecclesia College's Annual Security Report is available upon request from the Student Development Office. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Ecclesia; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting Student Development or by accessing the following web site [www.ecollege.edu](http://www.ecollege.edu).

## DEFINITIONS

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol.59, No. 82) and November 1, 1999 (Vol.64, No. 210).

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 Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

### **CRIME DEFINITIONS FROM 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 NONNEGLIGENT MANSLAUGHTER**

The willful (nonnegligent) 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.)

## BURGLARY

The unlawful entry of a structure to commit a felony or a 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 the 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

Violations 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, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).

## 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.)

## **SEX OFFENSES DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM**

### **SEX OFFENSES-FORCIBLE**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **A. Forcible Rape**

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **B. Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **C. Sexual Assault With An Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **D. Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**SEX OFFENSES-NONFORCIBLE. UNLAWFUL, NONFORCIBLE SEXUAL INTERCOURSE.**

A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Student Development Office, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Office of Public Safety may also post a notice on the electronic bulletin board on the campus student system providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house, and in the Center for Off-Campus Living. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the Student Development office, by phone (479-248-7236) or in person.

## CRIME LOG

The Student Development Office maintains a daily crime log which is available upon request. The Crime Log lists the date, nature, locations, and disposition of the complaint for all reported crimes on campus.

## LOCAL CRIME STATISTICS

Periodically throughout the year the Student Development Office will request statistical data of crime in the area from the local police and county sheriff authorities. A record of these statistics will be maintained and are available upon request.

## ANNUAL REPORT TO THE U.S. DEPARTMENT OF EDUCATION

Each fall the Student Development Office will submit a report via the Department’s web-based data collection program.

## NOTES:

1. There are a number of templates and additional sample forms available in the ED Handbook for Campus Crime Reporting – <http://ed.gov/admins/lead/safety/handbook.pdf>.
2. While this document covers a considerable amount of policy the actual hours of work involved during any given week is not great, however it must be maintained. While it may be some time before we grow to the point of needing a security force, I would recommend that in the future we give these responsibilities to a full, or even part-time faculty member who would serve on a safety committee with other relevant parties in Student Development and Physical Plant.

CLERY INCIDENT REPORT FORM

CAMPUS SAFETY TEAM

ECCLESIA COLLEGE

One purpose of CLERY is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the *What, When, Where* of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the four reporting locations and which have been reported to a Campus Safety staff (CS) other than the Springdale Police Department. **Data collected on this form is to be used to increase public safety, not to identify the victim. Therefore, no personal identifying information shall be included on this form.**

It is the policy of Ecclesia College (EC) to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Safety staff. For the purposes of CLERY, CS staff are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

- 1) **On-campus property:** Offense statistics for any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college’s educational purpose, including buildings or property the location described herein that is owned by the college but controlled by another person and which is frequently used by students.
- 2) **On-campus residential life buildings**
- 3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by the college that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.
- 4) **Public property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches.

**For CLERY purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 14 highlighted offenses occurs, documentation is required.**

**CLERY documentation is not satisfied by simply directing/referring the reporting party to the Springdale Police department. In order for EC to satisfy the statistical reporting requirements of the Clery Act, all CS staff are required to complete this form when certain any of the specified offenses listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Springdale Police Department.**

Name of CSA receiving report: \_\_\_\_\_ Department: \_\_\_\_\_

Date reported: \_\_\_\_\_ Time reported: \_\_\_\_\_



Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Location: ( ) On-campus ( ) Public Property  
( ) Off-campus residence locations ( ) Non-campus property ( ) Unknown  
( ) Other \_\_\_\_\_

Reporting party: ( ) Victim ( ) Witness ( ) Other \_\_\_\_\_

Police report filed: ( ) Yes Date filed: \_\_\_\_\_ MCC PD Report # \_\_\_\_\_  
( ) No ( ) Unknown

( ) Murder ( ) Manslaughter ( ) Stalking  
( ) Drug/narcotic violations ( ) Arson ( ) Aggravated assault  
( ) Sex offense (forcible) ( ) Domestic Violence ( ) Robbery  
( ) Sex offense (non-forcible) ( ) Weapons violation ( ) Burglary  
( ) Dating Violence ( ) Motor vehicle theft ( ) Alcohol violation

( ) **Hate crime (type) Any of the above offenses or crimes of:**

Bodily injury \_\_\_ Vandalism \_\_\_ Assault \_\_\_  
Theft \_\_\_ Intimidation \_\_\_ Other \_\_\_

( ) **Hate incident (non-criminal incident)**

Category of Prejudice: ( ) Ethnicity ( ) Race ( ) Religion  
( ) Sexual orientation ( ) Disability National origin  
( ) Gender ( ) Gender identity

Description of offender: Gender \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Hair color \_\_\_\_\_

EC affiliation ( ) Yes ( ) No ( ) Unknown  
( ) Student ( ) Faculty ( ) Staff

Name\* \_\_\_\_\_ Address\* \_\_\_\_\_  
\*optional



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**Sex offense, Domestic violence, Dating violence and Stalking:** These offenses are of special concern to the campus community because they have been historically under reported. The victims of these offenses typically desire confidentiality and anonymity; as a result, he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

- Known offender (friend, classmate, acquaintance, date, etc.)
- EC affiliated     student     staff     faculty
- Unknown offender (stranger)

- Victim was not injured (excluding emotional/psychological trauma)
- Victim was injured – describe injuries:

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- Alcohol involved:             Offender             Victim
- Drugs involved:             Offender             Victim
- Narcotics involved:         Offender             Victim
- Weapon involved:(  ) Yes                            (  ) No

Describe weapon: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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## CLERY INCIDENT REPORT FORM

CAMPUS SAFETY TEAM

ECCLESIA COLLEGE

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### Definitions

#### **Murder**

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

#### **Manslaughter**

The killing of another person through gross negligence

#### **Sex offense (forcible)**

Any sexual act directed against another person without the other person's consent (includes attempts)

- a. Sexual intercourse (penetration-however slight)
- b. Sodomy (penetration, however slight)
- c. Oral copulation (vaginal, anal)
- d. Rape with a foreign object (penetration vaginal or anal-however slight)
- e. Sexual battery (the touching of the intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] of another person for the purpose of sexual gratification)

#### **Sex offense (non-forcible)**

Any unlawful, but consensual sex act with another person (includes attempts)

- a. Incest (sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited)
- b. Statutory rape (intercourse with a person who is under the age of consent-18 years)

#### **Robbery**

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear (includes attempts)

#### **Aggravated assault**

An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury (includes attempts and whether or not an injury occurred)

#### **Burglary**

The unlawful entry (or attempt to enter) into a defined structure with the intent to commit a theft or any felony (excludes vehicle burglary)

#### **Motor vehicle theft**

The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle (includes attempts)

#### **Arson**

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another (includes attempts)

**Drug/narcotic violations**

The unlawful possession, sale, use, transportation, cultivation, manufacturing, maintaining an unlawful place (drug/narcotic violations referred for campus disciplinary action under the student conduct code need not be reported to the police department)

**Alcohol violations**

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place

**Weapons violation**

The unlawful possession or control of any firearm, deadly weapon (including nunchakus or billy club), illegal knife or explosive device while on the property of Ecclesia College, except as required in the lawful course of business or as authorized by the CS Team.

**Dating Violence**

Violence committed by a person-

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b)

Where the existence of such a relationship shall

be determined based on a consideration of the following factors:

1. The length of the relationship
2. The type of relationship
3. The frequency of interaction between the persons involved in the relationship.

**Domestic Violence**

Felony or misdemeanor crimes 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

**Stalking**

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

(a) Fear for his or her safety or the safety of others (b) Suffer substantial emotional distress

**Hate crime**

A criminal act involving one/more of the listed crimes which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Hate incident**

Any non-criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

## **DEFINITION OF CAMPUS SAFETY staff (CS)**

- a. Any individual who has responsibility for campus safety
- c. Any individual specified in the college's statement of campus safety report as an individual to which students and employees should report criminal offenses.
- d. An individual of the college who has significant responsibility for student and/or campus activities (e.g. student housing, student discipline, athletic directors/coaches and campus student judicial officials)

## **INSTRUCTIONS**

- a. If the reported incident constitutes a threat to the safety of the EC community, in addition to completing this form, the CS staff shall immediately telephone the Springdale police department.
- b. Confidential and anonymous reports are accepted.
- c. While second hand reports are inherently unreliable and are difficult to verify, such reports shall also be accepted
- d. Clery reporting (this form) does not replace or change any existing reporting requirements or procedures for disciplinary referrals for student or employee misconduct.
- e. Hate crimes present a special reporting challenge. CLERY requires the CS to document each reported crime or discipline occurrence, and CLERY requires the CS to record the category of prejudice.

Transmit report: To the Dean of Students, email to [jwadkins@ecollege.edu](mailto:jwadkins@ecollege.edu), or hand deliver to the Student Life Office. Any questions concerning this form or the CLERY ACT should be directed to the Campus Safety Staff at 479-248-7236.

*July 1, 2017*

## VII. ANNUAL FIRE SAFETY REPORT

### INSPECTIONS

Inspections will be made at the beginning of each semester of each building to ensure proper safety equipment such as smoke detectors and fire extinguishers are in place and functioning in each building. Additionally, Resident Advisors conduct regular room and building inspections to insure that fire hazards are not present.

### RISK ASSESSMENT

Each year the Student Development Office will review the campus safety risk assessments and safety plans in conjunction with the annual security report.

To help assure your safety, college buildings have marked emergency exit signs, which indicate evacuation routes. In some buildings, these signs remain illuminated at all times or become illuminated when a fire alarm is activated or the power is disrupted. The college regularly tests the lighting in these signs to assure that it is adequate day and night. Additionally, some buildings have emergency lighting systems, which provide illumination for a short period of time sufficient to permit evacuation.

To acquaint everyone with the sound of the fire alarm and the exit routes to be followed, the Campus Physical Plant Department in cooperation with the local fire department announced alarm tests on an annual basis. For campus fire drills, it is each employee's responsibility to make sure he/she knows the proper evacuation routes. Additionally, faculty members and work supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

1. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
2. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, and you are trained with the use of a fire extinguisher and are not compromising your safety, you may try to extinguish it.
3. Instruct students/subordinates to evacuate calmly and quietly when notified by fire alarm activations or by the voice command of an announced fire drill or actual emergency.
4. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities.
5. Ensure that classroom/office doors are closed and overhead lights turned off after everyone has evacuated.
6. Instruct students/subordinates to walk, not run, during evacuation.
7. Advise students/subordinates to use the stairs during evacuation.
8. Assemble as a group, based upon the previously designated evacuation areas away from the building. Do not assemble near fire lanes, hydrants,

doors, and streets, where you might impede the access of emergency responders.

9. Instructors/supervisors shall report anyone unaccounted for to the Campus Safety Team Coordinator and/or local police department immediately.
10. Remain as a group and wait for further instructions. The local fire and/or police department will inform all concerned when the building is safe for re-entry.

#### General Fire Safety Precautions:

If you encounter fire or smoke in a building, head out the nearest exit immediately, warn others along your route out of the building, pull the fire alarm on the way out if possible to do so safely, and call 911 once you are safely away from the building.

If you suspect someone is trapped inside a building during a fire, notify the firefighters on scene or Campus Safety personnel. Do not reenter a burning building.

If you are trapped in a fire, attempt to leave the building. Cover your nose and mouth with a cloth or T-shirt. If it is not possible to exit through a door, find another exit such as a window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is only to be considered when you are in immediate danger. If you exit through a door, stay low to the floor but do so with caution. Use a wet towel or blanket to protect yourself from flames and smoke.

Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit. Be familiar with emergency exits inside your building as well as the location of fire extinguishers.

Move away from the building to your pre-determined evacuation assembly area. A campus Emergency Command Center may be set up near the emergency site. Keep clear of the Command Center unless you have official business there. Do not return to an evacuated building unless told to do so by a college official. Fire extinguishers are located throughout campus in many strategic locations. Learn to identify the extinguishers and find out where they are located in your area. In the event of a small fire that would not put your safety at risk, utilize the fire extinguisher if you are capable of doing so. If you decide to use a fire extinguisher, follow the instructions listed below on how to operate a fire extinguisher.



Learn how to

P. A. S. S.

PULL—the pin or ring, or release the lock latch.

AIM—the extinguisher nozzle at the base of the fire.

SQUEEZE—or press the handle.

SWEEP—from side to side slowly at the base of the fire until it goes out.

#### Fire Prevention Policies:

1. Coffee pots, toasters, crock-pots, blenders, microwaves less than 1000 watts, and refrigerators that do not exceed 36” are permitted in the dorms.
2. Hibachis and grills may be used only in the courtyards in safe areas. Ashes or coals must be disposed of properly.
3. Abusive or , hazardous use of any appliance may result in disciplinary action.
4. Any appliance with frayed cords is prohibited and will be removed from the dorm.
5. Electric potpourri pots, candle warmers, and canned fuel are prohibited. No candle, incense burning, or open coils or open flame devices will be permitted.
6. Cooking appliances should not be left unattended in the dorms or outside.
7. Fireworks or explosives are prohibited on campus.
8. Smoking on campus is prohibited, inside and outside all buildings.
9. To avoid potential fire hazards, use power strips or surge protectors for all electrical appliances, personal care items, heaters, fans, etc.

#### Combustibles:

If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flameproof or flame retardant. Purchase only UL-approved or material marked “fireproof” or “flame retardant.”

#### Emergency/Safety Equipment:

Tampering, damaging, or inhibiting the use of emergency/safety equipment in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activity will be subject to disciplinary action.

#### Fire Alarm Tests and Fire Drills:

EC policy is that fire alarm systems are to be tested, and fire drills are to be held, on at least an annual basis.

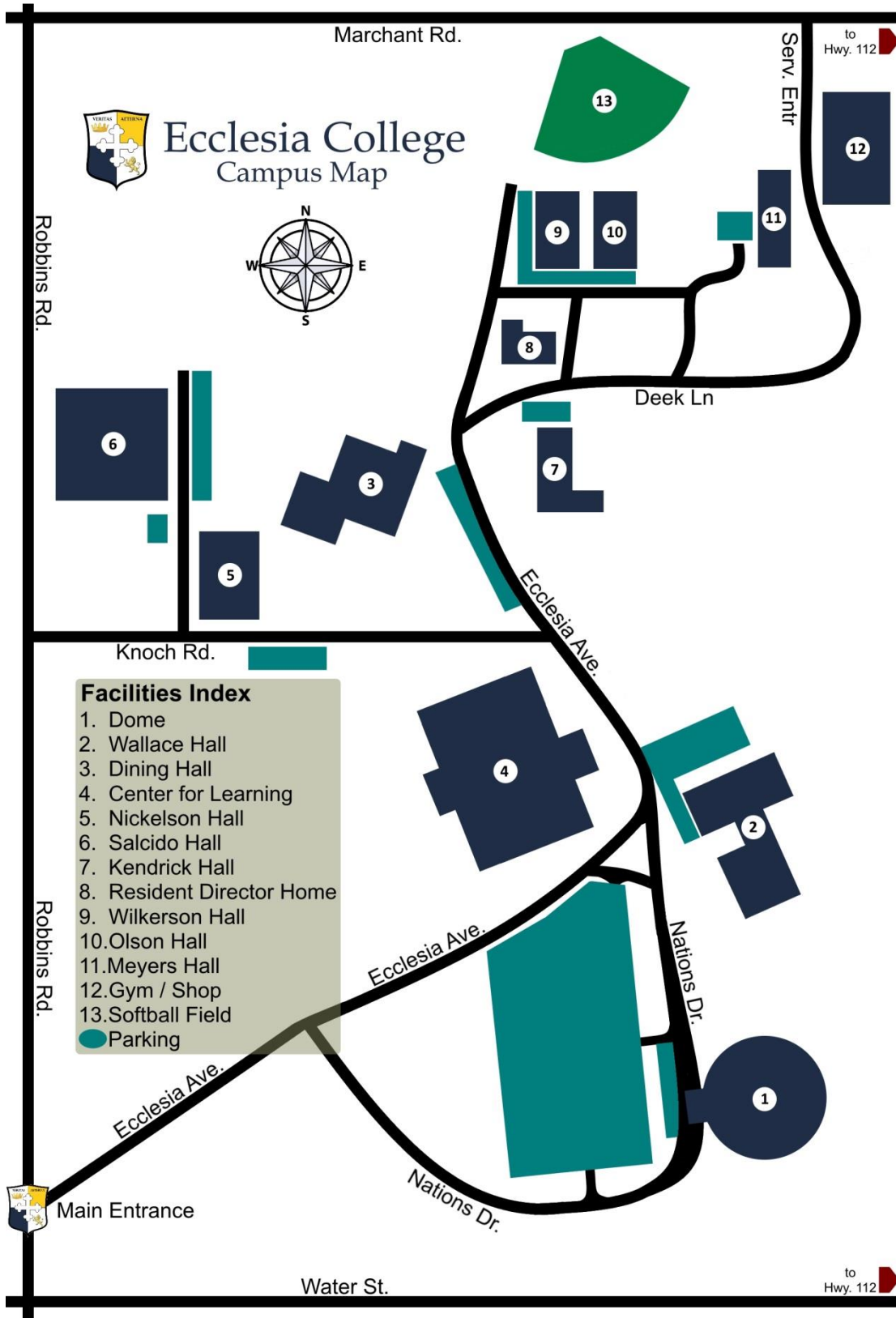
Reporting: All fires should be reported to the Campus Safety Team and/or 911.

Plans for Future improvements in Fire Safety if any: There are no plans at this time.

Summary of Fires: see <https://ope.ed.gov/campussafety/#/> for EC Safety Report.

ASSEMBLY POINT AND MEDICAL FACILITY ADDRESSES:

**Campus Map** identifying Primary Evacuation Sites – Parking Lot of “Dome” Administration Building. Tornado Evacuation Site – Salcido Hall



ADDRESSES TO LOCAL HOSPITALS

**Northwest Health**

601 W Maple  
Springdale, Arkansas 72764

**Washington Regional**

3215 N. North Hills Blvd.  
Fayetteville, AR 72703

**Northwest Medical Center – Bentonville**

3000 Medical Center Parkway  
Bentonville, AR 72712