
ECCLESIA COLLEGE

CAMPUS SAFETY AND SECURITY

September 30, 2016

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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	Veronica Bryant	479-899-7554
#CMT Coordinator	Andrew Kroeker	620-200-3532

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

CAMPUS SAFETY

FIRE SAFETY

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.

FIRE DRILLS

Fire drills are conducted each semester for each building on campus. Drills may or may not be announced beforehand. Each semester a campus assembly is devoted to campus safety in which fire safety, prevention, and evacuation protocol is covered.

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.

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

Prepared
Startle and fear
Feel anxious
Recall what they have learned
Prepare to act as rehearsed
Commit to action

-VS-

UNPREPARED

Unprepared
Startle and fear
Panic
Fall into disbelief
Lost in denial
Descend into helplessness

BOMB THREAT

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

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.

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 conducts 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 neighbor-hoods. 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

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

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

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 & 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.

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.

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.

VI. INCIDENT REPORT FORM

Incident Report

Please complete this form electronically and submit it to your department supervisor, ideally within 24 hours of the incident occurrence.

Incident date:

Date of report:

Incident time:

Report completed by:

Person(s) involved:

Witnesses of the incident:

Primary staff member responding to the incident:

Please give a detailed description of the incident (include who, what, when, where, why):

Additional information/recommended action by person completing this report:

Department supervisor's additional comments:

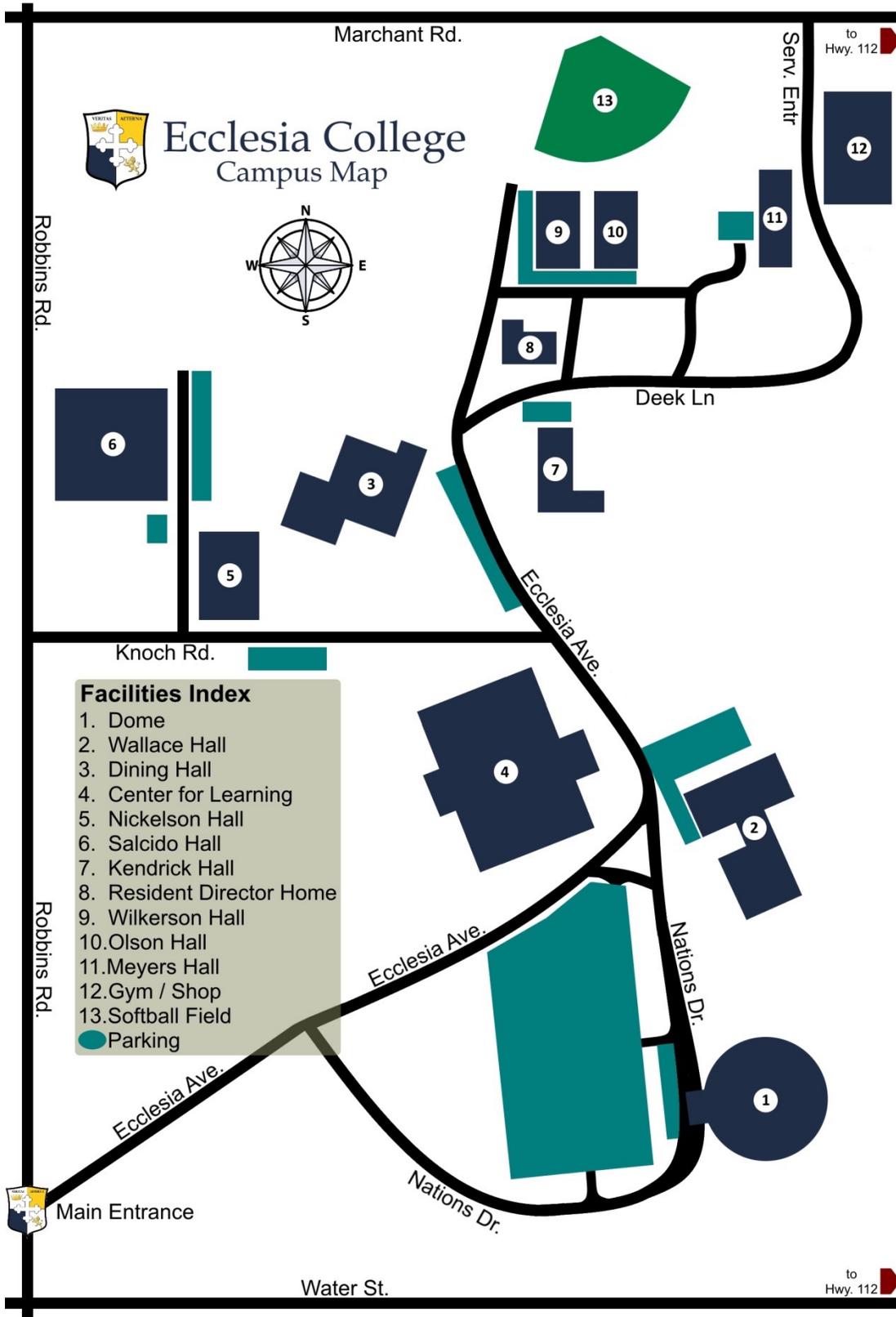
Department Supervisor Signature

*Department supervisor: please print the report and submit it to the director of operations.

Director of Student Life
Director of Admissions
Director of Development
Provost
President
Board of Director

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