

**Brown Mackie College- Northern Kentucky  
309 Buttermilk Pike  
Ft. Mitchell, KY 41017  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report  
October 1, 2011**

The Brown Mackie College- Northern Kentucky is providing the following information to all of its employees and students as part of the Brown Mackie College- Northern Kentucky commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus President, Christine Knouff by phone/mail:

(859) 341-5627

309 Buttermilk Pike  
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## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College- Northern Kentucky Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Student Services (Jean Schultz). Reports are kept in a secure location in Director of Student Services office, Jean Schultz. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College-Northern Kentucky that all criminal acts or other emergencies be properly documented.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College- Northern Kentucky facilities to the Dean of Academic Affairs, Marcia Neudigate or Director of Student Services ,Jean Schultz either in person or by calling (859) 341-5627. If the Director of Student Services or Dean of Academic Affairs is not available, you may contact the Campus President , Christine Knouff , at (859) 486-2517 and the Ft. Mitchell Police Department by dialing 911 or (859) 727-2424.

If you are a victim of a crime and do not wish to pursue action within the Brown Mackie College system or through criminal proceedings, you may want to consider making a confidential incident report. With permission, the Brown Mackie College staff member who receives your report can file the report on the details given without revealing your identity. The purpose of this report is to keep the matter confidential while also trying to take steps to ensure the future safety of yourself, as well as others.

In the event of fire or medical emergencies, staff and employees should contact the Ft. Mitchell Police by dialing 911 and then notify the Campus President, Christine Knouff.

### ***CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES***

In the event that a crime is committed that creates a potential danger for Brown Mackie College students or staff There will be immediate email notification of the emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus. In case of evacuation of the premises, the emails will reflect appropriate information directing students and staff how to evacuate. Staff is trained on the Emergency Plan during new hire procedure and the plan is posted in the faculty area.

Further Warnings and All Clears will be announced by additional emails to all students and staff, as well as, on the radio and TV.

Currently, it is standard procedure to lock classroom doors after classroom hours.

Testing of the emergency response emails will be provided on a yearly basis.

The complete policy can be found in the Emergency Management Planning and Resource Guide and below:

## General Crisis: Response Guidelines

Do not hesitate to call 911 in matters of life and death or if you are uncertain about the severity of a situation.

The Director of Student Services and Campus President should be contacted concerning all security and safety-related issues as soon as possible.

The nature of an incident will determine which BMC-Northern Kentucky employee(s) respond. This may include Maintenance Personnel, the Campus President, the Executive Committee, and the Human Resources Manager. Others will be called upon as the situation dictates. Notifications for the faculty/staff and students will be sent out via the Alertfind system.

The Campus President (Christine Knouff) and Director of Student Affairs (Jean Schultz) will be responsible for confirming that a situation be deemed an emergency or dangerous situation. Once they confirm this, they will determine the appropriate segments of the campus community to receive a notification. Then they will determine the content of the notification, and finally The Campus President (Christine Knouff) will initiate the alert find notification system.

In all cases, Incident Report Forms should be completed and filed. Incident Report Forms can be located at the Front Desk Reception, Dean of Academic Affairs office. Copies are filed with the Campus President's Office and HR.

### EMERGENCY PHONE NUMBERS

Fire/Medical/Police:	911
Police Non-emergency:	859-356-3191
Zalla Corporation: (Landlord)	859-341-5523

#### Executive Committee (Crisis Management Team):

President:	Christine Knouff	ext. 2517
Dean of Academic Affairs:	Marcia Neudigate	ext. 2542
Director of Human Resources:	Rachel Luckey	ext. 2584
Director of Student Services:	Jean Schultz	ext. 2531
Director of Financial Aid:	Angela Sapp	ext. 2532
Senior Director of Admissions:	Amy Wolf	ext. 2521
Director of Career Services:	Michelle Drennen	ext. 2574

If the Executive Committee needs to be notified of a crisis after regular business hours, contact your Department Chair or Supervisor who in turn will contact his/her corresponding Executive Committee member.

### POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

Brown Mackie College, Northern Kentucky prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This report is prepared in cooperation with the Fort Mitchell Police Department.

Each year, prior to October 1, the report is completed and an e-mail notification is made to all enrolled students, faculty and staff. For students the report will be located on the student portal, and for staff and faculty the report will be sent via e-mail attachment.

The Emergency response and evacuation procedures are tested annually and documentation (including a description of the exercise, the date, time, and whether it was announced or unannounced) can be found in the Director of Student Services, Jean Schultz's office.

## **SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of the Brown Mackie College- Northern Kentucky that access to Institute's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College- Northern Kentucky policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Visitors must check in and out at the front desk and wear a quest badge while on the premises.

### **In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all normal operating hours.
4. Report immediately to the Director of Student Services, Jean Schultz any suspicious activities that relate to the Institution Properties. If the Director of Student is not available, you may contact the, Dean of Academic Affairs, Marcia Neudigate.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities.

## **CAMPUS SECURITY ENFORCEMENTS**

During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. A security guard is on-site during all normal business hours.

Emergencies, campus closings, and special events may necessitate changes or alterations to any posted schedules.

A daily crime log is kept in electronic form in the Director of Student Services office. The purpose of the daily crime log is to keep students, faculty, and staff of Brown Mackie College, as well as the Fort Mitchell Police Department informed regarding crimes reported.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Brown Mackie College- Northern Kentucky maintains contact with the Ft. Mitchell Police Department to ensure awareness of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES**

All employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College- Northern Kentucky students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, a well as their fellow classmates.

Students are requested to review the Institute's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institute's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and

Campus Security.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

## **SUBSTANCE ABUSE AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College- Northern Kentucky annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College- Northern Kentucky also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institute with the assistance of guest speakers once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Director of Student Services, the Executive Committee or other Brown Mackie College- Northern Kentucky officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 513-894-7002. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College- Northern Kentucky will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College- Northern Kentucky personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

*Rape Crisis Program  
110 S College Ave  
Oxford, Ohio 45056  
(513) 523-4146*

*Mental Health & Recovery Centers of Warren County  
212 Cook Rd  
Lebanon, Ohio 45036  
(513) 695-1354  
Or  
1-800-932-3366*

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the Brown Mackie College-Northern Kentucky published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Brown Mackie College-Northern Kentucky final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Ft. Mitchell Police Department, located at:

Dixie Highway and Highland Ave  
Ft. Mitchell, KY 41017

Additional information can be obtained by calling the police department at (859) 727-2424

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: [www.kpsor.state.ky.us](http://www.kpsor.state.ky.us)

On-campus computer labs with internet access are available for you to view the above website at the library from during normal business hours:

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College- Northern Kentucky prepares the crime statistic policies annually by gathering all reported data and updating the report. The report will then be forwarded to Joann Kail at EDMC for final approval. Moreover, local police agencies are contacted by the Campus President to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institute concerning the occurrence on the Institute's campus which was reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institute's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Brown Mackie College- Northern Kentucky

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offense:	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	2	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense:	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

Hate Crimes continued	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense:	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**	On Campus	Non-campus buildings and Property*	Public Property**
Arrests:	0	0	0	0	0	0	0	0	0
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	0	0	0	0
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\* Includes school sponsored housing

\*\* Public property includes the parking lot which surrounds the building.

# Emergency Action Plan

## Brown Mackie College – Northern Kentucky

### I. POLICY

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

### II. EMERGENCY PLAN COORDINATOR

The Director of Student Services is responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The Emergency Plan Coordinator can be reached at 859-486-2531

### III. REPORTING PROCEDURES

(List the types of emergencies that could occur at your workplace and how employees should report them. Options include internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders if the company uses them for help in emergencies.)

Type of Emergency	How to Report
Fire	Call 911
Explosion	Call 911
Weather	Take Shelter
Bomb threat	Call 911
Violence	Call 911
Medical	Call 911
Other (list)	

Reporting procedures are posted in all classrooms and offices.

### IV. EVACUATION PROCEDURES

#### A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each classroom and work area, and all employees and students have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

#### B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
Director of Student Services / Facilities Manager	Student Services / Maintenance Office	Call external emergency departments
Dean of Academics	Academics Office	Ensure first floor classes are evacuated
Sr. Director or Admissions	Admission	Ensure admissions office is evacuated
Director of Student Services	Student Services	Ensure student services is evacuated
Director of Career Services	Career Services	Ensure second floor classes are evacuated
PN Administrator	Nursing	Ensure annex is evacuated

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

### **C. Employee Accountability Procedures after Evacuations**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

### **D. Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are:

<b>Action to be taken</b>	<b>Alarm system</b>
Evacuation	Fire/Smoke Alarm
Take Shelter	External Weather Siren
Lock Down	Staff Notification

## E. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
President	President Office	Call external emergency departments
Dean of Academics	Academics Office	Ensure first floor classes are evacuated
Director of Admissions	Admission	Ensure admissions office is evacuated
Director of Student Services	Student Services	Ensure student services is evacuated
Director of Career Services	Career Services	Ensure second floor classes are evacuated
PN Administrator	Nursing	Ensure annex is evacuated

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred
4. At least annually

## V. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each instructor is responsible for accounting for each student on attendance roster following an emergency evacuation.

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted area escape route.
2. All area supervisors, employees, and students must report to their designated rally points immediately following an evacuation.
3. Each student must report to their instructor for an accurate head count and instructors must report to their Department Chair. Department Chairs must report to the Dean of Academics when all students are accounted.
4. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
5. The Emergency Evacuation Coordinator will be located at one of the following locations:
  - A. Primary Location: Front Parking Lot Entrance
  - B. Secondary Location: Back Parking Lot
6. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

## **VII. EMPLOYEE and STUDENT TRAINING**

Annual evacuation drills will be conducted while classes are in session.

Students will be instructed where to meet their class an instructor during their first day of class in case of an evacuation.

Employees will be instructed where to meet their supervisor during new hire orientation.