

**Brown Mackie College – South Bend
3454 Douglas Road
South Bend, IN 46635**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2011**

The Brown Mackie College is providing the following information to all of its employees and students as part of the Brown Mackie College 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 by phone (574-237-0774) or by mail, 3454 Douglas Road; South Bend, IN 46635.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College 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 emailed to each employee's EDMC mail account. The report is distributed to all students through email and the Campus Security and Crime Prevention Policy Handout. Reports undeliverable by email are mailed to the students' and employees' home address.

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 Campus President. Reports are kept in a secure location in the Campus President's Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College facilities to the Receptionist either by person or by calling (574) 237-0774. If the Receptionist is not available you may contact the Dean of Academic Affairs, the Associate Dean of Academic Affairs, or the Campus President at (574) 237-0774 and the South Bend Police Department by dialing 911 or (574) 235-9201.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Campus President. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the South Bend Police Department by dialing 911 and then notify the Campus President.

Students, faculty, and staff will be informed of critical incidents via the building public speaker system. Additional emergency communication strategies are being explored. Training regarding crisis response and lockdown procedures will occur throughout the year. The Weather Emergency and Crisis Management Plan is located at the end of this document.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Campus President. Reports are kept in a secure location, in the Campus President's Office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Registrar.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Brown Mackie College that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

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 hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Receptionist any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. You should also contact South Bend Police Department by dialing 911 or (574) 235-9201.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
 - a. Immediately determine the condition of any injured employees, students, or other parties
 - b. In the case of an automobile accident, secure the accident scene and set warning devices
 - c. Notify the appropriate authorities by calling 911
 - d. Complete an Incident Report
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses
 - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
 - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
 - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

1. Notify the Receptionist if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Receptionist any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

CAMPUS SECURITY ENFORCEMENTS

Persons employed as security personnel at the Institution at the 3454 Douglas Road facility are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus President, (574) 237-0774.

Unarmed security personnel at the Institutional building are there at the direction of the building owners, and are to assist students, faculty and staff of the Institution. Someone is on duty Monday, Tuesday, Thursday from 5:00 p.m. to 10:00 p.m., and on Wednesday from 5:00 a.m. to 8:00 p.m. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their school Photo ID card at all times and to present them upon request. Security

personnel may not make arrests, but are instructed to promptly contact the Campus President, Louise Stienkeoway, or the South Bend Police Department if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College is located in South Bend, St. Joseph County. Brown Mackie College maintains a close working relationship with the South Bend Police Department with periodic contact initiated by Brown Mackie College personnel to ensure that Brown Mackie College is aware 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. Timely warning reports are placed in employee mailboxes and students are notified by the student newsletter. Bulletins are also posted around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Brown Mackie College employees are instructed on crime awareness, prevention, and campus security during the hiring process. 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 students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus President in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies", personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review the Institution'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 Institution'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.

DRUG 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 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 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 Institution with the assistance of guest speakers twice 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 Dean of Student Affairs, the Executive Committee or other Brown Mackie College 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 (800)-994-6610. 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 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 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:

SOS Rape Prevention Center

(574) 283-1308

Madison Center

403 E. Madison Street

South Bend, IN 46617

(574) 289-4357

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College 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 Brown Mackie College 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 South Bend Police Department, located at:

701 W. Sample St
South Bend, IN 46601-2821

Additional information can be obtained by calling the police department at (574)-235-9201. 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: <http://www.insor.org/insasoweb>

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

Mon, Tues, Thurs:	8:00 a.m. to 10:00 p.m.
Wed:	8:00 a.m. to 8:00 p.m.
Fri:	8:00 a.m. to 5:00 p.m.
Sat:	9:00 a.m. to 1:00 p.m.

CRIME STATISTICS

In compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act, Brown Mackie College prepares the crime statistic policies annually by gathering all reported data and updating the report. The report will then be forwarded to Lia Miller 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. Statistics are distributed to students, faculty and staff annually and are attached as a separate document.

CRISIS MANAGEMENT PLAN

The Brown Mackie College – South Bend Crisis Management Plan is distributed annually to active students with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report. The Emergency Responses and Evacuation Procedures are tested annually, most recently on May 11, 2011.



BROWN
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SOUTH BENDSM

Crisis Management Plan

Revised: June 2011

Purpose

The purpose of this guide is to outline procedures for Brown Mackie College-South Bend Crisis Management Plan, define terms, and delineate responsibilities for the Crisis Management Team (CMT).

Overview of Crisis Management

Brown Mackie College-South Bend recognizes the need to be as prepared as possible for crises and controversies. This document is designed to act as a resource in times of crisis and also is a reminder of the importance of preparing for a possible crisis situation.

The procedures contained in this document reflect the reality that communication goals can be as vital to address as the physical components of a crisis. Crisis management teams need facts to address the situations in which they find themselves.

For the purpose of this guide, the definition of a crisis or emergency is any incident occurring on BMCSB property and/or in the neighboring community. Examples of emergencies may include: bomb threat, sexual assault, murder, major fire or power outages, suicide, natural disaster, legal claims against BMCSB or irreparable harm to BMCSB's reputation and business prospects, or any situation that, in the judgment of others, poses a threat of life or property damage.

Any member of the BMCSB faculty or staff should exercise sound judgment when making a decision to call 911. When in doubt, it is campus policy to err on the side of caution. After reporting an incident to the 911 operator, the CMT should contact either the Campus President who will then, as the situation merits, contact EDMC legal council and Program Chairs/Department Directors.

Crisis Management Team Members

President of BMCSB
Dean of Academic Affairs
Director of Student Services
Senior Director of Admissions
Director of Career Services
Director of Human Resources
Director of Financial Aid
IT Support Supervisor

Crisis Management Team Alternative Members

Associate Dean of Academic Affairs
Director of Admissions
Registrar
Student Accounts Supervisor
Associate Registrar
Program Chairs/Department Directors
Program Assistant
Key Staff Members

Department/Employee Telephone Notification

Each Program Chair/Department Director shall maintain a current list of his/her employees' home and/or mobile telephone numbers. In the case where emergency contact is necessary, a member of the Executive Committee will contact Program Chairs/Department Directors to start notifying each of his/her respective employees.

Up-to-date copies of employee phone directories should be kept at Program Chairs/Department Directors' home residences, where they can be accessed easily in case of an emergency. Updated employee phone directory lists will be provided monthly by the Human Resources Department.

All faculty and staff will also have a current list of classroom telephone numbers at their desks.

Managing Media Communications

Handling Calls from Reporters

It is critical for BMCSB to have the most accurate and reliable source of information possible in times of crisis. Spokespeople must be available, and BMCSB must be seen as cooperative and working actively to manage the crisis.

However, it is equally essential that BMCSB communicates to the media with one voice. For this reason, all requests for information from reporters must be channeled through the Campus President.

The following is the appropriate way for employees to respond to requests for information:

“In order to be sure that you have the most complete and up-to-date information possible, we are routing all requests for public information through the School's Campus President. If you give me your name and phone number, our Campus President will call you back with the information you need as soon as possible.”

The employee should then immediately contact the Campus President. If she/he cannot be reached, the employee should contact the Dean of Academic Affairs, Director of Student Services or Senior Director of Admissions.

Crisis Media Management: Step-by-Step Procedure

Step One: Channel the Information

Any BMCSB student, faculty or staff, upon learning of or suspecting a crisis situation, should immediately contact a member of the Crisis Management Team. Because time is of the essence in crisis situations, employees must be especially persistent in tracking down a member of the CMT.

Step Two: Assemble the Crisis Management Team

The CMT will be activated by the Campus President or his/her designee upon notification that an emergency situation has developed that warrants a coordinated response by BMCSB. Upon learning of an incident, the Campus President or his/her designee calls an emergency meeting in the following manner:

- 1) The President of BMCSB will inform the closest Executive Assistant to contact the Director of Human Resources, the Dean of Academic Affairs and the Director of Career Services. The Director of Human Resources will contact the EC members with offices on the first floor.
- 2) The EC will meet in the office of the BMCSB President. The BMCSB President or his/her designee immediately contacts EDMC with news of the crisis.

In the event it is not possible to meet on campus at the 3454 Douglas Road location due to the type of crisis, alternative locations include the University Park Learning Site located at 7121 Grape Road. The alternate location will be announced based on circumstances

The CMT will oversee the management of the crisis by taking the following steps:

Step Three: Define the Crisis

The CMT will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The CMT should research the following before making any public statements:

What happened?

In what order and when did the events occur?

Why did it happen?

What is BMCSB going to do about it?

What past actions has BMCSB taken to prevent such a crisis?

What are the names and contact information of those involved?

What is the status of the official investigation?

Step Four: Prepare the Message

The CMT will discuss appropriate response alternatives for BMCSB, developing several courses of action, and then select the best as is determined by consensus.

Important Elements:

- Communicate how BMCSB is handling the situation.
- Demonstrate measures that BMCSB has taken to prevent such a crisis.
- Communicate what measures BMCSB will take to prevent such an occurrence from happening in the future.

Tool:

- Media spokesperson
- Fact sheet/press releases

Step Five: Establish Communication Systems

In times of crisis, BMCSB must be seen by its constituents as actively managing the situation. For this reason, it is especially important that BMCSB keep its many audiences apprised of how it is handling the crisis. The CMT should take care to utilize the communication system that will most effectively reach each audience.

Internal Audiences:

- Employees
- Students

- Families of students
- Alumni
- Program Advisory Boards
- EDMC

Communications systems: meetings, e-mail, Program Chairs/Department Directors, telephone, fax, newsletters and Web site.

External Audiences:

Media Tools: press release, press conference, media visits, telephone, fax, newsletters, Web site.

- Employers
- Off-Site Extern Site Coordinators
- Business partners
- Industry leaders
- Government
- Neighbors

Tools: visits, fax, telephones, e-mail and letters.

The Executive Assistant to the Campus President will maintain a contact log for all media and community inquiries about the incident.

Step Six: Crisis Audit

In order that BMCSB is best prepared to handle the next crisis, the CMT must evaluate how the crisis plan was effective and useful, where the plan fell short, and what changes should be made to the plan.

Follow-up Communication

Once the CMT determines that the crisis situation has passed, BMCSB should communicate the news to both its internal and external audiences. The message can be disseminated in the form of a letter, newsletter, or meeting, and should outline how the crisis was handled, what we learned, and how we plan to move forward.

E-mail Communication

Please be aware that your employee e-mail account is intended for business purposes only. Always keep in mind that your e-mail account can be admissible information and you should communicate in a professional and responsible manner.

School/Campus Closing

Crisis: Extreme inclement weather conditions, loss of water or electricity for an extended time, or gas line break.

In the event it is necessary to close BMCSB due to an emergency, Executive Committee members will notify Program Chairs/Department Directors, who, in turn, will notify his/her employees and faculty. If classes are in session during an emergency closing, faculty will announce the closing and any appropriate instructions to their classes. If classes are not in session during an emergency closing, the campus phone system will be updated to reflect the closing and local media will be notified.

The decision to close the campus is made by the BMCSB President or his/her designee in accordance with EDMC guidelines.

Emergency Medical Assistance Procedures

- 1) Remain calm.
- 2) Check the scene for safety and eliminate any unsafe conditions. If necessary, deputize another employee to assist you. Check the injured person and assess:
 - a) Is there severe bleeding?
 - b) Is the person unconscious? Is there a head injury?
 - c) Is the person having trouble breathing?
 - d) Is the person turning colors?
- 4) If yes, to any of these, call 911 immediately.

Have a faculty or staff member stay with the injured person.

When calling 911, be sure to have the following information:

- a) Exact location of injured person
- b) Name and age of injured person
- c) Nature of the emergency (what happened?)
- d) Condition of the injured person

DO NOT HANG UP UNTIL THE 911 DISPATCHER HANGS UP!

- 5) Use your best judgment — if in doubt, call 911.
- 6) Ask the student or employee if there is a person he/she would like to have notified.
- 7) A student has the right to refuse paramedic or hospital treatment.
- 8) After the incident, please contact the Director of Human Resources to complete an injury report or for assistance with any other documentation and or follow-up.

Basic First Aid Procedures

- Try to remain calm.
- Assess the injury.
- If the person is able to go with you, take the student to the nearest office and administer the necessary assistance. (Wear latex gloves for all first aid care.)
- If the person is unable to go with you, have another employee get the first aid kit. Administer the necessary assistance. (Wear latex gloves for all first aid care.)
- Someone should stay with the injured person at all times and pay attention to any changes in condition.
- If the person needs to go to the hospital or go home, Student Affairs can assist in arranging transportation if necessary.

- After the incident, please contact Director of Human Resources to complete an injury report.

Notifying Family Members of an Employee/Student Injury or Illness

A member of the Executive Committee should be informed prior to contacting family members of a student's or employee's injury or illness.

In the case of an injury or illness, in most cases, the student or employee can indicate who should be notified. In cases where a student cannot provide that information, the academic file in the Registrar's Office contains emergency contact information. The Human Resources Department can provide emergency contact information for faculty and staff.

In the event of a serious or life-threatening injury, illness, or death, the Campus President should be contacted immediately to assist with notifying the family. Notification should be done by a member of the Executive Committee.

Emergency Evacuation Procedures

- Stay calm. Stop work immediately and evacuate. Do not pack up work supplies or work in progress.
- Follow directions for exiting your area. Exit the building using nearest stairwell only.
- Physically-challenged individuals on the second or third floor should wait at the top of the closest emergency exit stairwell for authorized emergency personnel to assist them. A designated staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately distance yourself a minimum of 100 feet from the building.
- Do not re-enter the building until emergency personnel provide authorization.
- Emergency evacuation routes are posted. Each area of the building has designated persons to check that all offices, classrooms, and restrooms are evacuated.
- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm could activate the bomb. Key personnel will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- If evacuated, no one is allowed in the building until the authorities have deemed the property safe.
- The Campus President will develop a public statement in consultation with the Executive Committee members.
- An Incident Report Form will be prepared and filed with the Director of Human Resources.

Emergency Notification:

DO NOT RUN — Walk in an orderly manner. Remain calm and alert. **INSTRUCTORS ARE TO ACCOMPANY THEIR CLASSES THROUGHOUT THE EMERGENCY.** Instructors should advise students to secure their valuables and close the classroom door after the last student has exited the classroom. Use the floor exit closest to the room you are located in at the time of the emergency.

Suggested announcement:

Attention all students, faculty, and staff. This is not a test. Please stop what you are doing and find the nearest exit in order to evacuate the building. Please evacuate the building in an orderly and calm manner. Please remain outside and away from the building until provided with further instructions. Thank you.

Suggested Exit Routes

Each room has suggested routes posted on the wall.

All faculty members as well as students are to proceed and wait until clearance is given to re-enter the building.

Instructions for the Physically Challenged:

All doors and emergency exits in the building are ADA compliant. All persons should proceed to their designated area and wait for further instructions. In the event of an emergency, the CMT, BMCSB staff, or firefighters/rescue team personnel will assist physically-challenged students and employees in evacuating.

Animal Evacuation Procedures for the Veterinarian Technology Suite

In the event of an emergency situation (i.e. fire, facility damage, etc) the Director of the South Bend Animal Control, will pick up the SBAC animal housed as patients for the BMC-South Bend Veterinary Technology program, and transport them to an approved SBAC location until resolution of the emergency situation is confirmed. The Director of SBAC will be contacted immediately by administration (Dean of Academic Affairs, Campus President) to initiate the evacuation procedure. The Veterinary Technology Program Director, will also be contacted.

Elevator Breakdown

Crisis: The elevator has stopped operating and people are trapped inside.

- People trapped inside should push the call button inside the elevator. The elevator repair service is automatically dispatched by the pushing of the call button.
- Individuals aware of the situation should immediately inform the Dean of Academic Affairs and the Director of Student Services.
- The Dean of Academic Affairs will contact management personnel to assist with calming those inside the elevator, informing them that the repair service has been notified, and that the elevator will be repaired as quickly as possible. Instruct those trapped inside not to pry the doors open or otherwise crawl out of the elevator.
- If fatalities are involved, the Campus President will instruct staff, faculty, and students not to speak with any media representatives. Refer to procedures related to the Death of a Student or Employee. When injuries occur, the Dean of Academic Affairs will help facilitate communication with the family.
- The Campus President will prepare a statement for public and internal school communications.

Emergency Contingency Plan/Relocation

Short-Term (0–48 hours):

- If there are injuries, immediately contact 911. An emergency team to be determined at the time by the CMT will create and maintain a list of students and employees transported from the site by emergency personnel.
- The office of the BMCSB President will be used as an Information Center on-site where information can be gathered and dispersed. In the event of an evacuation, the CMT will meet in front of the building. Under the direction of the Campus President, the Information Center will be staffed by Key Staff Members and, if needed, Administrative staff. If additional support is needed, employee volunteers will be used.

- The responsibility for communicating next steps and information will be under the duties of Campus President and his/her designated staff.
- Depending on the condition of the building, the CMT or designee, upon advice from emergency personnel, will determine if it is safe to enter the building and would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings.
- Make phones available to enable all evacuees to call home/family.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, within 48 hours, the Director of Human Resources will hire additional security to maintain watch over the damaged building to protect any salvageable property.

If emergency shelter is needed:

- If emergency shelter is needed, contact the American Red Cross, American Red Cross (St. Joseph County Chapter Office), at (574) 234-0191 for emergency shelter locations. If needed, call 911 for additional resources.
- The CMT will check for safety: gas, water, sewage leaks, downed electric lines and shorts; turn off appropriate utilities; and check for building damage and potential safety problems during after shocks.
- Wear protective shoes.
- Clean up dangerous spills.
- Turn on the radio and listen for instructions from public safety agencies.
- Don't use the telephones except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" should evacuation of people be necessary.
- Use media statements prepared by the Campus President to provide information to parents on relocation sites for students and reassure them that everything is under control.

After the Crisis (48+ Hours)

- The Campus President will use e-mail and voice mail to announce programs that may help ease emotional distress.
- Continue public service-related programs for two weeks following the event, using campus and off-campus media.
- The President and Dean of Academic Affairs will provide information on counseling services for those students and staff who may have lost a friend or a significant other and/or utilize bereavement services. The students have access to the Student Assistance Program and employees have access the Employee Assistance Program.

- Hold a campus meeting as soon as possible to be given by the President or designee to thank everyone, give accurate information, get suggestions, reassure everyone, and provide the next steps.

Fire

Crisis: A fire is discovered in one of the campus buildings.

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- Call the front desk receptionist at “2601.” Give your name, location, telephone number, and location of the fire.
- If the fire is large or rapidly spreading, immediately sound the building fire alarm and evacuate the building. If alarms are not automatically detected, yell “Fire”. Inform others in the building that may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Upon notification of a fire, walk, do not run, to the nearest stairway exit. Follow the Emergency Evacuation Plan.
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative, and you may be trapped.
- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.
- There are two individuals assigned to greet the fire department upon their arrival:
The Campus President and the Executive Assistant to the President.

Fights

In the event that a fight breaks out in the School, the employee should immediately seek one of the following individuals:

Security
 Dean of Academic Affairs
 Associate Dean of Academic Affairs
 Director of Student Services
 Academic Department Director
 Program Chair/Department Director

Incidents Involving Substance Abuse

Under the Influence

Crisis: A person is acting drunk, high, or impaired while on school property or at a school-sponsored event.

- In all cases, an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the Dean of Academic Affairs or Director of Human Resources should be contacted to determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the influence of substances should not be permitted to stay in the building. He/she should be asked to leave by the Program Chair/Department Director, Director of Human Resources, or other member of the Executive Committee. If the individual is cooperative but appears potentially dangerous to him/herself or others due to the impairment, contact the Dean of Academic Affairs or the Director of Human Resources. The Dean of Academic Affairs or the Director of Human Resources will call someone (family, roommate, friend, etc.) to escort the individual home, or call a taxi if no one is available. If the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete the Incident Report Form in as much detail as possible and submit copies to his/her Program Chair/Department Director and to the Director of Human Resources. The Program Chair/Department Director and Dean of Academic Affairs will determine whom else needs to be involved to handle the problem, based on the nature of the situation.
- The Dean of Academic Affairs will take disciplinary action if the incident involves a student. If it is an employee, the appropriate Department Director will take action.

Long Term/Preventative:

- Ongoing training for staff, faculty and students is available about the School's Drug-Free Environment Policy and how to handle situations, consequences or infractions.
- Ongoing awareness programs are available about substance abuse issues particular to school students.

Employee Suspects or Witnesses A Crime

If a student or employee suspects students are breaking the law, the employee should contact one of the members of the School's Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following individuals:

Dean of Academic Affairs
Director of Student Services
Program Chair/Department Director

Bomb Threat

- 1) Remain calm.
- 2) Treat all threats seriously. Try to follow "questions to ask" from the FBI Bomb Data Center. (*Refer to Appendix B*)

- 3) Do not delay taking action for any reason.
- 4) Report the situation to your supervisor or the nearest Executive Committee member. The Executive Committee will order the evacuation of the building, if necessary.
- 5) The Crisis Management Team will go to classrooms and offices and notify people to evacuate.
- 6) Do not turn any lights on or off during a bomb threat.
- 7) Do not use any type of radio device or cell phone!

Suspicious Package is Observed

- If you spot a suspicious object, package, etc., report it to the Admissions Receptionist at 574-237-0774.. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address; it may be delivered or discovered in an unconventional way. It is also crucial to be observant of secondary packages/devices located around the facility.
- Evacuate the area. An Executive Committee member will cord off the immediate area around the package.
- Wait for the trained police squad to examine and dispose of the device.

Biohazards

Crisis: Employee or student is exposed to blood, vomit, or other potentially infectious substances.

Universal precautions will be observed by all school employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10-second hand wash. Gloves are located in all first aid kits.
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact the housekeeping staff for clean-up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as it is feasible.
- Dispose of bloody gauze, gloves, and clean-up materials in hazardous materials containers located in Rooms 108, 210, 213, or 224.
- Sharp items should be considered as potentially infected and should be handled with extraordinary care to prevent accidental injuries.
- “Sharps Containers” are located in the Veterinary Technology Suite and the Medical Assisting Lab.
- An Incident Report Form should be completed.

Biological Threats

- In the event of a biological threat, please contact the BMCSB President or his/her designee immediately.
- When evacuated from the building, all faculty, staff, and students should get to designated areas and away from the building.
- The Executive Assistant to the Campus President will contact the Holladay Properties Operations Manager. Rick Hopper will be responsible for the shut down of the ventilation system.

Anthrax: What to do if you suspect exposure to anthrax

- Do not shake or empty the envelope or package. Do not try to clean up any spilled powder or fluid.
- Put the envelope or package into a plastic bag or other container to prevent the contents from leaking out. If you can't find a container, cover the envelope or package with clothing, paper, or a trash can — and DON'T remove this cover.
- Leave the room and close the door. Keep other people from entering the room.
- Wash your hands with soap and water.
- Call the local police and report the incident. If you are at work, call your building security officer and/or your supervisor.
- Make a list of all the people who were in the room when you opened the letter or package. Give this list to the police — and to local public-health authorities.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give the bag of contaminated clothing to the police.
- Shower with soap and water as soon as you can. Do not use bleach or disinfectant on your skin.
- Do not start taking antibiotics until told to do so by your doctor or by health authorities.

Crimes Against a Person

Crisis: A sexual assault occurs on campus.

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant(s). Call 911 immediately.
- The person assaulted or anyone who knows of the incident should contact the Dean of Academic Affairs or Security. 911 should be contacted immediately.
- The Dean of Academic Affairs or his/her designee will gather information, complete the Incident Report Form, and will file internal reports.
- Campus authorities can assist a student in reporting violations at a student's request.

- If the alleged perpetrator is a student, the Dean of Academic Affairs will then investigate and handle disciplinary action.
- Dean of Academic Affairs are available to assist and provide counseling, emotional support and referral to local hospitals, crisis programs, and sexual assault programs.
- Depending on the nature and the circumstances of the incident, the Dean of Academic Affairs, with input from the Executive Committee and the Campus President, may prepare a statement.

Long Term/Preventative:

- Ongoing training on sexual assault awareness and prevention and procedures for staff, faculty, residence staff, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sexual offenses.

Weapons on Campus

Crisis: Student, employees, or visitor has a weapon on campus, such as a gun or knife.

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation, and proceed only with caution.

Non-threatening situation: Possession of weapon is noted

- Individual aware of the weapon possession reports the situation to an Executive Committee member.
- The Executive Committee member will consult with the Dean of Academic Affairs to make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Security.
- If the individual declines to remove the weapon from the premises, Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Dean of Academic Affairs, if a student is involved, or by the appropriate Department Director, if an employee is involved. If a visitor of students or employees was involved, their host will be subject to disciplinary review by the Dean of Academic Affairs or their Department manager.

Threatening situations: A weapon is shown in a menacing manner on campus.

- Do not attempt to apprehend or interfere with the person who has the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as it is safely possible, call 911. Provide them with your name, location, and information about the situation, including type of weapon, physical description, and mental state of person with weapon.

- Notify the Dean of Academic Affairs of the situation and the location to assist in directing emergency personnel.
- Notify an Executive Committee member of the situation, who will then notify the President and other members of the Crisis Management Team.

Violent Incident on Campus

Crisis: A violent incident occurs on campus, such as gunfire or a stabbing.

- Do not attempt to apprehend or interfere with the assailant(s).
- 911 should be called by the first person aware of the incident.
- Notify anyone on the Crisis Management Team.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police or a member of the CMT authorizes re-entry.
- The Crisis Management Team will designate a liaison. The liaison will wait by the building entrance to meet and guide the emergency personnel. All communications with authorities will be made by the President. Staff, faculty and students are instructed not to talk to the media.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, the Crisis Management Team, and Program Chairs/Department Directors.
- The Campus President will provide a copy of the floor plan of the building to the Police, upon request.
- The Campus President will instruct the front desk receptionist on how to respond to phone calls regarding the situation.

Once the immediate crisis is resolved:

- For those indirectly affected by the incident, dismissal should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident, groups consisting of no more than 20 people will be de-escalated by a crisis response team and given time to talk and express concerns or issues prior to dismissal.

If injuries and/or death are involved:

- Family members of all casualty victims will be notified as soon as possible. The Dean of Academic Affairs will coordinate this communication.
- Follow-up procedures under "Medical Emergency" and or "Death of a Student/Employee."

- The Campus President will set up a phone line providing information to those who are calling for information.
- Review security measures and make any necessary adjustments.
- The Dean of Academic Affairs will file an Incident Report Form.
- The EDMC Legal Counsel will be notified of the situation.
- Faculty and staff are advised by a Dean of Academic Affairs to identify and refer those students or employees at high risk for emotional disturbances. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.

Long-term:

- Periodic mandatory de-briefing meetings with those directly affected by the incident by a Dean of Academic Affairs or an outside referral source.
- Continued identification of high-risk students and referrals to Dean of Academic Affairs.
- Provision of ongoing support and instruction for students and employees who will be giving testimony or dispositions.

APPENDIX B: FBI BOMB CENTER FORM

FBI Bomb Data Center Form

Please keep this information near your telephone.

Write the exact wording of the threat:

Gender of the caller: _____

Race: _____

Age: _____

Questions:

- | | |
|---------------------------------------|----------------------------|
| 1. When is the bomb going to explode? | 6. Did you place the bomb? |
| 2. Where is it right now? | 7. Why? |
| 3. What does it look like? | 8. What is your address? |
| 4. What kind of bomb is it? | 9. What is your name? |
| 5. What will cause it to explode? | |

Threat Language

_____ Well-spoken
(educated)

_____ Foul
_____ Taped

_____ Message read by
threat maker

_____ Incoherent

_____ Irrational

Caller's Voice

_____ Calm
_____ Nasal
_____ Angry
_____ Stutter
_____ Excited
_____ Lisp
_____ Slow
_____ Raspy
_____ Rapid

_____ Deep
_____ Soft
_____ Ragged
_____ Loud
_____ Clearing Throat
_____ Laughter
_____ Deep Breathing
_____ Crying
_____ Cracking Voice

_____ Normal
_____ Disguised
_____ Distinct
_____ Accent
_____ Slurred
_____ Familiar
_____ Whispered

Who did it sound like? _____

Background Sounds:

_____ Street noises
_____ Factory machinery
_____ Crockery
_____ Animal noises
_____ Voices
_____ Clear
_____ PA System

_____ Static
_____ Music
_____ Local
_____ House noises
_____ Long distance
_____ Motor
_____ Office machinery

_____ Other

Remarks:

Number at which call was received:

Time: _____ Date: _____

Your Name:

Position: _____ Phone number: _____

Report call immediately to: 911, your supervisor, BMCSB President or his designee.

