



*The*  
**Baptist College**  
*of Florida*

"Changing the World Through the Unchanging Word®"

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5400 College Drive  
Graceville, FL 32440

Annual  
Campus  
Security &  
Fire Safety  
Report

October 1

2016

The Office of Student Services is responsible for the publication and distribution of this report in accordance with the Jeanne Cleary Act.

*This report contains crime statistics data that spans the calendar years of 2013, 2014, & 2015*

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## INTRODUCTION

Safety on all campuses of higher education is a natural source of concern for parents, students, and employees. The Baptist College of Florida (BCF) campus is no exception. BCF has developed policies and implemented procedures to increase safety awareness, and to provide precautionary measures for all campus community members. This publication is designed to provide an overview of those safety measures.

### **Message from the President**

We at The Baptist College of Florida are very pleased of our record of providing a safe and secure environment where students, faculty, and staff can work together to train the next generation of workers who are “Changing The World Through the Unchanging Word®.” In the past, we have been recognized as one of the safest campuses in the state of Florida. We are constantly working with local law enforcement agencies and fire departments to keep our campus safe for all who live, work and study here. Because of our record and efforts, we are pleased to provide to you this Crime and Fire Safety Report.

### **Compliance of This Report**

The Baptist College of Florida Annual Security and Fire Safety Report and Statement of Campus Security and Fire Safety Policy is prepared, published, and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Higher Education Amendments of 1998, and all implementing regulations issued by the U.S. Office of Education (34 C.F.R. Part 668.46), hereafter referred to as the “Regulations.”

## SECTION 1: REPORTING CRIMES AND OTHER EMERGENCIES

The Baptist College of Florida (BCF) strongly encourages all of its students, faculty and staff to report crimes and suspicious activities to local law enforcement agencies, as well as to the Office of Student Services or any BCF designated campus security authority (CSA). Reporting of incidents that are not life-threatening can be done by contacting the Office of Student Services at (850) 263-3261 ext. 474 or by calling (850) 415-0801 after working hours. Crimes and urgent calls, including life-threatening incidents can be reported directly to the local law enforcement agencies by calling 911.

If a crime is reported directly to the Office of Student Services or any BCF designated CSA, the person making the report will also be encouraged to file the report with local law enforcement agencies. The Office of Student Services will be glad to assist any person in filing such a report.

BCF does not employ any trained or armed law enforcement officers. Campus Safety personnel have no arrest authority and are only trained to check to ensure all appropriate buildings are locked at night, and to report any suspicious activities to local police. BCF Safety carry no weapons and are only equipped with a cell phone to receive calls for assistance, reports of unlocked buildings, or suspicious activities. BCF Safety notify local police of all suspicious activities or crimes committed at BCF.

### **Who: Description of Who are Considered “Campus Security Authorities” (CSA’s) for the Purpose of Reporting Clery Act Crimes.**

A campus security authority (CSA) is a campus police or security official or other official such as certain staff positions with significant responsibility for campus and student activities. A CSA has responsibilities under the Clery to report information for timely warnings and crime statistics. CSA’s are usually found in departments responsible for, but not limited to, student and campus activities, safety, discipline, housing, athletics, human resources or judicial proceedings. This designation also includes any individual who has been specified by BCF to receive and report offenses.

BCF designated CSA’s include the Office of Student Services, Title IX Coordinator, Faculty Dorm Advisors, Administrators, RDs, and Safety Personnel.

*Who is NOT a Campus Security Authority?* Not included as CSA’s are faculty without responsibility for student or campus activities outside the classroom, support staff (clerical, maintenance, food service workers), and medical doctors, nurses, and counselors responsible for student care.

*Who is Exempt?* Pastoral counselors, professional counselors, and any person *uncertified* but acting under the supervision of an exempt counselor are exempt as CSA’s. For those mentioned above as CSA’s, THERE IS NO OPTING OUT AS A CSA.

The primary responsibility of a CSA is to report allegations *made in good faith* to the reporting structure established by BCF. CSA's perform a vital role to BCF's compliance to the Clery Act. CSA's are responsible for reporting Clery-designated crimes and incidents reported to them in a timely manner to the office of the Dean of Students. All CSA's will be provided with job training and necessary reporting forms. All Clery-designated crimes and incidents reported will be included in the Annual Security Report (ASR) and provided to current and prospective students and employees under the Clery Act by October 1<sup>st</sup> of each year.

**Where: Geographic Locations for Which BCF is Required to Report Crime Statistics or Issue Timely Warnings and Emergency Notifications Under the Clery Act.**

The Baptist College of Florida Graceville campus is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: *on campus, public property and non-campus buildings and properties.*

On Campus

Any building or property owned or controlled by BCF, including those within the same reasonably contiguous geographic area (building or property owned or controlled by the institution located in an area that is considered and treated as an integral part of the campus and covered by the same policies as the main campus) and used by BCF to meet or support its educational purposes, including residence halls, administrative buildings, classrooms and labs, and married student housing. On campus also includes any building or property that is owned by BCF but controlled by another person, is frequently used by students, and supports BCF purposes (such as food or other retail vendor).

Public Property

The term "public property" means all public property that is within the same reasonably contiguous geographic area of BCF, such as the streets that are adjacent to a facility owned or controlled by BCF if the facility is used in direct support of, or in a manner related to BCF's educational purposes.

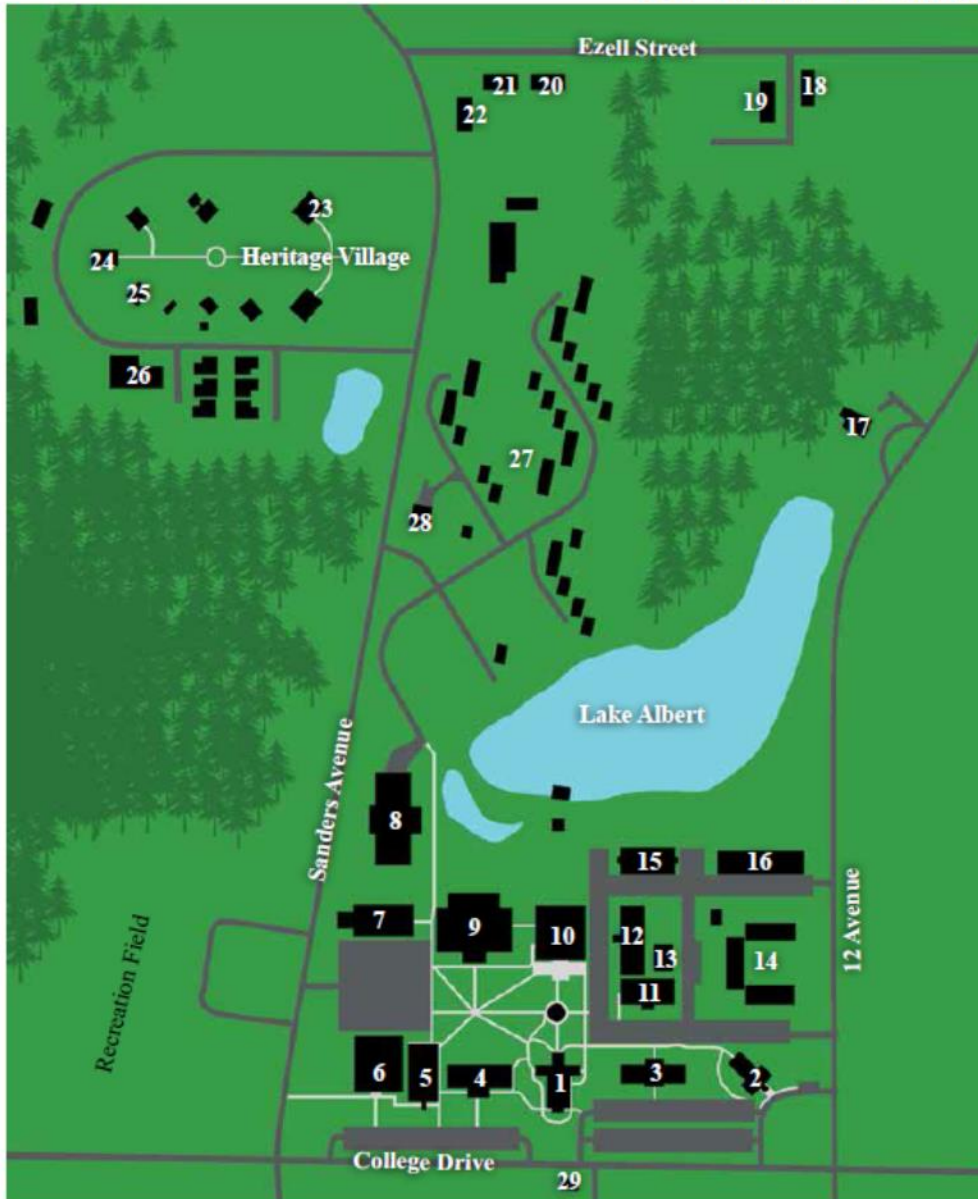
Non-Campus Buildings or Property

Any building or property owned or controlled by BCF that is used in support of or in relation to BCF's educational purposes, and is used by students, but is not part of the main campus. Non-campus buildings would include remote classrooms and remote student housing.



Geographic Map

# BCF CAMPUS MAP



- |  |                                 |                           |
|--|---------------------------------|---------------------------|
| 1.....R.G. Lee Chapel                      | 11.....Brackin-Chandler Hall    | 21.....Courtyard House    |
| 2.....Administration Building              | 12.....Napier Hall              | 22.....Conrad House       |
| 3.....R.C. Mills Center                    | 13.....Pod Residence Hall       | 23.....Williams House     |
| 4.....Solomon Hall                         | 14.....Southwest Apartments     | 24.....Cypress Hall       |
| 5.....Graceville Hall                      | 15.....Smith Hall               | 25.....Pine Park Church   |
| 6.....Ida J. McMillan Library/Carlton Hall | 16.....Lakeside Hall            | 26.....Gardner Center     |
| 7.....McRae-Morrow Hall                    | 17.....East Lake Residence Hall | 27.....Lakeview Court     |
| 8.....Deese Center (Cafeteria)             | 18.....Taylor House             | 28.....WFBU Radio Station |
| 9.....Wellness Center                      | 19.....Ezell Street Apartments  | 29.....Bullock House      |
| 10.....Student Center                      | 20.....Ogletree House           |                           |

## **What: Clery-Designated Crime Definitions**

### Murder/Non-Negligent Manslaughter

The willful killing of one human being by another.

### Negligent Manslaughter

The killing of another person by gross negligence.

### Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. These include rape and fondling.

### Sex Offenses Non-Forcible

Unlawful, non-forcible sexual offenses specifically including incest and statutory rape.

### Robbery

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 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.

### Burglary

Unlawful entry of a structure to commit a felony or a theft, either by force or no force.

### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle, including (1) autos, (2) trucks and buses, and (3) other vehicles such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheel chairs.

### Arson

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. Only fires **determined through investigation** to have been willfully or maliciously set are considered arson.

### Arrests and Referrals for Disciplinary Action

Persons processed by arrest, citation or summons, including those persons arrested and released without a formal charge being placed against them or juveniles taken into custody or arrested but merely warned and released without being charged. Also the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result

in the imposition of a sanction. These will only include alleged violations of law and not merely campus policy.

#### *Illegal Weapons Possession*

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

#### *Drug Law Violations*

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

#### *Liquor Law Violation*

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

#### Hate Crimes

A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. The Clery Act requires institutions to separately report all hate crimes statistics of any of these seven categories of Clery Act Crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. These are considered hate crimes if evidence shows that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories. The bias categories are as follows: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

Hate crimes are also counted when reported in conjunction with the following crimes that are not reported under the general Clery Act crime statistics:

#### *Larceny-theft*

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

### *Simple Assault*

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### *Intimidation*

Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### *Destruction/Damage/Vandalism of Property*

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

- Cutting auto tires
- Drawing obscene pictures on restroom walls
- Smashing windows
- Destroying school records
- Defacing library books

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional stress.

## **Which: Applying the Hierarchy Rule and Identifying Excluded Crimes**

The FBI's **Hierarchy Rule** must be used when counting multiple offenses. Under this rule, only the most serious offense is counted when more than one offense is committed during a single incident. A single incident means that the offenses must be committed at the same time and place, meaning the time interval and distance between the offenses were insignificant.

The following list shows the hierarchy that must be used, beginning with the most serious offense:

1. Murder and Non-Negligent Manslaughter
2. Negligent Manslaughter
3. Sex Offenses
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft

## **Exceptions in Applying the Hierarchy Rule**

### Arson

- Always count arson as an offense, regardless of the nature of any other offense committed during the same incident.
- When multiple offenses are committed during the same distinct operation, report the most serious along with the arson.
- Incidents in which persons are killed as a direct result of arson are classified as both murder/non-negligent manslaughter or negligent manslaughter **and** arson.

### Hate Crimes

- All of the offenses committed in a multiple offense incident that are bias motivated should be disclosed.
- In a multiple offense incident, only the crimes that are bias motivated should be classified as hate crimes.

### Sex Offenses

- If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the institution must record both the sex offense and the murder in the statistics.

## **When: Alerting the BCF Campus**

### Timely Warning Policy

Timely warnings are provided to heighten safety awareness by giving students, faculty, and staff notification of Clery-designated crimes that occur on campus property, non-campus property, or on public property immediately adjacent to the campus, and are considered by BCF to present a serious or continuing threat to students and employees.

When a criminal incident is reported to BCF authorities, the Dean of Students or his designee determines if the reported incident represents a crime reportable under the Clery Act and/or represents a continued threat to members of the BCF community. The Dean of Students informs other BCF personnel as appropriate (i.e., Crisis Emergency Response Team, faculty, staff, Residence Hall Directors, etc.) as appropriate in advance of notice distribution.

Timely warnings are considered for the following Clery-designated crimes: criminal homicide, sex offenses, robbery, burglary, aggravated assault, motor vehicle theft, arson and threats to commit bodily harm. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

The Baptist College of Florida has implemented an Emergency Notification Plan with timely notification of the occurrence of crimes covered by the Clery Act. This crisis notification is coordinated through the Office of Student Services and is normally administered by the Dean of Students in consultation with the College President.

### Timely Warning Procedure

Timely warnings are narrower in focus than emergency notifications. Timely warnings focus on Clery Act crimes occurring in Clery geography and reach the entire campus community as soon as pertinent information is available. Warnings will normally be performed by utilizing the BCF mass notification system. Warning options include, but are not necessarily limited to text messages, phone calls, emails, or combination of these avenues. Warnings will include some or all of the following information: (1) date, time and location of the reported crime, (2) summary of the incident, (3) description of the suspect and/or vehicle, if available, and (4) any other special instructions to inform the BCF community as to the nature of the urgent warning, as well as giving specific instructions on what actions are to be taken.

Local police and other agencies will be notified by BCF as appropriate to the occasion. Updates will be given as available, as well as informing the BCF community when it is safe to resume normal activities.

### Disclosure of Crime Statistics

Each year, personnel from the BCF Office of Student Services collect and compile the statistics, information, and other data required for this Report in accordance with the latest statutory and regulatory requirements.

Campus Safety, as a part of the Student Services Office, maintains incident reports on an annual basis. Student Services records, by date, crimes reported to Student Services that occurred on "*campus,*" or on a "*non-campus building or property.*" It is important to note that under the Regulations, each of the foregoing italicized terms has a special definition that requires the reporting of statistics for certain crimes that occur outside the specific geographic boundaries of the campus property owned by BCF.

As required by law, BCF Student Services Office determines which crime classification to assign to a reported incident by using the definitions of crimes found in the Federal Bureau of Investigation's Uniform Crime Reporting Guidelines (UCR). BCF Student Services Office also makes the determination as to whether or not a particular crime can be classified as a "*hate crime*" by using the UCR's definition of that term.

BCF Student Services Office compiles its crime statistics based not only on information that it receives directly, but also from crimes reported to the following sources on or near all BCF campuses and sites: (a) other "*campus security authorities*" (as that term is defined in the Regulations), including campus safety officers, Residence Life personnel, and Campus personnel; and (b) crimes reported to local police authorities. Reports of crimes made by persons or agencies outside BCF Student Services Office are solicited from BCF Student Services Office. A formal police report of a crime is not necessary for the crime report to be included in the statistical compilation. Crime victims' names are not disclosed in the statistical report. The Annual Security and Fire Safety Report is then compiled by the Dean of Students.

The statistics below reflect the crimes that were reported on the main campus, as well as the sites in Jacksonville, Orlando, and Panama City.

## BCF GRACEVILLE CAMPUS CRIME STATISTICS 2016

Offense	Year	On Campus Property	Residential Facilities	Non-Campus Property	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0



<b>Hate Crimes (Offense)</b>	<b>Year</b>	<b>On Campus Property</b>	<b>Residential Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Larceny-theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Intimidation	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## BCF JACKSONVILLE CAMPUS CRIME STATISTICS 2016

Offense	Year	On Campus Property	Residential Facilities	Non-Campus Property	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>Hate Crimes (Offense)</b>	<b>Year</b>	<b>On Campus Property</b>	<b>Residential Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Larceny-theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Intimidation	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## BCF ORLANDO CRIME STATISTICS 2016

Offense	Year	On Campus Property	Residential Facilities	Non-Campus Property	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>Hate Crimes (Offense)</b>	<b>Year</b>	<b>On Campus Property</b>	<b>Residential Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Larceny-theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Intimidation	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## BCF PANAMA CITY CAMPUS CRIME STATISTICS 2016

Offense	Year	On Campus Property	Residential Facilities	Non-Campus Property	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Illegal Weapons Possession Referrals (Disciplinary Action)	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>Hate Crimes (Offense)</b>	<b>Year</b>	<b>On Campus Property</b>	<b>Residential Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Larceny-theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Intimidation	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

### Reporting of Criminal Offenses

Reporting of crimes is done by calling the Student Services Office at 850-263-3261, ext. 477 during working hours or by calling Campus Safety at (850-415-0801) after hours. The Dean of Students can also receive reports directly at (850-415-0257). If it is a life-threatening emergency, call 911. Any person at BCF receiving the report and has reasonable cause to believe that the report is valid shall make an oral report by telephone or in person to the appropriate police authority.

### Voluntary Confidential Reporting

A student at his or her option may confidentially report a crime to BCF Student Services Office, Residence Hall Director, or to a staff member of the Office of the Dean of Students. The student will be encouraged to make an official police report; but if he/she is not willing to do so, then only the fact that an incident occurred and details sufficient to enable appropriate classification of the incident will be recorded so that the incident can be included in the statistical section of this Report.

If a report of a crime is made to a "*pastoral counselor*" or "*professional counselor*", then at the student's request, no report will be made of the crime to BCF Student Services Office. Such counselors, however, may in their professional discretion encourage a student to file an official police report or to permit disclosure of the occurrence to BCF Student Services Office for inclusion in the statistical section of this Report.

### Daily Crime and Fire Log

The BCF Student Services Office maintains a combined *Daily Crime and Fire Log* of all crimes, fire related incidents, and serious incidents that occur on campus, including the area immediately contiguous to the campus within what is described as our *Clery Geography*.

The Daily Crime and Fire Log includes the incident type, the date the incident is reported, date and time of the occurrence, the general location of each reported incident, and the disposition of the incident if known. Specific incidents are posted within (2) business days of receiving a report of the incident.

The most current sixty (60) days of information is available during normal business hours at the Office of Campus Safety located in the Student Center. Additional crime information beyond the sixty (60) days limit is available upon request.

### Documenting Incidents

Violations must be referred and documented in an incident report and filed with the Office of Student Services within 24 hours after the incident occurs. The college staff member that responds to the incident first, is responsible for filing the report.

Incidents must be documented if they fall into any of the following categories:

1. Intentional damage



2. Arson, tampering with, and/or misuse of fire equipment; false reporting of fire and/or other dangerous condition
3. Possession and/or use of firearms, ammunition, explosives, and/or chemicals
4. Illegal possession, use, and/or sale of drugs, alcoholic beverages
5. Theft
6. Trespassing
7. Hazing
8. Assault
9. Harassing and/or endangering others
10. Lewd and indecent behavior
11. Persistent and/or unusual noise or behavior
12. Significant interference with others
13. Failure to cooperate with a staff member
14. Health and safety violations
15. Any other violation where a warning was given and the violation persisted or recurred

### Emergency Notification and Evacuation

#### *Policy*

Emergency notifications are broader in focus than timely warnings and include any significant emergency or dangerous situation anywhere on campus. An emergency notification could be sent to the entire campus or segment(s). Emergency notifications are issued immediately upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Examples of emergencies or dangerous situations may include:

- Outbreak of serious illness
- Terrorist incident or armed intruder
- Natural disasters
- Extreme weather conditions, including tornadoes, hurricanes, flooding, etc.
- Environmental emergencies: chemical or hazardous waste spill, gas leak, etc.
- Detected explosive devices
- Civil unrest or rioting

#### *Procedure*

Authority to Declare a State of Emergency:

The authority to declare a campus state of emergency rests with the College President or designee, appointed by the President, as follows:

During the period of any campus major emergency, the President or designee will immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities. The Dean of Students will immediately consult with the President or designee and Administration regarding the emergency and the possible need for a declaration of a campus state of emergency.

#### Confirmation of an Emergency:

Should any major emergency occur, the President of the college or his designee may declare a state of emergency and order evacuation of all or part of the campus. Evacuation shall be supervised by the Director of the Physical Plant, Dean of Students, and campus safety. Upon confirmation of an emergency by authorized personnel, a notification of the emergency or dangerous situation will be sent to the appropriate segment of the campus unless the notification compromises the efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

#### Determining the Appropriate Segment of Campus to Receive a Notification:

The entire campus community may be notified when there is at least the potential that a very large segment of the community will be affected by the situation, or when the situation threatens the operation of the campus as a whole.

If an emergency condition exists, but is isolated to a specific part of the campus, notifications may be made to that specific area instead of notifying the entire campus community.

As the incident progresses, personnel will continually assess the situation and additional segments of the campus community may be notified if a situation warrants such action.

#### Available Communication Media:

The following is a list of communication media that BCF may have at its disposal for the timely dissemination of emergency notification:

1. The BCF Mass Notification System
  - A. SMS text message
  - B. Cell phone call
  - C. Email
  - D. Land line phone call
2. The Baptist College of Florida Website <http://www.baptistcollege.edu/>
3. 94.7 WFBU Radio
4. Fire Alarm
5. Campus email

This list does not imply that all media will be used for every notification. The nature of the emergency will determine which media are utilized by BCF.

#### Developing the Content of the Notification:

The persons authorized to send a message have a number of pre-scripted, pre-approved messages from which to choose. However, if there is no pre-approved script for an incident, as practical without jeopardizing life safety, the person authorizing the activation should consult News and Campus Emergency Resource Team (CERT) for content consideration.

#### Initiating the Notification System:

Once the authorized person has confirmed the emergency, selected the areas of campus that need to be notified, chosen the appropriate communication media to use, and determined the content of the message, they will call the personnel responsible for physically activating each individual communication medium.

The responsible departments for physically activating the BCF Mass Notification System are listed below.

- I. The Office of Student Services
  - A. Dr. Roger Richards, Dean of Students
  - B. Olan Strickland, Assistant to the Dean of Students
- II. The Academic Dean – Dr. Robin Jumper
- III. The Director of Operations/Comptroller – Chris King
- IV. The Director of Enrollment Management and Marketing – Sandra Richards

#### Disseminating Information to the Larger Community:

If a dangerous situation exists on campus that has the potential to affect the surrounding Graceville community, the person who authorized the alert will notify 9-1-1 or the appropriate authority dependent on the nature and type of emergency, to make the determination to initiate its community notification process.

#### Follow-Up Communication:

Once a mass notification is issued, the person who authorized the notification should contact the News and Campus Emergency Resource Team as soon as possible.

The initial notification should be followed by a subsequent message(s) that provides greater detail of the incident and/or protective action recommendations. If the incident requires an extended response time, subsequent information releases should be done at the discretion of the President of the college or designee.

#### Emergency Notification Tests:

The BCF Mass Notification System should be tested at least once a year to ensure the system is operational and to introduce members of the BCF community to the methods in which they can receive notifications during an emergency.

After each test or activation of the BCF Mass Notification System, a brief after action report should be written to evaluate the event against measurable goals. This document should include: purpose, date/time, whether the test was announced or unannounced, participants, description, successes, shortcomings and corrective action recommendations.

## SECTION 2: MISSING STUDENT NOTIFICATION PROCEDURE

### **Policy**

A student may be considered a missing person by BCF if the student is reported missing for a 24 hour period and the student's absence is contrary to his or her normal pattern of behavior, or is the result of any unusual circumstance.

Any time a student is believed to be missing, whether or not the student is a campus resident, the appropriate police department should be contacted. The BCF Office of Student Services works to locate missing students, notify appropriate local law enforcement, and check on the welfare of such students. As part of the residential check-in procedure, all students are afforded the opportunity to provide, on a voluntary basis, contact information for individuals to be notified in case of emergency, and this emergency contact will serve as a contact if the student goes missing as well, unless the student specifies otherwise.

Anyone who believes a student to be missing should report his or her concern to the Dean of Students, Dr. R. C. Richards (850) 415-0257, the Office of Student Services, (850) 263-3261, ext. 477 or 474, or Campus Safety (850) 415-0801. Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours, though instances of bizarre disappearances, suspected kidnapping, or potential crimes will be acted upon immediately when reported.

### **Procedure**

If a residential student is presumed to be missing, BCF will notify the emergency contact, parent or legal guardian within 24 hours after it has been determined that the student is missing. For students under the age of 18, a call will be made to the custodial parents, regardless of who is designated by the student as the emergency contact. In the event that emergency contact notification is necessary, the Dean of Students will place the call.

The College official receiving the report will collect and document the following information at the time of the report:

1. The name and relationship of the person making the report.
2. The date, time and location the missing student was last seen.
3. The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
4. The missing student's cell phone number (if known by the reporter).
5. Whether a local police department has been notified.

Upon notification from any entity that a student may be missing, BCF may use any or all of the following resources to assist in locating the student.

1. Call the student's room.
2. Go to the student's residence hall room.
3. Talk to the student's RD, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
4. Secure a current student ID or other photo of the student from a friend.
5. Call and text the student's cell phone and call any other numbers on record.
6. Send the student an email.
7. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, classroom and recreational facilities, etc.
8. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Myspace, Facebook and Twitter.
9. Ascertain the student's car make, model and license plate number.
10. The IT Department may be asked to obtain electronic logs in order to determine the last time the student accessed the BCF network.

## SECTION 3: SAFETY OF AND ACCESS TO CAMPUS FACILITIES

### **How Residence Halls and Dorms are Secured**

Residence halls and dorms are secured by locked doors. The residents in each hall or dorm are responsible to keep the entrances into their building locked for the safety of all. No doors are to be left unlocked or propped open. BCF safety will patrol the campus to be sure that the students living on campus are as safe and secure as possible.

### **Housing Regulations**

The college maintains campus housing for single and married students. Specific regulations are found in the housing contracts. To obtain a copy of the residence hall contract or the married housing lease contact the Office of Student Services.

Residents of the residence halls may not have overnight guests without prior written approval from the Housing Office.

### **Areas with Restricted Access**

#### Facilities, Unauthorized Use of or Access To

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields), whether or not by force, is prohibited.

#### Rules for Use of the Wellness Center

All currently enrolled students, staff, faculty, administrators, and alumni of The Baptist College of Florida, and their dependents may use the facilities.

Children 12 and under cannot use the facility without a parent accompanying them.

All students must use their official college ID card. Others must use a dependent ID to check out any equipment or use the facility.

Authorized personnel are permitted to bring one guest. There is no charge for bringing a guest, but each person is responsible for their guest, and the guest must obey all the rules of the Wellness Center. The intent of this is that out-of-town guests may use the facility with the authorized user. It is *not* for the purpose of allowing local persons who are not authorized users to have access to facilities.

The basketball court, weight rooms, recreation room, and downstairs restrooms are accessible during the evening hours the Wellness Center is open.

The weight rooms are available to those who are properly registered through the Recreation Office and have been through the weight training orientation

### IT Lab Privileges

Students may use the computers in the IT Lab for word processing provided the following guidelines are followed:

1. Students may use the Lab only during regular posted hours.
2. Students will accept and follow the guidance and supervision of IT Lab personnel.
3. Students will demonstrate computer proficiency or agree to take instruction as needed.
4. Students using computers for remedial courses will have priority over other computer use.
5. Students will follow the proper log-in and log-out procedures when using the computer.
6. Students must supply their own USB drives as needed for saving work.
7. Students are to save all work to USB drives and may also save their assignments to the U:drive folder. Any information saved in a location other than the USB drive or the U:drive folder will be automatically removed.
8. The Information Technology Lab cannot be used for business purposes.

### **Safety Considerations in the Maintenance of Campus Facilities**

BCF safety will notify the Office of Student Services of any improperly working door locks, broken windows, blown parking lot and building lights, or other issues related to the safety of the campus. The Office of Student Services will notify the Department of Plant Operations so that the issue can be repaired in a timely manner.

During their regular rounds, safety personnel will record and report any safety issues concerning campus facilities for immediate repair.

## SECTION 4: CAMPUS LAW ENFORCEMENT POLICY

### **Enforcement Authority**

Safety personnel will secure buildings and ensure the safety of the campus. Because Safety is not a law enforcement agency, in the event of a crime, they will contact local and state law enforcement agencies.

BCF has a good working relationship with the Graceville Chief of Police and his officers. They respond promptly and professionally to the needs of the campus.

### **Accurate and Prompt Reporting Policy**

All crimes on campus are to be reported to the Dean of Students, Campus Safety, or any Campus Security Authority (CSA). BCF designated CSA's include the Office of Student Services, Title IX Coordinator, Faculty Dorm Advisors, Administrators, RDs, and Safety Personnel. If necessary call 9-1-1 and then contact the Dean of Students.

### **Confidential Reporting Policy**

"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.

### **Monitoring and Reporting of Criminal Activity (non-campus student organizations)**

BCF does not have any non-campus student organizations to be monitored.



## SECTION 5: SAFETY AWARENESS PROGRAMS POLICY STATEMENT

At least once per calendar year, the Office of Student Services will inform all students, faculty, and staff of safety procedures and practices and to encourage students and employees to take responsibility for their own safety and the safety of others.

### **Fire Emergency and Utility Failure**

#### About Fire Safety and Prevention

Did you know that if a fire starts in your home or dorm, you may have just two minutes to escape? The most effective way to protect yourself is to identify and remove fire hazards. 60 percent of house fire deaths occur in dwellings with no working smoke alarms. Working smoke alarms and a fire escape plan that has been practiced regularly can save lives during a fire.

#### Fire Safety Tips

- If a fire occurs in your dwelling, GET OUT, STAY OUT and CALL for help.
- Test smoke alarms once a month and change the batteries if they are not working.
- Have a fire escape plan and practice it at least twice a year.
- Make sure everyone knows where to meet outside in case of fire.
- Make sure everyone knows to STOP, DROP and ROLL if his or her clothes should catch on fire.

#### Fire Safety Policy

See section 11 of this report or “Fire Emergency Response Protocol” in the *Student Handbook* page 112.

#### Utility Failure

**ELECTRICAL/LIGHT FAILURE:** During the failure, contact Physical Plant Staff for flashlights that are available for such emergencies.

**PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment. Notify Physical Plant Staff. Vacate the area if directed to do so.

**VENTILATION PROBLEM:** If smoke odors come from the ventilation system, immediately notify Physical Plant Staff. If necessary, cease all operations and vacate the area.

### **Medical Emergency and First Aid Response**

In the event of a medical emergency incident involving an injury illness on campus:

If the injury or illness is life threatening, call 911 first; then contact the Director of Student Services and do the following:

- State the type of medical emergency
- Give the location of the victim(s)
- Stay on the phone until 911 operator and/or Student Services tells you to hang up.
- Stay at the location of the emergency until Police/Fire/Student Services arrives on the scene.

### Campus Staff Role During Medical Emergency

- Respond to scene of emergency
- Call 911, for ambulance/emergency medical personnel, if needed; then assess situation.
- Initiate and continue CPR/Basic First Aid, if deemed necessary, or to sustain life, until the arrival of emergency personnel. Do not move the individual unless absolutely necessary to protect life.

### Extreme Heat Prevention

Your best defense against heat-related illness is prevention. Staying cool and making simple changes in your fluid intake, activities, and clothing during hot weather can help you remain safe and healthy.

#### *Prevention Tips*

- Drink more fluids (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask him how much you should drink while the weather is hot.
- Don't drink liquids that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- Stay indoors and, if at all possible, stay in an air-conditioned place. If your home does not have air conditioning, go to the shopping mall or public library—even a few hours spent in air conditioning can help your body stay cooler when you go back into the heat. Call your local health department to see if there are any heat-relief shelters in your area.
- Electric fans may provide comfort, but when the temperature is in the high 90s, fans will not prevent heat-related illness. Taking a cool shower or bath, or moving to an air-conditioned place is a much better way to cool off.
- Wear lightweight, light-colored, loose-fitting clothing.
- NEVER leave anyone in a closed, parked vehicle.

#### *If You Must Be Out In The Heat*

- Limit your outdoor activity to morning and evening hours.
- Cut down on exercise. If you must exercise, drink two to four glasses of cool, nonalcoholic fluids each hour. A sports beverage can replace the salt and minerals you lose in sweat. Warning: If you are on a low-salt diet, talk with your doctor before drinking a sports beverage. Remember the warning in the first “tip” (above), too.
- Try to rest often in shady areas.
- Protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) and sunglasses and by putting on sunscreen of SPF 15 or higher (the most effective products say “broad spectrum” or “UVA/UVB protection” on their labels).

### *Heat Stroke*

Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

### *Warning Signs of Heat Stroke*

- An extremely high body temperature (above 103°F, orally)
- Red, hot, and dry skin (no sweating)
- Rapid, strong pulse
- Throbbing headache
- Dizziness
- Nausea
- Confusion
- Unconsciousness

### *What to Do*

If you see any of these signs, you may be dealing with a life-threatening emergency. Have someone call for immediate medical assistance while you begin cooling the victim. Do the following:

- Get the victim to a shady area.
- Cool the victim rapidly using whatever methods you can. For example, immerse the victim in a tub of cool water; place the person in a cool shower; spray the victim with cool water from a garden hose; sponge the person with cool water; or if the humidity is low, wrap the victim in a cool, wet sheet and fan him or her vigorously.
- Monitor body temperature, and continue cooling efforts until the body temperature drops to 101-102°F.
- If emergency medical personnel are delayed, call the hospital emergency room for further instructions.
- Do not give the victim fluids to drink.
- Get medical assistance as soon as possible.

Sometimes a victim's muscles will begin to twitch uncontrollably as a result of heat stroke. If this happens, keep the victim from injuring himself, but do not place any object in the mouth and do not give fluids. If there is vomiting, make sure the airway remains open by turning the victim on his or her side.

### Extreme Cold Weather

#### *Hypothermia*

When exposed to cold temperatures, your body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's stored energy. The result is hypothermia, or abnormally low body temperature. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly dangerous because a person may not know it is happening and won't be able to do anything about it.

Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F) if a person becomes chilled from rain, sweat, or submersion in cold water.

Victims of hypothermia are often (1) elderly people with inadequate food, clothing, or heating; (2) babies sleeping in cold bedrooms; (3) people who remain outdoors for long periods—the homeless, hikers, hunters, etc.; and (4) people who drink alcohol or use illicit drugs.

### *Warning Signs of Hypothermia*

Adults:

- shivering, exhaustion
- confusion, fumbling hands
- memory loss, slurred speech
- drowsiness

Infants:

- bright red, cold skin
- very low energy

### *What to Do*

If you notice any of these signs, take the person's temperature. If it is below 95°, the situation is an emergency—get medical attention immediately.

If medical care is not available, begin warming the person, as follows:

- Get the victim into a warm room or shelter.
- If the victim has on any wet clothing, remove it.
- Warm the center of the body first—chest, neck, head, and groin—using an electric blanket, if available. Or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels, or sheets.
- Warm beverages can help increase the body temperature, but do not give alcoholic beverages. Do not try to give beverages to an unconscious person.
- After body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.
- Get medical attention as soon as possible.

A person with severe hypothermia may be unconscious and may not seem to have a pulse or to be breathing. In this case, handle the victim gently, and get emergency assistance immediately. Even if the victim appears dead, CPR should be provided. CPR should continue while the victim is being warmed, until the victim responds or medical aid becomes available. In some cases, hypothermia victims who appear to be dead can be successfully resuscitated.

### *Frostbite*

Frostbite is an injury to the body that is caused by freezing. Frostbite causes a loss of feeling and color in affected areas. It most often affects the nose, ears, cheeks, chin, fingers, or toes. Frostbite can permanently damage the body, and severe cases can lead to amputation. The risk of frostbite is increased in people with reduced blood circulation and among people who are not dressed properly for extremely cold temperatures.

### *Warning Signs of Frostbite*

At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin—frostbite may be beginning. Any of the following signs may indicate frostbite:

- a white or grayish-yellow skin area
- skin that feels unusually firm or waxy
- numbness

### *What to Do*

If you detect symptoms of frostbite, seek medical care. Because frostbite and hypothermia both result from exposure, first determine whether the victim also shows signs of hypothermia, as described previously. Hypothermia is a more serious medical condition and requires emergency medical assistance.

If (1) there is frostbite but no sign of hypothermia and (2) immediate medical care is not available, proceed as follows:

- Get into a warm room as soon as possible.
- Unless absolutely necessary, do not walk on frostbitten feet or toes—this increases the damage.
- Immerse the affected area in warm—not hot—water (the temperature should be comfortable to the touch for unaffected parts of the body).
- Or, warm the affected area using body heat. For example, the heat of an armpit can be used to warm frostbitten fingers.
- Do not rub the frostbitten area with snow or massage it at all. This can cause more damage.
- Don't use a heating pad, heat lamp, or the heat of a stove, fireplace, or radiator for warming. Affected areas are numb and can be easily burned.

These procedures are not substitutes for proper medical care. Hypothermia is a medical emergency and frostbite should be evaluated by a health care provider. It is a good idea to take a first aid and emergency resuscitation (CPR) course to prepare for cold-weather health problems. Knowing what to do is an important part of protecting your health and the health of others.

## **Weapons, Firearms, Sniper, Hostage, and Bomb Threat Response**

### Weapons and Firearms

No person shall possess or have any firearm, deadly weapon or prohibited knife (as legally defined), while present on any property owned/operated by BCF. In the event of a firearm or weapon being involved in an incident or being observed:

- DO NOT approach the person with the weapon.
- Move immediately out of the area to a safe location.
- Notify others as you leave the area.
- Notify the Dean of Students. If directed, dial 911.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive.
- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.

- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner.
- Above all, do not endanger yourself.

As with any crime, your awareness of your surroundings and events happening around you are the biggest potential deterrent to a criminal or terrorist act occurring. Please report any suspicious activities or behavior to the Office of Student Services. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or faculty or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious unknown visitors or phone callers.

### Sniper and Hostage

During any sniper or hostage situation the goal is to contain and isolate the individual with the gun or hostage(s) while limiting the number of potential hostages/victims. Thus the steps to follow would be as stated in the Firearms/Weapons section above, that is:

- DO NOT approach the person with the weapon
- Move immediately out of the area to a safe location
- Notify others as you leave the area
- Call 911 and inform them of the situation, and then notify the Dean of Students.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive
- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner
- Above all, do not endanger yourself

Once notified of a sniper or hostage situation, the Dean of Students will use whatever communication system is available for the particular building involved to notify others in the building of a hostage or sniper situation. The Dean of Students will also seal off that building and prevent others from entering it until the situation is resolved. The faculty and staff in the building involved in the incident should immediately lock the doors to the rooms they are in, turn off the lights and suggest all occupants seek shelter behind a brick or metal structure(s) that would provide some protection from bullets fired from a firearm. Faculty and staff in each room should then remain as calm and as quiet as possible and attempt to contact the Police to advise them of their location and the number of people in the room. In such a situation a cell phone is the best communication device to use.

The Graceville Police will assume control of the incident upon arrival and remove individuals from the building when safe to do so. Thus, you should remain in your secure (locked down) location until a Graceville Police Officer or the Dean of Students, under the direction of the

Graceville Police Department, arrives to escort you out of the room. The Baptist College of Florida will follow the directions given by the Graceville Police or the highest ranking official on scene during this process and will not be directly involved in the negotiations unless asked to participate by the highest ranking police official.

### Bomb Threat

1. If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call.
  - b. Approximate age and the gender of the caller.
  - c. Speech pattern, accent, other distinguishing vocal traits.
  - d. Emotional state of the caller.
  - e. Background noises.
3. Inform the Dean of Students that a bomb threat has been received and location of the device. After the caller hangs up, DO NOT hang up your phone but use another phone to call.
4. Upon being informed of a bomb threat, the Dean of Students will immediately:
  - a. Notify police (911) of the received bomb threat at the College.
  - b. Notify the President and Administration of the bomb threat.
  - c. Pull the fire alarm to evacuate the buildings as directed by the President and Administration.
  - d. Inform personnel in all College buildings to evacuate as necessary.
5. If a suspicious object or potential bomb is observed on campus, Do Not Handle It! Clear the area and immediately notify Student Services.
6. Upon hearing the alarm bells, quickly exit the building by the nearest door. Once outside, move to a clear area away from the building. (See General Evacuation Protocol.)
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

The CERT Team will meet to assess the situation and the implement the appropriate College response.

## **Thunderstorm, Lightning and Tornado Response**

### Thunderstorm

A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

### *Severe Thunderstorm Watch*

Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.

### *Severe Thunderstorm Warning*

Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

### Lightning

You can protect yourself and your family if you know what to do when you see lightning or when you hear thunder as a warning. Lightning strikes the earth more than 8 million times per day. The consequences of lightning strike injuries are serious. During 2003–2012, lightning caused an average of 35 deaths per year in the United States.

### *Outdoor Safety Tips*

Do:

- Be aware—check the weather forecast before participating in outdoor activities.
- Go indoors—remember the phrase, “**When thunder roars, go indoors.**” Find a safe enclosed shelter when you hear thunder. Safe shelters include homes, offices, shopping centers, and hard-top vehicles with the windows rolled up.
- Crouch close to the ground and separate—if you are caught in an open area, crouch down in a ball-like position (feet and knees together) with your head tucked and hands over your ears so that you are down low with minimal contact with the ground. **Do NOT lie down.** Lightning causes electric currents along the top of the ground that can be deadly over 100 feet away. Crouching down is the best combination of being low and touching the ground as little as possible.
- Separate—if you are in a group during a thunderstorm, separate from each other. This will reduce the number of injuries if lightning strikes the ground.

Don't:

- Do not stay in open vehicles, structures and spaces
- Do not stay near tall structures

### *Indoor Safety Tips*

Even though your home is a safe shelter during a lightning storm, you may still be at risk. About one-third of lightning-strike injuries occur indoors. Here are some tips to keep safe and reduce your risk of being struck by lightning while indoors.

- Avoid water—do not bathe, shower, wash dishes, or have any other contact with water during a thunderstorm because lightning can travel through a building's plumbing.
- Avoid electronic equipment—do not use your computers, laptops, game systems, washers, dryers, stoves, or anything connected to an electrical outlet. Lightning can travel through electrical systems, radio and television reception systems, and any metal wires or



bars in concrete walls or flooring. Equip homes with whole-house surge protectors to protect appliances.

- Avoid corded phones—corded phones are not safe to use during a thunderstorm. Do NOT use them. However, it is safe to use cordless or cellular phones during a storm.
- Avoid windows, doors, porches, and concrete—do not lie on concrete floors during a thunderstorm. Also, avoid leaning on concrete walls. Lightning can travel through any metal wires or bars in concrete walls or flooring.

### *How to Help*

Giving first aid to lightning strike victims while waiting for professional medical attention can save their lives. It is safe to touch a lightning strike victim. People struck by lightning DO NOT carry a charge.

Follow these four steps immediately to help save the life of a lightning strike victim:

1. **Call For Help**

Call 911 immediately. Give directions to your location and information about the strike victim(s). It is safe to use a cell phone during a storm.

2. **Assess The Situation**

Safety is a priority. Be aware of the continuing lightning danger to both the victim and rescuer. If the area where the victim is located is high risk (e.g., an isolated tree or open field), the victim and rescuer could both be in danger. If necessary, move the victim to a safer location. It is unusual for a victim who survives a strike to have any major broken bones that would cause paralysis or major bleeding complications unless the person suffered a fall or was thrown a long distance. Therefore, it may be safe to move the victim to minimize possible further exposure to lightning.

3. **Respond**

Lightning often causes a heart attack. Check to see if the victim is breathing and has a heartbeat. The best place to check for a pulse is the carotid artery which is found on your neck directly below your jaw, as shown in the picture.



4. **Resuscitate**

If the victim is not breathing, immediately begin mouth-to-mouth resuscitation. If the victim does not have a pulse, start cardiac compressions as well (CPR). Continue resuscitation efforts until help arrives. If the area is cold and wet, putting a protective layer between the victim and the ground may help decrease hypothermia (abnormally low body temperature).

## Tornado

Knowing what to do when you see a tornado, or when you hear a tornado warning, can help protect you and your family. During a tornado, people face hazards from extremely high winds and risk being struck by flying and falling objects. After a tornado, the wreckage left behind poses additional injury risks. Although nothing can be done to prevent tornadoes, there are actions you can take for your health and safety.

### *Preparing for a Tornado*

#### Tornado Watch

A **tornado watch** means that weather conditions are favorable for the formation of a tornado. When notified of a **tornado watch**, prepare to seek shelter and stay tuned to local television or radio stations for severe weather updates. Information can also be obtained at the National Weather Service website or at the Weather Channel website. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

#### Tornado warning

A **tornado warning** is issued when a tornado has actually been sighted in the surrounding area. Emergency warning sirens are activated when there is a tornado warning.

### *What to Do During a Tornado*

If a tornado warning has been issued and you are inside

- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to the appropriate shelter area designated for your building. Maps are posted in classrooms, labs, and meeting rooms. A list of appropriate shelter areas is found on the following page.
- Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.
- Do not leave the shelter area until after the storm is over.
- Continue to monitor the weather via radio, television or internet until the tornado watch has been lifted for your area.

If a tornado warning has been issued and you are outside:

- Look for a nearby safe structure in which to take shelter.
- If you are on campus go to the shelter area of the nearest building.
- If you are in your car, get out of it. Never try to outrun a tornado.

- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

### *Safety After a Tornado*

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood, or other flammable items. Never leave a candle burning when you are out of the room.
- Never use generators, pressure washers, grills, camp stoves, or other gasoline, propane, natural gas, or charcoal-burning devices inside your home, basement, garage, or camper—or even outside near an open window, door, or vent. Carbon monoxide (CO)—an odorless, colorless gas that can cause sudden illness and death if you breathe it—from these sources can build up in your home, garage, or camper and poison the people and animals inside. Seek prompt medical attention if you suspect CO poisoning and are feeling dizzy, light-headed, or nauseated.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management, and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts, and you could endanger yourself.

## **Hurricane Preparedness**

### Make a Plan

Hurricanes don't only affect people living along the coast. They can still cause damage even if you live hundreds of miles from the shore. Even if there's no risk of a hurricane right now, make sure you and your family are prepared.

- Stock up on emergency supplies for your home and car.
- Write down emergency phone numbers and keep them near every phone in your house or on the refrigerator. Program them into your cell phone, too.
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it.
- Find out where the nearest shelter is and the different routes you can take to get there if you have to leave your home.

## Get Supplies

During and after a hurricane, you may need supplies to keep your family safe and healthy. Remember that a hurricane could cut off your power and water supply. You also may not be able to drive because of damage to your car. Roads may be flooded or blocked. That's why it's best to be prepared — stock up on everything you might need now. Here's a checklist of what you need:

### *Food and Medicine*

- Clean containers for water
- At least 5 gallons of water per person (which should be enough to last 3 to 5 days)
- A 3 to 5 day supply of food that doesn't go bad (like canned food)
- Baby food or formula
- Prescription medicines

### *Safety Items*

- First aid kit and instructions
- Fire extinguisher
- Battery-powered radio
- Flashlights
- Extra batteries
- Sleeping bags or extra blankets
- Supplies to make drinking water safe (like iodine tablets or chlorine bleach)

### *Personal Care Products*

- Hand sanitizer
- Wet cleaning cloths (like baby wipes) in case you don't have clean water
- Soap
- Toothpaste
- Tampons and pads
- Diapers

### *Emergency Car Kit*

In case you need to leave quickly during a hurricane, always keep an emergency kit in your car, too. Make sure you include:

- Food that doesn't go bad (like canned food)
- Flares
- Jumper cables (sometimes called booster cables)
- Maps
- Tools, like a roadside emergency kit
- A first aid kit and instructions
- A fire extinguisher
- Sleeping bags
- Flashlight and extra batteries

Having a GPS — either in your car or on your smartphone — can help during an emergency too.

## **Emergency Supply Kit**

If a disaster strikes your community, you might not have access to food, water, or electricity for some time. You should have emergency kits for your home, office, school, and car. Here is what you will need:

### Food and Water

- Water—one gallon per person, per day
- Food—easy-to-make and won't spoil
- Manual can opener

### Electronics

- Flashlight
- Battery powered, solar, or hand crank radio (NOAA Weather Radio, if possible)
- Cell phone with chargers
- Extra batteries

### Health and Safety Supplies

- First aid kit
- Medicine (7-day supply), other medical supplies, and paperwork about any serious or on-going medical condition
- Emergency blanket
- Soap, toothbrush, and other personal care items

### Other Items

- Family and emergency contact information
- Multipurpose tool
- Copies of important documents such as insurance cards, immunization records, etc.
- Extra cash
- Map(s) of the area
- Extra set of car keys and house keys

## SECTION 6: CRIME PREVENTION PROGRAMS POLICY STATEMENT

The Office of Student Services will provide information to the college community about the prevention of crimes. BCF offers programs to inform our public about crime prevention techniques. The programs delivered include alerts, e-mail information, displays and presentations.

### **Alerts**

Timely warnings are provided to heighten safety awareness by giving students, faculty, and staff notification of Clery-designated crimes that occur on campus property, non-campus property, or on public property immediately adjacent to the campus, and are considered by BCF to present a serious or continuing threat to students and employees.

The Baptist College of Florida has implemented an Emergency Notification Plan with timely notification of the occurrence of crimes covered by the Clery Act. This crisis notification is coordinated through the Office of Student Services and is normally administered by the Dean of Students in consultation with the College President.

### **E-mail Information**

In addition to sending alerts through the BCF Mass Notification System, information pertaining to crime prevention will be distributed to faculty, staff and students through campus email. Hyperlinks will be provided for presentations developed by BCF or other institutions that help educate the BCF community in crime prevention.

### **Displays and Presentations**

During new student orientation and other strategic events BCF will set up displays containing crime prevention information. The college will also offer video presentations that it has developed to aid in crime prevention.

## SECTION 7: TOBACCO, DRUG AND ALCOHOL POLICY STATEMENTS

### **Tobacco**

The College maintains a tobacco free campus. Students are not to use tobacco in any form or amount. Additionally, the practice of using electronic vapor devices and the practice commonly referred to as “vaping” is prohibited.

### **Alcohol and Drugs**

#### Possession, Use and Sale

The use, possession, or distribution of alcoholic beverages and/or illicit drugs is prohibited. Students attending establishments where alcohol is the primary service, such as bars and clubs, gives the appearance that the student is involved in such behaviors. Whether the student is actually involved in drinking or not, it is still inconsistent with the beliefs and practices of this institution. Since the Scripture cautions Christians to abstain from the appearance of evil, students are warned that attendance at such establishments is grounds for dismissal from the College. In addition, violation of this standard of conduct may result in severe criminal penalties under local, state and federal law. These penalties are described in compliance with federal law.

#### Disciplinary Sanctions

Any student found to be in violation of this policy shall be subject to one or more of the disciplinary sanctions as described in section 6.4 of the Student Handbook. The College reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

The use or possession or distribution of alcoholic beverages or illicit drugs may result in required participation in a drug or alcohol treatment or rehabilitation program, and/or result in other disciplinary action including dismissal. In addition, illegal activity involving drugs and alcohol may be referred to law enforcement officials for criminal prosecution.

#### Enforcement of State and Federal Laws

Though the City of Graceville has not passed ordinances that govern sale, use, and distribution of controlled or illegal substances and alcohol, it does enforce the laws imposed by the State of Florida addressing these matters. According to the state, it is illegal to possess, distribute, sell, or use prohibited drugs and other controlled substances. Depending on the specific drug offense, the charge may range from a third to a first-degree felony. Punishment may range from a \$500 fine to confinement in a state prison facility. It is illegal for minors (under age 21) to possess, use, or sell alcohol. Further, it is unlawful for a person to sell, give, or serve alcoholic beverages to a person under age 21. It is illegal to misrepresent one’s age or that of another to induce a licensee to serve alcoholic beverages to persons under 21. Charges may range from a second degree to a first-degree misdemeanor. In addition to other penalties, the courts may suspend the driving privileges of those convicted.

## **Substance Abuse Education Programs**

### Health Risks Associated with Drug or Alcohol Use

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, lost appetite, irritability, tremors, panic cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death. Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In



addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

Treatment, Re-entry or Rehabilitation Programs

Though the college provides no counseling or rehabilitation programs for drug or alcohol abusers on campus, students or employees may contact the Dean of Students (263-3261, ext. 477) for information on referral. The following agencies offer counseling and help:

Alcoholics' Anonymous	(850) 526-3948
Southeast Alabama Medical Center	(334) 793-8194

The financial responsibility for any treatment or rehabilitation program remains solely the responsibility of the individual. The college in no way endorses or affirms the competency or effectiveness of the services offered by these agencies.

## SECTION 8: SEXUAL ASSAULT, DOMESTIC VIOLENCE, AND STALKING POLICY

The Baptist College of Florida does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. The Baptist College of Florida prohibits retaliation (in the form of intimidation, threats, coercion, or discrimination) against individuals reporting or providing information for sexual assault, domestic violence, or stalking investigations.

### **Definitions**

#### Sexual Assault

The Baptist College of Florida will not tolerate sexual assault in any form, including acquaintance rape. Rape is generally defined as, but not limited to, forced sexual intercourse perpetrated against the will of the victim. This applies regardless of whether the assailant is a stranger or an acquaintance of the victim and applies to all members of the BCF community. The type of force may involve physical violence, the threat of harm to the victim or sexual exploitation of a person who is physically unable to resist or who is unconscious. This policy also applies to any other sex-related assault or offense including any form of sexual battery.

Many forms of sexual assault are a violation of the criminal statutes of the State of Florida and may subject the perpetrator to criminal penalties. The college will make no attempt to shield members of the BCF community from the law, nor will it intervene in legal proceedings against a member of the BCF community. In addition to criminal prosecution, BCF will pursue strong disciplinary action through its own channels when there is reason to believe that the college's regulations against sexual assault have been violated. Thus, a member of the BCF community may be prosecuted by the state and disciplined by the college, and even if criminal authorities choose not to prosecute, the college may pursue disciplinary action.

#### Domestic Violence

Domestic violence is defined as any physical or verbal expression that brings fear or threat of harm. An outburst of anger is an example of domestic violence. Such acts are a threat to peace and health in a home and are also disruptive to neighbors. Domestic violence may lead to dismissal from the college.

Child or spouse abuse is not only illegal and punishable by law, but can be cause for dismissal from BCF. The college defines abuse as any willful act that results in any physical, mental or sexual injury that causes or is likely to cause the physical, mental or emotional health of a child or spouse to be significantly impaired. Abuse also encompasses neglect -the willful disregard of emotional or physical needs such as food, clothing, shelter and medical attention when that disregard is likely to cause physical, mental or emotional health to be significantly impaired.

## Stalking

Stalking, as defined by Florida Statute, is willfully, maliciously, or repeatedly following, harassing, or cyberstalking a person. Stalking may lead to dismissal from the college.

## **Prevention of Sexual Assault, Domestic Violence and Stalking**

### Primary Prevention and Awareness Programs for Incoming Students and New Employees

#### *Descriptions of Safe and Positive Options for Bystander Intervention*

**Notice the Incident:** Students are encouraged to be aware of their surroundings and the activities of those around them. Bystanders must first notice an incident taking place in order to intervene.

**Interpret the Incident:** Bystanders need to evaluate the situation and determine if there is an emergency or a situation that requires assistance.

**Assume Responsibility:** Bystanders should assume responsibility for giving help. They should not wait for other bystanders to be the first to offer assistance.

**Attempt to Help:** The bystander should attempt to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support. The best way bystanders can assist in creating a climate free of interpersonal violence is to diffuse problem behaviors before they escalate.

#### Tips for Intervention:

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

#### *Information on Risk Reduction*

- If you are being abused or suspect that someone you know is being abused, speak up or intervene. Get help by contacting the Dean of Students or the Title IX Coordinator for support services.
- Consider getting a protective order or stay away order.
- When walking around campus be sure that your cell phone is easily accessible and sufficiently charged. Ladies are encouraged not to walk or run by themselves but to seek proper accompaniment.
- Avoid dimly lit places.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings.

## Ongoing Prevention and Awareness Programs

### **Procedures to Follow When an Incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is Reported**

#### Preserving Evidence

##### *Victims of Sexual Assault*

Victims of sexual assault should seek medical care immediately at the nearest emergency room. Preserve all physical evidence of the assault, even if you (or someone you know) are unsure whether to report the crime. Do not shower, bathe, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing that was worn during the time of the assault and bring them and any other potential evidence to the emergency room (medical exam). Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.

##### *Victims of Domestic Violence*

Victims of violence should not bathe or change clothes prior to documentation of physical evidence. Preserving evidence may be necessary to prove criminal domestic violence or in obtaining a protection order.

##### *Victims of Stalking*

Victims of stalking should save evidence such as any letters, notes, e-mails, phone calls, videos, photos, texts, social media postings, computer screen shots, voicemails, or any other form of evidence that would be helpful.

#### How and to Whom to Report

BCF encourages victims of sexual assault to report the incident in order to deter these assaults and to ensure that victims receive counseling, advice and support. If you have been sexually assaulted or are a victim of interpersonal violence (including domestic violence, dating violence, or stalking), go to a safe location. Immediately contact the Graceville Police Department (850-263-3944). Reports of sexual assault should be made immediately to the Dean of Students (850-415-0257 or 850-263-3261 Ext. 477).

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college's Student Affairs Committee appointed by The Baptist College of Florida President, or only the latter. Victims also have the option of contacting the Title IX coordinator, or a *campus security authority* (CSA)'s, to discuss reporting options. One of these college representatives will guide the victim through the available options and support the victim in his or her decision.

### Options for the Involvement of Law Enforcement

The college must report the incident, without the name of the victim, to the appropriate law enforcement authorities. Unless specifically requested by the victim not to do so, the college will report the incident and the name of the victim to the Rape Victim Advocate in the State Attorney's office.

The victim has the option to notify proper law enforcement authorities. The victim can request assistance from either the Dean of Students or the Title IX Coordinator in notifying law enforcement authorities. The victim can also decline to notify authorities.

### The Victim's Rights and Institution's Responsibilities For Orders of Protection

The purpose of an *Ex Parte* (by the party—YOU) Order of Protection and a Full Order of Protection is to restrain a respondent from committing or threatening domestic violence, stalking, communicating or disturbing a complainant's peace, and entering a complainant's place of residence. An *Ex Parte* Order of Protection is a temporary order in place until a hearing by a judge. After reading a Petition, the Judge will either grant or deny an *Ex Parte* Order of Protection. This initial decision is made solely on the determination of an immediate and present danger to the complainant based on what is written in the Petition. Court hearings are typically held within 15 days of filing an *Ex Parte* Order of Protection as noted in Florida law. A complainant must be prepared to present documentation, photos, or other forms of evidence with the paperwork when filing a petition

(<http://www.flcourts.org/core/fileparse.php/293/urlt/980a.pdf>).

Any person who obtains an Order of Protection from Florida or any other state should provide a copy to the Dean of Students and/or the Title IX Coordinator. Depending on conditions specified in the Order of Protection the College may make arrangements with both parties that permit access to classrooms, library, the cafeteria, and/or any other public places. These arrangements shall be made to ensure normal access to public areas that do not violate the terms and conditions of the Order of Protection under normal day to day activities.

The Graceville Police Department will enforce any violation of an order of protection. The College will fully cooperate with local law enforcement agencies.

### *No Trespass Orders*

A No Trespass Order advises a person that he/she is not authorized to be on College property and may be subject to arrest without further warning if he or she refuses to leave the property or returns at any time in the future. No Trespass Orders are permanent, and remain in full force and effect unless revoked by the appeal process. No Trespass Orders will be issued by the Dean of Students.

### *No Contact Orders*

If the circumstances of an alleged violation are judged to be severe enough by the Dean of Students, the college reserves the right to impose a "No Contact" order prior to a conduct

hearing. This order is issued when there is a threat to the health and safety of the petitioner and/or other members of the college community.

#### How BCF Will Protect the Confidentiality of Victims and Other Necessary Parties

BCF does **not** include any personally identifying information about the victim such as the victim's name or specific housing information either in its timely warnings or daily crime log. Clery Act reporting does not require disclosing identifying information about the victim although the crime must be recorded in the daily crime log and reported in the Annual Security Report. The college must report the incident, without the name of the victim, to the appropriate law enforcement authorities. Unless specifically requested by the victim not to do so, the college will report the incident and the name of the victim to the Rape Victim Advocate in the State Attorney's office.

#### Services Available to Victims

Once the Dean of Students learns of a sexual assault on the campus, the office will assist with referral to a professional Christian counselor in the area.

The Dean of Students handles the investigation and resolution of discipline complaints. The Dean of Students can assist a victim with filing a "no contact order."

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. BCF is an institution that must comply with Title IX. Acts of sexual violence constitute forms of sex discrimination prohibited by Title IX. The Title IX coordinator can assist the victim with filing a Title IX complaint and investigating the allegations. The Title IX coordinator can be reached in Graceville Hall during normal business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, (850) 263-3261 Ext. 415.

The Title IX coordinator is not a confidential source of support. While complaints will be addressed and investigated with sensitivity, keeping information as private as possible, if complete confidentiality is desired, then a Confidential Counselor should be requested through the Dean of Students (850) 263-3261 Ext. 474.

#### Options for, and Assistance in, Changing Academic, Living, Transportation, and Working Situations

After a sexual assault, domestic violence, dating violence, or stalking incident has been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate temporary or permanent relocation of the victim to safe and secure working location, alternative housing, and/or transfer of classes if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to a campus security authority or local law enforcement. Please contact the Dean of Students for more information on options for assistance.

### Explanation of Rights and Options

VAWA/the Campus SaVE Act mandates that a written explanation of rights and options must be provided to a student, employee or third party who complains to the College that he/she has been a victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking, whether the offense occurred on or off campus. It is the Title IX Coordinator's responsibility to ensure this written notice is provided to the complainant/victim(s).

The college harassment and sexual harassment policies, including a description of disciplinary action, can be found in The Baptist College of Florida Student Handbook, College Code of Conduct (5.29 - Harassment and 5.40 - Sexual Misconduct (Sexual Harassment, Complaint Procedure for Harassment and Discrimination, Sexual Assault, Emergency Reporting, and Disciplinary Action); The Baptist College of Florida Personnel Policy and Practice Manual (Section K-8, Sexual Harassment); and The Baptist College of Florida Faculty and Adjunct Faculty Handbook (Section 2.2, Sexual Harassment).

The Baptist College of Florida prohibits retaliation (in the form of intimidation, threats, coercion, or discrimination) against individuals reporting or providing information for Title IX investigations. Such behavior will be addressed by the Title IX coordinator and subject to disciplinary action as determined by the Student Affairs Committee appointed by The Baptist College of Florida President.

Title IX inquiries and complaints will be processed taking into consideration certain rights afforded the accuser(s) and accused student(s).

1. Written notification of alleged violation.
2. Disclosure of source of any allegation.
3. Policy violated within the Code of Conduct.
4. Investigation results/sanctions and/or disciplinary results (administrative disciplinary actions such as suspension or expulsion, interim suspension, sanctions such as warnings, probation, loss of privileges, restrictions, community service or other forms of restitution, or no contact) will be determined by the Student Affairs Committee appointed by The Baptist College of Florida President.
5. Provide an opportunity to respond/or refrain from making statements.
6. Appeal (both the accuser and accused have the right to an appeal). A written appeal or submission must be submitted to the College Hearing Officer within 5 days following receipt of the investigation results including any administrative disciplinary action, if required. The decision of the College Hearing Officer on appeals is final unless the President chooses to review the matter.

### **Procedures for Disciplinary Action in Cases of Interpersonal Violence**

When a student feels that he/she has been the victim of sexual assault, domestic violence, or stalking, he/she should report this immediately to a competent reporting authority. If such an incident is reported to a CSA, it will be directed to the attention of the Dean of Students. The victim will be encouraged, but not required, to report this to law enforcement authorities.

Regardless whether the incident is reported to law enforcement or not, it will be investigated by the Dean of Students. After investigation, the Dean of Students will determine whether a violation of the Code of Conduct has occurred. If the incident has been investigated by law enforcement authorities, the Code of Conduct investigation will be informed by the law enforcement agency performing the criminal conduct investigation. The victim will be informed of the outcome of the investigation and any actions taken against the accused perpetrator. The victim will be advised of his/her right to file a report with the Title IX Coordinator. If the victim is not satisfied with the outcome of the investigation, he/she will be informed of the procedures for filing a grievance, including with the Title IX Coordinator and the College Hearing Officer.

#### Standard of Evidence

The standard of proof used for a student conduct case is a *preponderance of evidence*. Preponderance as the standard of evidence means a greater than 50% chance (based on the evidence by the complainant) exists that the accused student is responsible for the code violation in the complaint.

#### Possible Sanctions

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to termination of employment or expulsion. A complete list of possible sanctions is located in The Baptist College of Florida Student Handbook, Disciplinary Procedures (6.4 Sanctions/Punishments).

#### Rights of the Accuser and the Accused

The accuser and the accused are entitled to a prompt, fair, and impartial proceeding that is:

1. Completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
2. Conducted in a manner that—
  - a. Is consistent with the institution's policies and transparent to the accuser and accused;
  - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to information that will be used during informal and formal disciplinary meetings and hearings (as permitted by state and federal laws); and
3. Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of his/her choice.

Both the accuser and the accused shall be simultaneously informed, in writing, of:

- The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;



- The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; and
- Any change to the results that occurs prior to the time that such results become final; and when such results become final.

## SECTION 9: REGISTERED SEX OFFENDER POLICY

The Campus Sex Crimes Prevention Act (CSPCA) allows educational institutions to disclose information concerning registered sex offenders provided to them under State registration and community notification programs.

Information provided by the state concerning registered sex offenders on campus (students and employees) may be found at <http://offender.fdle.state.fl.us/offender/homepage.do>.

Registered sex offenders (students and employees) will be posted on the BCF web site. All registered sex offenders are required to self-report their status to the Dean of Students upon employment or enrollment. If designated as registered sex offender, after employment or enrollment, the self-reporting must occur within one working day of the designation. Failure to self-report may result in disciplinary action up to and including termination of employment or expulsion.

Registered sex offenders are prohibited from working or living in campus housing and campus housing will not be provided to, or required of, any registered sex offenders.

Registered sex offenders are prohibited from being within the living areas of the college's residence halls, dorms, or married housing.

## SECTION 10: STUDENT DISCIPLINARY HEARING RESULTS

Upon request, BCF will disclose the results of a disciplinary proceeding for a violent crime or sex offense to the victim of such crime or offense or the next of kin, if the victim is deceased.

BCF is responsible for maintaining disciplinary procedures for students involved in violent crime in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The disclosure of disciplinary hearing results is also required under this Act and Title IX, and is permitted pursuant to FERPA.

The Dean of Students is responsible for the disclosure of any student disciplinary hearing results.

## SECTION 11: FIRE SAFETY POLICY

### **Policies on Electrical Appliances, Smoking and Open Flames in Student Housing**

The college maintains campus housing for single and married students. Specific regulations are found in the housing contracts. Residence hall regulations for single students prohibit the following:

1. The use of cooking appliances other than the following: coffee pot, blender, or microwave oven. Use of and/or possession of unauthorized heat-producing appliances or devices (e.g., clothes dryers, sun lamps, tanning devices, electric heaters, hotplates, etc.).
2. The use of tobacco including smoking or vaping.
3. Open flames from any source including candles.

### **Procedures for Student Housing Evacuation**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Student Services team.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside, proceed to a clear and safe area away from the building. The locations for safe assembly areas are as follows:

#### **If you are evacuating ... Then your assembly area is . . .**

Administration Building	Parking lot next to the Chapel
Brackin-Chandler	Parking lot next to the Chapel
Conrad Bldg	In front of Maintenance Bldg
Courtyard 2	In front of Maintenance Bldg
Deese Center	Next to McRae-Morrow Bldg
Eastlake Dorm	Lake Albert closest to the dorm
Gardner Center	Next to Butts Cabin
Graceville Hall	Parking lot across College Drive
Lakeside Dorm	Field between the dorm and Lake Albert
Library	Parking lot across College Drive
Napier Hall	Gazebo in front of the Student Center
Mills Center	Parking lot next to the Chapel
McRae-Morrow Bldg	Parking Lot behind the Library
Ogletree	In front of Maintenance Bldg
Pine Park	Next to Butts Cabin
POD	Parking lot next to the Chapel
Solomon Hall	Parking lot across College Drive
Student Center	Daniel Plaza
Smith Hall	Field behind the Student Center
Wellness Center	Daniel Plaza

5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department or class to assure that all persons are accounted for once outside.

In all emergency situations, including evacuations, the Campus Emergency Resource Team (CERT) will assemble.

**IMPORTANT: DO NOT** return to an evacuated building unless told to do so by a college official.

### **Safety Education and Training**

The Baptist College of Florida will conduct fire drills on a quarterly basis. A building and time will be selected by the Dean of Students. All drills will be conducted as if it is an actual emergency. Faculty members and staff will ensure that all people within their areas of responsibility exit the building in a safe and orderly manner. While it is understood that drills conducted in classroom areas while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.

### **Reporting a Fire**

1. Pull the nearest fire alarm box in the corridor.
2. **DO NOT** attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside building to the nearest assembly area.
4. Notify the Physical Plant staff that you pulled the alarm and the location.

### **Response to a Fire Alarm When You Are in the Area of the Fire**

1. Evacuate all people from the area and to the safe assembly area.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Last person leaving the area should close the door to the corridor.
4. **DO NOT** use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

### **Response to a Fire Alarm When Fire is Located in Another Area of the College**

1. Leave the building by the closest exit. **DO NOT** use elevators.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Move to an assembly area.
4. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.