

Brown Mackie College - Boise
9050 W. Overland Road
Boise, ID 83709



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

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

(208-321-8800)

9050 W. Overland Road
Boise, ID 83709

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College - Boise, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Executive Assistant to the President, Kathy Ohnsman. Reports are kept in a secure location in the Campus President's office, Steven Kalina. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Boise that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Boise facilities to the Executive Assistant, Kathy Ohnsman, either in person or by calling (208-321-8800). If the Executive Assistant is not available you may contact the Campus President, Steven Kalina at (208-321-8800) and the Boise Police Department by dialing 911 or 208-377-6790.

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

In the event of fire or medical emergencies, staff and employees should contact the Boise Police by dialing 911 and then notify the Campus President, Steven Kalina.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

SECURITY AND ACCESS TO THE INSTITUTION

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

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

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:30 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Executive Assistant any suspicious activities that relate to the Institution or of

its Properties, regardless of how minor these may seem. If the Executive Assistant is not available, you may contact the Campus President, Steven Kalina and the Boise Police Department by dialing 911 or (208-377-6790).

5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
 - a. Immediately determine the condition of any injured employees, students, or other parties
 - b. In the case of an automobile accident, secure the accident scene and set warning devices
 - c. Notify the appropriate authorities by calling 911
 - d. Complete an Incident Report
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses
 - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
 - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
 - i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

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

CAMPUS SECURITY ENFORCEMENTS

Persons employed as Campus Security Enforcement Officer at Brown Mackie College - Boise at 9050 W. Overland Rd, Suite 100, are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus President, Steven Kalina.

Brown Mackie College - Boise does have a Campus Security Enforcement Officer from 9:00 a.m. to 10:00 p.m. on Monday, Tuesday and Thursday and 9:00 a.m. to 3:00 p.m. on Wednesday and Friday. The Campus President, Steven Kalina(day) or the Evening Receptionist, (after 5:00 p.m.) will notify the police department as warranted. The Campus Security Enforcement Officer is responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. He/she is authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their School Photo ID card at all times and to present them upon request. The Evening Receptionist and/or the Campus Security Enforcement Officer are instructed to promptly contact the Campus President, Steven Kalina, if any illegal activity occurs after 5:00 p.m.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College - Boise is located in Boise, Idaho; Ada County. Brown Mackie College - Boise maintains a

close working relationship with the Boise Police Department with periodic contact initiated by Brown Mackie College - Boise personnel to ensure that Brown Mackie College - Boise is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are posted on bulletin boards around Brown Mackie College – Boise campus. The Campus Security Enforcement Officer serves as a communication channel with the local Police Department when campus administration is off campus.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

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

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

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

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

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

Criminal Offenses – Hate Crimes

The Brown Mackie College-Boise is intolerant of any crimes that involve bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice are: larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

OFF-CAMPUS STUDENT ORGANIZATIONS

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or

employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

DRUG AND ALCOHOL POLICIES

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

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

IDAHO ALCOHOL STATUTES

The following is a summary of applicable Idaho statutes. Legal Drinking Age (Idaho Code 23-949): Any person under the age of 21 who shall purchase, attempt to purchase, possess, serve, dispense, or consume beer, wine, or other alcoholic liquor shall be guilty of a misdemeanor punishable according to the schedule set out in Idaho Code 18-1502. Legal Provisions. Under Idaho law it is illegal for any person under 21 years of age to purchase or attempt to purchase, or otherwise procure, possess, or consume beer, wine, or other alcoholic or intoxicating liquor. It is also illegal to sell, serve, give, or furnish beer, wine, or other alcoholic or intoxicating liquor to a person under the age of 21. In accordance with the Higher Education Act of 1998, the college reserves the right to contact the parent(s) or guardian(s) of students under the age of 21 involved in violation of college alcohol policies. Parent(s) or guardian(s) of students over the age of 21 may be contacted if the student's alcohol use becomes a health/safety concern.

Every person convicted of a misdemeanor under this section shall be punished by a fine of not more than \$1,000. The second conviction shall be punished by a fine of not more than \$2,000 or up to 30 days in jail or both. The third and subsequent convictions shall be punished by a fine of not more than \$3,000 or up to 60 days in jail or both.

Disposal of Alcohol to Minors, Minors in Possession, Minor in Consumption (Idaho Code 23-603): Any person who shall sell, give, or furnish, or cause to be sold, given, or furnished, alcoholic or intoxicating liquor to a person under the age of 21, shall be guilty of a misdemeanor. A second or subsequent violation of this section by the same defendant shall constitute a felony.

Adult in the Present of a Minor Consuming Alcohol/Encouraging Violations of the Youth Rehabilitation Act (Idaho Code 16-1817 and 20-526): If a person of legal age is in the presence of a juvenile who is drinking an alcoholic beverage and fails to take action, the adult is considered to be "contributing to the delinquency of a minor."

ILLEGAL DRUGS

In the statutes of the State of Idaho within the "Uniform Controlled Substances" section, marijuana is one of a great number of substances included within the Schedule I and II categories. The code prescribes the imposition of fines up to and including \$10,000 and/or prison sentences of up to five years for a felony conviction of possessing marijuana in an amount greater than three ounces net weight. Lesser amounts may constitute reduced penalties or a misdemeanor. Violations of Section 37 of Idaho Code with respect to a controlled substance,

which is classified as a narcotic drug, or a controlled substance in Schedule II, may be subject to fines up to and including \$20,000 and prison sentences up to life imprisonment.

Drug convictions also have other ramifications for students. After July 1, 2000, students convicted of offenses involving possession or sale of controlled substances may be ineligible to receive Federal or State grants, loans or work assistance for a specified period of time.

Violations of Federal and Idaho State laws regarding drugs are also violations of The Brown Mackie College – Boise and are subject to disciplinary action up to and including suspension or permanent dismissal from the college.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, security, the Dean of Student Affairs, the Executive Committee or other Brown Mackie College - Boise officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

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

Go to a hospital emergency room for medical care.

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

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

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

It is also recommended that victims call the Rape Crisis Hotline at 1-800-656-4673. It is open 24 hours a day, it's free and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College - Boise will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College - Boise personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Information concerning registered sex offenders may be obtained by contacting the Idaho State Police Headquarters, 700 S. Stratford Dr., Meridian, ID 83642 -- (208) 884-7000 You may also view the sex offender registry with the Idaho State Police at http://www.isp.idaho.gov/sor_id/

Disciplinary Action and Sanctions

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

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

7200 Barrister
Boise, ID

Additional information can be obtained by calling the police department at (208-377-6790).

EMERGENCY NOTIFICATION AND EVACUATION POLICY

In the case of weather-related emergency situations; i.e. tornado, severe weather threat, students, faculty, and staff will be instructed by campus administration, via door-to-door notification, to move to the first floor level and remain in the stairwell or inside corridor away from windows and doors until the threat has passed and campus administration has given the all clear to return to the classrooms and work stations. In the event of fire, the emergency alarms will sound and all students, faculty, and staff are instructed to exit the building immediately. No one is allowed to re-enter the building until the all clear has been given by campus administration.

In the case of a bodily threat, real or perceived, to students, faculty, or staff by any person either on campus or by an intruder, security personnel will be immediately notified along with campus administration, and may include the notification of local police agencies. In the event an intruder enters the building with the specific intent to cause immediate bodily harm, the receptionist is instructed to contact the local police agency via the 911 system then campus security and campus administration. Campus administration will instruct students via door-to-door notification of the procedure to follow; i.e., exit the building, lock classroom doors; and will inform the students via door-to-door notification when normal activities may resume.

The emergency response and evacuation procedures will be distributed to all students, faculty, and staff on an annual basis. Emergency response and evacuation procedures will be reviewed and tested on an annual basis. Campus administration identified in alerting students via door-to-door notification is as follows: Steven Kalina, Campus President, Tim Corey, Campus Security Officer, Kathy Ohnsman, Executive Assistant, Fred Sutton, Acting Associate Dean of Students.

Evacuation Policy

- Stay calm. Stop work immediately. Grab your valuables but do not pack up work supplies or work in progress.
- Follow directions for exiting your area. Exit building using nearest stairwell only.
- Physically challenged individuals are to wait in the stairwells for authorized emergency personnel to assist them. A staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately head a minimum of 100 feet from the building.
- Do not re-enter the building until emergency personnel provide authorization.

- Emergency evacuation routes are posted. Each area of the building will have designated persons to check that all offices, classrooms, and restrooms are evacuated.
- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm could activate the bomb. Key personnel will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- If evacuated, no one is allowed in the building until the authorities have deemed the property safe.
- The President will develop a public statement in consultation with the Executive Committee members.
- Incident Report Form will be prepared and filed with the President.

IF IN A CLASSROOM:

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

All students on the 2nd level go to the safest, nearest stairwell and exit the building. All faculty members for these classes are to proceed to the sidewalk, take roll call and wait with the students until clearance is given to re-enter the building.

Instructions for the Physically Challenged:

Persons on the 2nd floor should proceed to the designated stairwell landing. The floor Fire Attendant will assist you. All persons should proceed to their designated area and wait for further instructions. In the event of a real emergency, fire fighters or rescue team personnel will assist physically challenged students in evacuating.

FIRE:

- **Crisis: A fire is discovered in one of the campus buildings**
 - Upon discovering a fire, close the door to the room where the fire is located
 - Use your best judgment and if the fire is small, you may wish to fight it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instruction on the extinguisher. Fire extinguishers are located in the front and rear stairwells of the building.
 - Call the front desk receptionist at “0.” Give your name, location, telephone number, and location of the fire
 - If the fire is large, or rapidly spreading, immediately sound the building fire alarm. Evacuate the building immediately. Inform others in the building that may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.

- If time permits, collect valuables, lock files, and office doors before leaving. Walk, do not run, to the nearest stairway exit. Follow Emergency Evacuation Plan.
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative and you may be trapped.
- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

After the Crisis (48+ hours)

- Use e-mail and voicemail for announcements that help ease emotional distress.
- Continue public service related programs for two weeks following the event using campus and off campus media.
- Provide counseling services for those students, faculty, and staff who may have lost a friend or a significant other and/or utilize bereavement services arranged by the President.
- The President or the Executive Committee representative will hold a meeting as soon as possible to thank everyone, give accurate information, get suggestions, reassure everyone and provide the next steps.

CRIME STATISTICS

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

Brown Mackie College – Boise

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institution's campus, non-campus buildings & property and public property. This data contained in the attached file named, "2010 Crime Statistics".*

**Brown Mackie College
Boise, ID**

**Crisis Management
Plan and Procedures Manual**

2011-2012

Crisis Management Overview

Introduction:

Brown Mackie College – Boise, Idaho recognizes the need to be prepared for crises and controversies. Should a crisis occur, this document will be used as a resource; it also serves as a reminder of the importance of crisis preparation.

It is the goal of this crisis communication plan to establish guidelines for dealing with various situations, ensuring that campus management is familiar with these procedures and their roles in the event of a crisis. As such, this plan is not intended to answer all questions or fill all needs.

The procedures contained in this document emphasize that accurate and timely communication during a crisis is a vital component of crisis management. When a crisis occurs, companies need to accomplish two important goals: provide adequate response to a crisis and communicate the response effectively. To accomplish these tasks, crisis management teams must manage the physical elements of a crisis and gather critical facts about the crisis. Advanced preparation and training will help teams accomplish both tasks. **For the purposes of this guide, a crisis or emergency is defined as any incident on Brown Mackie College-Boise, ID property, at a college-sponsored event, or an incident that involves staff, faculty or students that jeopardizes the safety and security of the Brown Mackie College community.**

Examples of emergencies include:

- Bomb threats
- Food poisoning or hepatitis outbreaks
- Major fires
- Murders
- Natural disasters
- Power outages
- Suicide
- Any situation that threatens life or property

General Guidelines:

In an emergency, the following general guidelines should be observed:

- Stay calm.
- Call 911 in matters of life and death or if you are uncertain about the severity of a situation.
- The campus President should be contacted about all safety issues.
- The Dean of Academic Affairs should be informed as soon as possible after steps are taken to correct the immediate situation.
- In most cases, an Incident Report Form should be completed and filed with the Dean of Academic Affairs.

Specific procedures for responding to various types of crises are described in the Emergency Response Plans section.

Emergency
Phone Numbers

Call first:

Fire Department911
Police Department.....911
Ambulance/medical emergency911

Then call:

1st Management Emergency Contact, Campus President, Steven Kalina.....208-401-4992
2nd Management Emergency Contact, Exec. Assist. Kathy Ohnsman.....208-841-0758
3rd Management Emergency Contact, ADoAA, Fred Sutton.....760-985-6034
Executive Committee Members: (no particular order given).....

Mary Castodio	208-639-1767
Amanda Leroue	208-353-8773
Dolly Lau	208-559-8702
Barbara Schafer	208-514-6863
Fred Sutton	760-985-6034
Denyce Drinkall	208-401-8290

Non-School Staff EDMC Legal Counsel

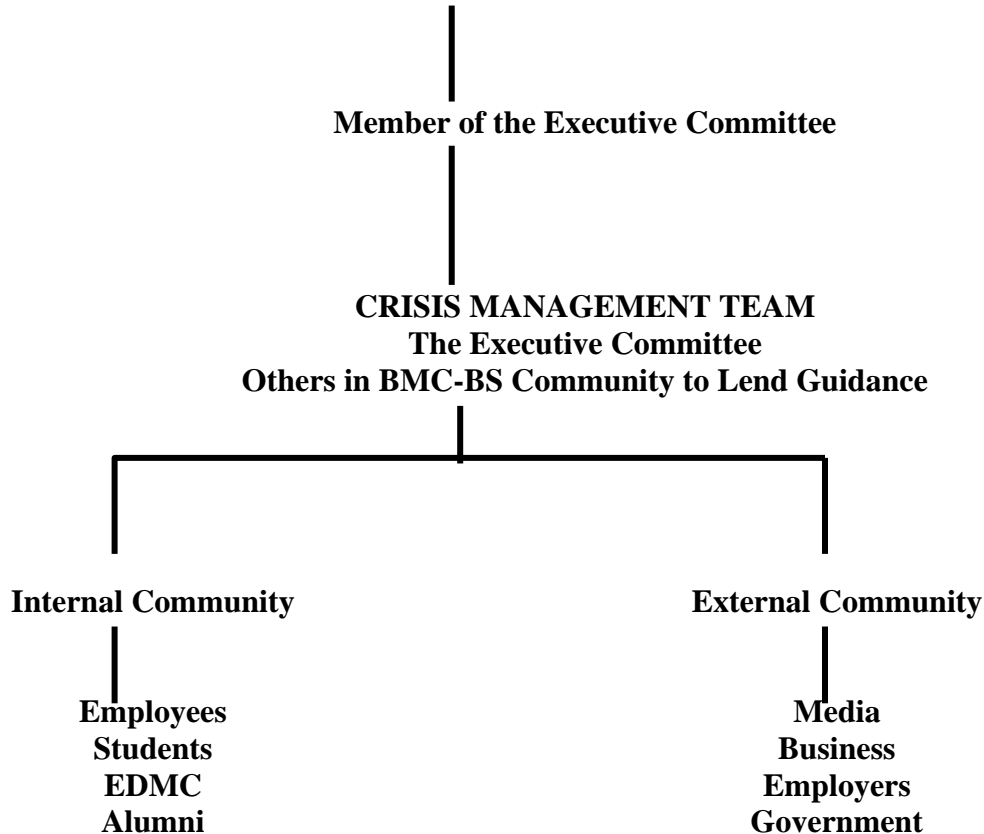
All members of BMC-BS faculty and staff are authorized to call 911. Faculty and staff should not hesitate to call 911 as it is the college's policy to err on the side of caution when making this decision. After reporting an incident to 911, the caller should contact the President, Executive Assistant, or an EC member.

Crisis Information Management

Forwarding Critical Information:

A member of the Crisis Management Team (CMT) should be notified immediately when learning of or suspecting a crisis situation. Due to the nature of crisis situations, employees must be persistent in tracking down CMT members. The CMT will respond by calling an emergency meeting and will apprise Education Management Corporation (EDMC) of the crisis.

Any employee who learns of or suspects crisis should notify:



Assembling the Crisis Management Team:

A member of the Executive Committee will activate the CMT on notification that an emergency situation warranting a coordinated college response has developed. Once notified, the team will meet at a designated time or within two hours of notification. The meeting will take place in a central location with computer access and on- or off-campus long distance phone access. Possible on-campus locations include the President's office, an empty classroom, or the library.

Defining the Crisis:

The CMT, with the support of the entire organization, will quickly gather information pertaining to the crisis. No public statement regarding the crisis will be made until the following information has been gathered:

- A description of the crisis
- A chronology of events comprising the crisis
- Possible causes of the crisis
- School response
- A list of measures intended to respond to the crisis
- The status of the official investigation
- Names and contact information of those involved
- Notification of and input of EDMC Corporate Offices

A crisis may include legal claims or potential legal claims against the college or allegations threatening irreparable harm to the reputation of the college and its business prospects.

Preparing the Message:

The CMT will discuss appropriate response alternatives for the college and develop several courses of action. The CMT then will select the best option as determined by consensus.

Important Elements to Consider:

- Concern for the victims and their family members
- Communication of the college's handling of the situation
- The informing of faculty and staff prior to, or concurrent with, any media statements
- Demonstration of a solid track record (record of details of incidents)
- Demonstration of preventative measures that BMC-BS has taken in response to a crisis
- Communication of measures the college will take to prevent an event from recurring
- Speed of response and completeness of information

Resources:

- Media spokesperson/EC member
- Fact sheets and press releases
- BMC-BS-authorized public statements

Establishing Communication Systems

The college must actively manage a crisis on behalf of its constituents. For this reason, it is especially important that the college keep its many audiences apprised of its handling of the crisis. The CMT should use the most effective communication system for each audience. BMC-BS audiences include:

Internal Audiences:

- Employees
- Students
- EDMC

Internal Audience Resources:

- On- or Off-Site Meetings
- Email
- Telephone
- Fax
- The BMC-BS Web Site
- Academic Department Chairs

External Audiences:

- News Media
- Employers
- Business Partners
- Industry Leaders
- Government

External Audience Resources:

- News Releases
- News Conferences
- Media Site Visits
- Telephone
- Fax
- Email
- BMC-BS Web Site

Media Communication Plan

In times of crisis, it is critical for the college to be the most accurate, reliable and timely source of information possible. Spokespeople (EC members) must be available, and the college must be seen as cooperative and working actively to manage the crisis.

However, it is equally essential that the college communicate to the media with one voice. For this reason, all requests for any information from reporters must be funneled through the President.

The following is the appropriate way for employees to respond to requests from reporters for information: “To be sure you have the most complete and up-to-date information possible, we are routing all requests for information through the Campus President’s office. If you give me your name and phone number, the campus President will call you back as quickly as possible with the information you need.”

The employee should then contact the campus President immediately. If he/she can not be reached, the employee should contact an EC Member.

Post-Crisis Information

Crisis Audit:

In the aftermath of a crisis, faculty and staff will experience a strong desire to move forward and resume the normal activities of the college. However, in order for the college to be best prepared to handle any subsequent crisis, the CMT must:

- Evaluate the effectiveness of the current plan
- Identify weakness in the current plan
- Execute any necessary change to the plan

Post-Crisis Communication:

Once the CMT determines that the crisis situation has concluded, the college should communicate this news to both its internal and external audiences. Various methods may be used to communicate to necessary audiences including: letters, newsletters and meetings. Post-communication should outline and include crisis management methods used, lessons learned, and future steps.

Departmental Phone Sequence:

Each department manager will maintain a list of current employee home telephone numbers and will contact employees in their department. Should an emergency occur, a member of the EC will contact department managers to begin contacting their employees.

Hazardous Materials Leaks/Spills (Flammable, Toxic, Corrosive, Oxygenic, Cryogenic)

If a gas cylinder or other chemical container should spill or begin leaking, and these materials present a clear danger to anyone within the immediate premises or to other building occupants; the following steps should be taken:

- Confine the fumes or fire by shutting the room door.
- Suspected gas leaks or suspicious odors should reported to Steven Kalina or dial 9-9-1-1. Give your name, department, and location of the emergency.
- If evacuation is necessary as identified by the President or his Executive Assistant, sound the building fire alarm so evacuation can begin.
- Evacuate the building by following the emergency evacuation plan.
- Do not reenter the building until instructed to do so.

Contact with Body Substances

Employee or student has accidental exposure to blood, vomit, or other potentially contaminated or infectious substances either by non-intact skin or mucous membrane contact or by accidental skin punctures or lacerations from potentially contaminated/compromised instruments.

- Follow medical emergency procedures as necessary.
- Immediately wash all areas and/or flush all mucous membranes that have been exposed to contact with blood or other potentially infectious material.
- Call Facilities Staff to clean up area if necessary
- Complete Accident/Injury Report

Exposure to Body Substances

Employee or Student is exposed to blood, vomit, or other potentially infectious substances. Universal precautions will be observed by all BMC-Boise employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious/ The underlying concept of universal precautions is that all blood and the defined body fluids are considered to be infectious

- Latex glove use is required during any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10 second hand wash. Gloves are located in all first aid kits.
- Blood and Body substances are to be promptly cleaned up by gloved personnel using a bleach solution. Contact Facilities staff for clean up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- Call facilities staff to dispose of bloody gauze, gloves, and clean up materials in a plastic bag and tie the bag securely. Dispose directly into dumpster
- Sharp items should be considered potentially infected and be handled with extreme care to prevent accidental injuries.
- Call facilities staff for removal and disposal in a “sharp container.” Hypodermic needles should be handled carefully with tongs and gloved hands. Facilities staff will wrap the needle(s) in a towel and place the needle in a tin can.
- An Accident/Injury report form should be completed if appropriate.

BMC-BS Emergency Medical Assistance Plan

Brown Mackie College - Boise has implemented an Emergency Medical Assistance Plan. The guidelines and procedures for this plan are as follows:

1. BMC-Boise faculty or staff members will request immediate emergency medical assistance for any person on BMC-Boise property who requests or demonstrates a need for medical attention. This emergency assistance will be provided for any of the following reasons or for any other reason where there appears to be need for medical assistance:
 - Heart attack symptoms
 - Loss of consciousness
 - Convulsions
 - Acute shortness of breath
 - Apparent or suspected broken bone(s)
 - Severe cuts, bruises, or heavy bleeding from any source
 - Severe dizziness or disorientation
 - Choking
2. The person detecting the need for medical assistance will immediately call 911 from the nearest BMC telephone and will provide the name, location and any other requested information to the 911 dispatcher. The person will then notify the Campus President and his or her department director or any member of the Executive Committee about the incident.
3. If the person needing assistance is a student, the registrar must be notified immediately in order to obtain any medical history data or emergency notification information provided to BMC by the student.
4. BMC-Boise employees will make the following efforts to care for injured or ill parties:
 - Protect the victim from further injury
 - Keep the injured or ill party comfortable
 - Protect the victim's privacy by moving people away from the area or re-routing traffic
5. Personal property belonging to the injured party will be secured by BMC faculty or staff.
6. BMC-Boise Accident/Injury/Illness/Complaint/Crime Incident Report Form will be completed by the BMC employee initiating the emergency medical treatment request. The report will note all pertinent information about the incident and include names of witnesses. The report will be submitted to the Campus President.
7. Under no circumstances should an injured or ill person be transported to a hospital or medical facility by a BMC-Boise employee in his or her personal vehicle. In an emergency, the person should be transported by ambulance. In less serious cases, anyone needing transportation should be asked if a family member or friend may be contacted to provide transportation. If no one can be contacted, the use of a taxi should be considered. Petty cash may be obtained in the business office to pay for a taxi.

Notifying Family Members:

A member of the Executive Committee should be informed prior to contacting family members that a student or

employee has been injured; notification should be done by an Executive Committee member. In most cases, the injured or ill student or employee will be able to indicate who should be notified. In cases where a student cannot provide that information, the registrar's office has access to student academic files which include emergency contact information. The Campus President or Executive Assistant can provide emergency contact information for faculty and staff.

In the event of a serious or life-threatening injury, illness, or death, the college President should be contacted immediately to assist with notifying the family.

Fire Drill and Building Evacuation Procedures

Fire Drill Procedure:

The Campus President conducts fire drills on an annual basis. All students, faculty and staff are required to participate in the drills. Fire drills serve to familiarize designated faculty, staff and students with their assigned positions during emergency duty.

General:

Fire drills are conducted as though an actual fire exists; therefore, they will be held at varying times of the day. Stopping places on the grounds should be at least 200 feet from fire hydrants, fire-fighting equipment, and doors to the building and should be clear of all traffic.

Inspection:

Faculty and staff are encouraged to inspect all exit facilities daily to ensure that doors and other exits are in proper condition. Doors should be kept unlocked, and those doors that protect means of exit should be kept closed at all times. In addition, corridors should be free of personal belongings, furniture, storage items, and miscellaneous bulk that could interfere in the safe evacuation of all individuals in the building.

Evacuation Procedures:

A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus building.

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from nearest faculty or staff member for exiting your area. Exit the building using nearest stairwells only.
- In an effort to control and contain a building fire, all classroom doors should be closed by a faculty member as he or she exits the classroom.
- Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them./ A nearby staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts. (see "Evacuation of Disabled")
- After exiting, clear the front entrance to the building by moving at least 100 feet. Faculty should direct students to the parking lot and remain with their class and keep the group together. Faculty should remain with their class and keep the group together. The faculty member should check roll to verify that every student has exited the building successfully.
- Do not reenter the building until Emergency Personnel give the "All Clear."
- Emergency evacuation routes are posted throughout the campus. Each area of each building will have a designated person to check that all offices, classrooms, and restrooms are evacuated.

Bomb or Terrorist Threats

All bomb and terrorist threats should be treated as an actual event. In the event that a threat is made via the telephone, the following procedure should be followed:

1. Stay on the telephone with the caller – **Do not** transfer the call or put the caller on hold.
2. Listen, be calm, and be courteous. **Do not** interrupt the caller. Keep the caller on the phone for the longest possible period of time. Use the enclosed Bomb Threat Form to obtain as much information as possible.
3. Have someone alert the Campus President or a member of the Executive Committee using a separate line or in person.
4. Have someone call 911 using a different line, and give the following information:
 - Name
 - Location of the school
 - Nature of the call – bomb threat or terrorist threat
 - Location of bomb(s) and quantity
 - Physical description of bomb and its container (i.e. book bag, portfolio case etc.)
5. The Executive Committee (aka) the Crisis Management Team will determine if it is necessary to evacuate the building. When building evacuation is necessary, local authorities recommend that the fire alarm system not be used. Because the exact location of the bomb may not be known, using the fire alarm system could put people in harm's way. Members of the EC and key personnel will walk through the building notifying people to evacuate.
6. Once evacuated, BMC Campus President, Executive Assistant, EC and local authorities will walk through the building to ensure the building is fully evacuated.
7. If a device which is thought to be a bomb is found, it should not be touched.
8. Staff should handle news media (if any) per the Media Communication Plan.
9. The Campus President and the Executive Committee should meet afterward to conduct a debriefing.

Telephoned Bomb Threat Information Form

Keep the caller talking.

Ask for information to be repeated.

Ask the following questions and record the answers:

What time will the bomb explode?

Where is the bomb?

Why did you place the bomb?

What does it look like?

How big is it?

When was it placed?

Did you make it yourself?

How did you learn to make bombs?

Where?

When?

Why are you doing this?

What is in it for you?

What do you hope to accomplish?

Do you have a grudge against Brown Mackie College, Boise? Why?

What is your name?

Listen and Record the Following Identifying Characteristics

Sex:

Accent:

Speech (fast, slow):

Estimated age:

Voice (loud, soft):

Diction (good, nasal, lisp):

Manner (calm, emotional):

Background noises:

Familiar voice:

Was the caller familiar with the building or the area?

Note the following information:

Time and date of call:

Duration of the call:

Other comments:

Emergency Evacuation of Disabled

All disabled faculty, staff, and students are encouraged to file an emergency status card with the Campus President and the Academic Advisors.

In the event of an emergency, occupants of wheelchairs, and other mobility-impaired persons should observe the following Emergency Evacuation plan:

If you can move to the exit and have persons to assist you:

- Move toward the exit stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.
- If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with you, while one person informs the Boise Fire Department of your location. Make sure that the door is securely closed.
- The Fire Department will send fire fighters to assist you if evacuation is necessary.
- If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, reenter your floor to allow others to pass and the stairwell to clear.
- If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as classroom or an office with a door, window, and telephone. Use the fire survival skills described below.
- Assistants should not attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas.
- If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

If you are unable to leave the floor, observe the following survival rules:

- Use towels or clothing to block opening around doors or vents where smoke might enter. If unable, put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the venetian blinds erratically.
- If smoke or fire enters your area, call 9-9-1-1 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside and will hamper rescue efforts below.

Fights and Crime

Fights:

In the event that a fight breaks out on the campus, do not attempt to interfere or apprehend the assailant. Any employee should immediately seek one of the following individuals:

Campus President – Steven Kalina
Associate Dean of Academic Affairs – Fred Sutton
Executive Committee Members
(Then call 911)

When An Employee Suspects or Witnesses A Crime:

If an employee suspects that a student(s) is breaking the law, the employee should contact Campus Security. If the situation is immediate and occurring on campus, the employee should immediately call 911, contact Campus Security and then contact one of the following individuals:

Campus President – Steven Kalina
Associate Dean of Academic Affairs – Fred Sutton
Executive Committee Members
After hours ~ Contact onsite Department Chairperson, then contact 911

Sexual Assault:

If the assault is witnessed, Immediately call 911, Campus Security and then contact Executive Committee Members.

Weapon on campus:

Non-threatening situation: Individual aware of weapon reports situation to the Campus Security Officer who will then determine who, in addition to the President, should confront the individual with the weapon. The police will be called if situation appears threatening. If the individual declines to remove the weapon from the premises, Campus Security Officer, the President, Executive Committee Members, and/or Police will escort him/her from the premises.

Threatening Situation: Do not attempt to interfere or apprehend the person with the weapon. Attempt to retreat discreetly and assist others in doing likewise. Call 9-9-1-1 and provide your name, location, and information about the situation including type of weapon, physical description, and mental state of person with weapon. Notify the Campus Security Officer and Campus President. Contact Executive Committee Members as needed.

Inclement Weather Policy

Students, faculty and staff may learn of a BMC-BS delay or closing due to inclement weather using the following methods:

- Calling 208-321-8800.
- Monitoring local radio stations. BMC-Boise delay or closing information is provided to local stations by either the Campus President or a member of the EC committee.
- Supervisor or another designated employee will personally call BMC-Boise employees.

BMC- BS policy regarding time off due to inclement weather is as follows:

When the school is closed and classes are canceled

If the school is closed to students, faculty, and staff, then no one is required to work; therefore, employees will not be required to make up any hours or take Paid Time off (PTO). This time will be recorded as “O” or other on fulltime, non-exempt employee timesheets.

When the school is open, but classes are canceled

Inclement weather may force the canceling of classes, but not the closing of the school. If this is the case, the day will be considered a regular work day for all fulltime faculty and staff. Any fulltime employee unable to work a full eight-hour day will be required to make up missed hours during the same week or take PTO. A PTO form must be submitted on the day the employee returns to work. Time must be taken in two-hour increments.

Employees are advised to use their best judgment when determining the safety of their drive to work. BMC-Boise recognizes that weather conditions will vary from location to location. Employees must telephone their supervisor if they expect to be late reporting to work, or are unable to drive to work. It is acceptable to leave a voice mail, but each employee should follow up to ensure notification has been made.

The following steps will be taken when the decision is made to announce a delay or closing:

The Campus President will contact:

- The EDMC Senior Management Team
- The Dean of Academics Affairs
- The Executive Committee Members, one of whom will be designated to record a message on the campus phone.
- Each manager is then responsible for contacting employees in their department.

In the Campus President’s absence the Dean of Academic Affairs will make the decision to delay opening the campus, cancel classes, or close BMC-Boise.

INCIDENT REPORT

Brown Mackie College - Boise

INCIDENT DATA:

Date _____ Location _____ Time _____ a.m./p.m.

NATURE OF INCIDENT:

Conduct violations _____ Criminal offenses _____

Crisis/Counseling Injury/Illness Maintenance Other _____

PERSON FILING REPORT:

Name _____

Title _____

Phone _____

Witnessed Incident?

Yes

No

PERSONS INVOLVED/WITNESSES:

Involved

Witness

Involved

Witness

Involved

Witness

Name _____

Name _____

Name _____

ID# _____

ID# _____

ID# _____

Address _____

Address _____

Address _____

Phone _____

Phone _____

Phone _____

DOB _____ Age _____

DOB _____ Age _____

DOB _____ Age _____

Involved

Witness

Involved

Witness

Involved

Witness

Name _____

Name _____

Name _____

ID# _____

ID# _____

ID# _____

Address _____

Address _____

Address _____

Phone _____

Phone _____

Phone _____

DOB _____ Age _____

DOB _____ Age _____

DOB _____ Age _____

DETAILS OF INCIDENT:

Actions taken: Dean of Student Affairs notified Security/police contacted Maintenance notified

Director of Housing notified Medical services provided _____

Detailed description of incident: _____

(Continue on full narrative page form if needed)

Emergency Numbers

Police/Fire/Ambulance 911

Non-Emergency Numbers

Police.....208-377-6790
Fire/Rescue.....208-377-7351

Help Lines

AIDS Hotline.....800-232-4636
Alcohol & Drug Treatment Programs208-367-3553
Alcoholic Anonymous.....208-344-6611
Child Abuse/Neglect.....208-334-6800
Domestic Violence Hotline208-343-3688
Mental Health208-334-0808
Poison Control.....800-222-1222
Rape Crisis Hotline208-345-7273
Sexually Abuse800-656-4673
Social Security.....800-772-1213
Taxi Service208-377-3333
Health Department.....800-926-2588
Red Cross.....208-342-4500
National Suicide.....800-273-8255
Idaho Road Conditions.....888-432-7623
Intermountain (Gas Leak).....208-377-6800
Homeless Shelter.....208-343-2389
St. Lukes Hospital.....208-382-2222
St. Al's Hospital.....208-367-2121