



**Jeanne Clery Disclosure of Campus Security
Policy and Campus Crime Statistics Report**

October 2011



The Brown Mackie College-Cincinnati is providing the following information to all of its employees and students as part of the Brown Mackie College-Cincinnati commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President by phone: (513) 771-2424.

**Brown Mackie College-Cincinnati
1011 Glendale-Milford Rd.
Cincinnati, Ohio 45215**

**Brown Mackie College-Cincinnati Learning Site
4805 Montgomery Rd.
Cincinnati, Ohio 45212**

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College-Cincinnati's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis (October) and are available to prospective employees and students at their request. The report is distributed to all new students and employees at orientation and to current students and employees via campus email.

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 Michael Heck, Campus Director. Reports are kept in a secure location in the Director's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College-Cincinnati 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-Cincinnati to:

Main Campus

1011 Glendale-Milford Rd. Cincinnati, Ohio 45215

Michael Heck, Campus Director

Office: (513)672-1988 Cell: (513)319-5157

Learning Site

4805 Montgomery Rd. Norwood, Ohio 45212

Michael Heck, Campus Director

Office: (513)672-1988 Cell: (513)319-5157

If the Campus Director is not available, you must contact the Main Campus receptionist at (513) 771-2424 or Learning Site receptionist at (513) 672-1575. For non-emergencies at the Main Campus contact Woodlawn Police Department at (513) 825-2280 and at the Learning Site contact Norwood Police Department at (513) 458-4520.

All criminal activity is documented by the completion of an *Incident Report* and is reported to local police agencies and the Campus Director, Michael Heck. 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 Woodlawn and Norwood (Public Department of Safety) Police by dialing 911 and then notify the Campus Director.

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 Director, Michael Heck. Reports are kept in a secure location in the Campus Director's offices. The annual crime

report is prepared by gathering campus crime statistics and data from the local police departments and other relevant information by Michael Heck, Campus Director.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Brown Mackie College-Cincinnati 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-Cincinnati's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

Pursuant to this policy all employees shall be required to:

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check security lighting to ensure its operational effectiveness
3. Be aware of the security contacts (as in Paragraph 3 above) on site during all hours
5. Report immediately to their supervisor any suspicious activities that relate to the institution or of its properties, regardless of how minor these may seem. If a supervisor is not available, you may contact the Main Campus receptionist at (513) 771-2424 or the Learning Site receptionist at (513) 672-1575, or the Woodlawn Police Department by dialing 911 or (513) 825-2280 and the Norwood Police Department by dialing 911 or (513)-458-4520.
6. 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. Notify the appropriate authorities by calling 911
 - c. Complete an Incident Report
 - d. Obtain a copy of the police report
 - e. Obtain information from witnesses
 - f. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
 - g. 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
 - h. 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 a faculty or staff member, if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Registrar's Office 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 by Aegis as security personnel of the institution at 101 Glendale-Milford Rd. and 4805 Montgomery Rd. are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures, rules and regulations (post orders) are reviewed periodically to ensure that security needs are being met.

Unarmed security personnel at the school building are there to assist students, faculty and staff of the institution. An officer is on duty during hours of significant classroom activity. They are responsible for ensuring that persons entering the building are employees, students, or invited guests. They are

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 ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Campus President or Director and Woodlawn or Norwood Police Department if any illegal activity is observed.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College-Cincinnati is located in Woodlawn and Norwood, Hamilton County. Brown Mackie College-Cincinnati maintains a close working relationship with the Woodlawn and Norwood Police Departments with periodic contact initiated by Brown Mackie College-Cincinnati personnel to ensure that Brown Mackie College-Cincinnati is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by bulletins posted at the institution as well as through classroom announcements.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Brown Mackie College-Cincinnati employees are instructed on crime awareness, prevention, and campus security during the hiring process 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-Cincinnati students are instructed on crime awareness, prevention and campus security during the new student orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College-Cincinnati 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-Cincinnati 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 Facilities Manager in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

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

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

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

Handbook where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this Campus Security and Crime Prevention Policy handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

OFF-CAMPUS STUDENT ORGANIZATIONS

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

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College-Cincinnati 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-Cincinnati also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

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

- Go to a safe place following the attack.
- Do **not** shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at **(513)-894-7002**. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College-Cincinnati 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-Cincinnati personnel take steps or actions

reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

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

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

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

United Way
211(dial)

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College-Cincinnati 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-Cincinnati 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 Woodlawn or Norwood Police Departments. Woodlawn Police Department is located at: 10141 Woodlawn Boulevard Woodlawn, Ohio 45215 and the Norwood Police Department is located at 4645 Montgomery Road Cincinnati, Ohio 45212. Additional information can be obtained by calling the Woodlawn Police Department at (513) 825-2280 and the Norwood Police Department at (513)-458-4520.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at:
http://www.esorn.ag.state.oh.us/Secured/p21_2.aspx. On-campus computer labs with internet access are available for individuals to view the above website whenever the building is open to students.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Brown Mackie College-Cincinnati maintains a Crisis Management plan which outlines evacuation procedures for various emergencies. In addition, evacuation plans are posted in all classrooms and offices showing a layout of the facility, exits and fire alarm pull stations. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, a fire alarm is to be pulled to notify student and staff to evacuate the building. Evacuation practice drills are conducted periodically annually.

CAMPUS 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-Cincinnati prepares the crime statistic policies annually by gathering all reported data and prepares the report for the employees and students of Brown Mackie College-Cincinnati. Moreover, local police agencies are contacted by the Campus Director 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 was reported to local police agencies.

The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the 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-Cincinnati

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

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

| <i>Criminal Offenses</i> | Calendar Year | | | | | | | | |
|-------------------------------------|---------------|---|----------------------|--------------|---|----------------------|--------------|---|----------------------|
| | 2008 | | | 2009 | | | 2010 | | |
| | On Campus | Non- campus buildings and property* | Public Property** | On Campus | Non- campus buildings and property* | Public Property** | On Campus | Non- campus buildings and property* | Public Property** |
| Murder & Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sex Offense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-Forcible Sex Offense | | | | | | | | | |
| <i>Incest</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Statutory Rape</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 |
| Burglary | 4 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 4 | 0 | 0 | 6 | 0 | 1 | 5 | 0 | 0 |

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

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

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

Arrests/Persons Referred for Campus Disciplinary Action

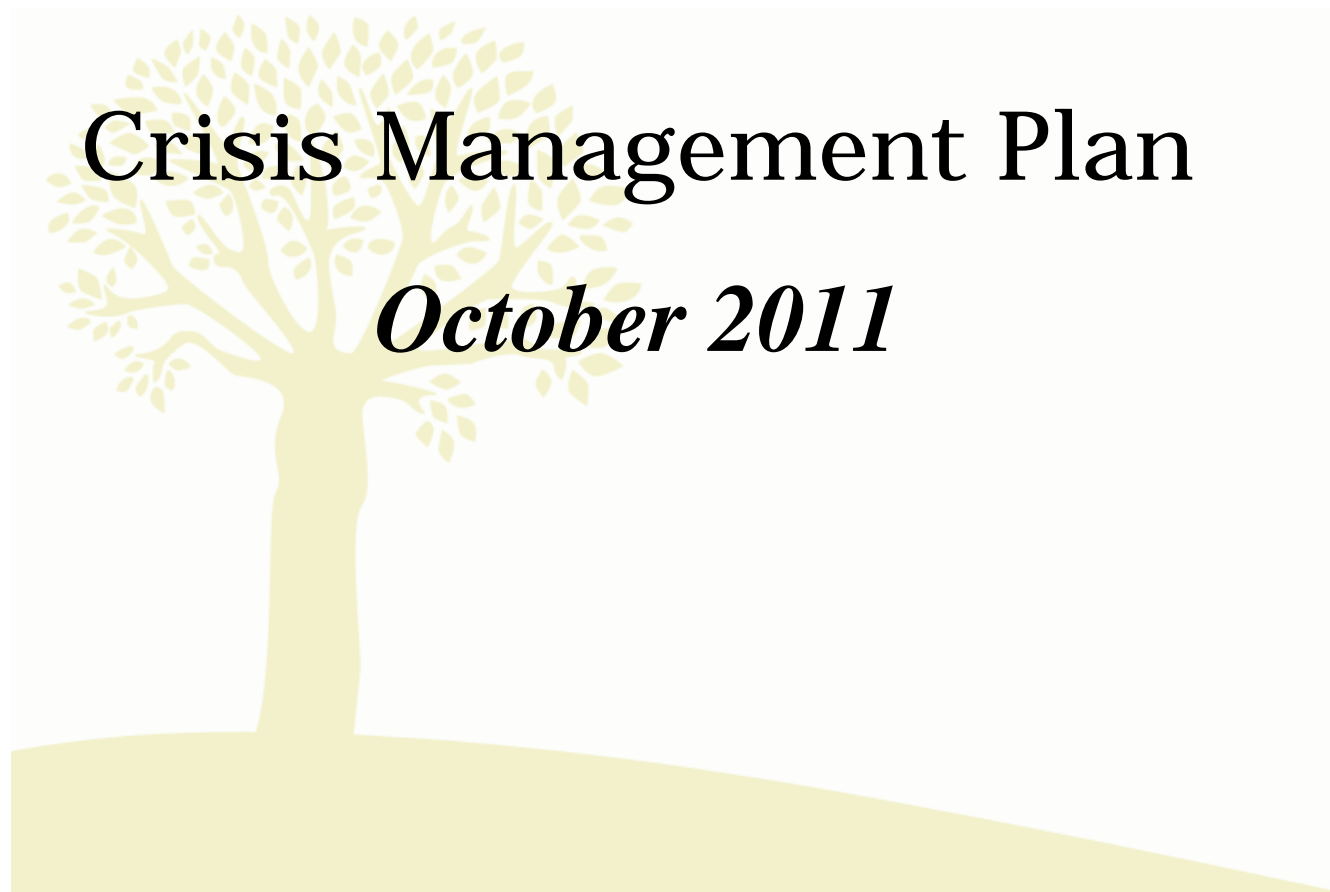
| | Calendar Year | | | | | | | | |
|------------------------------------|---------------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|
| | 2008 | | | 2009 | | | 2010 | | |
| | On Campus | Non-campus buildings and property* | Public Property** | On Campus | Non-campus buildings and property* | Public Property** | On Campus | Non-campus buildings and property* | Public Property** |
| Arrests | | | | | | | | | |
| Weapons: carrying, possessing, etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions | | | | | | | | | |
| Weapons: carrying, possessing, etc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Public Property is defined as: sidewalks, adjacent businesses and residences and onsite and offsite parking structures.



Crisis Management Plan

October 2011





The manual was implemented to provide specific guidelines in order to direct staff and faculty in crisis situations at Brown Mackie College-Cincinnati. The procedures listed in the manual, will ensure all incidents on campus are handled in a professional and consistent manner.

The listed procedures will be reviewed yearly by the Campus President, Ken Richards and the Campus Director, Michael Heck with input from Facilities Director, John Edgington.

Crisis Management Manual

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General Crisis Response Guidelines

In matters of life and death or if you are uncertain about the severity of a situation employees should dial **911**.

The Campus President or Campus Director must be contacted concerning all security and safety related issues as soon as possible.

The nature of an incident will determine which Brown Mackie College-Cincinnati employee responds. This may include but not limited to the Campus President, Campus Director, the Executive Committee, and the Facilities Director.

The Campus President or his or her designated representative is the only individual permitted to have contact with the media regarding crisis incidents. All inquiries by media should be directed to the President or his or her designated representative.

Incident report forms are completed and filed in most incidences. Copies are on file with the Campus Director.

Emergency Phone Numbers

| | | |
|---------------------------------------|-------------------|--|
| Fire/Medical/Police | | 911 |
| Woodlawn Police non-emergency | | (513) 825-2280 |
| Norwood Police non-emergency | | (513) 458-4520 |
| Campus President-Campus President | | (513) 672-1999 |
| Campus Director-Michael Heck | | (513) 672-1988 – Office (513) 209-4354 – Cell |
| Director of Facilities-John Edgington | | (513) 672-1995 – Office (513) 613-6165– Cell |
| <i>Executive Committee</i> | | |
| Dean of Academic Affairs | Tara Dailey | (513) 672-1966 |
| Senior Director of Admissions | Carmichael James | (513) 672-1501 |
| Director of Human Resources | Traci Wolff | (513) 672-1587 |
| Director of Career Services | Anita Scott Jones | (513) 672-1973 |
| Director of Student Affairs | Peggy Johnson | (513) 672-1540 |

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

Exposure to Body Fluids

Crisis

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

Crisis Management Procedure Guidelines

Universal precaution will be observed by all Brown Mackie College-Cincinnati 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 with 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 and at the receptionist desk.
- Blood and body fluid spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact maintenance staff for clean up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with bleach solution immediately or as soon as feasible.
- Call maintenance 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 as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call maintenance staff for removal and disposal in a “sharp container.” Hypodermic needles should be handled carefully.
- Complete an incident report form.

Contact with Body Fluids

Crisis

Employee or student has accidental exposure to body fluids

Crisis Management Procedure Guidelines

Follow medical emergency procedures as necessary.

- Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- Call maintenance staff to clean up area if necessary.

- Complete an incident report form.

Bomb Threat

Crisis

A bomb threat is called into the school or a possible bomb is located on the premises.

Crisis Management Procedure Guidelines

Bomb Threat Received by Telephone

- All bomb threats must be taken seriously.
- The person receiving the phone call should remain calm and attempt to keep the caller on the phone as long as possible to collect as much relevant information as possible. If applicable, alert another employee of the situation so that they can call **911** while the caller is still on the line.
- Listen to the caller and ask the following questions:
 - “Where is the bomb located?”
 - “When will it explode?”
 - “What does the bomb look like?” (contents, size, shape, color etc.)
 - “What kind is it?”
 - “What will make it go off and when?”
 - “Why are you doing this?”
 - “Who are you?”
- Listen for any characteristic that could describe the caller’s voice (age and sex), mannerisms, and emotional state. Also listen for background noise (traffic, music, other voices, etc.).
- Immediately call **911**. Give your name, location and telephone number to the police. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call, etc.
- Contact the Campus President. In the absence of the Campus President or if unable to reach, contact another Executive Committee member.
- Campus President or Executive Committee will make decisions regarding building evacuation.
- For evacuations, do not use the fire alarm system as it could set off a bomb. Key personnel will go to classrooms and offices and notify people to evacuate. Follow regular evacuation procedures (see “Emergency Evacuation Procedures”).
- Upon evacuation, no one is allowed back into the building until the authorities have deemed the property safe.
- Complete an incident report form.

Suspicious Package Observed

- If you spot a suspicious object or package report it to the Campus Director. Under no

circumstances should you touch or move the package.

- Immediately call **911**. Give your name, location and telephone number to the police. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call, etc.
- Contact the Campus President. In the absence of the Campus President or if unable to reach, contact an Executive Committee member.
- Campus President or Executive Committee will make decisions regarding building evacuation.
- For evacuations, do not use the fire alarm system as it could set off a bomb. Key personnel will go to classrooms and offices and notify people to evacuate. Follow regular evacuation procedures (see “Emergency Evacuation Procedures”).
- Upon evacuations, no one is allowed back into the building until the authorities have deemed the property safe.
- Complete an incident report form.

Hostage/Violent Incident on Campus

Crisis

An employee, student, or visitor is taken hostage on campus or a violent incident occurs on campus.

Crisis Management Procedure Guidelines

Do NOT attempt to apprehend or interfere with the hostage taker(s) or assailant(s).

- Immediately call **911**.
- Campus President and Executive Committee are notified immediately.
- The police will determine the course of action to take to ensure safety of those in the vicinity of the incident. If evacuation is necessary, no one else is allowed back into the building until the police authorize it.
- All communications with the authorities will be made by the Campus President or a designated representative. A campus representative will meet and escort emergency personnel.
- The Campus President or designated representative will identify key personnel to assist with any authority’s directives. This may include Executive Committee members and Department Chairs.
- The Facilities Director provides a copy of the floor plan of the building to the police.
- If the situation involves an assailant on the campus, key personnel will go to classrooms and offices and discreetly alert instructors and staff of the situation and have them lock all doors to prevent entry.
- The Campus President will instruct the front desk receptionists on how to respond to phone calls

regarding the situation.

- The Campus President will handle all media inquiries. Staff, faculty and students will be instructed not to talk with the media.

Once the Immediate Crisis Is Resolved

- For those indirectly affected by the incident: Dismissal of classes may occur after an official announcement is made regarding the crisis events.
- If injuries and/or deaths are involved:
 - a. Family members of all casualty victims are notified as soon as possible. The Director of Advising will coordinate this communication.
 - b. Follow procedures under “Medical Emergency”
- The Director of Advising will set up a phone line providing information to those that are calling for information.
- Complete an incident report form.
- Central Services and Corporate Legal Counsel advised of the situation.
- Faculty and staff will be advised by the Advisors to identify and refer those students at high risk for depression.

Weapons on Campus

Crisis

Student, employee, or visitor has a weapon on campus.

Crisis Management Procedure Guidelines

Cautionary Note: Any situation involving a weapon is potentially dangerous. It is important to assess the individual’s mental status before and during confrontation and proceed with caution.

Non-Threatening Situation

- The Campus President or Executive Committee member will make a determination regarding who should confront the individual with the weapon. The police may be called if the situation seems appropriate.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by the appropriate person.
- If the individual declines to remove the weapon from the premises, the police will escort him/her from the premises.
- Follow-up disciplinary action will be addressed by the Campus President, if it is a student, or by

the Director of Human Resources if an employee. If the visitor was on campus visiting students or employees their host will be subject to disciplinary review by the Campus President or Director of Human Resources.

Threatening Situation

Caution: Do not attempt to apprehend or interfere with a armed person.

- Attempt to retreat discreetly and assist others.
- Immediately call **911**. Provide them with your name, location, and information about the situation including type of weapon, physical description and mental state of person with weapon.
- Notify the Campus President or Executive Committee Immediately. Inform the reception desk of the situation and location to assist with directing emergency personnel.
- A campus representative will meet and escort emergency personnel.
- The police will determine the course of action to take to ensure the safety of those involved in the incident as well as those in the vicinity.
- All communications with the authorities will be made by the Campus President or a designated representative. All media communications will be addressed by the Campus President.

Once the Immediate Crisis Is Resolved

- Advisors should be contacted to assist those involved in the incident as needed.
- If injuries or death result, follow the procedures under “Medical Emergency”
- Complete an incident report form.
- Follow-up disciplinary action will be taken by the Dean of Academic Affairs or delegate if a student and by the Director of Human Resources if an employee.
- If appropriate Central Services and Legal Counsel advised of the situation.

Incidents Involving Substance Abuse: Overdose

Crisis

An individual is having medical complications due to an overdose of substances either legal or illegal.

Crisis Management Procedure Guidelines

- Anyone observing a drug overdose should call **911** for immediate assistance. Provide the operator with address, phone number, what drug was taken, how much, how long ago, and symptoms.
- Follow the procedures for “Medical Emergency.”

- Complete an incident report form.
- Follow-up disciplinary action will be taken by the Dean of Academic Affairs or delegate if a student and by the Director of Human Resources if an employee.

Incidents Involving Substance Abuse: Under the Influence

Crisis

An individual appears or is impaired while on school property.

Crisis Management Procedure Guidelines

- In all cases an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- Someone impaired or acting under the obvious influence of substances should not be permitted to stay in the building. The staff or faculty member observing the individual may request the individual to leave. If the individual is cooperative but appears to be potentially dangerous to him/herself or others due to the impairment, contact a supervisor. The Director of Advising will call someone (family, roommate, friend, etc.) to escort him or her home. If no one is available, or if the individual is uncooperative, contact the police.
- Complete an incident report form.
- If the impaired is a staff member the Director of Human Resources and/or the Campus Director will determine who else needs to be involved to handle the problem based on the nature of the situation.
- Follow-up disciplinary action will be taken by the Dean of Academic Affairs or delegate if a student.
- The Advisors may be utilized in appropriate situations for advising and/or referrals.

Hazardous Materials Leaks/Spills

Crisis

A chemical spill or leak dangerous to individuals on campus.

Crisis Management Procedure Guidelines

- Confine the spill or leak by shutting the room door.
- Suspected gas leaks should be reported to the Director of Facilities.
- If evacuation is necessary, 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.
- Complete an incident report form.

Emergency Evacuation Plan

Crisis

An emergency requiring an evacuation of a campus building.

Crisis Management Procedure Guidelines

- 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 building using nearest stairwells or emergency exits only.
- Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them. A near-by 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, immediately head away from the buildings and/or parking areas.
- Clear the front entrance to the building by moving at least 100 feet away.
- Do not reenter the building or until emergency personnel give the “All Clear.”
- Emergency evacuation routes are posted in all rooms. Each area of each building will have a designated person to check that all offices, classrooms, and restrooms are evacuated. They are as follows:

Woodlawn Main Campus

| | | |
|----------------|--------------------------|-----------------------|
| Traci Wolff | Human Resources Director | 1 st floor |
| Jodi Marlow | Administrative Assistant | 1 st floor |
| John Edgington | Facilities Director | 2 nd floor |
| Phil Padgett | Facilities Maintenance | 2 nd floor |

Norwood Campus

| | | |
|---------------|------------------|---|
| Michael Heck | Campus Director | 1 st & 2 nd floor |
| Michael Davis | Academic Advisor | 1 st & 2 nd floor |

Emergency Evacuation of Disabled

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

- Move to the exit stairwells. 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 should inform the arriving Fire Department of your location. Make sure that the door is securely closed.
- Wait with your assistants for further instructions. The Fire Department will assist you if evacuation is necessary.
- If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter 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 a 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 stairwells become threatening. If condition deteriorates, 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 totally enclosed room with a telephone and window. This may be a classroom or an office.

Fire

Crisis

A fire is discovered in one of the campus buildings.

Crisis Management Procedure Guidelines

- Upon discovering a fire, close the door to the room where the fire is located.
- Call **911** immediately.
- Use your best judgment and if the fire is small, you may use the nearest fire extinguishers or a building fire hose. Be sure you are using the proper extinguisher for the type of. If you are not sure, read the instructions on the extinguisher.
- Call the Facilities Director and give your name, location and the location of the fire.
- If the fire is large, very smoky, or rapidly spreading, immediately sound the building fire alarm. Evacuate the building immediately. Inform others in the building who 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 and lock files and office doors before leaving. Walk; do not run, to the nearest stairway, etc. Follow Emergency Evacuation Plan.
- If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, go to the nearest stairway landing, shout for help and wait there until help arrives. When fire alarms sound, 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.
- Complete an incident report form.

Elevator Breakdown

Crisis

The elevator has stopped operating and people are trapped inside.

Crisis Management Procedure Guidelines

Woodlawn Main Building

- Trapped individuals should use the emergency call button located inside the elevator.
- Individuals aware of the situation should immediately inform the Facilities Director who will contact the elevator repair service to insure someone is sent immediately.
- Instruct those trapped not to try to pry the doors open or otherwise crawl out of the elevator.
- Complete an incident report form.

Norwood Building

- Trapped individuals should use the emergency phone located inside the elevator to direct-dial to maintenance.
- Individuals aware of the situation should immediately inform Campus Director who will contact the Neyer Management Service to insure someone is sent immediately.
- Instruct those trapped not to try to pry the doors open or otherwise crawl out of the elevator.

Emergency Procedures for Power Outages

Crisis

Complete power outage to the campus.

Crisis Management Procedure Guidelines

- Immediately notify the Facilities Director.
- The Facilities Director will determine if anyone is trapped in the elevators.
- The Facilities Director will determine whether this is a building-related or city-related outage.
- The Facilities Director will alert the Executive Committee once the power outage has been determined to be long term. The President, in consultation with Executive Committee, will determine whether or not to close the school.
- Students will be asked to remain in class and limit movement as a precaution.
- Brown Mackie College-Akron personnel will check on all disabled students who might require special assistance.
- If long term it may be determined to evacuate the building.
- The Facilities Director will inform the Executive Committee when the power will be restored.
- Complete an incident report form.

Medical Emergency

Crisis

An employee, student, or visitor is experiencing a serious or life threatening injury or illness on campus.

Crisis Management Procedure Guidelines

Serious or Life Threatening

- Employees should request emergency medical assistance immediately for any person on Brown Mackie College-Cincinnati property who requests or demonstrates a need for medical attention. Emergency assistance will be provided for any of the following reasons, or for any other reason that there appears to be a need for medical assistance: heart attack symptoms; loss of consciousness; convulsions; acute shortness of breath; apparent or suspected broken bones; severe cuts, bruises, or heavy bleeding from any cause; severe dizziness or disorientation; choking.
- A campus representative will meet and escort emergency personnel.
- If the person needing assistance is a student, the Registrar office should be notified immediately in order to obtain any medical history data or emergency notification information provided to Brown Mackie College-Cincinnati by the student.
- Do not move the person if there appears to be a head, neck or back injury, if she/he is unable to

walk or is unconscious, or if the injury is due to a fall. If the person needing assistance can not or should not be moved, employees should seek, whenever possible, to move other people out of the area or rerouting traffic, as appropriate. Keep the person calm and as comfortable as you can.

- Stay with the person needing assistance until the medics arrive.
- The Advising Department if needed, will contact parent, guardian or partner of student, or partner/relative or employee.
- Personal property left on Brown Mackie College-Cincinnati's property and belonging to the injured or ill person should be secured by the instructor or staff member assisting and taken to the receptionist area where it will be properly stored.
- The Brown Mackie College-Cincinnati employee initiating the emergency medical treatment request will complete an incident report form and will include all pertinent information and names of witnesses.
- Complete an incident report form.

Inclement Weather

Crisis

Inclement weather that may exist in this area includes: Tornadoes, thunderstorms and high winds.

Crisis Management Procedure Guidelines

Main Campus- All classes are to be directed by security and staff to move to the 1st floor interior hallway (bookstore and sound studio hallway).

Norwood Campus- All classes are to be directed by security and staff to move to the 1st floor interior delivery hallway. In the case of exceeding maximum capacity on the first floor, remaining classes would be directed to the 2nd floor interior hallway (restroom and display case hallway).

- Once in the sheltered area all persons should assume a protective position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands. Persons in wheelchairs or other persons who are unable to assume this position should assume whatever position that affords them the most protection. It is recommended that those in wheelchairs not be removed from their wheelchairs, as this will limit their mobility.
- If a tornado or other storm should hit the building, persons should remain in the sheltered area until it passes. The area should then be carefully inspected for downed electrical lines and other hazards. Before leaving, the area should be checked for injured persons
- If a tornado appears so quickly that the above action cannot be followed, all occupants should seek cover at once. For those inside the building, heavy furniture provides good protection. Interior closets also provide shelter. Once in the sheltered area, persons should assume the protective position.

- Anyone caught outside should not attempt to run to the building unless he or she is absolutely sure to arrive before the tornado strikes. Instead, the person should take shelter by assuming the protective position on the ground. If a ditch, creek or other depression is close, the person should take shelter in it.

