

**Brown Mackie College – Quad Cities
2119 East Kimberly Road
Bettendorf, IA 52804**

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

The Brown Mackie College – Quad Cities is providing the following information to all of its employees and students annually as a part of the Brown Mackie College – Quad Cities 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, Kareem Odukale at 563-344-1500 or via email at kodukale@brownmackie.edu.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

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

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus President, Kareem Odukale and/or the Dean of Academic Affairs, Gregory V. Smith. Reports are kept in a secure location in the Dean of Academic Affairs' Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College – Quad Cities 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 – Quad Cities facilities to the Campus President, Kareem Odukale, either by person or by calling (563)-344-1500. If the Campus President is not available you may contact the Dean of Academic Affairs, Gregory V. Smith (563) 344-1503 and the Bettendorf Police Department by dialing 911 or (563) 344-0430.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Campus President or to the Dean of Academic Affairs. 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 Bettendorf Police by dialing 911 and then notify the Campus President or the Dean of Academic Affairs.

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, Kareem Odukale, or the Dean of Academic Affairs, Gregory V. Smith. Reports are kept in a secure location, in the Dean of Academic Affairs' office, Gregory V. Smith. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Dean of Academic Affairs, Gregory V. Smith.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Brown Mackie College – Quad Cities that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College – Quad Cities 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 5:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.

4. Report immediately to the Campus President, Kareem Odukale or to the Dean of Academic Affairs, Gregory V. Smith any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. You should also contact Bettendorf Police Department by dialing 911 or (563) 344-0430.
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 Campus President, Kareem Odukale or to the Dean of Academic Affairs, Gregory V. Smith, if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Campus President, Kareem Odukale or to the Dean of Academic Affairs, Gregory V. Smith 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

Brown Mackie College – Quad Cities does not have Campus Security Enforcement officers. The Campus President, Kareem Odukale, or the Dean of Academic Affairs, Gregory V. Smith, will notify the police department as warranted. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from 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 Dean of Academic Affairs may not make arrests, but are instructed to promptly contact the Campus President if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College – Quad Cities is located in Bettendorf, IA, Scott County. Brown Mackie College – Quad

Cities maintains a close working relationship with the Bettendorf Police Department with periodic contact initiated by Brown Mackie College – Quad Cities personnel to ensure that Brown Mackie College – Quad Cities 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 posting bulletins around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Brown Mackie College – Quad Cities employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, a well as their fellow co-workers and students.

All new Brown Mackie College – Quad Cities students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, a well as their fellow classmates and the Brown Mackie College – Quad Cities 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 – Quad Cities 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 Dean of Academic Affairs 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 – Quad Cities 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 – Quad Cities also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Dean of Student Affairs, the Executive Committee or other Brown Mackie College – Quad Cities 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 (563) 324-9580. 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 – Quad Cities 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 – Quad Cities 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:

Iowa Sexual Abuse Hotline
1-800-284-7821

Center for Drug and Alcohol
(319) 322-2667

National Center for Victims of Crime
1-800-394-2255

Robert Young Center for
Community Mental Health-Outpatient Centers
4600 3rd Street
Moline, IL 61265
(309) 779-2031

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College – Quad Cities 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 – Quad Cities 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 Bettendorf Police Department, located at:

1600 State Street
Bettendorf, IA 52722

Additional information can be obtained by calling the police department at (563) 324-9580.

OR:

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

On-campus computer labs with internet access are available for you to view the above website at Computer Labs 1, 3, D, or Library Resource Center from 12 p.m. – 5 p.m., Monday – Friday.

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 – Quad Cities prepares the crime statistic policies annually by gathering all reported data and the AEC Central Office prepares the report for the employees and students of Brown Mackie College – Quad Cities. Moreover, local police agencies are contacted by Campus President, Kareem Odukale, or by the Dean of Academic Affairs, Gregory V. Smith, 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.

CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

There will be immediate email notification of the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. The emergency notification will be to take cover in the classroom with the door locked. Remain calm and away from windows with the lights out if the emergency is an intruder. In case of evacuation of the premises, the emails will reflect appropriate information directing students and staff how to evacuate. Staff is trained on the Emergency Plan during new hire procedure and the plan is distributed to all students and staff annually. You may obtain a hard copy in office 131.

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

Currently, it is standard procedure to lock classroom doors during classroom hours, accommodating only student breaks.

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

- Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency
- Provide a description of the process the institution will use:
 - Confirm that there is a significant emergency or dangerous situation;
 - Determine the appropriate segment(s) of the campus community to receive a notification;
 - Determine the content of the notification; and
 - Initiate the notification system.
- Provide a list of the titles of the person(s) responsible for carrying out the actions;
- Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
- Test emergency response and evacuation procedures on an annual basis. Please document for each test a description of the exercise, the date, time, and whether it was announced or unannounced.

Brown Mackie College- Quad Cities

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.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	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
Totals	0	0	0	0	0	0	0	0	0

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

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

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

Arrests/Persons Referred for Campus Disciplinary Action

Arrests	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**
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= Property not owned or leased by Brown Mackie College-Quad Cities.

Public property would include the sidewalk along East Kimberly Road. 50% of the parking lot is leased by Brown Mackie College- Quad Cities



BROWN MACKIE COLLEGE
QUAD CITIESSM

**Brown Mackie College-Quad Cities
Bettendorf, IA
Crisis Management
Plan and Procedures Manual**

2010- 2011

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Crisis Management Overview

Introduction:

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

For the purpose of this document a crisis is any situation that threatens the business activity, integrity or reputation of EDMC and/or its Schools. These situations may be caused by natural disaster, legal dispute, criminal activity, accident or manmade disaster affecting the company.

It is the goal of this crisis communication plan to establish guidelines for dealing with various situations, and to ensure 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 this task, crisis management teams not only must manage the physical elements of a crisis, but also must 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- Quad Cities 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 emergency.....911

Then call:

1st Management Emergency Contact, Campus President, Kareem Odukale..309-207-0189/612-388-8029.

2nd Management Emergency Contact: (no particular order given).....

Ann Sandoval 309-755-2545/309-292-7633
Nancy Cerny 563-370-2060
Gregory Smith 520-784-3555
Lori Payne 309-230-8727

All members of BMC-QC 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 Campus President or an EC member.

BMC-QC Crisis Management Team (CMT) Members

Executive Committee:

President:	Kareem Odukale
Dean of Academic Affairs:	Gregory Smith
Sr. Director of Admissions:	Ann Sandoval
Director of Career Services:	Nancy Cerny
Director of Student Financial	Lori Payne

Other Situations as Warranted:

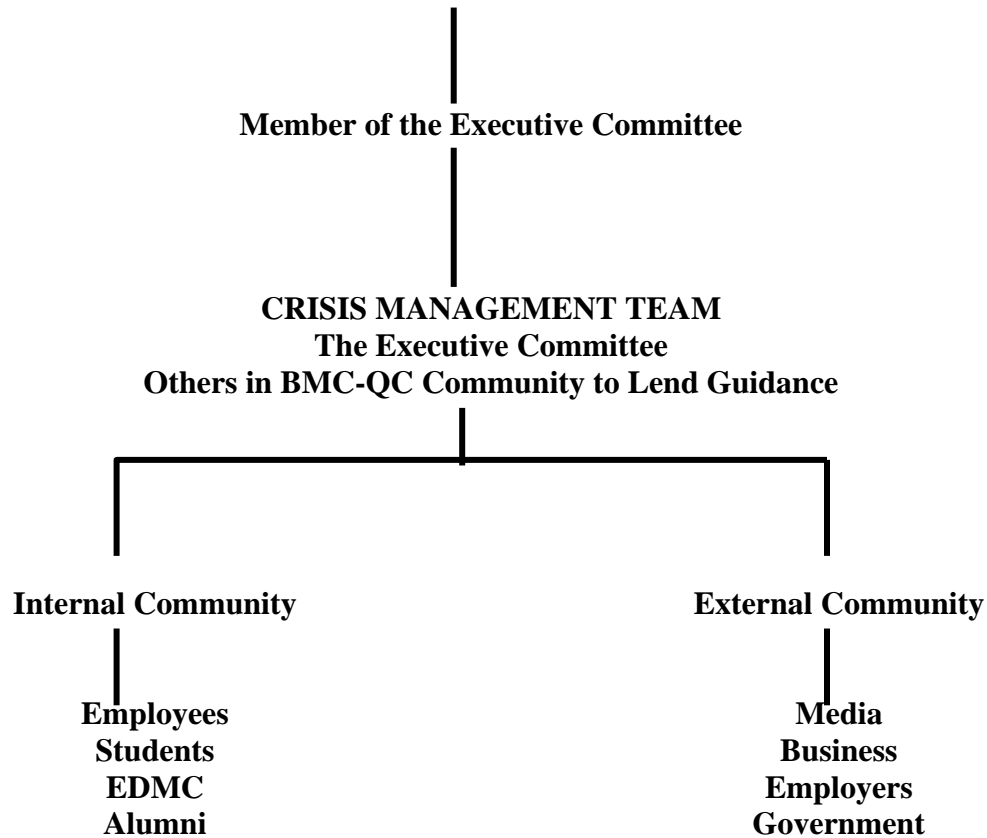
Non-School Staff	EDMC Legal Counsel
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Crisis Information Management

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 Central Services Office

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-QC 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-QC-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-QC audiences include:

Internal Audiences:

- Employees
- Students
- EDMC

Internal Audience Resources:

- On- or Off-Site Meetings
- Email
- Telephone
- Fax
- The BMC-QC 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-QC 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 Campus 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 cannot 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.

BMC-QC Emergency Medical Assistance Plan

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

1. BMC-QC faculty or staff members will request immediate emergency medical assistance for any person on BMC-QC 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 medical assistance appears to be needed:
 - 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-QC 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 chair 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-QC by the student.
4. BMC-QC 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 a BMC-QC employee.
6. BMC-QC Accident/Injury/Illness/Complaint/Crime Incident Report Form will be completed by the BMC-QC 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-QC 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 Sr. Director of Admissions 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:

In the case of fire or other emergency requiring building evacuation, employees and students should follow the evacuation plans posted throughout the building. Those evacuating should walk, not run, to the nearest exit door.

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.

Students, faculty and staff may pick up only those personal belongings in their immediate possession when the alarm is sounded.

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. Wheelchair-bound and/or handicapped faculty, staff and students should be assisted

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-QC Campus President, Executive Committee 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, Quad Cities? 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:

Fights and Crime

Fights:

In the event that a fight breaks out on the campus, any employee should immediately seek one of the following individuals:

Campus President – Kareem Odukale
Dean of Academic Affairs – Gregory Smith
Director of Career Services- Nancy Cerny
Sr. Director of Admissions- Ann Sandoval
Director of Student Financial Services- Lori Payne
(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 a member of the Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following individuals:

Campus President – Kareem Odukale
Director of Career Services- Nancy Cerny
Sr. Director of Admissions- Ann Sandoval
Dean of Academic Affairs- Gregory Smith
Director of Student Financial Services- Lori Payne

After hours ~ Contact onsite Department Chairperson, then contact 911

Weapons on Campus

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

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

Non-threatening situation: Possession of weapon is noted

- Individual aware of the weapon possession reports the situation to an Executive Committee member.
- The Executive Committee member will consult to make a determination regarding who should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the

building by one or more members of the Executive Committee and/or the police, if appropriate..

- If the individual declines to remove the weapon from the premises, one or more members of the Executive Committee and/or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Campus President and/or the Dean of Academic Affairs, if a student is involved, or by the appropriate Department Director, if an employee is involved. If a visitor of students or employees was involved, their host will be subject to disciplinary review by the Campus President and/or Dean of Academic Affairs or the employee's Department manager.

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

- Do not attempt to apprehend or interfere with the person who has the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as it is safely possible, call 911. Provide them with your name, location, and information about the situation, including type of weapon, physical description, and mental state of person with weapon.
- Notify the Executive Committee of the situation and the location to assist in directing emergency personnel.
- Notify an Executive Committee member of the situation, who will then notify the President and other members of the Crisis Management Team.

Biohazards

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

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

- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10-second hand wash. Gloves are located in all first aid kits.

- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact the maintenance staff for clean-up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as it is feasible.
- 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 should be handled with extraordinary care to prevent accidental injuries.
- Call the maintenance staff for removal and disposal of any “sharp container.” Hypodermic needles should be handled carefully with tongs and gloved hands. The maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.
- An Incident Report Form should be completed.

Biological Threats

- In the event of a biological threat, please contact the Campus President or an Executive Committee member immediately.
- When evacuated from the building, all faculty, staff, and students should get to designated areas and away from the building.
- The Facility Manager will be responsible for the shut down of the ventilation system.

Anthrax: What to do if you suspect exposure to anthrax

- Do not shake or empty the envelope or package. Do not try to clean up any spilled powder or fluid.
- Put the envelope or package into a plastic bag or other container to prevent the contents from leaking out. If you can't find a container, cover the envelope or package with clothing, paper, or a trash can — and DON'T remove this cover.
- Leave the room and close the door. Keep other people from entering the room.
- Wash your hands with soap and water.
- Call the local police and report the incident. If you are at work, contact an Executive Committee member and/or your supervisor.

- Make a list of all the people who were in the room when you opened the letter or package. Give this list to the police — and to local public-health authorities.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give the bag of contaminated clothing to the police.
- Shower with soap and water as soon as you can. Do not use bleach or disinfectant on your skin.
- Do not start taking antibiotics until told to do so by your doctor or by health authorities.

Inclement Weather Policy

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

- Calling 563-344-1500.
- Monitoring local radio stations. BMC-QC 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-QC employees.

BMC- QC 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-QC 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:

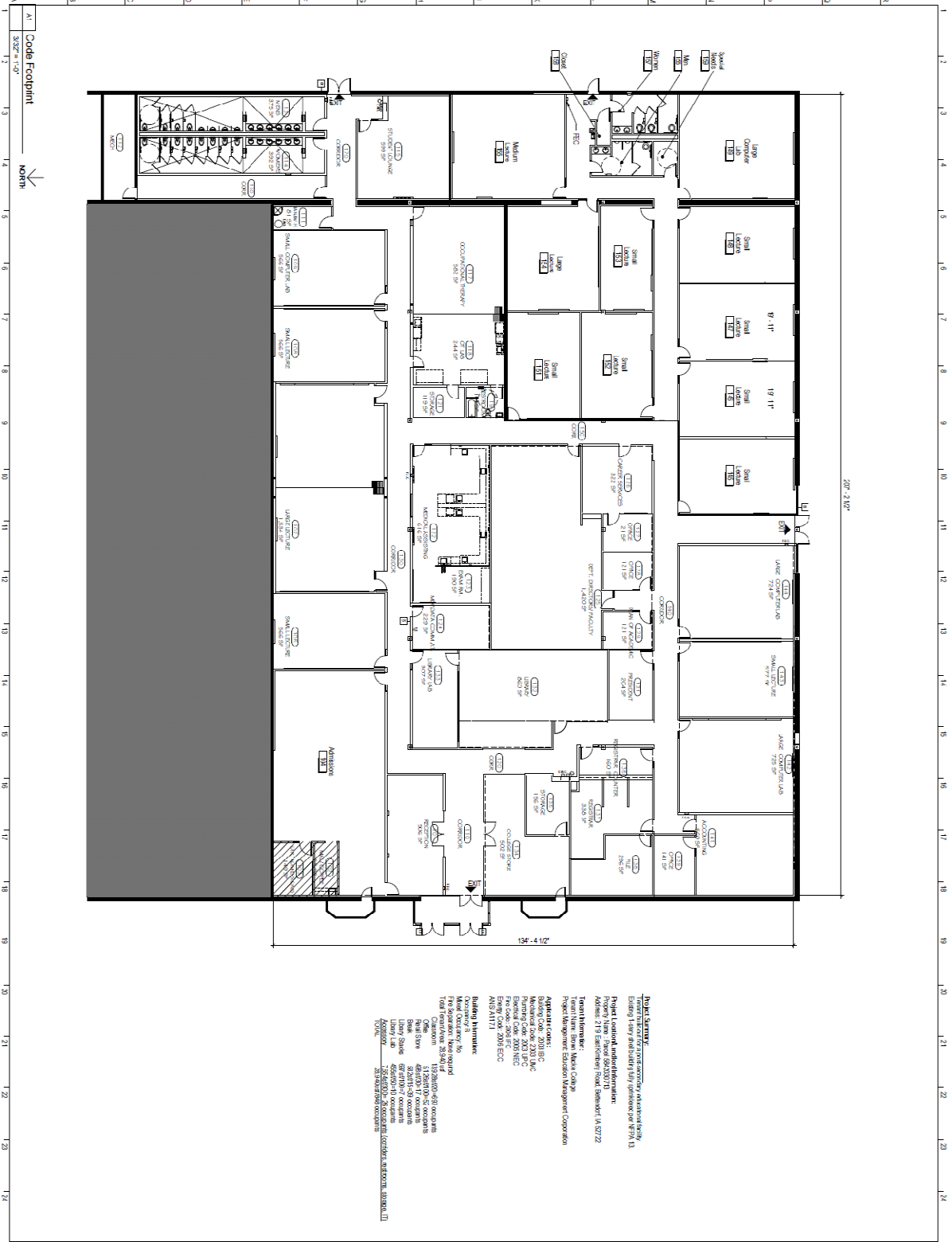
- The EDMC Senior Management Team

- The Dean of Academic 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-QC.

Evacuation Floor Plan

J:\EDMC Corporate Real Estate\10274 BMC Quad Civil\drawing\10210274 BMC Quad Civils CDS.rvt



Project Summary:
 Prepared for the project by the architect's representative for the
 design of the building's evacuation route.
Project Location and Information:
 Project Name: Brown Middle College
 Address: 219 Easton Road, Brentwood, TN 37027
Team Members:
 Project Manager: Education Manager/Conductor
Approved by:
 Architect: [Signature]
 Engineer: [Signature]
Building Information:
 Building Name: [Name]
 Building Address: [Address]
 Building Type: [Type]
 Building Use: [Use]
 Building Occupancy: [Occupancy]
 Building Code: [Code]
 Building Date: [Date]
 Building Owner: [Owner]
 Building Manager: [Manager]
 Building Contact: [Contact]

Brown Middle College

219 Easton Road
Brentwood, TN

Evacuation Management/Conductor

SSS101 FOR

1. Building Use
2. Building Type
3. Building Code
4. Building Date

KEY PLAN

Code Footprint

C1

**Accident/Injury/Illness/Complaint/Crime
Incident Report Form**

Your Name: _____ Phone: _____ Today's Date: _____
Your Address: _____ City: _____ Zip: _____

(Please add additional information and/or comments on back)

Accident

Date: _____ Time: _____
Location: _____
Police Report: _____ (yes) ___ (no) Police Report Number: _____
Damage to Vehicle #1: _____
Tag #: _____ Type of Automobile: _____
Damage to Vehicle #2: _____
Tag #: _____ Type of Automobile: _____
Describe Accident Below:

Witnesses: _____

Injury/Illness

Date: _____ Time: _____
Location: _____
Fire/Rescue called: _____ (yes) ___ (no) Transported: ___ (yes) ___ (no)
Describe Injury/Illness Below:

Witnesses: _____

Complaint/Crime

Date: _____ Time: _____
Location: _____
Person(s) Reporting: _____
Item(s) Stolen: _____ Dollar Amount: _____
Police Called: _____ (yes) ___ (no) Police Report Number: _____
Describe Complaint/Crime Below:

Witnesses: _____

Workers Compensation (for HR only)

Workers Compensation: ___ (yes) ___ (no) Date Reported to WC Carrier: _____
Injury/Illness Recorded in Appropriate Log: _____ W/C _____ OSHA _____

Phone Numbers

Emergency Numbers

Police/Fire/Ambulance 911

Non-Emergency Numbers

Police.....(563)344-4015

Fire/Rescue.....(563)344-4015

Help Lines

AIDS Hotline.....(800)CDC-INFO(1-800-232-4636)

Alcohol & Drug Treatment Programs(563)322-2667 CADS (IA); (309)792-0292 RICCA(IL)

Alcoholics Anonymous(563)359-4152; (309)764-1016

Child Abuse/Neglect.....(800)25-ABUSE

Domestic Violence Hotline(563)326-9191(IA); (309)797-1777(IL)

Mental Health(563)421-2975(IA); (309)779-2990(IL)

Poison Control.....(800)222-1222

Rape Crisis Hotline(563)326-9191(IA); (309)797-1777(IL)

Sexual Abuse(563)326-9191(IA); (309)797-1777(IL)

Social Security(800)772-1213

Taxi Service(563) 332-6651; (309)788-8386

Health Department.....(563)326-8618(Scott); (309)793-6391(RI)

Red Cross.....(309)743-2166

National Suicide.....(800)273-8255

Illinois Road Conditions.....(800)865-5394

MidAmerican Energy(Gas Leak).....(800)595-5325

Homeless Shelter.....in Iowa;(563)322-3751;

.....in Illinois:(309)764-9466(Women);(309)786-5734(Men)

Genesis Hospital.....(563)421-1000(IA); (309)792-9363(IL)

Trinity Medical Center.....(563)742-5000(IA); (309)779-5090(IL)