

Brown Mackie College – Saint Louis
Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2011

Brown Mackie College – Saint Louis is providing the following information to all of its employees and students as part of the Brown Mackie College - Saint Louis 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 Megan Gwyn, Executive Assistant, by mail or by phone:

#2 Soccer Park Rd
Saint Louis, MO 63026
(636) 651-3296

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College - Saint Louis 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 on an annual basis in their classes through the Campus Security and Crime Prevention Policy Handout. This is distributed to new students during the monthly Orientation and Class Registration. It is distributed to new employees in the new employee orientation packet.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Executive Assistant Megan Gwyn, or in her absence the Dean of Academic Affairs, Lisa Casimere. Reports are kept in a secure location in the office of the Registrar. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Saint Louis 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 - Saint Louis facilities to the Executive Assistant Megan Gwyn, or in her absence the Dean of Academic Affairs Lisa Casimere, either by person or by calling 636-651-3291. If the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere are not available you may contact the Registrar at 636-651-3291 and the Saint Louis Metropolitan Police Department by dialing 911 or 636-349-8120 (non-emergency).

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere. 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 Saint Louis Metropolitan Police Department by dialing 911 and then notify the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report. Reports are kept in a secure location, in the Office of the Registrar. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Executive Assistant, Megan Gwyn.

SECURITY AND ACCESS TO THE INSTITUTION

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

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

1. Keep all unsupervised and unoccupied areas locked at all times.
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness.
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.
4. Report immediately to the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere, any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. You should also contact Saint Louis Metropolitan Police Department by dialing 911 or 636-349-8120.
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 entrances to the buildings in the evening are restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

1. Notify the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere, if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent 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 - Saint Louis does not have Campus Security Enforcement officers. The Executive Assistant Megan Gwyn or the Dean of Academic Affairs Lisa Casimere, or the evening Receptionist on duty 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 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 proper identification at all

times and to present identification upon request. The Institution's personnel may not make arrests, but is instructed to promptly contact the Saint Louis Metropolitan Police Department at 636-349-8120 if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College - Saint Louis is located in Saint Louis County. Brown Mackie College – Saint Louis maintains a close working relationship with the Saint Louis Metropolitan Police Department with periodic contact initiated by Brown Mackie College – Saint Louis personnel to ensure that Brown Mackie College – Saint Louis 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 with memos or other correspondence handed out to them in class by their respective instructors. Bulletins are also posted around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

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

All new Brown Mackie College - Saint Louis students are instructed on crime awareness, prevention and campus security during their first class (Professional Development), and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College - Saint Louis employees. The monthly class meeting 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 – Saint Louis 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 Executive Assistant.

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, and notices read by instructors in classrooms.

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.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Evacuation plans are posted in all classrooms and offices showing layout of building, 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 drills are conducted periodically to insure everyone knows what to do.

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the campus President or any other Executive Committee member (Dean of Academic Affairs or Senior Director of Admissions) to report the situation. The President or Executive Committee member will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification and content of notification:

In the event of a confirmed emergency situation, the Campus President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. Campus President - Dr. Terri Leap
2. Dean of Academic Affairs - Ms. Lisa Casimere
3. Senior Director of Admissions - Ms. Dawn Bonebrake
4. Registrar - Shea Ballantine
5. Student Accounting Advisor - Ms. Kelley Kriens
6. Senior Financial Aid Officer - Mr. Matthew Monsees
7. Staff and/or Faculty members - Pam Fuchs, Cari Wise, Vanessa Gladney, and Stephanie Adams

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via USPS to the address of record of all students, faculty and staff.

EMERGENCY NOTIFICATION AND EVACUATION POLICIES

EMERGENCY EVACUATION PLAN

- Stay calm. Stop work immediately. Grab your valuables; **do not** pack up work, supplies, or work in progress.
- Follow directions for exiting your area. Exit the building using nearest stairwell only.
- Physically challenged individuals must exit in the front of the building or middle rear of building and wait for authorized emergency personnel to assist them. A staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately proceed a minimum of 100 feet away from the building.
- Do not re-enter the building for any reason until emergency personnel provide authorization.
- Emergency evacuation routes are posted. Each area of the building has designated persons to check that all offices, classrooms, and restrooms are evacuated.
- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm **could** activate the bomb. ERT will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- Once evacuated, no one is permitted in the building until the authorities have deemed the property safe.
- The Director of Public Relations will develop a public statement in consultation with the Executive Committee members.
- An incident Report Form will be prepared and filed with the Dean of Academic Affairs.

EMERGENCY EVACUATION PROCEDURE

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

The President or Dean of Academic Affairs will notify the College about the emergency.

1. Fire alarm panel equipped with an alert system.
2. Suitable staff (instructors, members of EC, etc) should instruct as necessary.

INSTRUCTION FOR FACULTY AND STAFF

ERT and other designated staff and faculty act as the Floor Fire Marshals for their respective floors. These individuals and their back-up will also be responsible to conduct a head count in their respective area. Each individual faculty member is responsible for their class head count.

The Executive Committee contacts 911 when notified of a fire emergency or if alarm sounds.

BMC-STL CAMPUS

THE FRONT WEST EXIT:

The groups below will direct all staff and student to exit the Front West:

Primary	Ph. Ext.	Alternate	Ph. Ext.
Reception	3291	College Store	3328

THE FRONT EAST:

The groups below will direct all staff and student to exit from the Front East:

Primary	Ph. Ext.	Alternate	Ph. Ext.
Registrar	3325	Librarian	3347

ROOM # 132:

The groups below will direct all staff and student to exit in Room 132:

Primary	Ph. Ext.	Alternate	Ph. Ext.
President	3300	Executive Assistant	3296

THE VET TECH EXIT:

The group below will direct all staff and student to exit through Vet Tech:

Primary	Ph. Ext.	Alternate	Ph. Ext.
Cari Wise	3337		

THE REAR EXIT:

The group will direct all staff and student to exit through the Rear:

Primary	Ph. Ext.	Alternate	Ph. Ext.
Pam Fuchs	3330	Vanessa Gladney	3333

THE STUDENT LOUNGE EXIT:

The group will direct all staff and student to exit through the Student Lounge exit:

Primary	Ph. Ext.	Alternate	Ph. Ext.
Sr. Director of Financial Aid	3335	Dean of Academic Affairs	3358

EMERGENCY EVACUATION PLAN

Emergency Contingency Plan/Relocation Short-Term (0-48 hours):

- If there are injuries, immediately contact Dean of Academic Affairs or President to transport injured parties to local hospitals via ambulance and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team determined by the Emergency Response Team (ERT) will maintain a list of students and employees transported from the site by emergency personnel.
- The office of the President and will be used as an Information Center on-site where information can be gathered and dispersed. In the event of an evacuation the ERT will meet in the back of the building, facing the Anheiser Busch Soccer field. Under the direction of the Dean of Academic Affairs, the center will be staffed by department chairs and if needed staff. If additional support is needed, employee volunteers will be used.
- Create and distribute an information sheet with instructions to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until further instructions are received; check in with the information center; go home, etc.) Use bullhorns when necessary.
- Depending on the condition of the building, the ERT would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings.
- Make phones available to enable all evacuees to call home/family.

- The police or fire department may close down access to the building with the exception of emergency personnel.

IF THE EMERGENCY IS SUCH THAT EVACUEES CANNOT GET HOME:

- If the Emergency Services (fire and police) responded to the crisis, they may provide resources for emergency needs. If needed, call 911 for additional resources.
- Academic Affairs and ERT will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, community spaces and local hotels and motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.
- Those evacuees who cannot get home should report in at the Front Desk. Require them to give their names, social security numbers, home addresses, phone numbers and emergency contact information and record where they will be staying. This information may be used to account for the whereabouts of all evacuees.
- The ERT will check for safety: gas, water, sewage leaks, downed electric lines and shorts, turn off appropriate utilities, and check for building damage and potential safety problems after emergency.
- Wear protective shoes.
- Clean up dangerous spills.
- Turn on the radio and listen for instructions from public safety agencies.
- Don't use the telephones except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" should evacuation of people be necessary.
- Use media statements prepared by the Director of Public Relations to provide information to parents on relocation sites for students and reassure them that everything is under control.

AFTER THE CRISIS (48+)

- The President will use e-mail and voicemail for announcing programs that help ease emotional distress.
- Continue public service related programs for two weeks following the event using campus and off campus media.
- The Dean of Academic Affairs will provide counseling services for those students and staff who may have lost a friend or a significant other and/or utilize bereavement services.

- Hold a College meeting as soon as possible given by the President or the Executive Committee representative to thank everyone, give accurate information, get suggestions, reassure everyone, provide future plans for returning to regular operations.

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 - Saint Louis 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 - Saint Louis 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 - Saint Louis officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

1. Go to a safe place following the attack.
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. 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.)
5. Call someone to be with you, you should not be alone.

It is also recommended that victims call the National Sexual Assault Hotline-RAINN (800) 656-4673. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Victims may also call the National 24-Hour Domestic Violence Hotline (1-800-799-7233; TDDY 800-787-3224). They have Spanish speakers and 135 languages. 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 -

Saint Louis 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 - Saint Louis 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:

YWCA Metro St. Louis

3820 West Pine Blvd.

Saint Louis, MO

Rape Crisis Line:

314-531-RAPE

Crime Victim Advocacy Center of St. Louis

539 North Grand Blvd., Suite 400

St. Louis, MO 63103

(314) OK-BE-MAD (24 hr. hotline)

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College - Saint Louis 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 – Saint Louis’s final determination and any sanction with respect to the alleged sexual offense. 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 A.R.S. 13-3827 of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Saint Louis Metropolitan Police Department, located at:

625 New Smizer Mill Rd

Fenton, Missouri 63026

636-349-8120.

OR:

Information regarding registered sex offenders under section A.R.S. 13-3827 of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <https://MO.gov/webapp/offender/main.do>

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

Mon, Tues, Thurs: 8:00a.m.- 10:00p.m.

Wed: 9:00a.m.-5:00p.m.

Fri: 9:00a.m.- 5:00p.m.

Sat: 9:00 a.m.- 5:00p.m.

CRIME STATISTICS

The requested statistics are from 2008, 2009, and 2010. Brown Mackie College – Saint Louis began its first course on February 1, 2010, therefore, there are no crime statistics to report for 2008, 2009, or 2010. However, local police agencies are contacted by the Executive Assistant Megan Gwyn, to maintain a working relationship and formulate statistics for the annual crime statistics report. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.