

Arkansas Baptist College

Department of Campus Safety Emergency Preparedness Plan

1621 Dr. Martin Luther King Drive
Little Rock, Arkansas 72202

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INTRODUCTION

This Emergency Response Manual has been designed to provide guidelines for planning and responding to campus emergencies. While the manual does not cover every conceivable situation, it does support the basic administrative procedures necessary to cope with most campus emergencies.

All public institutions have a responsibility to conduct contingency or emergency preparedness planning. For ABC, this planning anticipates and prepares administrators, faculty, staff, and students for potential disasters, with the intent to reduce the vulnerability of people to injury or loss of life, help protect valuable resources, and restore ABC to normal operation as rapidly and smoothly as possible. The President and Executive Vice President will see that all departments, units, and operations within their areas of responsibility are familiar with the College's plan and are as prepared as possible to mitigate hazards, assist in response to emergencies, and complete prompt recovery of operations of the College.

This basic plan is the responsibility of the President or 1st Incident Commander (Director of Campus Safety). It will describe how ABC is organized to reduce or eliminate various threats to life and property by starting what actions need to be taken and who should take them before, during, and after the emergency.

In most emergencies and disasters, the President or 1st or 2nd Incident Commander has command and control of the situation unless the event dictates that Little Rock Police, Fire Department, Pulaski County Department of Emergency Management or Arkansas Department of Emergency Management should take command. Occasionally, an emergency may be contained within the areas of responsibility of College Health Center, Facilities Management Operations or an academic unit.

Departments will support the emergency response of the above agencies. The department chair, followed by the most senior department or college representative available, will be responsible for supporting the mitigation, response and recovery responses and directives of the above agencies. In the event that the emergency is contained within a department or unit, the chain of command for the incident will start with the department head or person in charge of the unit, then flow down to the personnel assigned in the department's emergency plan in the absence of the person(s) in higher authority. **ALL**

DEPARTMENTAL EMERGENCY PLANS WILL SUPPORT AND BE UNDER THE UMBRELLA OF THE COLLEGE EMERGENCY RESPONSE PLAN FOR WHICH THE INCIDENT COMMANDERS ARE RESPONSIBLE.

EMERGENCY GUIDELINES

1. PURPOSE

This Emergency Response Plan (ERP) describes the College's emergency management plan to cope with hazards that threaten the campus. It describes the concept of operations for response to potential emergencies and delineates the role and responsibilities of departments, divisions, and agencies that are expected to help protect life and property on campus.

2. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by Arkansas Baptist College to include those peripheral areas adjoining the College.

3. ASSUMPTIONS

The College's Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on the campus during a major emergency or disaster. The following are general guidelines:

- (a) An emergency or a disaster may occur at any time of day or night, weekend or holiday, with little or no warning;
- (b) The succession of events in an emergency are not predictable; published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency;
- (c) Disasters may affect residents in the geographical location of the College; therefore, the city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected – up to 48-72 hours; and
- (d) A major emergency may be declared if information indicates that such a condition is developing or is probable.

4. DEFINITIONS OF AN EMERGENCY

The College President, or his designee, serves as the overall Emergency Management Team Chair during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building area coordinators and emergency committee chairs in determining the appropriate response:

- (a) **MINOR EMERGENCY:** Any incident (potential or actual), which will not seriously affect the overall functional capacity of the College.
- (b) **MAJOR EMERGENCY:** Any incident (potential or actual), which affects an entire building or buildings, which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. In many cases, the College Administration will be required to make major policy decisions and interpretations.

- (c) **DISASTERS:** Any natural or man-made occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and service property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation, as well as outside emergency services.

5. TYPES OF EMERGENCIES

Fire
Earthquake/Severe Weather/Tornado/Flood
Chemical/Hazard Materials
Bomb/Explosion
Medical/Personal Injury/Psychological crisis
Shooting/Active Shooter/Hostage/Workplace violence
Disturbances/Demonstrations
Media Relations/College Closings

6. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus “State of Emergency” rests with the President, or his designee, as follows:

During the period of any campus major emergency, the 2nd Incident Commander/Director of Department of Campus Safety shall place into immediate effect the appropriate procedures necessary to meet the emergency; safeguard persons and property; and maintain educational facilities. The Director of Department of Campus Safety shall immediately consult with the Chief of Staff, who will consult with the President regarding the emergency and the possible need for a declaration of a campus “State of Emergency.”

When this declaration is made, only registered students, faculty, staff, and affiliates, i.e., persons required by employment, are authorized to be on campus. Those who cannot present proper identification (registration or employee identification card or other I.D.) showing their legitimate business on campus, will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Department of Department of Campus Safety will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms or major disasters occurring in or about the campus, or which involve campus property, the Facilities Management Team shall be dispatched to determine the extent of any damage to Arkansas Baptist College property.

Campus Emergency Response Team (CERT)

EMERGENCY MANAGEMENT TEAM RESPONSIBILITIES

Emergency Management Director (College President) – provides policy decisions to the Emergency Coordinator that include the objectives and priorities in the Emergency Plan. The Emergency Management Director may assume the role of the Emergency Coordinator, if needed.

1st Incident Commander (Director of Campus Safety) – is responsible for initial emergency response. They will assess the event and coordinate with responding public safety agencies to assist in providing direction and general support. The Office of Department of Campus Safety is responsible for overall safety at the college during an incident.

Specific responsibilities include:

- Response to all reported emergency incidents
- Identifying and accessing safety risks associated with incident
- Establishing specified staging area for:
 - Media
 - Staff, students, parents, family members
 - Medical treatment
 - Additional emergency resources
- Evacuating other areas of campus not associated with the incident by utilizing faculty and staff until law enforcement arrives.

Legal Counsel - provides guidance to the Emergency Coordinator and the Emergency Management Director on policy decisions.

Operations (Designee) – is responsible for the handling tasks assigned by the Emergency Coordinator, will determine procedures to be followed, and direct implementation of College resources. Operations will provide, as needed, a working knowledge of the campus and academic areas.

Planning (VP Finance) – is responsible for collecting, evaluating and displaying incident information, maintaining resource status, and preparing incident-related documentation. Planning will coordinate raw data into usable information.

Public Information Officer (PIO) – is the central point for information dissemination in coordination with the Emergency Coordinator. The PIO will be the liaison between the College and local media. Only the PIO, or designee will disseminate information about emergency incidents.

Facilities, Procurement, Food Services, IT, Maintenance - is responsible for providing services and support to meet emergency needs. Typical areas for activities include: communication, food, supplies, facilities and transportation as well as the acquisition of needed supplies and materials.

Finance and Budget - The Finance office monitors incident-related costs and administrative procedures supporting the Emergency Management Team. Typical areas include time-keeping, procurement of supplies, and claims and report accounting.

Department of Campus Safety Liaison (Lt. - Campus Safety) is the direct support to the Emergency Management Director or the Emergency Coordinator, and is the communication link between the public safety agencies working outside the College, and the EMT.

Registrar will provide student information to the Emergency Management Team.

Human Resources will provide support and information regarding staff and faculty.

Administrators, Deans and Department Chairs, where appropriate, should prepare and submit an emergency response plan that addresses the unique characteristics of their areas. These plans will be reviewed and approved by the 1st Incident Commander.

These campus officials are responsible for conducting campus-wide drills and should ensure that building evacuation information is distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Time must be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Department of Department of Campus Safety for assistance.

Faculty and Staff Supervisors should educate students and employees concerning College evacuation procedures for their building and areas. They should evaluate the assigned building facility or area to determine the impact of a fire or earthquake. Report all safety hazards to Department of Campus Safety, and promptly submit work orders to reduce hazards and minimize accidents to Facilities.

EMERGENCY MANAGEMENT TEAM PRIORITIES

General – The Emergency Management Team will, upon assembly:

- Assess the situation
- Determine resources needed and/or available to address the emergency
- Issue staff assignments
- Establish necessary communication with outside agencies
- Monitor progress and continue assessment
- Designate one of its members as keeper of log of Events/Actions. This person will normally be the assistant to the President.

Priority Goals – The essential goals of the Emergency Management Team will be:

- Preservation of human health, life, welfare, and safety
- Protection of College property and, where possible, personal property
- Maintenance of College programs and operations

Priority Locations – The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use) are:

- Emergency Command Center
- Residence Halls
- Health Service (during the academic year)
- Administration building and other Administrative and Academic Facilities

The Emergency Management Team will prioritize locations within these categories and among all remaining locations.

Priority Objectives of EMT

- Establish emergency communications.
- Assess damage, injuries, and location of major problems.
- Evacuate affected locations pending additional assessment.
- Isolate dangerous areas until safe for reentry.
- Establish medical triage and first aid areas and transport seriously injured persons to medical facilities.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and Rescue persons trapped in damaged facilities.
- Control secondary hazard

Emergency Operations Center

EMERGENCY OPERATIONS CENTER

(EOC)

LOCATIONS

Department of Campus Safety
(1st Selection)

Office of Student Affairs
(2nd Selection)

The (EOC) should be stocked with the following Items:

First Aid Kits should contain:

- Sterile gauze pads
- Sanitary napkins
- Bandages
- Alcohol
- Peroxide
- Cotton balls
- Latex gloves
- Cold packs
- Aspirin
- Antibiotic ointment
- Needles
- Scissors
- Safety pins
- Saline solution

Food - Bottled Water, non-perishable canned goods

Sanitation - Garbage bags, Toilet paper, Towels, Bleach

Utility- Markers, small zip lock bags, duct tape, multi function knife, candles, portable radio, flashlights, list of telephone numbers, dust masks

Communication Equipment - Personnel involved with the Disaster Response Team should provide – Cellular Phones, (2-Way Radios -Provided by Campus Safety) Lap Top Computers, Bull Horns etc.

EMERGENCY NOTIFICATION ROSTER

This roster is to be followed when notifying key personnel. The individual you contact will provide you with instructions on what needs to be done.

THEFT OF PROPERTY

Department of Campus Safety ***EXT. 501.420.1211**

Facilities Maintenance ***501.786.7353**

BOMB THREAT

Department of Campus Safety ***EXT 501.420.1211**

Facilities Maintenance ***EXT 501.786.7353**

President's Office ***EXT 501.420.1200**

POWER FAILURE

Facilities Maintenance ***EXT 501.786.7353**

Department of Campus Safety ***EXT 501.420.1211**

President's Office ***EXT 501.420.1200**

Information Systems * **EXT 501.420.1272**

FIRE /WATER FLOW

Department of Campus Safety * **EXT 501.420.1211**

Facilities Maintenance * **EXT 501.786.7353**

President's Office * **EXT 501.420.1200**

Information System * **EXT 501.420.1272**

CHEMICAL SPILL

Facilities Maintenance * **EXT 501.786.7353**

President's Office ***EXT 501.420.1200**

Department of Campus Safety* **EXT 501.420.1211**

LRPD (non-emergency) **501.371.4829**

Specific Emergency Procedures

RESPONDING TO EXTREME EMERGENCIES REQUIRING 911

THE PRESIDENT OR DESIGNEE WILL:

- A. Call **911** (Campus office phones require dialing **9-911**).

- B. Stay on the phone line until all needed services have been requested. Each service Request will require a call transfer. **For Example:** The school may need police and an ambulance. The **911** operator will ask for the nature of your emergency. The caller should state what he/she needs (Police, Ambulance or both). The **911** operator will record the necessary information and forward the call to the ambulance service. Therefore it is very important that the caller have as much of the following information as possible ready to give to the service operator. **The caller should stay on the line until released.**
 1. Self- identification

 2. School name

 3. What happened

 4. Location of injured

 5. Type of injury

 6. Number of victims

 7. Type of weapon

 8. Name, description, and location of person(s) involved

 9. Description and license number of any vehicle involved.

The Department of Department of The Department of Campus Safety must be notified as soon as possible after any calls are made for police, fire or ambulance service. It is the responsibility of the site administrator to ensure that notification is made.

COMMUNICATING WITH THE MEDIA

In any building level crisis situation, it is likely that the media will contact the campus first.

Procedures

1. The site administrator will notify the Office of Public Relations Personnel and he/she will arrive at the scene immediately.
2. The Public Relations Personnel will designate an official spokesperson.
3. Community members are relying on the media to inform them on the events as they happen. Do not alienate them by being abrupt or simple saying “no comment.” Rather than answer “no comment” you might say, “I can’t share that information with you at this time.”

In the case of a major disaster, a Communications Center will be set up to provide regular written updates that will be available to the media.

BOMBS AND SUSPICIOUS DEVICES

THE PRESIDENT OR DESIGNEE WILL:

- A. Direct students, faculty, and staff not to touch any suspicious device or object found on the premises. Some will explode with the slightest movement. Evacuate students and personnel from the immediate area.
- B. Turn off two-way radios. Do not key microphones.
- C. Keep loud noise to a minimum –device may be sensitive.
- D. Restrict the use of telephones to urgent business only.
- E. Call police (**911**) and give them available information. A bomb demolition expert, and search personnel will be dispatched within minutes.
- F. Notify the Department of Department of Campus Safetyemergency phone numbers are 501.420.1211.
- G. Meet police officials and supply pertinent information as requested.

THE DEPARTMENT OF CAMPUS SAFETY WILL:

- A. Dispatch police
- B. Notify appropriate personnel and administrators.

BOMB THREATS

THE SITE ADMINISTRATOR OR DESIGNEE WILL:

- A. Instruct person(s) receiving the threat to record exact statement from caller. The terminology and expressions should be noted on the bomb threat check list.
- B. Instruct the recipient of a bomb threat to:
- Keep caller on line as long as possible. Ask when the bomb is scheduled to explode and where it is located.
 - As soon as the call is completed, the recipient should write down approximate age and probable sex and race. Note other facts such as accent, background noise, caller intoxicated, etc.
 - The recipient of the call should immediately notify the President or his designee.
 - Telephone the Little Rock Police Department, 911 and provide all available information.
 - Alert, the Department of Campus Safety, which will also contact the police.
 - Be aware that one would most likely conceal a bomb inside the building in an area easily accessible to students (lockers, halls, foyers, etc.). **ANY EVACUATION WHICH REQUIRES STUDENTS TO MOVE THROUGH THOSE AREAS MIGHT INCREASE THE RISKS OF INJURY DURING DETONATION.** Also, the movement of a large number of individuals could jar the device and detonate the explosive.
 - Contain students inside classrooms for protection.
 - After the Police Department arrives, **MAKE A DECISION** as to whether a search is to be conducted. (Students should remain in class during the search, unless bomb squad directs otherwise).
 - Notify Campus Safety and Maintenance for assistance.

HOSTAGE SITUATIONS

This information could prove helpful if you find yourself hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally imbalanced. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Try to maintain eye contact with the captor at all times, but do not stare. Treat the captor as friendly as possible.
- Avoid speculating. Comply with the instructions as well as you can. Avoid arguments. Expect the unexpected.
- Be observant. Try to remember all distinguishable characteristics of your captor (tattoo, scar, teeth missing, etc.). You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone should a line be patched through to your location. Be patient, wait. If medication or first aid is needed by anyone, say so. The captor in all probability will not harm persons being held.

As with any crime, awareness of your surroundings and events is the biggest potential deterrent to a criminal terrorist act. Please report any suspicious activities or behavior to Department of Campus Safety at 501.420.1211.

This may include:

- Suspicious vehicles on and around campus
- Suspicious persons in and around buildings
- Persons taking photographs or videotaping students, faculty, and staff in locations unusual for their duties or responsibilities
- Suspicious packages around the building perimeter and/or in any of the buildings and by unknown visitors or phone calls.

CAMPUS CLOSINGS

CONDITIONS THAT MAY REQUIRE EMERGENCY CLOSINGS OF THE COLLEGE

- Snow Storms
- Ice Storms
- Prolonged effects of air-borne hazardous chemicals
- Prolonged effects of gas leaks
- Prolonged interruption of water supply
- Prolonged loss of electrical power
- Fire
- Explosion
- Discovery of structural damage to building
- Emergency declared by Health Department
- Earthquake
- Tornado
- Terrorist Attacks
- Work Stoppage (any natural or man-made disaster)

CRIMINAL ACTIVITIES

There can be a fine line between a situation that should be reported to the Little Rock Police Department and a situation that may be handled administratively. The President should use his/her judgment in this area; however, **IF THERE IS ANY DOUBT ABOUT THE SERIOUSNESS OF THE SITUATION, THE POLICE SHOULD BE NOTIFIED.** The Department of Campus Safety will summon the police.

Whenever the police are called to school for any reason, the President or his/her designee should notify Campus Safety. If possible, all persons suspected to be involved in the law violation should be detained for the investigating officers.

ACTS THAT **MUST BE REPORTED TO THE POLICE**

- Bomb Threats
- Burglaries
- Larceny of school property
- Arson
- Criminal Assault
- Aggravated Assault
- Carrying a Weapon
- Serious Injuries
- Any other acts that under State Law could result in a felony charge.

ACTS THAT MAY BE HANDLED ADMINISTRATIVELY OR REPORTED TO THE POLICE, DEPENDING ON THE SEVERITY OF THE SITUATION:

- Larceny of personal property
- Fighting
- Trespassing
- Vandalism

ACTIVE SHOOTER

An active shooter can be described as suspect activity that causes death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly, and demands immediate deployment of law enforcement resources to terminate the life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and eliminate the threat. The goal is to contain and isolate the individual with the gun, and the safe release of any hostages

Follow the steps below:

- DO NOT approach the person with the weapon
- Move immediately out the area to a safe location
- Notify others as you leave the area
- Call 911 or the Department of Campus Safety at 501.420.1211 and inform them of the situation
- Do not re-enter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself.

Once notified of an active shooter, the Department of Campus Safety and Little Rock Police department will likely be the first responders on the scene. Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a Parking Lot or inside a building. The police will move quickly into the affected area until the shooter is located and stopped or no longer a threat to life or safety. If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and stop the threat.

To assist police, please remain calm and patient during this time. If you know where the suspect is, have his description, and tell the police. Rescue teams will follow shortly to aid you and others.

- If shooter enters your class or office:

- There is no set procedure in this situation. If possible call 911, or 501.420.1211 and talk to the police dispatcher. If you cannot speak, leave the line open so police can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- If the shooter exit your area and you are able to escape, leave the area immediately.
- In recent years, violence in the form of mass homicides, shootings, robberies and kidnappings has increased.

THE PRESIDENT OR DESIGNEE WILL:

1. Notify the Security Department and 911 immediately.
2. Give the location, and if the suspect is still on scene to 911 Operator.
3. Contact Public Relations to communicate with media personnel.

THE DEPARTMENT OF CAMPUS SAFETY WILL:

1. Gather information on the suspect race, sex, clothing, height, vehicle description etc.
2. Secure the scene, handle crowd control and clear spectators.
3. Direct emergency responders to a secure location.
4. Keep all key personnel updated on new information.
5. Notify all agencies necessary of the suspect's direction of travel.
6. Ensure student safety.

TERRORIST ATTACK

The following summarizes the major operations in response to a terrorist attack. Detailed response actions are as follows:

When a local terrorist attack has occurred, the campus wide notification system will be activated for alerting the campus community of road conditions, potential hazards and public announcements.

Full or partial activation of the Arkansas Baptist College Emergency Operations Center (EOC) will depend upon damage to the College and potential hazards.

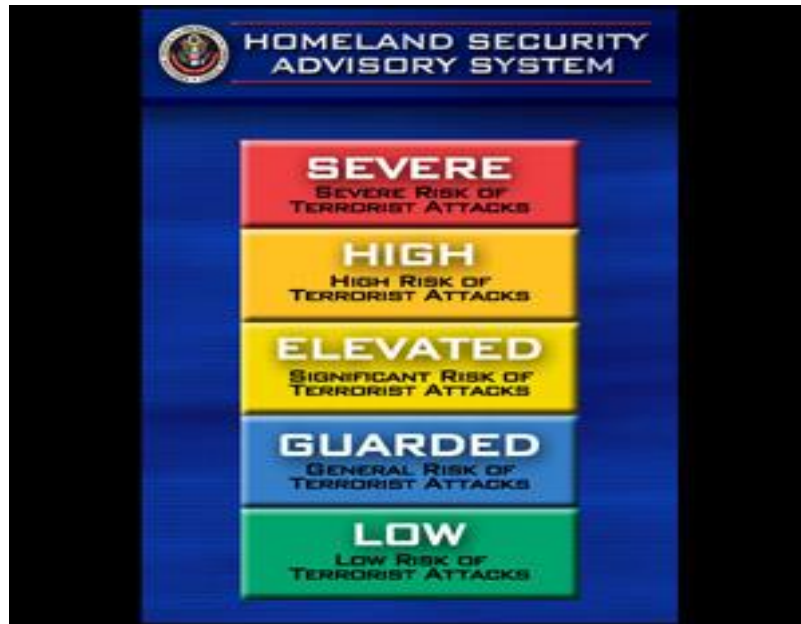
In the event of major damage to the College, damage assessment teams will be sent to survey the campus for injured persons, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified safe for reentry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and shelter may be provided until the campus is restored to normal operations.

Classes may be canceled and protective measures will be taken. Extensive damage or threats may require the campus to be evacuated. Students, faculty and staff will be notified by public announcements, telephone calls or signs of the necessity to evacuate.

If evacuation is not possible, shelter facilities will be announced through the emergency notification center. The shelter coordinator will register people in the shelter and maintain a log of activities.

TERRORIST THREAT LEVELS



Low Condition Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on Homeland Security Advisory System (HSAS), departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

Elevated Condition
Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition
Orange

Orange High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce; and Restricting access to essential personnel only.

Severe Condition
Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams; Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.

KIDNAPPING

Kidnapping is generally defined as the abduction of another person with intent to:

1. Hold him for ransom or reward; or
2. Use him as a shield or hostage; or
3. Accomplish or aid the commission of any felony or flight there from; or
4. Inflict physical injury upon him, or to violate or abuse him sexually; or
5. Terrorize him or a third person; or
6. Interfere with the performance of any governmental or political function.

Abduction may be made by holding a person in a place where he is not likely to be found, or using or threatening to use deadly physical force. Unlawful imprisonment is similar to kidnapping, but involves the restraint of movement of a person, as opposed to an abduction.

After ascertaining that a kidnapping has occurred.

THE PRESIDENT OR DESIGNEE WILL:

Call 911

Notify the Department of Department of Campus Safety 501.420.1211.

Notify parent or legal guardian.

Notify the Communications Office, if applicable.

DO NOT release any information to the media unless instructed otherwise by the president or designee.

CIVIL DISTURBANCES- DEMONSTRATIONS

Campus demonstrations such as marches, meetings, picketing, and rallies must be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the ABC Student Handbook).

Such violations may include:

- Intentional or reckless interference with normal college activities or functions such as studying, teaching, public speaking, research, administration of the College, or emergency (public safety, fire or police) operations
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.
- Behavior intended to deface or cause damage to college property or the property of others.

If any of these conditions exist, the Department of Campus Safety should be notified and will be responsible for contacting and informing the President and appropriate vice presidents. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct college business as normal as possible. If demonstrators are asked to leave, but refuse to leave the facility by close of business, arrangements must be made by the Director of Department of Campus Safety to monitor the situation during non-business hours. A determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Non-Violent, Disruptive Demonstrations

In the event that demonstration participants are violating the Student Code of Conduct, the Director of Department of Campus Safety will immediately contact Student Affairs. Demonstrators will be asked to terminate their violation by the Director of Department of Campus Safety or his/her designee. The Vice President for Student Affairs or his/her designee will notify the President of the situation, and proceed to the scene to ask the demonstrators to leave or to discontinue their violation of the Student Code of Conduct. If the demonstrators persist in their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and possible intervention by outside police authorities. Except in extreme emergencies, the President will be consulted before any action is taken.

Only the President or his/her designee can approve a request for outside police intervention to handle Disruptive Demonstration.

Violent, Disruptive Demonstrators

In the event that a violent demonstration occurs in which injury to persons or property appears imminent, these steps should be taken:

- Department of Campus Safety officer will immediately notify the Director of Campus Safety.
- The Director of Department of Campus Safety will notify the Vice President for Student Affairs and Residential Life and the Director of Media Relations.
- The Vice President for Student Affairs and Campus Life, in coordination with the Director of Public Affairs will determine if the President will be notified.

Note: The Director of the Department of Campus Safety reserves the right to call for police assistance without counsel from others if deemed of paramount importance for the safety of persons involved.

Prevention of possible disturbances through sound and relevant educational programs and open lines of communication is essential and should be the prime concern of each administrator.

STUDENT DISTURBANCES

1. Make every effort to isolate the group involved in the disturbance.
2. Identify leaders and observe their actions.
3. Discontinue class movement until the situation is under control.
4. If the situation is beyond control, call for the Little Rock Police Department. The ranking officer on the scene assumes full tactical authority until disorder is controlled and the school resumes normal activities.
5. Have designated staff members control entry to the office, access to protect student records, and control entry to the school buildings.
6. If the situation precludes continuation of classes, the President should make a decision to close the school.
7. Campus staff members should closely supervise all dismissals.

ADULT DISTURBANCES

Administrators may not suppress or restrain any **lawful** activity, either on or off the campus. Any individual, or group, has the right to be heard and to demonstrate peaceably and lawfully. However, no individual or group may interfere with normal campus operation nor impede the flow of students or staff to or from a school facility.

1. Demonstrators should remain off school property. They may not block driveways or walkways.

2. If any attempt is made to interfere with normal school activities, the President or his/her designee should order the individual or group to cease illegal activity.
3. If there is no immediate favorable response, notify the Little Rock Police Department.
4. Observe actions and attempt to identify leaders in the event of arrests and prosecution.
5. Notify the Department of Campus Safety at 501.420.1211.

DRUG-ALCOHOL ABUSE

Alcohol Policy

The use of alcoholic beverages on College property must be consistent with College policy and local law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where College programs are located. All state and local laws regarding alcohol are also College rules. The following is a summary from Arkansas State statutes of some important points related to the use of alcoholic beverages:

- A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer).
- It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages
- It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage
- It is a violation of state law to misrepresent age and to use false or forged documents (such as a drivers license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in College residential facilities. The College reserves the right to confiscate, retain and dispose of/destroy any and all alcohol related paraphernalia regardless of value or ownership.

The use of alcohol is prohibited as described below:

- Student of any age and/or their guests of any age may not consume alcoholic beverages. Use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia including possession of empty alcohol containers is prohibited.
- Should alcohol-related problems arise in individual rooms, student residents will be confronted by College officials and held accountable for their actions and the actions of those present in their room, even when not consuming alcoholic beverages personally.
- Empty containers will be considered evidence of consumption of alcoholic beverages.
- Residents of individual rooms are responsible for ensuring that the Arkansas State Laws are upheld at all times with regard to alcoholic beverages
- The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
- In individual rooms and any residential facility maintained by Arkansas Baptist College, mass quantities of alcoholic beverages are prohibited, regardless of the resident's age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.
- Partying that becomes detrimental to the community is inappropriate.

In facilities with shared living spaces such as bathrooms, living rooms, hallways, kitchens and jointly shared storage space, all residents with access to, or control over, the shared space may be held accountable for evidence of violation of College policies.

Off Campus Conduct Related to Alcohol

Any student possessing, selling, distributing, purchasing, using, consuming alcoholic beverages off campus while under the age of 21 (or the legal age in other jurisdictions) will be assumed to have violated the State Law, and thus the alcohol policy of the College. In addition, any indication of use of false identification to purchase such will be thoroughly investigated and responded to accordingly. Response to off campus conduct may bring with it some involvement from law enforcement officials.

Violation of the Alcohol Policy

Violations of the alcohol policy will be enforced by the Student Affairs staff, Residence Life staff, College officials, and other members of the College community. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Affairs staff.

Students who violate State and local laws or College regulations concerning alcohol usage can expect to be subject to disciplinary action in accordance with College procedures up to and including suspension or dismissal from the College.

Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:

- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community, such as requiring others to watch over you, including friends
- Impacting College operations, such as Security and Residence staff duties

Drug Policy

The illegal use of drugs at Arkansas Baptist College is not tolerated. This includes the abuse and medically unsupervised use of prescription drugs. Disciplinary action will be taken against any student who is involved in such use of drugs. The unlawful manufacturing, possessing, having under control, selling, transmitting, or being party thereto of any dangerous drug, controlled substance, or drug paraphernalia on College premises or at College sponsored activities is prohibited. Drug paraphernalia, particularly containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia,

may result in disciplinary sanctions from the College and/or referral to law enforcement officials. Sanctions for the illegal sale or distribution of drugs (narcotics, depressants, stimulants, hallucinogens, etc.) on campus or within the institution's jurisdiction or at any event controlled by the College include immediate expulsion from the College and referral for criminal prosecution.

In residential facilities with shared living space such as bathrooms, living rooms, hallways, kitchens, and jointly held storage space, which all residents have, access to, and control over, the residents of that shared space will be held accountable for evidence of violations of College policies. It is a violation of College policy to knowingly be in the presence of others who possess illegal drugs or paraphernalia, or to be in the presence of a person using illegal drugs.

The College reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

The use, sale or possession of illegal drugs at Arkansas Baptist College must always be reported to the police.

1. Notify the police at 501.371.4617 or 911.
2. Detain the person, or persons involved for the investigating officers. (This should be done by the Department of Campus Safety).
3. Release all confiscated contraband to the arresting officer. Be sure to gather the arresting officer's name and badge number.
4. Notify the President/designee at 501.420.1200.
5. Notify the Security Department at 501.420.1211.

ALCOHOL

The use and/or possession of alcohol may be handled administratively or reported to the police depending on the situation. The sale of alcohol on a school campus should always be reported to the police.

For sale of alcohol:

1. Telephone the Little Rock Police Department at 501.371.4829.
2. Detain the person, or persons, involved for the investigating officers.
3. Confiscate the alcohol and release it to the arresting officer upon request.
4. Notify the President/designee at 501.420.1200.
5. Notify the Security Department at 501.420.1211.

ELECTRICAL STORMS

THE PRESIDENT OR DESIGNEE WILL DIRECT STUDENTS AND/OR STAFF TO:

- A. Stay away from open areas and find shelter in an enclosed building as quickly as possible upon the approach of the storm.
- B. Stay indoors and not venture outside unless absolutely necessary.
- C. Stay away from open doors and windows, metal objects, electrical appliances and trees, until the storm has passed.
- D. Notify the Department of Campus Safety for assistance at 501.420.1200.
- E. Do not seek shelter under trees, or near wire fences.
- F. Do not use the telephone during the storm; lightning may strike telephone lines outside.
- G. Do not handle flammable materials in open containers.

INCLEMENT WEATHER

Ice, strong winds, or freezing rain may prevent individuals from reaching campus or create the need to leave campus early in order to avoid dangerous circumstances on the highway. Since the ABC campus is a residential community, it should remain open at all times. However, weather-related conditions or other emergency require the college to announce a delay or change in operations. In these cases, individuals must use the best judgment in determining their own safety when traveling to and from home. Tune in to local radio and television stations for up-to-date weather and traffic information.

Winter Storm Watch means severe winter weather is possible; **winter storm warning** signals that severe winter weather is expected; **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour; and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

The President may decide to cancel classes although the college administrative offices remain open. Any decision for closing or delayed opening will be transmitted from the President's Office. In the interest of personal safety, immediate evacuation of a facility by an authorized supervisor may be necessary.

During off-duty hours (5 p.m. to 8 a.m.), emergency declarations will be transmitted by the President's Office to the news media. Employees are responsible for responding in an appropriate manner to announcements thru Buffalo alerts, or local radio and television stations.

It is understood that each employee ultimately must decide if conditions make travel safe or unwise. An employee, who is unable to get to work because of weather-related conditions or other emergency declaration, even though the College is open, should advise their next level of supervision.

For commuting students: If a student feels it is unsafe to travel to campus, he or she must clear their absence with the individual professors whose classes will be missed as a result.

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. Tornado season is generally from March through August, although they may occur at any time of year, and tend to occur in afternoons and evenings.

The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement. Tornado winds can reach 300 miles per hour and turn harmless objects into deadly missiles in a matter of seconds. A tornado is most destructive when it touches the ground.

Tornado Watch

Conditions are favorable for tornado formation. If the situation changes to a Tornado Warning, or if a tornado funnel is sighted.

- Ensure no physical restrictions exist that would prevent free movement to the nearest safe area, clearing any blocked doors, aisles, etc.
- Continue normal activities, but monitor radio or television reports, or watch the sky for worsening weather conditions.
- Do not phone Department of Campus Safety or the campus operator for information. Keep telephone lines clear for emergency messages.

Tornado Warning

A tornado warning means that a tornado has been sighted. Seek shelter immediately. Use the stairs, NOT the elevator. Stay clear of windows and other glass. Avoid auditoriums and gymnasiums with large poorly supported roofs.

Watch for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train
- Watch out for flying debris! Flying debris from tornados causes most fatalities and injuries.

In multi-story buildings, move to the basement or ground level. Inner hallways are usually safest areas. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

Hurricane

High winds, flooding and flying debris resulting from hurricanes can be dangerous killers. Hurricanes also spawn tornadoes. A hurricane watch is issued for a threat of hurricane conditions within 24-36 hours. A hurricane warning is issued when winds reach 74 miles per hour or greater or dangerously high water and rough seas are expected within 24 hours or less.

Seek cover immediately. If flooding or other dangers result, call campus safety. The hurricane season lasts from June through November.

TORNADO RESPONSE

THE PRESIDENT/DESIGNEE WILL:

1. Notify all key personnel (suggested membership list) to have all building occupants go to the lowest floor in each building.
2. Notify Security for assistance with notifications.
3. Attend to student safety.
4. Notify maintenance and janitorial personnel to assist with notifications.

THE DEPARTMENT OF CAMPUS SAFETY WILL:

1. Dispatch Police.
2. Notify appropriate key personnel (suggested membership list).
3. Discourage students, faculty, and staff from going outside.

TORNADO/ DRILLS

- A. Conduct one tornado drill every three months.
- B. Familiarize all occupants with evacuation procedures.
- C. Designate a warning signal to indicate a tornado drill. A battery operated bullhorn; loud whistle or even a bell may be used.
- D. Designate someone to assume leadership in an emergency.
- E. Keep weather alert radio available so latest emergency statements can be monitored. (Available in the Department of Campus Safety).
- F. DO NOT use auditoriums, gymnasiums or large rooms that do not have considerable inner supports.
- G. Transfer students housed in wooden or unstable structures into the main building.
- H. Select windowless rooms if at all possible.
- I. Select hallways in the inner area of the building, but avoid hallways, which open to the outside.
- J. Inform staff to notify all students to assume a position that affords the best protection. (Sitting with knees up, head down, and hands covering the head is best). A kneeling position can be used if space is limited.
- K. Keep groups together until authorized to move back to classrooms or elsewhere.

AREAS OF DESIGNATED SHELTER

- A. Old Main Basement
- B. Residence Halls – Main Hallway

Fire

In case of a fire, activate the nearest fire alarm to warn other occupants in the building to evacuate. The Department of Campus Safety must be notified immediately – dial 501.420.1211. Follow the procedures below:

- Faculty members are responsible for monitoring the safe evacuation of their students from classroom situations in the event of an alarm. Faculty will take attendance during and immediately after the evacuation to ensure all students have been accounted for.
- College Management is responsible for ensuring a smooth evacuation from work areas. Attendance should be taken during and immediately after evacuation to ensure that all are accounted for.
- Students are responsible for following the instruction of authorities during emergencies, and for evacuating buildings whenever an alarm sounds or orders to evacuate have been given by authorized personnel.
- Resident Hall Directors and Assistants are responsible for monitoring the safe evacuation of their residents. Resident Hall Directors and Assistants must take attendance during and immediately after the evacuation to ensure all residents are accounted for.
- Names of all students, faculty and staff not accounted for should be reported to emergency response personnel immediately.

If you smell smoke, campus police should be notified immediately.

- Do not use elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- For large fires, evacuate rooms and close all doors to confine the fire and reduce oxygen. Immediately call 911, and the Department of Campus Safety at 501.420.1211.
CLOSE, BUT DO NOT LOCK THE DOORS.
- Immediately notify the campus police or fire department if a disabled individual is waiting on a stairwell landing.
- Assist the disabled to the nearest stairwell landing to wait for assistance. Stairwells are the areas first checked by the fire department, and are constructed to provide a higher degree of protection.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building under any circumstances unless told it is safe by an Emergency Management official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

Fire Extinguisher (Faculty, Staff and RA only):

No one is required to fight a fire as part of his or her job. The only requirement is start the evacuation process by dialing 911 or pull a fire alarm and get out. Only trained individuals can extinguish a small fire with a fire extinguisher.

Questions that must be asked before using a fire extinguisher:

- Have I been trained in fire extinguisher use?
- Has the fire department been called first?
- Is the fire small and contained? (Trash can size)
- Do I have the proper fire extinguisher?
- Is there a clear escape route?
- Do I feel comfortable in fighting the fire?

If the answer is NO to any of these questions, call 911 or the Department of Campus Safety for help and exit the building.

FIRE DRILLS

THE PRESIDENT OR DESIGNEE WILL CONDUCT FIRE DRILL AS FOLLOWS:

Fire drills shall be held at least quarterly. It is recommended that school administration hold at least two exit fire drills during the spring semester in order for students to become familiar with evacuation procedures.

A record of all fire drills shall be kept on the premises and shall be available to the fire inspector upon request. Records shall include the time and date of the drill, number of occupants evacuated and the total time for evacuation. Since campus buildings are set up with different alarm systems each building would have to be tested separately.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Since the College is not equipped with a P.A. System, e mail or flyers will notify the college community.

FIRE OR EXPLOSION

THE PRESIDENT/DESIGNEE WILL:

- A. **Initiate regular fire drill procedures for immediate evacuation of buildings.**
- B. **Call 911.**
- C. **Attend to student safety.**
- D. **Notify the Security Department- emergency number 501.420.1211.**

THE DEPARTMENT OF CAMPUS SAFETY WILL:

- A. **Dispatch Fire and Police departments.**
- B. **Notify Public Relations Office.**
- C. **Notify all other key personnel on the (suggested membership list).**

GANG RELATED ACTIVITY

Although the majority of college students do not participate in gang activity, the action resulting from these incidents which do occur impact the entire school community. College campuses should be considered a safe/neutral zone within the community.

Graffiti

- A. Notify the Department of Campus Safety.
- B. Photograph the graffiti (optional).
- C. Notify maintenance for removal.
- D. Re-contact Department of Campus Safety with any new information.

“Showing of Colors”/ Apparel, Communication (hand signs, language), Physical Indicator (tattoos). Since colleges have many sororities/fraternities that use colors, signs and tattoos, etc. these should not to be mistaken for gang activities.

- A. Non- threatening incidents
 - 1. Notify Department of Campus Safety so there will be a record of the incident.

- B. Threatening (imminent danger) or rumors
 - 1. Notify Safety and/or police.

School staff should remain firm, and consistent with handling gang activity involvement. Any college student identified as having involvement with gang activity will be reported to Judicial Affairs.

Earthquake

Any sudden release of energy in the earth's crust or upper mantle, usually caused by movement along a fault plane or by volcanic activity and resulting in the generation of seismic waves which can be destructive.

During an earthquake, remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.

Caution: Always avoid power or utility lines as they may be energized. Know your assembly locations.

- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary call campus campus – dial 501.420.1211. If on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to campus safety.
- Assist the handicapped in exiting the building. Do not use elevators in case of earthquake or fire.
- Once outside, move 500 feet away, or as far away as possible, from the affected building. Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- An Emergency Operations Center (EOC) or Emergency Command Post (ECP) may be set up near the site of the emergency. Keep clear of such areas except for official business.
- Do not return to an evacuated building under any circumstances until officially told to do so by Emergency Management official.

Note: Gas leaks and power failures create special hazards. Facilities Management should be notified

GAS LEAK

Natural gas leaks with odor in the building may occur and bring the danger of explosion. (Natural gas rises and will often be outside because most gas lines are located on the outside of a building). Natural gas is mixed with Mercaptan to give it odor. If the odor is detected in the building and it has been determined that the facility is unsafe,

THE PRESIDENT/DESIGNEE WILL:

- A. Call Centerpoint Energy or Little Rock Fire Department.
- B. Do not turn on lights or electrical appliances and notify building occupants of the same.
- C. Attend to student safety.
- D. Notify the Department of Campus Safety at 501.420.1211.

THE DEPARTMENT OF CAMPUS SAFETY WILL:

- A. Evacuate the Facility
- B. Dispatch Police.
- C. Notify the Public Relations Office.
- D. Notify all other key personnel on the (suggested membership list).

HAZARDOUS MATERIALS INCIDENT

Arkansas Baptist College is located in an area that is at risk from the effects of both in-house and community hazardous or toxic materials accidents. Such accidents may result in a need for the President to take immediate action. The action to be taken will depend on whether the incident is on-site or in close proximity to the campus.

1. For “in-house accidents” evacuate students outside the building on campus grounds to a safe location.
2. For external accidents, sealing the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.

Emergency response personnel will normally instruct the President/designee to take the action deemed most appropriate (Fire Department or Police Department).

If danger is imminent, and emergency response personnel have not yet arrived, the President/designee must decide the appropriate action.

Follow-up action will be determined by emergency response personnel in coordination with school officials and may include:

1. Dispatching emergency response personnel to facilitate evacuation.
2. Determine a relocation point in the event of evacuation,
3. Releasing the information to the press/public.
4. Dispatching a coordinator to the (EOC) Emergency Operations Center as necessary.
5. Dispatching personnel from contracted hazardous waste response, clean-up or disposal firm.

THE PRESIDENT/DESIGNEE WILL:

- A. Alert the Operations/ Maintenance Personnel to shut off any air handling equipment and be prepared to seal outside doors with duct tape.
- B. Alert faculty and staff to close windows and external doors and prepare for emergency action.
- C. Appoint a designee to stay by the telephone until emergency action is determined.
- D. Be available to talk to emergency response personnel.
- E. Notify the Department of Campus Safety at 501.420.1211.

THE DEPARTMENT OF CAMPUS SAFETY WILL:

- A. Dispatch Police and Emergency Management Agency.
- B. Notify key personnel.
- C. Dispatch needed medical assistance.
- D. Contact the Public Relations Office.
- E. Send personnel needed to assist in relocation.
- F. Dispatch hazardous waste response, clean-up or disposal firm.

NATURAL DEATH OF A STUDENT OR EMPLOYEE

IMMEDIATE ACTION:

1. Notify the Department of Campus Safety at 501.420.1211
2. Establish communication with the campus Counseling Department.
3. Be knowledgeable as possible about factual information surrounding the death.
4. Faculty members should be informed and advised what to tell students.
5. Contact the Public Relations Office regarding information for the media (when applicable).
6. Notify the Little Rock Police Department if the death occurs on campus.

REFERRALS

1. Alert staff to refer students (close friends, classmates, family members) who are having problems coping.
2. Utilize campus-counseling staff to provide support to students and faculty as needed
Following the death, continue to be alert to needs to students and faculty.

SERIOUS ILLNESS, INJURY OR DEATH OF A STUDENT OR EMPLOYEE WHILE ON TRIP OR EXTRACURRICULAR ACTIVITY

THE SPONSORS OF THE ACTIVITY WILL:

- A. Immediately call the emergency police number (911) and
 1. provide self-identification.
 2. give location and address of activity.
 3. state type of injury.
 4. relate the number of victims.
 5. request ambulance(s)
- B. Call President/designee if not available, contact the Department of Campus Safety.

THE PRESIDENT OR DESIGNEE WILL NOTIFY:

- A. the Department of Campus Safety at 501.420.1211.
- B. Student Affairs

SERIOUS INJURY OR DEATH OF A STUDENT OR EMPLOYEE AT SCHOOL DUE TO CRIMINAL ACTIVITY

THE PRESIDENT OR DESIGNEE WILL FOLLOW APPROPRIATE STEPS:

- A. Call the Police Department's emergency number (911) and give the following Information:
 1. Self-identification
 2. Details, including type of weapon, if any

3. Location of injured if known
4. Number of victims
5. Type of injuries if known
6. Request for ambulance
7. Names, description and location of suspect
8. Description and license
9. CALL THE DEPARTMENT OF DEPARTMENT OF CAMPUS SAFETY 501.420.1211.

NOTIFICATION:

- A. Notify the parent or guardian in case of injury.
Furnish name, address, and phone number of parent, guardian or nearest relative to medical examiner or police officer.

DESIGNATE A PERSON TO PERFORM THESE DUTIES:

- A.
 1. Meet with the Police Department, and/or ambulance at the proper location.
 2. Direct officers and ambulance to the scene.
 3. Designate a different person to isolate witnesses and perpetrators under adult supervision.
 4. Notify the Public Relations Office, if applicable.
 5. Notify the campus Counseling Center.

SERIOUS INJURY OR MEDICAL PROBLEM SUFFERED BY EMPLOYEE AND/OR STUDENT AT SCHOOL

THE PRESIDENT OR DESIGNEE WILL:

- A. Call 911 for an ambulance and notify appropriate campus Medical Staff.
- B. Notify the Department of Campus Safety at 501.420.1211.
- C. Notify the campus Counseling Center.

RAPE/SEXUAL ASSAULT

Arkansas Baptist College is committed to promoting an environment, which preserves the safety and dignity of its students. When dealing with students who have engaged in sexual activity and where one or more individuals have been victimized, the College reserves the right to intervene disciplinarily in keeping with our expectations of students. Sexual misconduct is a violation of the College's Student Code of Conduct, Ethos Statement and Harassment Policy. The following section provides a policy statement, additional helpful information, and an explanation of how the College will respond to complaints of sexual misconduct such as rape, sexual assault, and sexual exploitation.

Defining Sexual Assault

- Any sexual physical contact that involves the threat or use of force or violence, or any other form of coercion or intimidation;
- Any sexual physical contact with a person who is unable to consent due to incapacity or impairment (including being asleep or under the influence of alcohol or drugs).

“Acquaintance rape is when someone you know forces you to have sex against your will—whether you are passed out, too drunk to refuse, too scared to argue, or for some other reason do not give consent. It victimizes women and men—whether straight, gay, lesbian, or bisexual.” *Rights, Rules, Responsibilities*

Sexual misconduct of any kind is prohibited and unacceptable. The College views with the utmost seriousness any form of non-consensual sexual activity and sexual misconduct.

“Sexual Misconduct” is engaging in, or attempting to engage in any one or more sexually offensive acts (described below) with or directed at another person without obtaining his or her consent.

Rape, sexual assault and most forms of sexual exploitation described below are violations of Arkansas's Criminal Code. However, the College undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual misconduct in a non-criminal context.

Although the definitions and procedures used may be similar to criminal law or the criminal court system, they are specific to Arkansas Baptist College and limited to the meaning and use given them by the College. An act, which might not be criminally prosecuted, may still violate College policy.

Reporting Sexual Misconduct:

The College encourages students to make use of appropriate resources and will assist all persons involved in an allegation of sexual misconduct. When a person is subjected to sexual misconduct he/she has reporting options:

- File an anonymous incident report. This provides a way for a reporting party to seek personal assistance and information without entering the campus judicial system. The College will not initiate proceedings under its student disciplinary process unless there are compelling reasons or potential danger to other community members.
- File an incident report with the Campus Safety Department.
- File a complaint of sexual harassment with Human Resources department.
- File a criminal report with the Little Rock and/or North Little Rock Police Department.

These reporting options can be exercised in the following ways:

- Report directly to the Police Dept. only 911
- Report directly to Campus Security 501.420.1211
- Report to the Human Resource Office 501.420.1219

What to do if you or someone you know is sexually assaulted

- Go to a place that is safe and seek medical treatment. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible.
- Do not douche, bathe, shower, or change clothes before seeking medical attention! Preserving evidence is important in later pursuing a criminal or other judicial case. Do not wash sheets or other bed coverings where critical DNA evidence may be found.
- If you need medical transport to a hospital, call the Department of Campus Safety at 501.244.5111 calling for transport will not result in an investigation unless the survivor wants to pursue one.

Any member of the college community who wishes to file a complaint should contact the Department of Campus Safety at 501.420.1211.

The officers' primary concern will be the safety of the survivor. Reporting the incident to the Department of Campus Safety does not mean that a survivor must file criminal charges. The survivor maintains the ultimate decision of whether to go forward with an investigation. Immediately following an attack, the survivor should write down everything she or he remembers about the incident, include:

- Physical description of the suspect(s);
- Information about the identity or location of the suspect(s);
- The use of any threats or force.

Regardless of whether the survivor wants to pursue criminal prosecution, she or he should contact the Department of Campus Safety at 501.420.1211, or a local law enforcement agency by dialing 911.

SEVERE PHYSICAL /SEXUAL ABUSE

REPORTING PROCEDURES

The following procedures **MUST** be followed if you suspect physical or sexual abuse.

- A. If the alleged offender is **NOT** associated with the school **AND** the abuse/attack did **NOT** occur at school or at a school sponsored activity:
1. Notify the Security Department Immediately.
 2. Do **NOT** investigate beyond who, what, when, where.
 3. Do **NOT** contact the parent(s).
 4. Do **NOT** contact the alleged offender.
- B. When the alleged offender is a **STUDENT**, or a **SCHOOL EMPLOYEE**::
1. Contact the Security Department immediately. They will assist in calling the Police Department.
 2. Do **NOT** investigate beyond who, what, when, where.
 3. Do **NOT** bring witnesses together.
 4. Do **NOT** ask witnesses to write down their stories.
 5. Do **NOT** contact the alleged offender.
 6. Do **NOT** bring the victim and the alleged offender in together.
 7. Do **NOT** contact the parent(s).
 8. When the alleged offender(s) is a **STUDENT(s)**, also contact the Judiciary Counsel regarding extent/type of data needed to effect a suspension.
 9. When the alleged offender is a school **EMPLOYEE**, also contact the President/designee and Human Resources.
- C. **WHEN THE ATTACK/ABUSE OCCURS AT SCHOOL** or at a school sponsored activity, contact the Department of Campus Safety **IMMEDIATELY**.

Obviously, certain situations will require immediate contact with police or ambulance etc... In those cases, the President should make the appropriate call(s).

STALKING

REPORTING PROCEDURES

A person who intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking. A person may be charged with aggravated stalking if they commit the crime of stalking while subject to a temporary restraining order, injunction against trespass, or similar order.

Stalkers target public figures or celebrities, children, and sometimes even complete strangers. But, in most cases, a stalker is someone you know and with whom you have had a relationship

The following procedures **MUST** be followed when an individual reports that they are being stalked:

Contact the Department of Campus Safety immediately. They will assist in calling the Little Rock Police Department. Also contact Campus Counseling Department.

THE DEPARTMENT OF DEPARTMENT OF CAMPUS SAFETY WILL:

- A. Contact Campus Administration.
- B. Maintain a log of stalking-related incidents and behaviors.
- C. Record any information such as restraining orders, divorce, and child custody or criminal prosecution.
- D. Log any harassing telephone calls, letters, e-mail messages, and acts of vandalism or threats.
- E. Record any information if outside law enforcement is called. (Such as Officer's name and badge number).
- F. Request a copy of the written police report for your records.
- G. Will not introduce evidence or share information with the offender.
- H. Provide personal escorts for the victim.

DOMESTIC AND WORKPLACE VIOLENCE

Workplace violence is violence or the threat of violence against employees. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

THE PRESIDENT/DESIGNEE WILL:

1. Notify the Department of Campus Safety and 911 immediately.
2. Give the location and if any suspects are still on scene to the 911 Operator.
3. Contact Public Relations to communicate with media personnel.
4. Suspend the offender pending investigation. (Work with Judicial Affairs or Human Resources).

***Refer the suspect to immediate counseling services.**

THE DEPARTMENT OF CAMPUS SAFETY WILL:

1. Contact Human Resources and Counseling Services and (Campus Medical) if needed.
2. Investigate the situation until outside law enforcement arrives.
3. Secure the area and remove spectators.
4. Document all threats, and any targeted persons. Gather information on the suspect(s).
5. Ensure student safety.

SUICIDE ATTEMPT OR COMPLETION ON CAMPUS

THE PRESIDENT OR DESIGNEE WILL:

- A. Treat attempted suicide as a medical emergency and call 911.
- B. Contact the Department of Campus Safety.
 - 1. Should the suicide be completed, designate a person (Security) to secure the area until arrival of police and other responding units.
 - 2. Furnish name, address, and phone number of parent, guardian or nearest relative to medical examiner or police.
 - 3. Ensure that support services are available for students through the campus Counseling Center.
 - 4. Have Public Relations designate a spokesperson for the media in the event the President is not available.

POSTVENTION STRATEGIES

- A. Schedule faculty meeting as soon as possible after the suicide occurs to ensure that all are informed of facts surrounding the incident.
- B. Advise the faculty of the media procedures.
- C. Discuss with faculty the need for them to set a tone of caring and listening, yet business as usual.
- D. Continue class schedules with as little change as possible.
- E. Counselors may provide limited factual information about the suicide to students.

F. Identify high-risk students to refer for counseling.

- 1. Friend(s) of deceased
- 2. Relative(s) of the deceased
- 3. Student(s) who have experienced a recent death in the family or circle of friends.
- 4. Student(s) who participated in any way (wrote suicide note or provided means for suicide).
- 5. Students who appear guilty (recently had argument or fight with the deceased)
- 6. Student(s) who knew of suicide plans and kept it a secret or did not take the person seriously
- 7. Student(s) who has a personal history of suicide threats or attempts

POSTVENTION STRATEGIES

- G. Encourage students to remain at school to utilize available support services.
 - 1. **DO NOT** allow peer counseling
 - 2. **DO NOT** have mass meetings or assemblies of students after suicide
 - 3. **DO NOT** have a memorial service or do anything that might glamorize suicide.

SUICIDE THREATS

SUICIDE THREAT CHECKLIST

DO:

1. Contact the campus Counseling Center or Student Affairs immediately.
2. Contact the Security Department.
3. Remain calm. Stay with the student.
4. Get vital information if possible (name, address, home phone number, parent's work number).
5. Clear others from the scene.
6. Assure the student that he/she has done the right thing by talking. Assure the student that emergency help is coming. Tell the student that there are options available.
7. Contact parents to inform of the situation.

DO NOT:

1. Ignore your intuitions if suicide is suspected.
2. Minimize the student's threat. Take it seriously.
3. Leave the student.
4. Lose patience with the student.
5. Argue with the student about whether suicide is right or wrong.
6. Promise confidentiality. Instead promise help.
7. Discuss the incident with other students.

Psychological Crisis

A psychological crisis exists when an individual threatens harm to self or others, or is out of touch with reality due to severe drug reactions manifested by hallucinations or uncontrollable behavior. If a psychological crisis occurs:

- STAY CALM

- Do not confront or detain the individual if violent or combative.

- Notify the Department of Campus Safety of the situation – dial 501.420.1211. Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.

- Student Affairs may be called to assess the situation to determine appropriate assistance required.

Counselors assist with various types of issues such as stress, anxiety, alcohol, substance abuse, career exploration, academic problems, values clarification, depression and coping with grief.

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior endangers the student and college community. The College is sensitive to such behavior and campus and community consultation is available to address for students. Examples of self-destructive behavior include:

Suicide attempts
Eating disorders
Self-mutilation
Alcohol and drug abuse

Emergency Notification

EMERGENCY WARNING PROCEDURES

Natural/Man-Caused Disaster Warning

In many cases, advanced information is available concerning disaster threats (flood, tornado, bomb, etc.) and may be divided into two phases.

1. Watch – Conditions are favorable.
2. Warning – Actual incident has occurred.

The Department of Campus Safety will take the following actions upon receipt of a warning.

1. Acknowledge receipt by repeating warning and giving identification or call sign.
2. Notify warning points by any means available. Quote message as it was received from the warning point. Request each point to acknowledge by giving identification and repeating warning.
3. Communicate warning to students, faculty, and staff to turn on their radios and/or televisions for instructions.

Termination of any type of warning will be accomplished by the Department of Campus Safety via radio or telephone to those who received the original message.

Methods of sending and receiving warnings:

1. Email
2. Buffalo Alerts – Text Messaging

A color code system will be utilized to identify threat and levels of response:

Code Red	-	Fire
Code Black	-	Earthquake/Severe Weather/Tornado/Flood
Code Orange	-	Chemical/Hazard Materials
Code Blue	-	Bomb/Explosion
Code White	-	Medical/Personal Injury/Psychological crisis
Code Brown	-	Shooting/Active Shooter/Hostage/Workplace violence
Code Green	-	Disturbances/Demonstrations
Code Yellow	-	Media Relations/College Closings

3. Citywide Early Warning Systems (Sirens). The City of Little Rock has a siren system which, when activated, will alert the general public to tune radios to the Emergency Broadcast System (EBS) stations for the receipt of emergency instructions. The initial sounding of the siren system will not necessarily require evacuation of the campus; the initial instructions might include certain protective actions with instructions to listen to the radio or television for further information.

Evacuation

CAMPUS EVACUATION

Evacuation of all or part of the main campus grounds will be announced by the Department of Campus Safety as described, after directed by the President of the College.

SHELTER-IN-PLACE

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room or hallway, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. Here are a list of examples where sheltering in place would be applicable:

- Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment.
- A tornado has been spotted in the area.
- There is no time for everyone to safely evacuate.
- A sniper is actively shooting in outside areas.

How to Shelter-in-Place

When authorities provide directions to shelter-in-place, they want everyone to take the following steps immediately, where they are, and not drive or walk outdoors:

- In the case of chemicals or gases, close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room with the fewest windows or vents. The room should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Classroom may be used if there are no windows or even a gymnasium without exterior windows.
- Turn off fans, heating and air conditioning systems to prevent the exchange of inside air with outside air.

BUILDING EVACUATION AREAS AND CONTACT PERSONS

BUILDINGS	CONTACT PERSONS	EVACUATION AREA
Old Main	Fitzgerald Hill LaCresha Newton	Evacuate thru the nearest exit. Assemble along 16 th Street
General Studies 1	Howard Gibson	Evacuate thru the nearest exit. Assemble along 16 th Street
Academic Affairs	Howard Gibson	Evacuate to parking lot
Administration/Residence	Haskell Ruff	Evacuate thru the nearest exit. Assemble on the parking lot on Corner of 16 th and Bishop
General Studies II	Premier High School	Evacuate thru the nearest exit. Assemble on the parking lot On the corner of 16 th and Bishop
Science Building	Howard Gibson	Evacuate thru the nearest exit Assemble in the Main Parking lot
Library/Dining Hall	Tracye Smith	Evacuate thru the nearest exit. Assemble in the Main Parking Lot
Charles Ripley Hall	Brian Miller/Frank Harper	Evacuate thru the nearest exit. Assemble in the Main Parking Lot
Fine Arts Building	Henry Parker	Evacuate thru the nearest exit. Assemble in the Main Parking Lot
Gym	Charles Ripley/Deion Cross	Evacuate thru the nearest exit Assemble in the Main Parking Lot

BUILDING EVACUATION PLAN

The goal of this evacuation plan is for all building occupants to exit buildings safely. The plan allows for each person to evacuate the building to the nearest designated area. All buildings will empty away from the center of campus. The Department of Campus Safety will assist in accounting for all building occupants. The Emergency Responder will determine if people should be moved to an alternative location.

If an evacuation is ordered for your building, fully cooperate with the Department of Campus Safety and:

- Take keys, briefcases purses, wallets, coats and other personal belongings.
- Do not use elevator.
- Close, but do not lock doors.
- Turn off all electronics, including computers.
- Evacuate in groups to ensure all are able to get out.
- Provide assistance to those with disabilities.
- Evacuate in a safe orderly manner.
- All persons (faculty, staff, and students) are to evacuate the site in question immediately and relocate to the designated Evacuation Assembly Point.
- Do not return to an evacuated building unless told to do so by the Police, Fire Department or Building Manager

EVACUATION PLAN FOR DISABLED STUDENTS AND FACULTY

Administrators must develop special emergency evacuation plans for disabled students and faculty. The following recommendations should help develop a plan to meet school site needs.

1. The college should maintain an up-to-date list of disabled students and/or faculty with their specific needs.
2. Specified able-bodied adults must be assigned to each disabled student and/or faculty member. The number of able-bodied adults must be sufficient to assure the safe and timely evacuation of the disabled person(s). In addition, specified able-bodied adults must be assigned as back-up persons in case of absence or injury.
3. Students and faculty on the ground level follow the established site routes for emergency evacuation, accompanied by site administration.
4. Students and/or faculty with disabilities who are on upper floors during the emergency will be assembled as close to the elevator as possible. NOTE: Elevators should not be operated during an emergency. Firefighters or authorized personnel must decide if the elevator can be operated during an emergency.
5. If the elevator can not be used, firefighters or previously assigned personnel must carry the physically disabled students and/or faculty to safety.
6. Evacuation drills must be scheduled periodically in order to familiarize able-bodied staff, as well as disabled students and/or faculty with their roles during an emergency evacuation.
7. Emergency plans for the disabled must be reviewed periodically so that recently enrolled disabled students and/or newly assigned disabled faculty will be informed on what to do during an emergency.
8. Alternate evacuation routes should be identified and also used, so that the students and faculty would be familiar with other exit routes during an emergency.

CAMPUS MAP



Assessment and Recovery

Damage Assessment Plan

A major problem following a disastrous event is collecting and analyzing information on the nature, severity, and extent of damage. The information will provide officials a logical basis for their response decisions.

Concept of Operation

Following a disaster, campus assessment teams will promptly conduct a rapid reconnaissance of affected areas to determine the extent of damage, and will report it to college officials. The information will then be reported to the Emergency Operations Center.

Campus damage reconnaissance usually will be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas, and other facts necessary for executive decision.

Flash Reports- The first reports to be submitted by campus officials will be flash reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.

Situation Reports- A more detailed report will be prepared and submitted as requested.. This report will define affected areas, identify closed roads, estimate casualties, and provide other essential information.

Disaster Resources

1. Local law enforcement agencies:
 - a. Little Rock Police Department Headquarter
700 W. Markham, Little Rock, AR 72201
501.371.4829
Emergency 911
 - b. Pulaski County Sheriff Department
2900 S. Woodrow Little Rock, AR 72204
Phone: 501.340.6600
 - c. Arkansas State Police
1 State Police Plaza, Little Rock, AR 72209
501.618.8000
2. Little Rock Fire Department
624 South Chester Street
Little Rock, AR 72201
Phone: 501.918-3700
Fax: 501.371-4485
3. Emergency Management Agencies:
 - a. Arkansas
Building 9501
Camp Joseph T. Robinson
North Little Rock, AR 72199
501.683.6700
 - b. Pulaski County Department of Emergency
3200 Brown Street
Little Rock, Arkansas 72204
501.340.6911
4. Local Ambulance Service:
 - a. Mems
1101 W 8th St
Little Rock, Arkansas 72201
501.301.1400

5. Pulaski County Health Department
3915 W. 8th Street
Little Rock, AR 72204
501.280.3100

6. Local Hospitals:
 - a. Baptist Health Medical Center-Little Rock
9601 Interstate 630, Exit 7
Little Rock 72205-7299
501.202.2000

 - b. St. Vincent's Infirmary Medical Center
2 Saint Vincent Cir, Little Rock, AR 72205
501.552.3000

 - c. Arkansas Children's Hospital
1 Children's Way, Little Rock, AR 72202-3591
501.364.1100

 - d. Arkansas Heart Hospital
1701 S Shackelford Rd,
Little Rock, AR 72211
501.219.7000

 - e. UAMS
4301 W Markham St.
Little Rock, AR 72205
501.707.0568

7. American Red Cross
401 South Monroe
Little Rock, AR 72205
501.748.1000

8. Salvation Army
1111 W Markham St, Little Rock, AR 72201
501.374.9296

9. Central Arkansas Water
221 East Capitol Avenue
Little Rock, AR 72203
501.372.5161
501.377.1239 Emergency

10. Entergy

1.800.368.3749

11. Centerpoint Gas

1.800.992.7552

12. Funeral Homes:

Brown's Christian Funeral Service

2903 Dr Martin Luther King Dr 🌸 Send flowers

Little Rock, AR 72202

1.501.244.8000

Gunn Funeral Home

4323 W 29th St

Little Rock, Arkansas 72204

1.501.660.4323

Premier

1518 S Battery St

Little Rock, AR 72202

1.501.376.4800

Robinson Mortuary Inc

1201 Dr Martin Luther King Drive

Little Rock, AR 72202

1.501.374.0111

Roller-Drummond Funeral Home

10900 Interstate 30

Little Rock, AR 72209

(501) 455-5800

Ruffin & Jarrett Funeral Home

1200 S Chester St 🌸 Send flowers

Little Rock, AR 72202

1.501. 372.1305

EMERGENCY QUICK REFERENCE

EMERGENCY EVENT	FIRST ACTION	SECOND ACTION
CAMPUS EMERGENCY LINE – dial 501.244.5111 A campus alert with emergency information will be sent to all college e-mail addresses.		
Fire or Explosion	Dial 911 or Department of Campus Safety 501.420.1211	Pull alarm, close doors, evacuate to safe area
Chemical Spill – Possible life-threatening	Dial Department of Campus Safety at 501.420.1211	Evacuate to safe area, remove victim's clothing, douse with water for 15 minutes
Chemical Spill – Not life-threatening	Dial Department of Campus Safety at 501.420.1211	Secure spill area, close doors, notify neighboring areas
Cardiac Arrest	Dial Department of Campus Safety at 501.420.1211	Ensure access to area, enlist help to flag down in-route medical help, begin CPR if qualified
Odd Odor Natural Gas Odor Burning Odor	Dial Department of Campus Safety at 501.420.1211	Identify source if possible.
Earthquake	Do Not Call	If inside -- go under desk or in doorway; If outside -- seek open area
Tornado Severe Weather Wind Hurricane	Do Not Call	INSIDE – Get to pre-designated safe area or to ground floor or basement; stay away from glass doors and windows OUTSIDE – get to ditch or other low area or depression
Security Problem Strange person or animal	Dial Department of Campus Safety at 501.420.1211	DO NOT attempt to detain. Give complete description
Utility failure	Dial Maintenance 501.786.7353	Give exact location; turn off equipment and major appliance. Do not use open flames for lighting
.		

BOMB THREAT CHECK LIST

Fill out completely during threat or immediately after incident

Date _____

Time _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____
10. Where are you now? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

Did the caller appear familiar with the premises? _____

Caller's Voice: (Circle best description)

accent	distinct	raspy
angry	distinguished	laughing
calm	excited	lisp
clearing throat	ragged nasal	loud
cracking voice	familiar rapid	slow - slurred
crying	If familiar, who did it	soft
deep breathing	sounds like?	deep voice

Background Sounds: (check) ___ traffic ___ music ___ crowd ___ bus ___ other _____