

# HARTFORD SEMINARY

## **Campus Safety and Security Report: 2011-2012 Academic Year**

The Hartford Seminary campus is in the West End of Hartford on twelve acres of land, which includes four office buildings and fifteen residences. The Seminary endeavors to provide a safe, problem-free facility for and with the assistance of its staff, students and visitors. Safety and security concerns are handled by the office of the Director of Administration & Facilities.

### ***Campus Law Enforcement***

The Director of Administration and Facilities serves as the campus security official. While there is no official law enforcement authority designated to this position, the Director serves as the liaison to local and state law enforcement agencies and is the key contact for campus crimes, fires, and related safety issues. A log of all campus crimes and fires is kept in the Director's office and is available for perusal with 24-hours notice.

### ***Policies and Procedures***

Confidential Security Procedures detail proper safety and security measures for all Seminary offices and classrooms. They are distributed to every employee and extra copies are on file in the office of the Director of Administration and Facilities.

A receptionist is on duty for evening classes between 5:00 – 10:00 p.m., Monday - Thursday. At 10:00 p.m. the front door is locked and all alarms are activated. All employees must always lock entrance doors to 80 & 76 Sherman and 60 Lorraine, and if a receptionist is not stationed at the desk of 77, that door should be locked as well.

Persons with physical disabilities and special needs should notify the Director of Administration & Facilities. Students with physical disabilities and special needs should notify Lorraine Browne in the Dean's office prior to the beginning of the semester should special accommodations be required.

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 527-6300 for non-emergencies) and to the Director of Administration and Facilities (860-509-9501) immediately. A Campus Crime Report Form, including police case number, must be completed on the day of the crime. Forms can be obtained from the Receptionist or the Director of Administration & Facilities.

### ***Responsibilities of Students and Staff***

The cooperation and involvement of students and staff is essential in order to maintain a safe and secure campus. Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be parked in well-lit areas with valuables locked in the trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs.

### ***Weapons Possession***

The possession, use or sale of weapons is prohibited on all areas of the Seminary campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.

### ***Illegal Drugs and Alcohol Abuse***

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse.

### *Standards of Conduct*

Hartford Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-Sponsored activity, function or event. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

### *Implementation*

Hartford Seminary will annually distribute a copy of this policy statement with all attachments related to referral information to local substance abuse treatment centers, penalties, and effects of controlled substances, as well as fire instructions and crime reporting forms to each staff person and to each student who is taking one or more classes for any kind of academic credit. **Hartford Seminary does not have a medical clinic and does not employ medical professionals. We refer you to the Connecticut Clearinghouse of the Wheeler Clinic for additional resources on alcohol, tobacco, drugs, mental health and wellness: [www.ctclearinghouse.org](http://www.ctclearinghouse.org); (800) 2332-4424.**

Biennially, the Seminary will review its policy to determine its effectiveness, update requirements and enforce changes if needed. In addition, portions of this policy will be published in our faculty, staff and student handbooks and other appropriate literature.

The Director of Human Resources/Executive Assistant to the President will be responsible for implementation of this policy with Seminary employees. The Dean will be responsible for implementation of this policy for students.

### *Disciplinary Sanctions*

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. The Seminary may require the completion of an appropriate rehabilitation program to be determined by the President on a case-by-case basis for various degrees of infractions. Hartford Seminary's disciplinary procedures respect the rights of students and employees under State and Federal law.

### **Crime Statistics and Rates**

In compliance with the Federal Student Right-to-know and Campus Security Act, the following statistics are provided to reflect the crimes committed on the property of the Seminary and required parameter for the most recent school year and during the two preceding years:

#### Number of Incidences

<u>Offense</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder – manslaughter	0	0	0
Murder negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Hate Crimes	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<u>Arrests</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations			
<u>Disciplinary Referrals</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

2010 statistics were collected from the Hartford Police Crime Statistics Department.

### **Campus Fires**

There were no campus fires, including housing, classrooms or offices, in 2008 & 2010. On 10/30/09 at 4 p.m. a small intentional exterior fire was extinguished with no damages, deaths or injuries. See reporting table under Fire Safety section.

### ***Missing Students Policy***

Hartford Seminary currently has the capacity to house up to 25 residential students. A missing student is defined as any Hartford Seminary student who resides in a housing unit owned by Hartford Seminary and who is reported as missing from their room/housing unit for 24 hours. Thereby, it is important for residential students to notify their roommates and/or residential assistant if they are leaving their housing unit for more than 24 hours.

Each student has the right to identify an individual as an emergency contact that Hartford Seminary can contact no later than 24 hours after the time the student is determined to be missing. The emergency contact information should be submitted to the Registrar's office and the Director of Administration and Facilities upon registering for classes and signature of a housing lease.

If any member of the Hartford Seminary community has reason to believe that a residential student is missing, all possible efforts will be made to locate the student. A missing student must be reported to the Director of Administration and Facilities who will work with the Dean's office to notify contacts and authorities no later than 24 hours after the time the student was reported missing. The Seminary will cooperate and assist the authorities in all ways prescribed by law.

### ***Sexual Harassment/Offense Policy***

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment.

#### ***Definition***

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment

#### ***Procedures for Handling Complaints of Sexual Harassment***

A Sexual Harassment Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year.

A. The Sexual Harassment Task Force shall be comprised of three appropriate parties.

1. Informal actions: Several options are available to an individual to informally address an incident of alleged sexual harassment.
  - A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or

he may discuss the issue confidentially with any member of the Sexual Harassment Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.

B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.

C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

2. Formal Proceedings: In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment Task Force will institute formal proceedings immediately to include the following steps:

A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The respondent may appear before the Task Force and present witnesses in his or her behalf.

B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):

- 1) the finding that sexual harassment has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
  - a. a formal reprimand, with defined expectations for changed behavior;
  - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
  - c. probationary standing, with the terms of the probation clearly defined;
  - d. suspension or dismissal from the Seminary
- 2) the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation confidential.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

3. Appeal Process:

A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right

to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.

C. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion

to take any further evidence that it may deem necessary before making its final determination.

Both the accuser and the accused are entitled to have others present during a disciplinary proceeding, and both will be informed of the final determination of any institutional disciplinary proceeding that is brought alleging a sexual offense.

Hartford Seminary will change a victim's academic and living situations after an alleged sex offense at the request of the victim if the Seminary determines those options to be reasonably available to the Seminary. An example may be to may be to break a housing contract with the Seminary so that the student may seek off-campus housing. However, the Seminary would not be obligated to pay for the private off-campus apartment.

Victims have the option to report sexual offenses to the Hartford Police Department using the "911" phone number for immediate notification, or the (860) 757-4000 direct phone line to the department. It is important to preserve any evidence for the proof of a criminal offense.

The Seminary community can obtain information about registered sex offenders in the State of Connecticut via the website: [www.communitynotification.com](http://www.communitynotification.com).

### ***Educational Materials to Promote Awareness and Prevention of Sexual Offenses***

The Director of Administration and Facilities maintains educational materials in her office to promote awareness and prevention of sexual offenses. Staff and students may request copies of these materials at any time. Pertinent materials are available on our website as well. However, it is recommended that those interested contact the **Connecticut Sexual Assault Crisis Services** for professional information and services that include crisis counseling, a 24-hour hotline, referrals, support groups and education. All services are free and confidential. Contact information is:

#### **Connecticut Sexual Assault Crisis Services**

**96 Pitkin Street**

**East Hartford, CT 06108**

**860-282-9881**

**[info@connsacs.org](mailto:info@connsacs.org)**

**Hotline (English) 1-888-999-5545**

**Hotline (Español) 1-888-568-8332**

### ***Non-medical Emergencies and Evacuation Procedures***

Hartford Seminary provides an orientation at the beginning of each semester that includes emergency procedures and a fire-safety video. This is followed by a housing walk-through to point out locations of and proper use of fire extinguishers and safety ladders, as well as evacuation procedures in student housing. Emergency evacuation routes are posted on each floor of our three-story building. The Seminary's Emergency Preparedness and Response

Plan outlines emergency procedures, including key contacts, external resources, rallying locations, drills and follow-up. Many of these documents are included in this security report and the manual is available for perusal in the office of the Director of Administration and Facilities.

Non-medical emergencies and campus crimes should be reported to the Director of Administration and Facilities immediately at (860) 509-9501. After hours, the Resident Assistant can be reached via the emergency contact info posted in each student housing kitchen. They will assess the situation and notify the Director if necessary. If the RA cannot be reached, students may call the Director directly at (860) 523-9100. The Hartford Police Department can be reached at (860) 527-6300, and the Fire Department at (860) 722-8200. A campus crime report form along with tips for describing suspicious characters is available in the Director’s office, and the form is posted on our website. All students and staff must fill one out and include the police case number should you be the victim or witness to a campus crime.

If an emergency is life or property threatening that might require the response of medical, law enforcement or fire-fighting professionals, dial “911” immediately. Students should keep in mind that this number is for extreme emergencies only and should be used with good judgment.

**Fire Safety Report & Guidelines**

**CITY OF HARTFORD FIRE DEPARTMENT:  
DIAL 9 (9 – 1 – 1) TO REPORT A FIRE; 722-8200 FOR ALL OTHER PURPOSES**

Hartford Seminary provides this information to its employees and students as a guide in emergency situations. Please read it thoroughly now and review periodically to be prepared in an emergency! If you have questions or would like a walk-through, please see the Director of Administration and Facilities (860-509-9501.) The contact person for all fire-related incidences is Rose Lezak, Director of Admin./Facilities. She can be reached at the above number during work hours, or at (860) 523-9100 / 833-0686 after hours. The backup contact is Ronald Malcolm at (860) 655-9678.

In compliance with Federal requirements, the chart below informs staff and students about the number of fires having occurred in student housing during the last three years:

**Statistics and Related Information Regarding Fires in Hartford Seminary Residential Facilities**

Residential Facility	Total Fires in Each Bldg	Fire Number	Cause of Fire	# injuries requiring treatmt @ medical facility	# deaths related to a fire	Value of Property Damage by Fire
90 Sherman St.	0	0	N/A	N/A	N/A	N/A
94 Sherman St.	0	0	N/A	N/A	N/A	N/A
96 Sherman St.	0	0	N/A	N/A	N/A	N/A
72 Sherman St.	0	0	N/A	N/A	N/A	N/A
70 Lorraine St.	0	0	N/A	N/A	N/A	N/A
92 Girard Ave.	0	0	N/A	N/A	N/A	N/A
100 Girard Ave.	0	0	N/A	N/A	N/A	N/A

Note: A dated fire log is maintained on a 24-hour basis in the office of the Director of Administration & Facilities and is available for perusal with 24 hours notice.

Fire safety is addressed during student orientations and is incorporated into our Emergency Preparedness and Response plan. Security/fire alarm systems are tested once yearly by the monitoring security company, and smoke alarms are maintained internally.

***For all fire-related emergencies in campus offices and classrooms:***

Activate the nearest fire alarm.

Keep room doors unlocked

Always close the door behind you before exiting

Walk quickly to the nearest accessible exit and leave the building (see emergency exit diagrams in each classroom and at elevators)

If there is smoke, crawl close to floor to avoid inhaling smoke

Move away from the building to the closest parking lot

Notify RA and staff members of missing persons after exiting (i.e., classmates, professor)

Do not return to the building until instructed to do so by a Seminary official

77 Sherman Street (White Building)

The fire alarm at 77 Sherman Street is monitored by Protek Security, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. There are evacuation diagrams posted in each classroom and in hallways near elevators. The fire department will be alerted by Protek, our alarm company (569-8660). The panel outside the first floor rest rooms controls the fire alarms. A red light indicates location of problem. Areas are noted by room on white card at lower left of panel. If false alarm, main switch at top left of panel can be pressed down to deactivate the sound.

The red fire alarm pulls are located outside restrooms on each floor as well as in various rooms throughout the building. If one is pulled by accident, the key that is on the fire panel will work to open the pull and you can then replace the white plastic bar that has been snapped (new one is stored inside alarm) in order to reset. The fire stairwell exit to the south side of the building should be used for exiting floors as some of the others lead to balconies without stairs.

**(PERSONS WITH DISABILITIES SHOULD USE THE ELEVATOR WHEN POSSIBLE, UNLESS THERE IS A FIRE OR POWER FAILURE. THEY SHOULD ALSO HAVE A CONTINGENCY PLAN WITH TWO VOLUNTEERS TO ASSIST WITH EVACUATION SHOULD THE ELEVATOR FAIL. IF UNABLE TO ESCAPE BY ELEVATOR, GO TO AN EXTERIOR SAFE REFUGE BALCONY AND SIGNAL FOR HELP)**

A fire extinguisher is located in the kitchen cabinet next to refrigerator. In addition, fire hoses are located in the main stairwell on each level. (See all locations on pages 3 & 4.)

80 Sherman Street (HIRR)

The fire alarm at 80 Sherman Street is monitored by Protek Security, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. The fire department will be alerted by Protek, our alarm company (569-8660). The second floor offices should evacuate by the rear hallway fire escape. Those on the first floor can exit by the rear door, as the hallway leading to it is fire-rated.

**(PERSONS WITH DISABILITIES MUST EXIT BY THE REAR DOOR AS THE EXTERIOR HANDICAP RAMP IS OFF OF THAT DOOR -- DO NOT EXIT THROUGH THE FRENCH DOORS IN LIVING ROOM).**

Fire extinguishers at 80 Sherman are located in the following areas:

- 3rd floor -- top of stairwell
- 2nd floor -- hallway by rear fire escape
- 1st floor -- basement stairwell, kitchen wall, rear entrance

#### 76 Sherman Street

The fire alarm at 76 Sherman Street is monitored by Protek Security, and it is connected to the fire department. When it sounds, it is a warning to evacuate the premises. The fire department will be alerted by Protek, our alarm company (569-8660). Everyone should evacuate the building when the alarm sounds. Those in second floor offices or in the basement should leave by the interior fire stairwell which is fire-rated.

**(PERSONS WITH DISABILITIES MUST EXIT BY EITHER OF THE FRONT DOORS WHERE THE EXTERIOR RAMPS ARE).**

Fire extinguishers are located at 74-76 Sherman in the following areas:

- 2<sup>nd</sup> floor -- hallway – first closet
- 1st floor -- kitchenette
- basement -- hallway connecting end rooms

#### 60 Lorraine Street (Budd Interfaith Building)

The Fire Alarm at 60 Lorraine is serviced by Electronics Unlimited (284-6876) and monitored by Connecticut Central Cooperative (257-6920.) CCC will contact the fire department should the alarm sounds. When it sounds, all occupants should evacuate the building via the front or rear exits.

**(PERSONS WITH DISABILITIES MUST EXIT BY THE REAR DOOR NEXT TO THE COPY ROOM WHERE THE EXTERIOR RAMP IS.)**

Fire extinguishers are located at 60 Lorraine in the following areas:

- Janitor's Closet
- Kitchen
- Copy Room

#### Student Housing

For fire-related emergencies in on-campus housing, follow the instructions offered in orientation and in the housing handbook titled "Get Out and Stay Alive." If you are unable to access a stairwell to leave, use fire ladders that are provided on each floor, and roll them out of the emergency exit windows. When you have reached safety, find a phone and call 911. **As noted in housing handbooks, for the safety of our residential students, candles, smoking, fireplace use or other open flames, and alternative (unauthorized) means of heating or electrical appliances are strictly prohibited in our student housing units.**

Fire extinguishers are available and clearly labeled on each floor. These are to be used to exit a building or for a minor contained fire. Otherwise, students should waste no time in exiting the building immediately.

Units 72, 90, 94 and 96 Sherman have “Sound Only” fire alarm systems that will yield a loud pitch notice for students to immediately exit the building when it detects smoke or fire. They also have appropriate smoke alarms throughout the units per code.

Units 70 Lorraine, 92 Girard and 100 Girard have appropriate smoke alarms that will yield a high pitch notice for students to immediately exit the building when it detects smoke as well.

Students must immediately exit their buildings before notifying authorities of the incident. Facilities personnel and alarm contractors test these units twice per year. However, problems with batteries or down systems should be reported to the Director of Administration and Facilities at 860-509-9501 immediately. Students and visitors are not permitted to tamper with any of the alarm features.

*Note: All fire extinguishers are tested annually by our facilities maintainer, and he provides training on their use to staff and residential students.*

### **Campus Fire Statistics**

There were no campus fires, including housing, classrooms or offices, in 2008 & 2010. On 10/30/09 at 4 p.m. a small intentional exterior fire was extinguished with no damages, deaths or injuries.

## **FIRE PULLS, FIRE EXTINGUISHERS AND HOSES FOR 77 SHERMAN**

### **Basement:**

Fire hose and fire pulls at end of basement stairs (library end of building)

Fire pull opposite elevator door (storage end of building)

Fire extinguisher is at the bottom of the steps leading down to the stacks on the left (silver color)

Fire extinguisher is in the stacks at the right of the door leading to the elevator

### **First Floor:**

Fire pull in back of bookstore hall door

Fire pull next to library exit door

Fire pull by first floor bathrooms

Fire pull in little room before chapel by closest door

Fire pulls (2) in meeting room next to double door entrances

Fire extinguishers are in the kitchen cabinet by refrigerator and in main stairwell fire hose cabinets

### **Second Floor:**

Fire pull at the beginning of the student lounge on the wall (opposite door to the IT Department)

Fire pull on balcony wall that is to your left after going through the double doors.

Fire pull on the right in the little alcove before you enter the restrooms.

Fire Pull in room 205 directly opposite door to entering classroom

Fire extinguishers are in the main stairwell fire hose cabinets

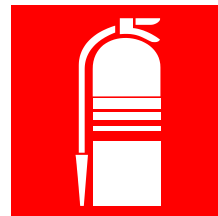
### Third Floor

Fire pull by room 308

Fire pull in the alcove before you enter the restrooms.

*- Fire hoses are located at all stairwell levels -*

### Locations of Fire Extinguishers in Four Office Buildings



#### 77 Sherman

3 <sup>rd</sup> floor	–	main stairwell w/ fire hoses
2 <sup>nd</sup> floor	–	main stairwell w/ fire hoses
1 <sup>st</sup> floor	–	main stairwell w/ fire hoses kitchen cabinet by refrigerator
basement	–	left of the door to enter the emergency stairwell in stacks, right of the door leading to the elevator

#### 80 Sherman

3 <sup>rd</sup> floor	--	top of stairwell
2 <sup>nd</sup> floor	--	hallway by rear fire escape
1 <sup>st</sup> floor	--	basement stairwell, kitchen wall, rear entrance

#### 76 Sherman

2 <sup>nd</sup> floor	--	hallway storage closet
1 <sup>st</sup> floor	--	kitchen cabinet
basement	--	hallway connecting end rooms

60 Lorraine: Janitor closet, kitchen and copy room

### ***Emergency Notification***

Hartford Seminary endeavors to provide a safe and healthy environment to its students and staff to compliment an excellent educational experience. In compliance with Federal mandates, we provide this policy to outline our emergency notification procedures in case of significant campus emergencies or dangerous situations. Examples of immediate emergencies include extreme weather conditions including storms, hurricanes and tornados; gas leaks, earthquakes, armed intruders, bomb threats, terrorist incidences, explosions, fires, meningitis, norovirus or other serious illnesses.

**Students and staff are strongly encouraged to submit multiple methods of contacting them via land line & cell phone, text, e-mail, etc., to the Director of Academic Services & Registrar.**

In cases of extreme emergency or dangerous situations, Hartford Seminary will make every effort to notify the campus community. Students who have submitted their cell phone number, cell service provider and checked the “Text Me” flag on the Update Bio page in SONISWEB will be sent a text message alerting them to the situation if possible. Students are also encouraged to enter their emergency contact information into SONISWEB on the Emergency Contact page. Video tutorials on using SONISWEB can be found at: <http://hartsem.edu/pages/current-students/sonis-tut.aspx>.

Once the Seminary receives notice of and confirms an immediate or ongoing threat to the health and safety of students and employees on campus, without delay, the President, Dean, Director of Administration and Facilities and Director of Academic Services & Registrar will determine and authorize notification to all staff and students. If one or more of these administrators are not available, the others will make a decision as time is of the essence. The decision will take into account the possibility that the notification may compromise the efforts to assist victims or to contain and respond to the emergency before the decision is made. Those responsible for carrying out these actions are:

Heidi Hadsell, President  
James Nieman, Dean  
Rose Lezak, Director of Administration & Facilities  
Karen Rollins, Director of Academic Services & Registrar

Immediately upon approval, the Director of Academic Services & Registrar will take the lead for sending out a mass notification to all students & staff via the Sonis Web system. Her office staff will serve as backup for this process. The Director of Administration & Facilities will coordinate alternate notifications to staff with the Director of Human Resources & Assistant to the President. Depending on the emergency, other methods of communication will include direct e-mail, Facebook postings, text messages, phone trees, public media announcements, postings on buildings, etc.

### ***Attachments***

“Get Out and Stay Alive” fire instructions  
Campus Crime Report Form  
Drugs & Alcohol – Where To Go for Help  
Alcohol and Your Health  
Warning Signs of Alcohol and Substance Abuse  
Alcohol – Frequently Asked Questions  
Sexual Assault Myths and Facts

RL 9/30/2011