

# Central Christian College of the Bible

## 2016 Annual Security & Fire Safety Report

### Campus Security Policies

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#### Timely Warnings

In the event that a situation arises, either on or off campus, that in the judgment of the Executive Director of Student Development constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The decision to issue a timely warning will be made following consultation with the College President or another member of the executive team in the event that communication is not possible with the President. The warning will be issued through the College email system and our E2 Campus warning system to students, faculty, and staff.

CCCB will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Student Development department may also post a notice in each residence hall, Pelfrey Hall, Reese Resource Center, and the Walton Student Center. Anyone with information warranting a timely warning should report the circumstance to the Student Services department by phone (Director of Student Services – ext. 155; or Executive Director of Student Development – ext. 167) or in person at the Student Services department (2<sup>nd</sup> floor of Pelrey Hall next to the student mailboxes).

#### Policy for Reporting the Annual Disclosure of Crime Statistics

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Campus crime, arrest, and referral statistics include those reported to designated campus officials (including but not limited to directors, deans, department heads, advisors to students and student organizations, residence hall directors, residence assistants, and athletic coaches) and local law enforcement agencies. A procedure is in place to capture crime statistics disclosed confidentially in the case of gender-based discrimination as outlined in the College’s Gender-Based Misconduct Policy available on the College’s website (<https://cccb.edu/wp-content/uploads/Gender-Based-Misconduct-Policy-2015-16.pdf>).

Each year, all incoming students are given copies of this report and an e-mail notification is made to all staff and faculty that provides the web site to access this report. Prospective students and employees may obtain a copy of the report from the web site at <https://www.cccb.edu/files/about/Annual-Security-and-Fire-Safety-Report.pdf> or by contacting the Student Services Department or by calling 660--263--3900, ext. 155.

## Reporting a Crime or Emergency

Accurately and promptly report all on and off campus crime to a College campus security authority and the Moberly Police Department (660---263---0346 OR 911 for emergencies). College campus security authorities include:

Executive Director of Student Development 660---263---3900 ext.167 (Pelfrey Hall) Dean of Women  
660---263---3900 ext. 151 (Pelfrey Hall)  
Residence Director 660---263---3900 ext.165 (Spurling Hall)  
Residence Director 660---263---3900 ext. 166 (Lang Hall)

College campus security authorities also include faculty and staff representatives, the Athletic Director, coaches, Dean of Women, Executive Director of Student Development, and the College President. The individual who receives the report of crime will complete an incident report and give it to the Executive Director of Student Development. Any suspicious activity or person seen on the main campus should be reported to a campus security authority and the Moberly police.

The College has designated the Director of Student services and counseling professor William Walton as confidential reporters in order that victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual security report.

In situations involving gender--based misconduct, students can seek advice from the Director of Student services or one of the Counseling professors who are not required to tell anyone else their private, personally identifiable information unless there is cause for fear for the student's safety, or the safety of others. These are individuals who the College has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of the campus resources, such as residence assistants, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect your or other members of the community. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus administration regarding the type of incident and its general location (on or off--campus, in the surrounding area, but no addresses are given) for

publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include but are not limited to directors, deans, department heads, advisors to students and student organizations, residence hall directors, residence assistants, athletic coaches, and local law enforcement agencies. The information that they share includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

You are encouraged to speak to officials of the institution to make formal reports of incidents (Title IX Coordinator(s), deans, vice presidents, or other administrators with supervisory responsibilities, and human resources). The College considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### **Investigation and Actions on Reports**

Once a report has been made to one of the institutions responsible employees, the Student development department will handle these reports and conduct the proper investigations, and impose sanctions as the process is outlined in our student handbook which is available on our website or here <http://cccb.edu/wp-content/uploads/2015-2016-Student-Handbook-NO-RA-PHONE-NUMBERS.pdf>

### **Access and Security of Facilities**

During business hours, the College (excluding certain housing facilities) is open to students, parents, employees, contractors, guests, and invitees. Central is a private College and the campus and buildings are not public. Employees of the College may inquire of any persons on campus whom they do not recognize as to the purpose of their presence. During non-business hours access to all College facilities is by key and/or a RFID card key system or by admittance through the Maintenance Department or Student Development department.

The residence hall floors are secured 24 hours a day through a RFID card key system. The lobby doors to residence halls are locked from 12:00am until 6:00am. The library, located in the Reese Resource Center, is normally open Monday-Thursday from 7:30am – 8:00pm on Monday through Thursday, 7:30am – 5pm on Friday, and 10am – 4pm on Saturday. An attendant is on duty at all times. The College bookstore is open from 10am – 5pm Monday - Friday; 10am – 2pm on Saturday. Pelfrey Hall is open from 7am – 11pm, Monday through Friday; 10am – 11pm on Saturday, and 7pm – 11pm on Sunday. The Walton Student Center is open from 9am–11:45 pm on Monday, 7am – 11:45pm on Tuesday through Thursday, 7am–12:45am on Friday, 9am – 12:45pm on Saturday, and 1pm – 12:45pm on Sunday. After regular hours, access to Pelfrey Hall will be only through the front door. Entrance is by the card key system or by the residence assistant or staff on duty for authorized individuals.

Over extended breaks, the doors of all halls are secured around the clock and building hours and accessibility may vary according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. The College's Physical Plant Manager, Housekeeping Supervisor, and student development staff regularly assess security considerations in maintaining campus facilities. Concerns are discussed by the student development team in weekly team meetings. Issues of pressing concern are addressed by the Physical Plant Manager under the guidance of the Vice President of Business and Finance.

Our residence halls and Pelfrey are also protected by a 24 hour video system which monitors all individuals who make or attempt to make entry into our facilities. This video system is overseen by the Student Development Department.

### **Security Personnel**

Central Christian College of the Bible does not have security personnel. Campus security authorities (directors, deans, department heads, advisors to students and student organizations, residence hall directors, resident assistants, and athletic coaches) do not have authority to make arrests. All crime is to be reported to the Moberly Police Department (660---263---0346 OR 911 for emergencies). The Student Development department oversees campus safety and security. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Moberly Police Department and a campus security authority. Prompt reporting will assure timely warning notices on---campus and timely disclosure of crime statistics.

The College does not have a written memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agency for the investigation of alleged criminal offenses.

Employees of the College may inquire of any persons on campus whom they do not recognize as to the purpose of their presence. Persons who cannot demonstrate a legitimate reason for being on campus may be asked to leave. Any uncooperative person may be reported to law enforcement authorities and charged with trespassing.

Tickets may be issued by Residence Directors, maintenance personnel, library, or business office personnel. A speed limit of 15 miles per hour is to be obeyed by both students and staff at all hours of the day or night. Stop signs are to be obeyed. Reckless driving of any kind is forbidden. Violators of vehicle rules will receive a \$25.00 fine. Perpetual disobedience to the traffic and parking rules can lead to a student's being barred from having a car on campus.

### **Crimes Reported to Pastoral Counselors and Professional Counselors**

According to 34 CFR 668.46(a), campus pastoral counselors and campus professional counselors, when acting in as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

The College does not have procedures for voluntary, confidential reporting of crime statistics by pastoral counselors and professional counselors. They may inform those they counsel to report

gender--based misconduct voluntarily and confidentially for inclusion in the College's annual security report. All other reports will be investigated. Violations of the law may be referred to law enforcement agencies and to a College Student Conduct Administrator for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through the College email system or other means to students, faculty, and staff.

### **Security Awareness and Crime Prevention Programs**

During Orientation in August and January, new students are informed of campus security procedures and practices listed in the Student Handbook. All students and employees are encouraged to cooperate with College personnel to maintain the security of property and buildings and the safety of students, employees, and visitors to the College. Students and employees are encouraged to be aware of their own responsibility to take measures that lead to their own security and the security of others.

New students are informed about the nature and number of crimes occurring on campus in previous years and the general safety of the community surrounding the campus. Specific principles are included to encourage safety. When timely warnings of crime are warranted, information is released to the College community through email alerts and if necessary, alerts posted throughout the campus residence halls and buildings.

As indicated by the College's annual crime statistics, Central is for the most part a safe campus. Given the occurrence of violence and shootings in schools, churches, and other public gathering places, Central's safety and security initiatives include implementation of the ALICE program (Alert, Lock Down, Inform, Counter, and Evacuate). The program teaches options that members of the campus community may employ in the event of a violent intruder on campus that include Alerting the campus and police, Locking in place if appropriate, Informing the campus, Countering the attack, and Evacuating as possible. While we pray that Central will never have to respond to such an event, we prepare by informing staff and students of some options that may make a difference if such an event were to take place. ALICE training is offered during new student orientation in August and January. ALICE procedures are found in the Violent Intruder Response Options section of the Student Handbook (<http://cccb.edu/sites/default/files/pdf/1112StudentHandbook.pdf>).

### **Educational Programs and Campaigns**

Every fall and spring all new students are taken through a two day educational program called Saint's Seminar. Included in that curriculum are programs which intentionally target the issues of dating violence, domestic violence, sexual assault and stalking. During this educational program the students are introduced to all safety and security personnel and confidential reporters. During this educational program all new students are given a brochure. The brochure which outlines CCCB's policies and programs is available here: <http://www.cccb.edu/wp-content/uploads/Prevention-Brochure-for-Website.pdf> Included in this presentation are clear definitions of rape, fondling, incest and statutory rape. There are also all of the procedures for reporting any of these events either on or off campus. The students are given a clear outline of exactly what students can expect from the college and how they will be protected and supported during the process. The students are also given information regarding risk reduction and bystander intervention. At the beginning of every semester this material is reissued to all returning students.

Every employee of Central Christian College of the Bible is required to complete mandatory training in Title IX and violence against women and SaVE act information. This program is initiated by the Executive Director of Student Development and is conducted through safecolleges training and is tracked and maintained by the Executive Director of Student Development.

## Daily Crime and Fire Log

Although CCCB does not have a security force and is not required to keep a daily log of crime reports on our campus the Executive Director of Student Development does keep a daily log which includes a record of all reported crime on our campus as well as any fire log information which we use for the this report. A copy of this daily safety and security log is available by contacting the Executive Director of Student Development.

## Emergency Response and Evacuation Procedures

### Violent Intruder Events

In order to increase students' and staff's ability to respond to a violent intruder event, the following responses are recommended.

#### **When there is an active shooter on campus, students and staff may:**

- Evacuate
- Secure in Place
- Prepare to Fight
- Fight
- Report
- Provide First Aid
- Rally at Rally Point

Each situation may dictate one or more of these options. Changing situations may dictate changing responses.

### **Scenarios and Response Options**

#### **When you can EVACUATE the building:**

- Trust your instincts!
- If you can evacuate, DO IT! GET OUT OF THE BUILDING and away from danger.
- Exit through whatever way is available. Avoid long hallways. Break windows if necessary.
- Run away from the building as quickly as possible.
- Call 911 and report all know facts.
- Alert others using the intercom system.
- Gather at the designated RALLY POINT.

#### **When you are unable to evacuate the building AND your door opens to the inside of the room:**

- Trust your instincts!
- Take shelter in the nearest office, room, or closet.
- Lock and barricade the door with anything you have available (desks, chairs, etc.). Keep the shooter(s) out of your area.
- Tie down the door, if possible, with a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternative escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Alert others using the intercom system.
- Set your cell phone to vibrate or silent.
- Stay low to the ground and remain as quiet as possible.
- Breathe to manage your fear – focus your mind on your plan to survive.
- DO NOT answer the door for anyone. Law enforcement will enter the room after the incident is over.
- You may have to take the offensive if the shooter(s) enters your area. Gather weapons (pens, pencils, books, laptops, chairs, etc.) and mentally prepare your counter attack.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive:
  - Obtain weapons (books, pens, pencils, laptops, chairs, etc.).
  - Counter attack as the suspect(s) enters your area. Distract and SWARM.
  - Play dead if you are injured and not able to flee or fight.

#### **When you are unable to evacuate the building AND your door opens to the hallway (outside the room):**

- Trust your instincts!
- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, with a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Alert others by using the intercom system.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear – focus your mind on your plan to survive.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive:
  - Obtain weapons (books, pens, pencils, laptops, chairs, etc.).
  - Counter attack as the suspect(s) enters your area. Distract and SWARM.
  - Play dead if you are injured and not able to flee or fight.

**When you must evacuate the area where a shooter(s) is active:**

- Trust your instincts!
- Run Option:
  - Run in a zig--zag pattern.
  - Cover your head with a bag, books, or other items that would offer some level of protection.
  - Do not stop running until you are well clear of the building.
- Window Option:
  - Consider if a fall from the window will kill you.
  - Break the window, if necessary.
  - Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
  - Hang by your hands from the window ledge before dropping.
  - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury
  - Gather at the Rally Point.

**When you cannot escape, but a shooter(s) is in your room:**

- Trust your instincts!
- Options:
  - RUN
  - FIGHT
    - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
    - Attack in a group (SWARM).
    - Use all available weapons to attack and secure the shooter(s) – anything can be a weapon.
    - Grab the shooter’s extremities (arms, legs, head) and take him/her to the ground using body weight to secure him/her.
    - “Fight Dirty” to survive – bite, kick, gouge eyes, apply pressure, etc.
    - Continue to fight until shooter is no longer a threat.
    - Separate weapon from the shooter.
    - Cover with a trash can and secure by one person lying on ground with both arms holding the trash can.
    - If the group evacuates the room, carry the trash can with the weapon inside the trash can.
    - Announce to law enforcement that there is a gun in the trash upon exiting the building or approaching law enforcement in the building.
  - PLAY DEAD – dead if you are injured and not able to flee or fight.

**When you have incapacitated the shooter(s):**

- Call 911 and advise law enforcement the shooter(s) is down.
- Provide your location and stay on the line if possible.
- Alert others by using the intercom system.
- Secure the suspect (belts, body weight, etc.).
- Remove any weapons away from the shooter but DO NOT HOLD THE WEAPON.

- Cover the weapon with a trash can and secure by one person lying on ground with both arms holding the trash can.
- If the group evacuates the room, carry the trash can with the weapon inside the trash can.
- Announce to law enforcement that there is a gun in the trash upon exiting the building or approaching law enforcement in the building.
- DO NOT RUN from the room if the shooter(s) is incapacitated. Help will be there very soon.
- RAISE YOUR HANDS and DROP TO YOUR KNEES when law enforcement officers appear. Do not appear threatening to law enforcement officers.
- Provide first aid to others in the room as needed.

### **Emergency Notification**

Central's commitment to providing a safe learning environment results in providing a state of the art emergency text and email notification system through industry standard e2Campus. An added benefit to our students and staff is the ability to also enroll to receive text and/or email updates with specific information for the following groups:

- Emergency (Timely warnings of potential threats to safety, notification of security, natural hazard, an weather incidents/events)
- Activities (Student Life Activities @ CCCB)
- Announcements (All--campus announcements)
- Commuters (Information for off--campus students)
- Online (Information for online students)
- Prayer (Prayer requests from the CCCB family)
- Residential (Information for Residential Students)
- Sports News (Track the Saints games and scores)

Student and staff may enroll at [cccb.edu/alerts](http://cccb.edu/alerts). When creating an account you will only be able to enroll using a cell phone number or email address. Once enrolled and verified, you will be able to manage your account by adding additional phone numbers, email addresses, and feeds; adding or deleting group participation, and canceling your enrollment. If you enrolled last year, please check at [cccb.edu/alerts](http://cccb.edu/alerts) to make sure that your account information is current. Please contact Darryl Ammon (Off. 660-263-3900 Ext. 167, Cell 660-676-0242) if you have any questions or problems. All standard text messaging costs/fees/charges apply to the user.

In the event of an actual emergency, the campus community will be notified through text message and email. Students should take responsibility for regularly checking their College email and are encouraged to enroll to receive emergency text messages.

All crime is to be reported to the Moberly Police Department (660--263--0346 OR 911 for emergencies). All crime victims and witnesses are strongly encouraged to immediately report the crime to the Moberly Police Department and a campus security authority. Notification of situations or incidents that involve a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus is to be then made to the Student Development Office.

The Student Development Office has the responsibility of responding to and documenting any situation that may cause a significant emergency or dangerous situation. The Student Development office will determine if the situation does in fact, pose a threat to the community. If that is the case, the College will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. The Student Development Office will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the department in collaboration with the Moberly Police Department and other emergency agencies, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate

the emergency.

Emergency response and evacuation procedures are tested at least twice each year with an evacuation drill which is coordinated by the Student Development Office each semester for all residential facilities. Students learn the locations of emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for different types of emergencies.

Evacuation drills are monitored by the Student Development Office to assess and evaluate the effectiveness of emergency plans and capabilities. Any equipment or plan deficiencies are communicated for repair and improvements to the appropriate departments.

The College community is made aware of the College's emergency response and evacuation procedures through Orientation sessions, the Annual Security & Fire Report, the Student Handbook, and drills.

### **Criminal Activity at Off-Campus Locations of Student Organizations**

The College does not have any off-campus student organizations.

### **Alcohol and Illegal Drug Policies**

**Central is committed to a drug-free environment. Because of the detrimental effects that illegal drug use has on our physical, mental, and spiritual health, it is the policy that no student or staff member will be allowed to use illegal drugs on- or off-campus. The unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees on or off the school property is prohibited.**

If it is determined that such use or distribution has occurred, or is occurring, the student will be dismissed and urged, if necessary, to find a counselor or treatment center through the American Association of Christian Counselors ([www.aacc.net/resources/find-a-counselor/](http://www.aacc.net/resources/find-a-counselor/)).

In addition, local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

If at a later time, the person wishes again to become a student at Central Christian College, an investigation will be conducted by the Student Development Department to determine if any drug problem still exists. If there is sufficient evidence that the student no longer is using illegal substances, he or she may, if all other requirements are met, reenter the school. However, the student will be on disciplinary probation for the first semester of study following re-entry.

### **Drug & Alcohol Prevention Program**

Central Christian College of the Bible's Drug and Alcohol Prevention Program is comprised of the following components. The program consists of the distribution of policies of the College and is given to each student each year during registration through distribution of the Student Handbook. Included in the handbook are the College's expectations of its students and staff to maintain a drug and alcohol free environment and the consequences if a violation occurs. An informational piece, "Winning the Battle Against Drugs" (published by the Missouri State Highway Patrol's Public Information and Educational Division), will be given to the students and staff each year during the registration period at the beginning of each semester. This piece provides information on preventing drug and alcohol abuse and associated health risks and is available at <http://www.mshp.dps.missouri.gov/>. The Executive Director of Student Development administers the prevention program and reviews the program at least once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. Any violation, as defined by the

annual Campus Crime Report, will be reported to the Department of Education using the report as its means of communication.

Students who struggle with drug, alcohol, and tobacco use are encouraged to see the Executive Director of Student Development for advice and options for assistance.

### **Disclosures to Alleged Victims of Crimes of Violence or Non--forcible Sex Offences**

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non--forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime of offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sexual Offender Registration**

Information provided by the State of Missouri concerning registered sex offenders is provided to the College by the Randolph County Sheriff's Office and is available in the College Student Services department. It is also available directly from the Sheriff's Office located at 223 N. Williams, Moberly, MO 65270 (660--263--0095).

### **Missing Student Notification Policy**

In accordance with federal law, it is the policy of Central Christian College of the Bible that each student will be informed annually of the following missing student notification procedure.

#### ***Registering Confidential Contact***

Any student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing. Students may register this confidential contact by completing a form available during registration or by contacting the Director of Student Services in the Student Development Suite in Pelfrey Hall.

#### ***Emergency Contact Procedures***

Missing persons should be reported to campus Student Development personnel (Residence Directors, Student Life Coordinator, Campus Security Coordinator, Director of Student Services, Deans, or the Executive Director of Student Development). The missing person report will be immediately referred to the Executive Director of Student Development, Director of Student Services, or the Campus Security Coordinator. Once a missing persons report has been filed with

Student Development personnel, the following emergency contact procedures will be initiated no later than 24 hours after a student is determined missing:

The Executive Director of Student Development, Director of Student Services, or Campus Security Coordinator will notify law enforcement, the student's confidential contact, and the student development team.

If a student is under 18 years of age and not emancipated, the missing student's custodial parent or guardian will be notified by the Dean of Students or his/her designee no later than 24 hours after the student is determined missing.

The Director of Student Services will notify other campus offices and personnel having a need to know.

## 2014--2016 Crime Statistics

Offense	Year	On-Campus Property	*Residential Facilities	Non-Campus Property	Adjacent Public Property
Murder/Non-Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Sex Offenses, Non-forcible	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Fondling	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	1
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0





Sex Offenses, Non-forcible	2016	0	0	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, Etc.	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0

## Fire Safety Report

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In accordance with the Higher Education Opportunities Act of 2008, Central Christian College of the Bible is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained in a log in the College's Student Development Department. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire.

In an effort to keep the campus safe and secure from fire, the Annual Fire Safety Report is intended to:

- result in a more informed public
- identify any potential fire problems
- communicate and evaluate fire safety plans and policies
- evaluate protective system performance
- enhance training programs, protocols, and practices

### **On-Campus Student Housing Facility Fire Safety System**

Central Christian College of the Bible has three residence halls: Mabee Foundation Hall, Lang Hall, and Spurling Hall. The following fire safety systems are in place.

#### ***Mabee Foundation Hall***

- fire and smoke detectors in each room and hallway
- entire building alarm
- first and second floor wet sprinkler system
- third floor dry suppression system
- emergency exits through stairwells
- three fire extinguishers on each floor

#### ***Lang Hall***

- three fire and smoke detectors in each hallway
- entire building alarm
- one fire extinguisher on each floor
- one fire extinguisher in the basement and one in the lobby
- pull alarm on each floor

#### ***Spurling Hall***

- two fire and smoke detectors in each hallway
- entire building alarm
- three fire extinguishers on each floor
- one fire extinguisher in the lobby
- pull alarm on each floor

Student housing facilities are inspected annually by the Moberly Fire Department. Fire extinguishers are inspected yearly by Cintas.

### **Student Housing, Open Flames, and Smoking Policies**

No kitchen facilities are provided in the dormitories. Students may have limited cooking appliances in their rooms, including a microwave, slow cooker, "George Foreman" type grill, refrigerator, or coffee (with automatic shutoff). No other cooking appliances are allowed and will be confiscated.

Cleanliness of appliances must be maintained at all times in order to keep from attracting bugs and mice. Before leaving for breaks, all students must complete a before---break checklist as specified by the residential staff. This is provided by the Residence Directors (RDs) and Residence Assistants (RAs) and usually includes tasks such as emptying trashcans, unplugging unnecessary appliances, removing food, and tidying the room for return.

Due to the potential damage from fire and smoke, candles are not allowed to be ignited anywhere in the residence halls. Exceptions may be made in case of power outages. Candle warmers may be used to freshen up the smell of a room without the danger of an open flame. Central is a smoke free campus and zone. No smoking is allowed.

### **Procedures for Student Housing Evacuation in the Case of a Fire and Fire Drills**

In case of a fire all occupants should exit the building in an orderly manner as quickly as possible, closing all doors behind them. Central maintains a Natural Hazards Mitigation Plan in conjunction with Randolph County to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment from natural hazards.

Central had one fire drill of Pelfrey Hall in 2012 coordinated with the Moberly Fire Department. The College conducted two evacuation drills of the residence halls in 2012. Student evacuation surveys were collected and ease of egress and safety concerns were evaluated. Each student is provided information about how to access the online Student Handbook and Annual Security and Fire Safety Report during registration.

### **Responding to a Fire Emergency**

Immediately pull the nearest fire alarm as you exit the building.

Evacuate the building.

Call 911 when you are safely away from danger.

Call or notify a Residence Director, Residence Assistant, or residence life staff. If you are not able to reach a College employee, call the on---duty number (660---998---4102).

## 2014---2016 On---Campus Student Housing Fire Statistics

Student Housing Facility	Date of Fire	Time of Fire	Nature of Fire	No. of Fire---Related Injuries that Resulted in Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
<b>2016</b>						
Mabee Foundation Hall	None	None	None	0	0	\$0
Lang Hall	None	None	None	0	0	\$0
Spurling Hall	None	None	None	0	0	\$0
<b>2015</b>						
Mabee Foundation Hall	None	None	None	0	0	\$0
Lang Hall	None	None	None	0	0	\$0
Spurling Hall	None	None	None	0	0	\$0
<b>2014</b>						
Mabee Foundation Hall	None	None	None	0	0	\$0
Lang Hall	None	None	None	0	0	\$0
Spurling Hall	None	None	None	0	0	\$0