

**Brown Mackie College
3000 East Coliseum Blvd
Fort Wayne, IN 46805**

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

Brown Mackie College is providing the following information to all of its employees and students as part of the Brown Mackie College commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact Director of Student Services, Kathy Jutt by phone (260) 484-4400 or by mail, 3000 East Coliseum Blvd, Suite 100, Fort Wayne, IN 46805.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

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

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus President, Jim Bishop. Reports are kept in a secure location in Director of Student Services, Kathy Jutt's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College facilities to the Receptionist either in person or by calling (260) 484-4400. If the Receptionist is not available you may contact the Campus President, Jim Bishop, at (260) 484-4400 and the Fort Wayne Police Department by dialing 911 or (260) 427-1222.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Campus President, Jim Bishop. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Fort Wayne Police Department by dialing 911 and then notify the Campus President, Jim Bishop.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Director of Student Services, Kathy Jutt. Reports are kept in a secure location, in the Director of Student Service's Office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Director of Student Services, Kathy Jutt.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Brown Mackie College that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

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

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the

public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.

4. Report immediately to the Receptionist, any suspicious activities that relate to the Institution or of its properties, regardless of how minor these may seem. You should also contact the Fort Wayne Police Department by dialing 911 or (260) 427-1222.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities.

The procedures are highlighted below:

- a. Immediately determine the condition of any injured employees, students, or other parties
- b. In the case of an automobile accident, secure the accident scene and set warning devices
- c. Notify the appropriate authorities by calling 911
- d. Complete an Incident Report
- e. Obtain a copy of the police report
- f. Obtain information from witnesses
- g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
- h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
- i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

1. Notify the Dean of Academic Affairs, Jeff Gulley if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Director of Academic Advising, Brian Ragan, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding a change in criminal/emergency contact information.

CAMPUS SECURITY ENFORCEMENTS

Persons employed as security personnel at the Institution at 3000 East Coliseum Blvd, Fort Wayne are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures, rules, and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Facilities Manager, Al Bowers, (260) 424-4400.

Unarmed security personnel at the Institutional building are there at the direction of the building owners, and are to assist students, faculty and staff of the Institution. Someone is on duty Monday, Tuesday, and Thursday from 8:00 p.m. to 10:30 p.m. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their school Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Facilities Manager, Al Bowers, or the Fort Wayne Police Department if any illegal activity occurs.

When security personnel are not present, the Facilities Manager, Al Bowers, Campus President, Jim Bishop, or the Director of Academic Advising, Brian Ragan, will notify the police department as warranted. Someone is on duty during the hours the building is occupied. They are also responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their School Photo ID card at all times and to present them upon request. The Facilities Manager, Al Bowers and Director of Student Services, Kathy Jutt, may not make arrests, but is instructed to promptly contact the Campus President, Jim Bishop, if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College is located in Fort Wayne, Allen County. Brown Mackie College maintains a close working relationship with the Fort Wayne Police Department with periodic contact initiated by Brown Mackie College personnel to ensure that Brown Mackie College is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by bulletins that are posted around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

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

All new Brown Mackie College students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Director of Student Services in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices and notices read by instructors in classrooms.

Students are requested to review the Institution's Academic Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* *handout* that

discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

OFF-CAMPUS STUDENT ORGANIZATIONS

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication and the Drug Prevention Policy is provided to all Brown Mackie College annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, security, the Dean of Academic Affairs, the Executive Committee or other Brown Mackie College officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline (260) 426-RAPE or 1-888-311-RAPE. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

The Sexual Assault Treatment Center at St. Joseph's Hospital

700 Broadway
Fort Wayne, IN 46802
(260) 425-3000
Website: www.stjoehospital.com

Fort Wayne Women's Bureau

3521 Lake Avenue, Suite 1
Fort Wayne, IN 46805
(260) 424-7977
Website: www.womensbureau.com

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College can make a final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Fort Wayne Police Department, located at:

1320 East Creighton
Fort Wayne, IN 46803

Additional information can be obtained by calling the police department at (260) 427-1222.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.indiana.sheriff.org>

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

Mon, Tues, Thurs: 8:00 a.m. to 10:00 p.m.
Wed: 8:00 a.m. to 8:00 p.m.
Fri: 8:00 a.m. to 5:00 p.m.
Sat: 9:00 a.m. to 1:00 p.m.

Crisis/Evacuation Plan and Procedures

2009 - 2010

Introduction:

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

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

It is the goal of this crisis communication plan to establish guidelines for dealing with various situations, and to ensure that campus management is familiar with these procedures and their roles in the event of a crisis. As such, this plan is not intended to answer all questions or fill all needs.

The procedures contained in this document emphasize that accurate and timely communication during a crisis is a vital component of crisis management. When a crisis occurs, companies need to accomplish two important goals: provide adequate response to a crisis and communicate the response effectively. To accomplish this task, crisis management teams not only must manage the physical elements of a crisis, but also must gather critical facts about the crisis. Advanced preparation and training will help teams accomplish both tasks. **For the purposes of this guide, a crisis or emergency is defined as any incident on Brown Mackie College, Fort Wayne, IN property, at a college-sponsored event, or an incident that involves staff, faculty or students that jeopardizes the safety and security of the Brown Mackie College community.**

Examples of emergencies include:

- Bomb threats
- Food poisoning or hepatitis outbreaks
- Major fires
- Murders
- Natural disasters
- Power outages
- Suicide
- Any situation that threatens life or property

General Guidelines:

In an emergency, the following general guidelines should be observed:

- Stay calm.
- Call 911 in matters of life and death or if you are uncertain about the severity of a situation.
- The campus President should be contacted about all safety issues.
- The Facilities Manager and Dean of Academic Affairs should be informed as soon as possible after steps are taken to correct the immediate situation.

- In most cases, an Incident Report Form should be completed and filed with the Facilities Manager and Director of Student Services.

Specific procedures for responding to various types of crises are described in the Emergency Response Plans section.

Emergency Phone Numbers

Call first:

Fire Department911
 Police Department911
 Ambulance/medical emergency.....911

Notify:

President, Jim Bishop, 260-481-5025
 Dean of Academic Affairs, Jeff Gulley, 260-481-4372
 Al Bowers, Facilities Manager, 260-481-5032

All members of BMC-FW faculty and staff are authorized to call 911. Faculty and staff should not hesitate to call 911 as it is the college’s policy to err on the side of caution when making this decision. After reporting an incident to 911, the caller should contact the Campus President, DoAA, DSS, Facilities Manager or an EC member.

Executive Committee:

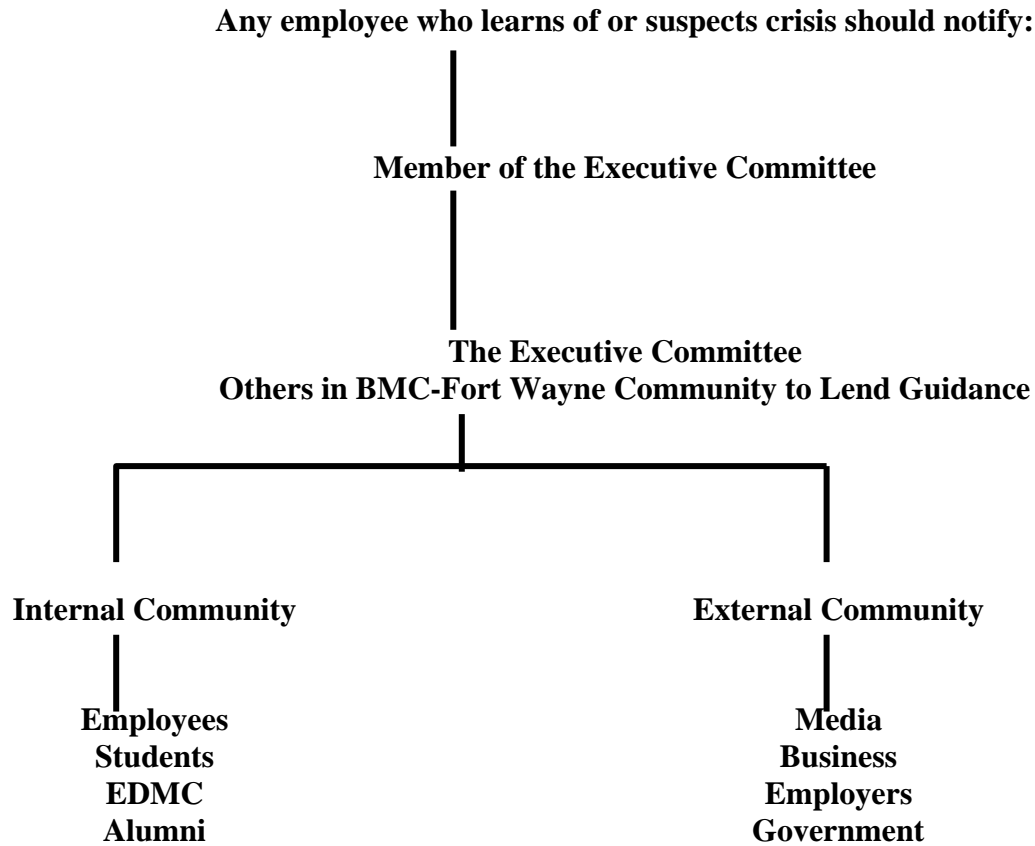
President:	Jim Bishop
Dean of Academic Affairs:	Jeff Gulley
Director of Admissions:	Bob Allen
Director of Student Services:	Kathy Jutt
Director of Career Services:	Tony Davis
Human Resources Manager:	Kathy Jutt

Other Situations as Warranted:

Non-School Staff	EDMC Legal Counsel
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Forwarding Critical Information:

A member of the Executive Committee (EC) should be notified immediately when learning of or suspecting a crisis situation. Due to the nature of crisis situations, employees must be persistent in tracking down EC members. The EC will respond by calling an emergency meeting and will apprise Education Management Corporation (EDMC) of the crisis.



Defining the Crisis:

The EC, with the support of the entire organization, will quickly gather information pertaining to the crisis. No public statement regarding the crisis will be made until the following information has been gathered:

- A description of the crisis
- A chronology of events comprising the crisis
- Possible causes of the crisis
- School response
- A list of measures intended to respond to the crisis
- The status of the official investigation
- Names and contact information of those involved
- Notification of and input of EDMC Corporate Offices

A crisis may include legal claims or potential legal claims against the college or allegations threatening irreparable harm to the reputation of the college and its business prospects.

Preparing the Message:

The EC will discuss appropriate response alternatives for the college and develop several courses of action. The EC then will select the best option as determined by consensus.

Important Elements to Consider:

- Concern for the victims and their family members
- Communication of the college's handling of the situation
- The informing of faculty and staff prior to, or concurrent with, any media statements
- Demonstration of a solid track record (record of details of incidents)
- Demonstration of preventative measures that BMC-FW has taken in response to a crisis
- Communication of measures the college will take to prevent an event from recurring
- Speed of response and completeness of information

Resources:

- The campus President will be the designated media spokesperson. In the event the President is unavailable the responsibility falls upon the DoAA or DSS in that order
- Fact sheets and press releases
- BMC-FW-authorized public statements

Establishing Communication Systems

The college must actively manage a crisis on behalf of its constituents. For this reason, it is especially important that the college keep its many audiences apprised of its handling of the crisis. The EC should use the most effective communication system for each audience. BMC-FW audiences include:

Internal Audiences:

- Employees
- Students
- EDMC

Internal Audience Resources:

- On- or Off-Site Meetings
- Email
- Telephone
- Fax
- The BMC-FW Web Site
- Academic Department Chairs

External Audiences:

- News Media
- Employers

- Business Partners
- Industry Leaders
- Government

External Audience Resources:

- News Releases
- News Conferences
- Media Site Visits
- Telephone
- Fax
- Email
- BMC-FW Web Site

Media Communication Plan

In times of crisis, it is critical for the college to be the most accurate, reliable and timely source of information possible. The campus must be available, and the college must be seen as cooperative and working actively to manage the crisis.

However, it is equally essential that the college communicate to the media with one voice. For this reason, all requests for any information from reporters must be funneled through the campus President and other EC members.

The following is the appropriate way for employees to respond to requests from reporters for information: “To be sure you have the most complete and up-to-date information possible, we are routing all requests for information through the President’s office. If you give me your name and phone number, the President will call you back as quickly as possible with the information you need.”

The employee should then contact the President immediately. If he/she can not be reached, the employee should contact the DoAA or DSS.

Post-Crisis Information

Crisis Audit:

In the aftermath of a crisis, faculty and staff will experience a strong desire to move forward and resume the normal activities of the college. However, in order for the college to be best prepared to handle any subsequent crisis, the EC must:

- Evaluate the effectiveness of the current plan
- Identify weakness in the current plan
- Execute any necessary change to the plan

Post-Crisis Communication:

Once the EC determines that the crisis situation has concluded, the college should communicate this news to both its internal and external audiences. Various methods may be used to communicate to necessary audiences including:

letters, newsletters and meetings. Post-communication should outline and include crisis management methods used, lessons learned, and future steps.

Departmental Phone Sequence:

Each department manager will maintain a list of current employee home telephone numbers and will contact employees in their department. Should an emergency occur, a member of the EC will contact department managers to begin contacting their employees.

BMC-FW Emergency Medical Assistance Plan

Brown Mackie College, Fort Wayne, IN has implemented an Emergency Medical Assistance Plan. The guidelines and procedures for this plan are as follows:

1. BMC-FW faculty or staff members will request immediate emergency medical assistance for any person on BMC-FW property who requests or demonstrates a need for medical attention. This emergency assistance will be provided for any of the following reasons or for any other reason where there appears to be need for medical assistance:
 - Heart attack symptoms
 - Loss of consciousness
 - Convulsions
 - Acute shortness of breath
 - Apparent or suspected broken bone(s)
 - Severe cuts, bruises, or heavy bleeding from any source
 - Severe dizziness or disorientation
 - Choking
2. The person detecting the need for medical assistance will immediately call 911 from the nearest BMC telephone and will provide the name, location and any other requested information to the 911 dispatcher. The person will then notify the President, DoAA or DSS about the incident.
3. If the person needing assistance is a student, the Director of Student Services must be notified immediately in order to obtain any medical history data or emergency notification information provided to BMC by the student.
4. BMC-FW employees will make the following efforts to care for injured or ill parties:
 - Protect the victim from further injury
 - Keep the injured or ill party comfortable
 - Protect the victim's privacy by moving people away from the area or re-routing traffic
5. Personal property belonging to the injured party will be secured by BMC faculty or staff.
6. BMC-FW Accident/Injury/Illness/Complaint/Crime Incident Report Form will be completed by the BMC employee initiating the emergency medical treatment request. The report will note all pertinent information about the incident and include names of witnesses. The report will be submitted to the Facilities Manager and DSS.

7. **Under no circumstances should an injured or ill person be transported to a hospital or medical facility by a BMC-FW employee in his or her personal vehicle.** In an emergency, the person should be transported by ambulance. In less serious cases, anyone needing transportation should be asked if a family member or friend may be contacted to provide transportation.

Notifying Family Members:

A member of the Executive Committee should be informed prior to contacting family members that a student or employee has been injured; notification should be done by an Executive Committee member. In most cases, the injured or ill student or employee will be able to indicate who should be notified. In cases where a student cannot provide that information, the record's office has access to student academic files which include emergency contact information. The President or DSS can provide emergency contact information for faculty and staff.

In the event of a serious or life-threatening injury, illness, or death, the President should be contacted immediately to assist with notifying the family.

Fire Drill and Building Evacuation Procedures

Fire Drill Procedure:

The Facilities Manager conducts fire drills on an unannounced basis usually once per quarter. All students, faculty and staff are required to participate in the drills. Fire drills serve to familiarize designated faculty, staff and students with their assigned positions during emergency duty.

General:

Fire drills are conducted as though an actual fire exists; therefore, they will be held at varying times of the day. Stopping places on the grounds should be at least 200 feet from fire hydrants, fire-fighting equipment, and doors to the building and should be clear of all traffic.

Inspection:

Faculty and staff are encouraged to inspect all exit facilities daily to ensure that doors and other exits are in proper condition. Doors should be kept unlocked, and those doors that protect means of exit should be kept closed at all times. In addition, corridors should be free of personal belongings, furniture, storage items, and miscellaneous bulk that could interfere in the safe evacuation of all individuals in the building.

Evacuation Procedures:

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

In an effort to control and contain a building fire, all classroom doors should be closed by a faculty member as he or she exits the classroom.

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

Faculty members should immediately upon hearing the fire alarm or reports of a fire in the building secure **the class roster** for the day and direct students out of the building. Upon leaving the classroom, the Faculty member is to be the last person out and should shut the classroom door as a visual signal that the room is evacuated.

Faculty should direct students to the parking lot directly in front of the main entrance and remain with their class and keep the group together. The faculty member should check roll to verify that every student has exited the building successfully.

The faculty member should then bring the completed roster to the accountability officer or senior EC member to report that their students are accounted for. This is imperative as the first responding fire truck will need to know as soon as possible that the building is fully evacuated and all souls are accounted for.

Wheelchair-bound and/or handicapped faculty, staff and students should be assisted by Executive Committee members or a faculty member to the assembly area.

Bomb or Terrorist Threats

All bomb and terrorist threats should be treated as an actual event. In the event that a threat is made via the telephone, the following procedure should be followed:

1. Stay on the telephone with the caller – **Do not** transfer the call or put the caller on hold.
2. Listen, be calm, and be courteous. **Do not** interrupt the caller. Keep the caller on the phone for the longest possible period of time.
3. Have someone alert the President or a member of the Executive Committee using a separate line or in person.
4. Have someone call 911 using a different line, and give the following information:
 - Name
 - Location of the school
 - Nature of the call – bomb threat or terrorist threat
 - Location of bomb(s) and quantity
 - Physical description of bomb and its container (i.e. book bag, portfolio case etc.)
5. The Executive Committee will determine if it is necessary to evacuate the building. When building evacuation is necessary, local authorities recommend that the fire alarm system not be used. Because the exact location of the bomb may not be known, using the fire alarm system could put people in harm's way. Members of the EC and key personnel will walk through the building notifying people to evacuate.

6. Once evacuated, the campus President, Facilities Manager and EC members will walk through the building to ensure the building is fully evacuated.
7. If a device which is thought to be a bomb is found, it should not be touched.
8. Staff should handle news media (if any) per the Media Communication Plan.
9. The President and the Executive Committee should meet afterward to conduct a debriefing.

Telephoned Bomb Threat Information Form

Keep the caller talking.

Ask for information to be repeated.

Ask the following questions and record the answers:

What time will the bomb explode?

Where is the bomb?

Why did you place the bomb?

What does it look like?

How big is it?

When was it placed?

Did you make it yourself?

How did you learn to make bombs?

Where?

When?

Why are you doing this?

What is in it for you?

What do you hope to accomplish?

Do you have a grudge against Brown Mackie College, Fort Wayne? Why?

What is your name?

Listen and Record the Following Identifying Characteristics

Sex:

Accent:

Speech (fast, slow):

Estimated age:

Voice (loud, soft):

Diction (good, nasal, lisp):

Manner (calm, emotional):

Background noises:

Familiar voice:

Was the caller familiar with the building or the area?

Note the following information:

Time and date of call:

Duration of the call:

Other comments:

Fights and Crime

Fights:

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

President – Jim Bishop
Dean of Academic Affairs – Jeff Gulley
Executive Committee Members
(Then call 911)

When An Employee Suspects or Witnesses A Crime:

If an employee suspects that a student(s) is breaking the law, the employee should contact a member of the Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following individuals:

President – Jim Bishop
Dean of Academic Affairs – Jeff Gulley
After hours ~ Contact onsite Director of Academic Advising, then contact 911

Inclement Weather Policy

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

- BMC-FW delay or closing information is provided to local stations by either the President or a member of the EC committee.
- Supervisor or another designated employee will personally call BMC-FW employees.

BMC- FW policy regarding time off due to inclement weather is as follows:

When the school is closed and classes are canceled

If the school is closed to students, faculty, and staff, then no one is required to work; therefore, employees will not be required to make up any hours or take Paid Time off (PTO). This time will be recorded as “O” or other on fulltime, non-exempt employee timesheets.

When the school is open, but classes are canceled

Inclement weather may force the canceling of classes, but not the closing of the school. If this is the case, the day will be considered a regular work day for all fulltime faculty and staff. Any fulltime employee unable to work a full eight-hour day will be required to make up missed hours during the same week or take PTO.

Employees are advised to use their best judgment when determining the safety of their drive to work. BMC-FW recognizes that weather conditions will vary from location to location. Employees must telephone their supervisor if they expect to be late reporting to work, or are unable to drive to work. It is acceptable to leave a voice mail, but each employee should follow up to ensure notification has been made.

The following steps will be taken when the decision is made to announce a delay or closing:

The Campus President will contact:

- The Group Vice President for approval
- The Executive Committee Members
- Each manager is then responsible for contacting employees in their department.

In the President's absence the Dean of Academic Affairs will make the decision to delay opening the campus, cancel classes, or close BMC-FW.

Tornado Warnings

When the National Weather Service confirms a tornado sighting and the location of a tornado, a tornado warning is issued. In the event of a tornado warning for locations at or near BMC-FW, the President and EC will instruct all students and staff to move to the interior of the building away from windows and exterior portions of the building.

The following procedures should be followed immediately on notification of a tornado warning:

- Students and staff should be seated on the floor and protect themselves by placing their heads as close to their knees as possible.
- Staff leaving exterior offices should close the door when exiting.
- Anyone who is caught in an exterior office or near glass windows should seek protection under a desk, and move as far away as possible from any glass.
- As in any emergency, it is important that students and staff remain calm and encourage others to do so as well.

Evacuation Plans

Each classroom has an outlined plan for evacuation posted on the wall closest to the door and is color coded for the closest exit to that classroom.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College prepares the crime statistic policies annually by gathering all reported data and the EDMC Central Office prepares the report for the employees and students of Brown Mackie College. Moreover, local police agencies are contacted by the Director of Student Services, Kathy Jutt, to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box, arrests and "referrals for campus disciplinary action" for liquor law

violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**Brown Mackie
College - Fort
Wayne**

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.*

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

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

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

	Campus	property	Property**	Campus	property	Property**	Campus	property	Property**
Arrests									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

** Includes a four block radius immediately adjacent to the campus, including any roads, sidewalks and freestanding open areas, which are not privately owned.
freestanding open areas, which are not privately owned.