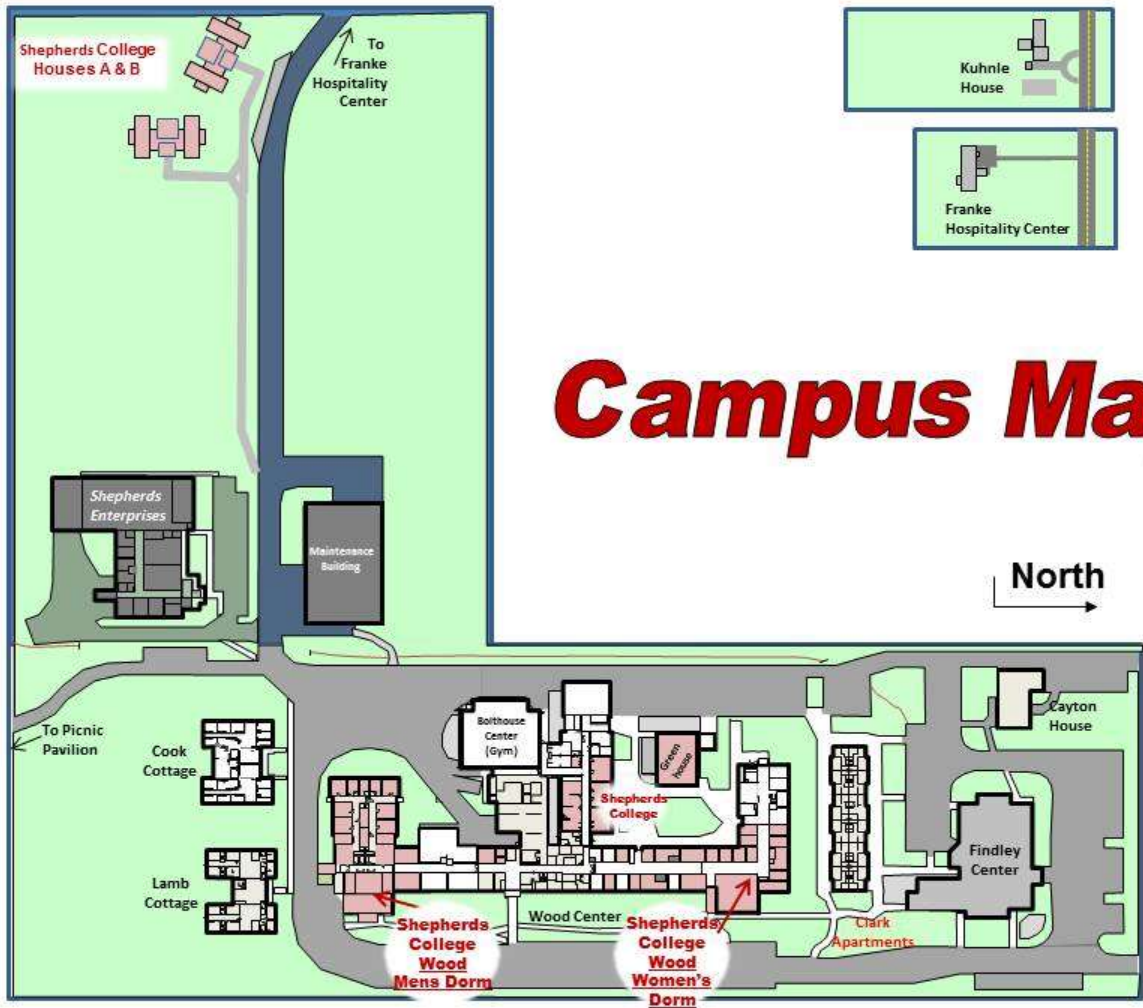


**Shepherds College Campus Security and Fire Safety Reports**  
**2017-18 school year**



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## **General Security Operations**

The Shepherds Ministries campus consists of 17 primary buildings with an assortment of secondary support buildings. Of this group of buildings, 5 primary buildings comprise the Shepherds College Campus. Client residential services are supplied in another 4 primary buildings and off campus. A Vocational Center is also located on campus. Functions such as maintenance, business office, and vehicle garaging are housed in other shared buildings.

All campus buildings are provided with sufficient outdoor lighting, year round, to permit easy visual scrutiny at night. Roadways leading to every building are well lit, paved and maintained for access year round. All of the campus has sufficient access to permit the largest of emergency response vehicles.

**Security provision consists of a combination of personnel responsibilities, electronic supervision, and mechanical systems.**

- Staffing patterns provide security supervision at all times. Portions of the Campus are staffed, 24 hrs/day, by *awake staff*. These individuals are awake to provide instant reaction to campus needs as well as performing necessary 3<sup>rd</sup> shift support functions. Additionally, campus residential units are provided *Emergency Response Staff (ERS)* who remain in the dormitories and group homes, ready to be awakened to assist in times of emergency.
- Residential, academic and office spaces are protected by *electronic security systems*. These systems are armed in the evenings during sleeping hours to protect both against elopement and unauthorized access. The system includes a combination of door alarms (perimeter) and occupancy sensors. Staff members have coded access to the system to provide access and flexibility when needed.
- All buildings are protected by a *Door Lock system* (Best Lock) that includes a security hierarchy permitting different levels of staff access. Outside doors are all equipped with locks and are regularly locked by staff when buildings are left unoccupied (mid-day) and during sleeping hours. Independent apartments on campus are accessible by client occupants with authorized keys. All keys issued are tracked.

**Security considerations are used in the maintenance of campus facilities:**

- Shepherds Ministries employs a full-time maintenance staff. These individuals are subject to the same security requirements for employment for all staff members found in Wisconsin State Code DHS 83. Maintenance personnel also supervise all contractual vendors while they are on campus. Contractual vendors are permitted on campus only during regular business hours, except in cases of extreme, physical plant emergency.
- Volunteers coming to Shepherds Campus undergo a review from Shepherds public relations and Human Resources departments. All volunteers are directly supervised by Shepherds staff members.

## **Campus Police Operations**

Shepherds Ministries operates no campus police authority of its own. All Police authority on site is conducted officially by the Racine County Sheriff's Department, which is the local police entity having jurisdiction. Sheriff patrols are assigned to the local Union Grove community, with an office in the local City Hall. At least one deputy is on duty, available at all times, and squad patrols will come to campus on daily routes of inspection and observation.

Racine County is a participant in the **911 Emergency Call** systems, with dispatching control nearby in the Town of Yorkville.

Emergency response to Shepherds campus has been historically very prompt. The Sheriff's deputies are usually on site in less than two minutes when an emergency call is made. The local fire department is a volunteer department that works closely with the surrounding townships. While Shepherds has never had a major fire, the Fire Department and EMTs will make to our campus in response to summons for health and safety reasons in less than 5 minutes.

## ***Security Methods in Use***

### **Requisite Personal Awareness**

Police and security forces are hard at work, but public safety is the responsibility of **all individuals**. The participation of ordinary citizens is an integral part of security efforts. *Neighborhood Watches* are effective means of protecting your immediate community. You know your everyday surroundings best - workplaces, schools, neighborhoods, parks and transportation systems - and chances are you will notice when something seems strange or out of place. Be alert for suspicious behavior including abandoned vehicles, unauthorized individuals, strange packages or unusual odors.

Additionally, all employees need to be alert for potential risks at their workplace. Strange behavior or suspicious activity should be reported to charge personnel and then additional authorities, immediately. **If you see something, say something!** It is of utmost importance that all staff be continually aware of the safety and security of their immediate environment. As paid care and training support staff, all are obligated to note any alteration in the daily occurrences that could be construed as a security issue.

***If you see something,  
say something!***

#### Who to Notify

- Contact your manager in the workplace. Often, this is **Charge Personnel via telephone, radio or page.**
- Call 911 if an emergency demands it.

#### What to Report

- Describe exactly what the suspicious activity is
- Describe:
  - The precise location and a detailed route to it.
  - The number of people, ages, gender, and physical descriptions of each individual observed
  - Date, time and duration of activity
  - Note vehicle color, make, license plate, etc.

Security is a shared responsibility, and each citizen has a role in identifying and reporting suspicious activities. *Your community is safer when you are engaged and alert!*

### **Student Observations and Communications**

Security is augmented whenever we are closely involved with the daily activities and opportunities in which our clients are involved. Paying attention to who or what they have seen, what they have heard, what they have felt, or what they have smelled on campus multiplies the quantity of input available to your arena of responsibility. If they tell you something they have noticed, don't just ignore them; check it out! Their observations may be misinterpretations, but they could also represent something out of the ordinary that may need to be discovered and dealt with!

Record these observations on paper to aide in your contact with **Charge Personnel**. Even the smallest piece of data can lead to a timely intervention, or a safe choice!

### **Community Warnings**

Occasionally, the onset of a security situation may be forewarned by an outside entity. Information received by any of the following sources, needs to be communicated to Charge Personnel, so that threats may be reduced by pre-emptive action by staff personnel .

- Direct Observation by arriving individuals – staff or visitors may bring in information on events observed en route to campus, or heard or seen on news media.
- Official Contact by Law Enforcement Personnel – local Sheriff’s Deputies may bring warnings to campus to initiate an alert.
- Official Contact by Racine County Emergency Management – media broadcast of weather or climate information sometimes comes via this method.
- Media alert – local or national news can deliver information that requires emergency response ( weather, criminal activity, environmental issues).

**Campus Electronic Security Systems**

Some of Shepherds’ campus buildings are equipped with security alarm systems designed to detect non-permitted access to a building perimeter. These systems are mostly activated at night or on vacant-building time periods. In most cases, all exit doors and some interior doors are integrated to this system, creating a limited-access environment. An alert to this system causes a building-wide alarm to sound. The alert also signals a phone call to an outside monitoring agency who will call Shepherds with information regarding the system breach.

Buildings that contain a Security System are:

- Findley Center
- Clark Hall
- Wood Center
- Lamb Cottage
- Cook Cottage
- Miter Center ( Shepherds Enterprises and Day Services)

**Area specific mini-security systems**

Some internal doors and/or windows are equipped with locally operated access alarm systems. These systems are purposed to keep individual areas secure in a larger, accessible building. These are usually key-armed and used at specific times to alert local personnel of unauthorized access or egress by clientele.

**Doors with locks have the purpose of providing access security. Do not access such areas, disregarding security and authority. Ask for permitted access.**

**Lock and Key**

The Lock and key system at Shepherds is a hierarchal security method to permit greatest access to greatest authority, and vice versa. All charge personnel are equipped with a master key set that accesses all client areas and most operational areas. If access to other areas becomes necessary, additional keys can be issued that address that need. All outside doors and a majority of interior doors contain locking devices.

**Securing Buildings**

Empty buildings should be locked and secured. Security systems should be armed by the last person out. Daytime security is most important in the most remote campus buildings.

**Security Alerts**

***Campus Paging System*** - Most of the residential building in the central campus are connected via an intercom paging system. The Wood Center, Clark hall, Lamb Cottage and Cook Cottage can communicate announcements of security alerts via this phone-connected page.

***Shepherds RAVE - EMERGENCY ALERT SYSTEM*** - an organization-wide text/voice messaging alert service that will notify students, clients, faculty and staff if an emergency situation. The alerts provide real-time information as a text/voice message to your cell phone in the event of an emergency. You will also receive an email containing information on the situation. Because the text to a mobile device is limited in size, the email will often contain additional detail. The campus alert service will be used in the event of an Emergency Notification, Timely Warning or when any other important information needs to be relayed to the Shepherds community (and for occasional testing of the system), so you don't need to worry about receiving unsolicited messages. Your name and phone

number will not be shared with anyone else through this system. The RAVE message will be so constructed to inform you of the need for immediate emergency response.

**CHECK YOUR PROFILE NOW** - You are already in the system, click here \_\_\_\_\_ to ensure your profile information is correct. There is no cost for this service.

You can opt-in to receive text messages by texting **SCText** to **95643**.

## Initiating a Security Alert

A security alert occurs when a significant personal threat to client safety arises that should prompt immediate response actions on the part of Shepherds' staff members.

Shepherds College 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event that notice or warning of impending or possible danger the Campus Security Administrator or designee will issue the proper warning.

Warnings can be issued through any or all of the following means:

- E-mail
- Page
- Text alert (in development)
- Social Media

When tests of these systems are conducted the administrator will make record of it

**When a front line staff member (i.e. Residential Life staff) becomes aware of a situation, they must determine if it is a "911" situation or not\*. If it is a "911" situation, they first initiate alarms and any necessary protective actions, then contact 911, and then report to the shift charge. Each shift will have both a college and program charge person. The charge person notified in turn will notify the other charge person of the situation if necessary and coordinate responses.**

- 911 situations include, but are not limited to:
  - Fire
  - Emergency Medical Alert
  - Emergency Security Alert
    - Unknown or suspicious persons on campus (\*may require investigation)
    - Unwelcome or barred individual(s) on campus
    - Active Unsafe Security Threat or Incident
  - Emergency Building Alert  
(Natural gas leak, electrical discharge, bomb threat or suspicious item. etc.)

If the situation is not a “911” situation the front line staff (FLS) should contact the appropriate charge person. The charge person will determine what action should be taken and notify the appropriate person or agency (nursing, advisor, case manager, etc.).

- If it is determined that the Sheriff should be notified the charge person should do so and then notify the appropriate departmental administrator.
- If the situation is nonmedical the case manager/advisor will determine along with their direct supervisor if the situation should be referred to the Racine County Sheriff’s Department unless it is already done so by the charge person at the time of occurrence.
  - If the situation is of a criminal nature, then immediate steps should be taken to protect or aid any clients or students involved, whether they are witnesses or victims.
- If the situation is a medical one (unless a result of a reportable crime) nursing will oversee any follow up.

## Alarm or Alert Response

### Charge Personnel

Any security alert will prompt **Charge Personnel** to investigate the cause of the alarm activation. Alerts may come in various forms; actual alarms, phone calls, pages, or word of mouth. Investigation shall be immediate, and at the site as soon as possible. Helping you come to a comfort level regarding your approach to the site includes information such as:

- location/remoteness of the alert,
- # of responders,
- time of day or night, and
- other client-based information

**If you feel your safety is at risk, or that anyone at Shepherds is at risk of personal harm, call law enforcement personnel, immediately (911)!**

### Team Response

Some security issues will be responded to in an active, coordinated team format. Examples are: lost client teamwork, and each of the evacuations included in this topic. Team members must coordinate with the *team leader*, the charge person, as circumstances can change from issue to issue. Know the team you work with, and help coach them as drills and practices occur as scheduled.

Some team roles will be assigned ahead of time, especially those involved in large-scale responses.

### Community Police Involvement

The local Union Grove policing responsibilities reside with the Racine County Sheriff’s Patrols assigned to the Village of Union Grove. The Racine County Sheriff’s patrol and the Wisconsin State Patrol are the only entities with arresting authority on Shepherds campus, with few exceptions. The Sheriff Deputies will most often be the first responders in an emergency. Connecting with the first responder, quickly, as they arrive on campus, is of utmost importance.

In expectation of police arrival in an emergency:

- **Assign** a staff member to meet the arriving officer(s).
- When the law enforcement officer arrives on campus, **identify** yourself as a staff member.
- **Direct** him or her to the charge person and the active alarm site.
- Supply **information** regarding the alarm in a concise, complete fashion. It is of utmost importance to responding officials.



- Be ready to **defer** to his recommendations and authority.

- Don't, however, be afraid to inform him if you feel his actions will create danger for our clientele or difficulty for law enforcement. Remember, **your information is what he is depending upon to make important safety decisions!**

## Critical Incident

A "critical incident" is any event that causes an unusually intense stress reaction. The distress that people experience after a critical incident will limit their ability to cope, impairs their ability to adjust, and negatively impacts the work environment. This level of distress will reveal itself in every individual differently, making the impact of every incident specific and unique.

A critical incident is not a reportable crime, and may be a "no fault" incident. It may be a precursor or possible indicator; a potential cause for acting out in a criminal fashion.

Examples of traumatic events that produce such reactions include:

- Worrisome information (bad news)
- Abuse or neglect – (**see HR Policy #106**)
- A violent or threatening incident in the work setting
- Injury
- Natural or man-made disaster that affects the workers' ability to function in the workplace
- A coworker's or client's death or serious illness
- Suicide

**Critical Incident Stress Debriefing (CISD)** is a process that prevents or limits the development of post-traumatic stress in people exposed to critical incidents. Professionally conducted debriefings help people cope with, and recover from an incident's aftereffects. CISD enables participants to understand that they are not alone in their reactions to a distressing event, and provides them with an opportunity to discuss their thoughts and feelings in a controlled, safe environment. Optimally, CISD occurs within 24 to 72 hours of an incident.

At work, in class and in residential areas, some people in distress may turn personal problems or trauma into disruptive, violent actions. Whether this behavior presents a major threat or simply makes others uncomfortable, it is important to identify and prevent crisis situations before they escalate.

It is vitally important for students, clients, faculty and staff to play a role in campus security. Be aware of the signs of a person in crisis who might be displaying behaviors that could include chronic depression or mood swings, perceptions of injustice, isolating behavior or hostility or frequent allusions to violence.

Shepherds Emergency Operations Plan may be activated to disseminate information to the campus community and activate the Critical Incident Stress Debriefing actions. In the event of a Critical Incident event on Campus or that affects individuals on campus such as a death of a student, faculty or staff member, the following contacts should be made:

- Vice President of Student Affairs
- Counseling Center Director
- Dean of Students

## Campus Violence

The following criminal acts are no different from other crimes, except that each requires quick response or intervention to limit or halt any continuing or escalating harm to any individual. These criminal situations may result from stress issues, but they may also be a result of planned malice. Regardless of reason, these violent acts are listed here so a proper response can be supplied for each crime.

Students are made aware of practices and procedures related to campus safety through the campus safety handbook, student handbook, and formal meetings. During student orientations, while taking the mobility assessment, and in Personal and Professional Development 1, students learn about safety measures to avoid theft, harassment and how to handle personal safety, and sexual offenses. They are made aware that they can call the sheriff directly to report crimes committed.

Response to these situations may involve a level of personal risk. These responses are intended to limit criminal action while limiting exposure to risk. If you feel your safety is at risk, or that anyone at Shepherds is at risk of personal harm, call law enforcement personnel, immediately (911)!

## **Harassment/Discrimination**

Any form of harassment, including verbal, physical, written or mental abuse will not be tolerated. Sexual harassment will not be tolerated. Shepherds believes that all clients, students and staff have the right to live, learn and work in a safe environment, where people treat each other with respect. Words or actions that are threatening, offensive, or intimidating and related to race, color, religion, national origin, sex, age, disability, physical status, veteran status, or any other physical characteristic will not be tolerated. Any threat or act of physical violence is also forbidden. This policy applies to and protects all employees, consultants, contractors, vendors, volunteers, temporary staff, students, clients and residents at Shepherds. Disciplinary action will result in any violation of this policy.

- **EMERGENCY ACTIONS** - *what to do if you are harassed or discriminated against or harassment/discrimination is reported to you.*
  - Immediate Intervention – Any observation of harassment or abuse should prompt an immediate intervention and the Department Director/Administrator should be notified.
  - Report – Individuals victimized or witnessing suspected harassment or abuse should report it to Shepherds Human Resources Department.

## **Sexual Assault/Rape/Child Molestation**

Shepherds will not tolerate sexual assault of any kind, including that of date or acquaintance rape. Sexual assault is defined as sexual contact without consent. A member of the Shepherds' community charged with sexual assault can be disciplined under Shepherds' conduct code and may be prosecuted under Wisconsin criminal statutes. Even if the criminal justice authorities choose not to prosecute, Shepherds can pursue disciplinary action. This disciplinary action could result in dismissal from Shepherds.

**Call 911!** Immediate reporting of a sexual assault is imperative for both the apprehension of the offender and for the collection of evidence that is vital to the support of the complaint. Even if a victim decides not to file charges, a report should be completed. Secure, trusted personnel should be notified in order to facilitate this process with the Racine County Sheriff's Department as well as to secure a crime scene if the assault has taken place on campus.

**Shepherds College will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or [[Page 122 STAT. 3309]] a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.**

**Shepherds college will change a victim's' academic and living situations after an alleged sex offense, and options for those changes if those changes are requested by the victim and are reasonably available.**

**The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought about alleging a sex offense.**

**Possible sanctions for that may be imposed by Shepherds College are:**

- **Dismissal from school**

**A list of registered sex offenders living near campus can be found here:**

<http://offender.doc.state.wi.us/public/>

Counseling for victims of sexual assault can be made available upon request. Requests should be made through the student's advisor.

## **Bomb Threat/Suspicious Item**

When a bomb threat is received:

- **EMERGENCY ACTIONS -**

If there is a threat of an immediate explosion, evacuate all people from the premises at once by pulling the fire alarm and barricading access to the alleged explosion site.

If the caller indicates there is time before the bomb will go off:

- Try to get as much information as possible about the location, description of the bomb, and the caller.
- Have second person contact 911 and then initiate evacuation. Evacuate all people from the premises at once by pulling the fire alarm and barricading access to the alleged explosion site.

When a suspicious item is discovered:

- **EMERGENCY ACTIONS -**

If you find an item you suspect is a bomb, DO NOT touch, move or disturb the item. Call 911 immediately, and then initiate evacuation. Keep persons away from the area until help arrives.

## **Kidnapping/Hostage/Extortion**

Any of these crimes involves the unlawful use or removal of individuals, their assets, or their information to obtain leverage in the illegal acquisition of benefit to the perpetrator. Each of these crimes is highly stressful and any can escalate to personal injury crimes. If one becomes aware of a criminal situation involving kidnapping/hostage/extortion, then follow the emergency action here provided:

- **EMERGENCY ACTIONS; Direct Intervention**

- Remain calm. Cooperate with the person. Make no sudden movements.
- If safe to do so, alert other employees/students that an emergency/danger is present or imminent and quietly leave the area.
- Call Administrative personnel.
- Call 911

- **If you receive a telephone call regarding a kidnapping/hostage/extortion situation:**

- Keep the caller on the line to get as much information as possible.
- Record all information.
- If you receive a ransom note, minimize additional handling of the note until it can be delivered to authorities
- Call Administrative personnel
- Call 911 upon advisement from administrator

## **Menacing Persons/Weapons Threat/Active Shooter**

It is essential that a manager or charge person remain calm and take immediate action. The key is to be aware of your environment and any possible dangers. If you suspect menace, or a potential active shooter situation, you must quickly determine the most reasonable way to protect your own life and those under your care. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

An **Active Shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### ▪ **EMERGENCY ACTIONS**

- **Activate:** Call the RAVE alert system and activate/describe an all user message to begin an appropriate response.
- **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises at risk. Make sure to leave belongings behind and keep hands visible.
- **Hide out:** If evacuation is not possible, you should find a place to hide where the active shooter is less likely to find you. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. And, remember to remain quiet and silence your cell phone or pager.
- **Take action:** As a last resort, and only when your life is in imminent danger, you should attempt to incapacitate the shooter by acting with physical aggression and throwing items at the active shooter.
- **Call 911** when it is safe to do so.

## **Reportable Crimes**

All students and residential clients, faculty and staff are encouraged to make prompt and accurate reports to the proper person. All reports can, whether by student and staff/faculty, be made on voluntary and confidential basis. The proper person is defined as follows:

- **For Students and Clients:**
  - **During the school/work day: Their Academic Advisor or Supervisor/Case Manager**
  - **During the evening: The Residential Life Supervisor or Living Skills Instructor**
- **Faculty /Staff:**
  - **Notify both the Charge staff as well as the Administrative staff if not the same person.**

All of the following crimes committed on Shepherds Campus will be reported to local authorities by Shepherds' administration. It is the responsibility of the Racine County Sheriff's department to conduct criminal investigations and follow-up if charges are to be levied. These crimes will be reported as they occur, in a general nature, to the balance of staff within 24 hours (Timely Announcement), and will be added to an annual report of such crimes, available to all constituents. All reported crimes will be described in an annual report, created by Shepherds, required by law under "the Clery Act." **The campus safety/Clery Act compliance officer will maintain and publish an annual report of all reported crimes required by the Clery Act.**

Murder/Non-negligent Manslaughter: The willful (non-negligent) killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

Negligent Manslaughter: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Forcible Sex Offense: Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

- Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Non-Forcible Sex Offense: Unlawful, non-forcible sexual intercourse.

- Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear. (Cyber-Crimes, while not specifically reportable, are considered criminal and will be so delivered to the attention of local authorities)

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another. (Do not classify fires of suspicious origin or fires of unknown origin.)

Hate Crime: A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

- Six categories of bias are reportable under the Clery Act:
  - race,
  - gender,
  - religion,
  - sexual orientation,
  - ethnicity/national origin,
  - disability
  
- Clery reportable crimes that can be considered Hate Crimes if the offender was motivated by bias are the following:
  - the offenses listed above,
  - Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
  - Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
  - Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
  - Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Alcohol, Tobacco and Illegal Drugs - In order to promote the virtues of sobriety and self-control, Shepherds Ministries prohibits the use of alcohol, tobacco (in any form), and illegal drugs on campus and during ministry related functions. It is illegal to purchase, possess, or distribute alcohol, tobacco, and illegal drugs on campus property by anyone. Violation of this policy will result in disciplinary action from Shepherds Ministries and state and local authorities.

State and Local Penalties

- **Alcohol:** Subject to the discipline policies set forth below. Additionally, individuals under the age of 21 can be subject to the following under WI State Statutes.
  - Penalties for underage drinking law violations within 12 month period consumption or possession of alcohol include:
    - First Offense - \$263.50
    - Second Offense - \$389.50
    - Third Offense - \$515.50
    - Fourth Offense - \$767.50
  - False ID card offenses: possession of, creating, providing, altering of identification. First Offense - \$515/Criminal Offense
  - Procuring from licensed premises
    - First Offense - \$452.50
    - Second Offense - \$515.50
    - Third Offense - \$767.50
    - Fourth Offense - \$1,082.50
  
- **Tobacco:** Subject to the discipline policies set forth below. Additionally, someone found to be smoking indoors is considered to be in violation of WI State Statute 101.123 as well as Village of Union Grove Ordinance 70-7 and can result in a fine not less than \$100 and not more than \$250.
  - **Illegal Drugs:** Subject to the discipline policies set forth below. Additionally, someone found to possess, consume, or distribute illegal drugs will be turned over to the proper authorities and are subject to local, state, and federal penalties. See Village of Union Grove Ordinances 70-3 and 70-4; WI State Statute Chapter 961.

A student’s eligibility might be suspended if the offense occurred while you were receiving federal student aid (grants, loans, or work-study). When you complete the FAFSA, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet to help you determine whether your conviction affects your eligibility for federal student aid.

If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can receive any aid for which you are eligible.

- If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

**Drug, Alcohol, and Tobacco Use Education:**

Shepherds College provides information each year about the dangers of alcohol, illegal drugs and tobacco use to each enrolled student and staff member by October 1<sup>st</sup> of each year. The information provided was prepared and provided by the Central Racine County Health Department.

***Campus Security Statistics  
Calendar Years 2014-16***

Criminal Homicide	0
Sex Offenses	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Arrests for liquor, drug, or illegal weapon possession	0

Shepherds College collects the crime statistics required under the Clery Act through a number of different methods.

Shepherds College maintains records of all reported crimes in the Crime Incident Report. The Campus Security Officer reviews and organizes all reports filed to ensure the appropriate categorization and classification of each incident. The

Campus Security Officer periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only).

The Campus Security Officer regularly contacts all campus security authorities requesting them to disclose any reports of crimes that may have been reported directly to them and not to the police department. The Campus Security Officer examines these reports to ensure that none of the incidents reported to campus security authorities was also reported to the police department to avoid double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

Shepherds College works closely with the Racine Sheriff Department to obtain records of all reported crimes which have taken place on the Shepherds College campus or on the public properties adjacent to the Shepherds College campus.

## **Missing Student or Elopement**

The number of students in a staff member's care should be known at all times. Take notice of any who may be absent due to illness, vacation, and shopping trip. Be aware of and take special precautions for clients who are known to wander.

### Prevention

- Advise students that if a fellow student or other client is not present where they are supposed to be or where they have been assigned to remain, that they may contact any staff member with their observation right away.
- Advise students that the school will notify the local law enforcement agency of a student that is missing. Contact information will be registered confidentially, and will be accessible only to authorized campus officials, or law enforcement personnel in furtherance of a missing person investigation.
- Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- Never leave your group alone or unsupervised, especially if there is the potential or expectation of elopement.

### At Shepherds campus

- Check again in your immediate area to determine that the student is missing.
- Inquire of other students or staff in your group as to the whereabouts of the "lost student."
- Notify the administrator or Charge Person who will initiate and coordinate the search.
- Enlist available staff and assign areas to be searched under supervision of Charge Person.
- Search systematically and thoroughly. Use Para-teachers, aides and volunteers to extend your search.
- If the student cannot be found within a reasonable time period,
  - Notify the department Administrator or designated charge person who will request help from local law enforcement officials.
  - Notify a custodial parent or guardian in addition to notifying any additional contact person designated by the student.
- Inform everyone when the client is found.
- Write up a report of the incident and immediately submit it to the Charge Person, Facility Administrator or his alternate.

### Away from Shepherds campus

- Check again in your immediate area to determine if the student is missing. Assess the environment to note possible locations in which to find the client.
- Inquire of the other students or staff in your group as to the whereabouts of the "lost client".
- If there are other Shepherds groups, combine groups to free additional staff for searching. Enlist available staff and appoint one staff member as a coordinator who will initiate and coordinate the search.
- If you are alone, take your group with you until someone is found to assist you and/or stay with your group.



- Search systematically and thoroughly. Use Para-teachers, aides and volunteers to extend your search into other areas to be searched.
- If at a public event, solicit the assistance of event staff, local and available law enforcement and medical officials.
- If the student cannot be found within a reasonable time period,
  - Notify the department Administrator or designated charge person who will request help from local law enforcement officials.
  - Notify a custodial parent or guardian in addition to notifying any additional contact person designated by the student.
- Inform everyone when the student has been found.
- Write up a report of the incident and submit it to your Administrator and the Facility Administrator or his alternate immediately upon your return to Shepherds.
- Take a census before leaving and returning from an off campus activity (i.e., reloading after a rest stop).

NOTE: Some of these steps may occur simultaneously or vary depending upon the actual emergency conditions.

## Types of Evacuation

There are seven types of emergency evacuations, each specific to the Emergency Type and Emergency Location Requirements.

### Security Evacuation

- Secure in place – lock down and lock out
- Building evacuation – lock down and lock out

### Fire Evacuation, building

- Single Building evacuation

### Weather Evacuation, campus

- Campus-wide relocation to emergency weather shelters

### Environmental Evacuation

- Secure in place – lock down
- Building evacuation – lateral campus relocation
- Campus evacuation – escape to off-campus site, tbd.

**A security alert** occurs when a significant threat to client safety arises that should prompt immediate response actions on the part of Shepherds’ staff members and/or local Law Enforcement. Sample events that prompt a Security Alert are:

- Unknown persons on campus.
- Known threats on campus.
  - Individuals who do not have or have lost permitted access to a client.
  - Individuals who have been barred from access to a client.
  - Individual known to be armed.
  - Environmental threats
- Increased potential for threats on campus.
  - Local events likely to increase the immediate traffic of known or unknown individuals.
  - Large, on-campus events.
- Stress source on campus (death, or other resident emergencies).
- What to do if you observe or otherwise become aware of such an event:
  - Call or contact the Charge person immediately and report your observation.
  - Take immediate actions necessary to protect you, residents or staff.
  - Await further instructions.

**Security Alert, “Secure In Place; Lockdown”**

A Lockdown alert will be initiated when a security threat of a severe nature occurs, with little or no time to respond by moving personnel out of harm's way. Lockdown is intended to slow down or stop an emergency threat until law enforcement personnel can arrive to resolve the situation.

**Announcement:** Administrative staff or Charge personnel shall make security announcements.

- Initial Announcement:
  - **Text Alert System**
  - **Page and telephone**

*"Attention staff! Please lock all facility entrances and arm all security systems! Shepherds Campus is under security alert for (time period). Please take a census of clients under your direct supervision, and keep your students within a secure area. Please remain there until further notice"*

- Time Period:
  - "...until further notice."
  - "... (Given amount of time)."

### Staff Response

1. Charge or Administrative personnel take immediate emergency supervision/control
2. Lock all doors and arm security system, immediately (by assignment)
3. Take census and await collection. Quickly ascertain any remote clientele and staff at risk, establishing communications with them.
4. Gather all students to local, supervised, secure areas such as: Unit dining/living rooms, classrooms or indoor work enclosures. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. And, remember to remain quiet and silence your cell phone or pager.
5. Lock all internal doors, close curtains or shades, shut off lights; remain out of visual range of doorway (if possible).
6. At all times, obey instructions from law enforcement officers! Stay ready to react to instructions.
7. As a last resort, and only when your life is in imminent danger, you should attempt to incapacitate a security threat by acting with physical aggression and throwing items at the security threat.

### Follow-up Announcement

Responses to Initial Threats:

<b>Withdrawal</b> – "Attention Staff! Please remove all staff and students from (given area) to (given area)!"
<b>911</b> – "Attention Staff! Please dial 911 upon observance of a threat to Shepherds, Shepherds' students or staff!"
<b>Assistance</b> – "Attention! Security assistance STAT at (given location)!"
Combinations of above

### Stand Down Announcement

"Attention Staff! We are no longer under security alert status. Please return to (activities, locations)."

### Security Alert, "Lateral Evacuation as Instructed"

This alert is based upon any or all of the circumstances as found in a lock down alert, except that time or circumstances permits the evacuation of building personnel to other, safer campus locations. The announcements would thereby change to include instructions to evacuate immediately to the designated locations.

**Announcement:** Administrative staff or Charge personnel shall make security announcements.

- Initial Announcement:
  - **RAVE**
  - **Page and telephone**

*"Attention staff! Please lock all facility entrances and arm all security systems! Shepherds Campus is under security alert for (time period). Please evacuate all personnel from the \_\_\_\_ (building name) \_\_\_\_ and take them*

*immediately to \_\_\_\_\_ (safe location) \_\_\_\_\_! Please take a census of clients under your direct supervision, and keep your clients within that secure area. Please remain there until further notice”*

- Time Period:  
“...until further notice.”  
“... (Given amount of time).”

### Staff Response

1. Charge or Administrative personnel take immediate emergency supervision/control
2. Evacuate all clients to the remote building, into supervised, secure areas such as: Unit dining/living rooms, classrooms or indoor work enclosures. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. And, remember to remain quiet and silence your cell phone or pager.
3. Lock all external doors and arm security system, immediately (by assignment) in both the building evacuated and the safe building.
4. Take Census and await collection. Quickly ascertain any remote clientele and staff at risk, establishing communications with them.
5. Lock all internal doors, close curtains or shades, shut off lights; remain out of visual range of doorway (if possible).
6. At all times, obey instructions from law enforcement officers! Stay ready to react to instructions.
7. As a last resort, and only when your life is in imminent danger, you should attempt to incapacitate a security threat by acting with physical aggression and throwing items at the security threat.

### Follow-up Announcement

Responses to Initial Threats:

<b>Withdrawal</b> – “Attention Staff! Please remove all staff and students from (given area) to (given area)!”
<b>911</b> – “Attention Staff! Please dial 911 upon observance of a threat to Shepherds, Shepherds’ students or staff!”
<b>Assistance</b> – “Attention! Security assistance STAT at (given location)!”
Combinations of above

### Stand Down Announcement

“Attention Staff! We are no longer under security alert status. Please return to (activities, locations).”

### Fire Alert, “Building Evacuation to another Campus building”

When a new student arrives on campus, that individual is to receive instruction from their residential and academic teams regarding proper fire alert response and evacuation. The supervising team shall evaluate the client’s needs for support within 72 hours of arrival on campus. Continuing evacuation training shall be provided (through various drill techniques) until the client has attained self-preservation skills allowing full participation in fire emergency evacuation.

Upon the sounding of a fire alarm, all personnel within the building under alarm shall proceed along practiced evacuation routes to designated meeting points outside of the building. Safe route choices shall be made, confirming the actual route taken. Nobody is exempt from evacuation except first responder personnel.

From the designated meeting place, a census shall be taken, and an immediate relocation to a safe building of staff choice, convenient to the meeting point, shall occur. All client personnel and direct supervisors shall remain in the safe location until further instructions direct them elsewhere.

### Weather Alert, “Evacuation to basements or other weather shelters”

When a new student arrives on campus, that individual is to receive instruction from their residential and academic teams regarding proper weather response and evacuation. The supervising team shall evaluate the client's needs for support within 72 hours of arrival on campus. Continuing evacuation training shall be provided (through various drill techniques) until the client has attained self-preservation skills allowing full participation in weather emergency evacuation.

Upon the sounding of a weather alert (Condition Gray), all personnel on campus shall adjust activities in preparation for further weather alerts. Upon the sounding of an intensive weather alert (Condition Black), all personnel on campus shall proceed along prescribed, practiced evacuation routes to designated shelters throughout campus. Safe route choices shall be made confirming the actual route taken. Nobody is exempt from evacuation except first responder personnel.

Upon the sounding of an imminent weather alert ("Hit the Deck!"), all personnel on campus shall seek immediate cover on the floor in small rooms along interior hallways. At the first safe opportunity they shall pursue the safety of the closest shelter.

From the designated shelters, a census shall be taken, and all personnel shall await the circumstances of the weather emergency. All client personnel and direct supervisors shall remain in the safe location until further instructions direct them elsewhere. If building damage has occurred, an environmental evacuation to a safe location shall occur.

**An Environmental Alert** occurs when a significant environmental threat to client safety arises that should prompt immediate response actions on the part of Shepherds' staff members. Sample environmental threats that prompt this evacuation are:

- Increased potential for environmental threat on campus.
  - Chemical, electrical danger
  - Potentially dangerous, known/unknown substance present on campus
  - Structural issue in a campus building
- Stress source in a campus building

What to do if you observe or otherwise become aware of such an event:

- Call or contact the Charge person immediately and report your observation.
- Take immediate actions necessary to protect you, residents or staff.
- Await further instructions.

### Environmental Alert, "Lateral Evacuation as instructed"

When a potential environment hazard is limited to one building or a portion of a building, lateral evacuation away from the danger points must be initiated

**Announcement:** Administrative staff or Charge personnel shall make security announcements.

Initial Announcement:

*"Attention staff! Shepherds Campus is under environmental alert for (time period). Please evacuate all personnel from the \_\_\_\_ (building name)\_\_\_\_ and take them immediately to \_\_\_\_ (safe location)\_\_\_\_! Please take a census of students under your direct supervision, and keep your students away from the secure area. Please remain away until further notice"*

- Time Period:
  - "...until further notice."
  - "... (Given amount of time)."

### Staff Response

1. Evacuation shall be complete and immediate. No time shall be expended in transport of personal possessions, supply materials, or outdoor clothing.

2. Proceed to the assigned gathering point(s): a specific building selected for its remoteness to the specific danger at hand.
3. Take Census
4. Await further instructions.
5. Comply with any directions given by official Emergency Response Personnel.

**Follow-up Announcements**

Response to Initial Threats:

<b>Additional Withdrawal</b> – “Attention Staff! Please remove all staff and students from (given area) to (given area)!”
<b>911</b> – “Attention Staff! Please dial 911 upon any observance of a threat to Shepherds, Shepherds’ students or staff!”
<b>Assistance</b> – “Attention Staff! Assistance STAT at (given location)!”
Combinations of above

**Stand Down Announcement**

“Attention Staff! Shepherds is no longer under environmental alert status. Please return to (activities, locations).”

**Environmental Alert, “Lockdown”**

When a potential environment hazard is outdoors in the environment, or in a remote building with some danger of leakage to the outdoor environment, staff and clientele will be instructed to remain indoors.

**Announcement:** Administrative staff or Charge personnel shall make security announcements.

Initial Announcement:

*“Attention staff! Shepherds Campus is under environmental alert for (time period). Please retain all personnel within the \_\_\_\_ (building name) indoors! Please take a census of clients under your direct supervision, and keep your students away from the exterior access. Please remain until further notice”*

- Time Period:  
     “...until further notice.”  
     “... (Given amount of time).”

**Staff Response**

- 1) Isolation shall be complete and immediate. No time shall be expended in transport of personal possessions, supply materials, or outdoor clothing.
- 2) Remain in the assigned gathering point(s): rooms in the building, selected for remoteness to the specific danger at hand.
- 3) Take census
- 4) Await further instructions.
- 5) Comply with any directions given by official Emergency Response Personnel.

**Follow-up Announcements**

Response to Initial Threats:

<b>Additional Withdrawal</b> – “Attention Staff! Please remove all staff and students from (given area) to (given area)!”
<b>911</b> – “Attention Staff! Please dial 911 upon any observance of a threat to Shepherds, Shepherds’ students or staff!”
<b>Assistance</b> – “Attention Staff! Assistance STAT at (given location)!”
Combinations of above

**Stand Down Announcement**

“Attention Staff! Shepherds is no longer under environmental alert status. Please return to (activities, locations).”

## Environmental Alert, "Off Campus Evacuation"

*(Full details of the campus evacuation procedure are available in the document "Template Policy on Healthcare Facility Patient Evacuation and Shelter-in-Place". This protocol is under review for adaptation to Shepherds campus)*

If an occasion ever arises when an environmental threat renders the entire campus, or a significant portion thereof, unsafe for occupancy, then all personnel will initiate a campus evacuation. The Incident Command Staff will set up a "command center" in the Wood Center Conference Room. The following is an outline for the plan of evacuation by responsibilities of the Command Staff:

- Incident Commander
  - Direct overall operation of the move
- Public Information Officer
  - Contact primary rendezvous/gathering point
  - If the primary rendezvous/gathering point is not useable contact the secondary point
  - Issue any statements to media if needed
- Emergency Response Officer
  - Coordinate any communication with outside agencies (Fire, Rescue, EMT, and Police/Sheriff).
  - Addresses campus response and or repair issues.
  - Seeks restoration of campus operations.
  - Oversee the gathering of vehicles to the loading area outside of the Shepherds Table (rear, west doors).
- Operation Chief
  - Coordinate Direct Care staff to prepare for and accompany the clients during the evacuation.
  - Oversee med carts delivery, and the collection of any medication/supplies from nurses' station; delivered to the Logistics Officer.
- Logistics Officer
  - Gathering of bottled/canned beverages and nonperishable food to be taken and distributed to clients (if to go beyond one night).
  - Gathering of medication/supplies to be taken and distributed to clients (if to go beyond one night).
- Finance Chief
  - Activate Emergency accounts (if needed)
  - Make sure appropriate staff members have access to needed funds and ability to track expenditures.

If the evacuation will not require an overnight stay off campus Command staff should make provisions for any meal and medication needs.

- Clients/students should be brought to an Assembly Area in groups to be loaded on vehicles and taken to the designated alternate housing.
- Clients/students should stay at the alternate housing until allowed to return to campus.
- The following protocols would be put in place if the evacuation requires one (1) to seven (7) days away from campus.
  - Housing should be found at a local hotel/motel(s)
    - This would require roughly 70-80 rooms (for entire client population)
      - Ideally units should be kept together for easier medication distribution as well as a sense of comfort to the clients.
    - 24 hour Staffing should be maintained at each location
      - All non-maintenance staff would be assigned
      - Maintenance staff will secure the campus and then remain on call as campus liaison.
    - Food would be acquired either through emergency services (i.e. Red Cross) or bought and delivered to the clients.
    - Necessary clothing should be brought to the clients (2-3 days) as soon as possible.
    - Laundry will be done at a local laundry. The Financial Officer will provide funds for this.
    - Logistics Officer will provide vehicles to all locations.

- Medical appointments should be kept if possible.
- All Parents and Guardians should be notified within 24 hours of the evacuation notice.
- The Public Information Officer should work with Case Managers to accomplish this.

If the evacuation requires more than seven day stay away from campus an effort to temporarily place as many clients as possible with family members until they can return to campus. Those that are able to go to stay with family should do soon as possible after the seventh day of the evacuation.

## EMERGENCY OPERATIONS PLAN

Most critical incidents and emergencies that occur on the Shepherds campus are handled by personnel and resources within Shepherd's day-to-day operational structures. The intent of the Emergency Manual is to equip normal operations with the ability to convert to emergency procedures when the need arises.

A small percentage of crises will be extraordinarily difficult. They may be large in scope or intricately detailed in impact. These difficult crises may require a next level of emergency operations, a coordinated effort and response on the part of a team of campus officials and other emergency responders (Incident Command/Unified Command).

If a large-scale campus incident or hazard requires, this team can implement the Emergency Operations Plan (EOP), which is based on a national operations model (National Incident Management System). The EOP format exists to handle large incidents on a strategic level and leave the tactical response to the individual departments/functions represented in the plan. A copy of the EOP is available on request from your individual department head.

### ▪ **Emergency Operations Center**

Should an emergency crisis require it, an Emergency Operations Center will be opened. The Emergency Operations Center will become the center of all operations during the emergency. Large scale evacuations or long-term interruptions of operations are the primary, causal crises. The Campus Emergency Operations Center is staffed by the **Incident Command /Unified Command** members, and/or their designates.

# Shepherds College Fire Safety Report

- A Fire log is maintained by the school and can be provided upon requests to the Admissions/Financial Aid Office.

## List of on campus student housing and fire detection, suppression, and alarm systems for each building.

Building	Section	Protection System
<b>Wood Center</b> (Men's and Women's Dorms)		
	North Classrooms, South Classrooms, North Dorms and South Dorms	<b>Fire Sprinkler System</b> , tested annually, connected to interconnected detection system
		<b>Interconnected Fire Safety System</b> , smoke detectors, Heat detectors and pull stations; Smart System providing self-diagnostic notice; Annunciators
		<b>Interconnected Fire Alarm System</b> , horns and strobes at certified locations, fire doors with automatic closers upon alarm
		<b>Fire Extinguishers</b> , inspected annually, recharged as necessary, certified and sealed
		<b>Lighted Exit Signs</b> and exit route lighting on dedicated back-up generator circuits
		Annual <b>Furnace and Flue Inspection</b> , with inspection by a professional source every 3 years
		Requisite <b>Fire Safety Course</b> certification for all staff
		Requisite <b>Fire Drill</b> training for all residential and student personnel; 6 required annual fire drills per location – documented and accommodation plans for those with some incapacity
	Central Classrooms and Administrative Offices	<b>Interconnected Fire Safety System</b> , smoke detectors, Heat detectors and pull stations; Smart System providing self-diagnostic notice; Annunciators



		<b>Interconnected Fire Alarm System</b> , horns and strobes at certified locations, fire doors with automatic closers upon alarm
		<b>Fire Extinguishers</b> , inspected annually, recharged as necessary, certified and sealed
		<b>Lighted Exit Signs</b> and exit route lighting on dedicated back-up generator circuits
		Annual <b>Furnace and Flue Inspection</b> , with inspection by a professional source every 3 years
		Requisite <b>Fire Safety Course</b> certification for all staff
		Requisite <b>Fire Drill</b> training for all residential and student personnel; 6 required annual fire drills per location – documented and accommodation plans for those with some incapacity
<b>Clark Apartments</b>		<b>Interconnected Fire Safety System</b> , smoke detectors, Heat detectors and pull stations; Smart System providing self-diagnostic notice; Annunciators
		<b>Interconnected Fire Alarm System</b> , horns and strobes at certified locations, fire doors with automatic closers upon alarm
		<b>Fire Extinguishers</b> , inspected annually, recharged as necessary, certified and sealed
		<b>Lighted Exit Signs</b> and exit route lighting on dedicated back-up generator circuits
		Annual <b>Furnace and Flue Inspection</b> , with inspection by a professional source every 3 years
		Requisite <b>Fire Safety Course</b> certification for all staff
		Requisite <b>Fire Drill</b> training for all residential and student personnel; 6 required annual fire drills per location – documented and accommodation plans for those with some incapacity
<b>Home A</b>		<b>Fire Sprinkler System</b> , tested annually, connected to interconnected detection system;

		<b>Interconnected Fire Safety System</b> , smoke detectors, Heat detectors and pull stations; Smart System providing self-diagnostic notice; Direct Dial to 911
		<b>Interconnected Fire Alarm System</b> , horns and strobes at certified locations, fire doors with automatic closers upon alarm
		<b>Fire Extinguishers</b> , inspected annually, recharged as necessary, certified and sealed
		<b>Lighted Exit Signs</b> and exit route lighting on dedicated back-up generator circuits
		Annual <b>Furnace and Flue Inspection</b> , with inspection by a professional source every 3 years
		Requisite <b>Fire Safety Course</b> certification for all staff
		Requisite <b>Fire Drill</b> training for all residential and student personnel; 6 required annual fire drills per location – documented and accommodation plans for those with some incapacity
<b>Home B</b>		<b>Fire Sprinkler System</b> , tested annually, connected to interconnected detection system;
		<b>Interconnected Fire Safety System</b> , smoke detectors, Heat detectors and pull stations; Smart System providing self-diagnostic notice; Direct Dial to 911
		<b>Interconnected Fire Alarm System</b> , horns and strobes at certified locations, fire doors with automatic closers upon alarm
		<b>Fire Extinguishers</b> , inspected annually, recharged as necessary, certified and sealed
		<b>Lighted Exit Signs</b> and exit route lighting on dedicated back-up generator circuits
		Annual <b>Furnace and Flue Inspection</b> , with inspection by a professional source every 3 years
		Requisite <b>Fire Safety Course</b> certification for all staff

		Requisite <b>Fire Drill</b> training for all residential and student personnel; 6 required annual fire drills per location – documented and accommodation plans for those with some incapacity
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## Fire Data for Each Building (for calendar years 2013-15):

- Wood Center (Men’s and Women’s Dorms)

Number of Building Fires	1
Number of People With Fire Related Injuries	0
Number of Fire Related Deaths	0
Value of Property Damage Related to Fires	\$50

- Home A

Number of Building Fires	0
Number of People With Fire Related Injuries	0
Number of Fire Related Deaths	0
Value of Property Damage Related to Fires	\$0

- Home B

Number of Building Fires	0
Number of People With Fire Related Injuries	0
Number of Fire Related Deaths	0
Value of Property Damage Related to Fires	\$0

- Clark Apartments

Number of Building Fires	0
Number of People With Fire Related Injuries	0
Number of Fire Related Deaths	0
Value of Property Damage Related to Fires	\$0

## Fire Safety Education and Training:

Within 90 days of hire, all Shepherds College personnel are required to pass a state mandated 6-hour Fire Safety Training course. This course is taught by a qualified Facilities Administrator, relating all safety measures to actual campus equipment, locations, and practice. The course teaches evacuation processes and the evaluation of client self-preservation skills. The course also reviews Shepherds Fire Safety policies regarding open flame, non-combustibles, appliance care, extinguisher use, etc.

An annual, 1-hour Fire Safety seminar is required for all staff. Fire safety policies are reviewed, evacuation methods are reinforced and communication methods are rehearsed. Any updates or changes to building Fire Safety policies are also reviewed.

All students are taught the fire evacuation process within 72 hours of arrival to campus and each time they move to a new residential area. They are evaluated regarding their self-preservation skills in fire and weather emergencies. This process includes the use of walk-through drills, announced drills, and unannounced drills to ensure the student's grasp of fire evacuation processes. The drilling practice permits staff members to develop and implement any supports the student may need to effect an accurate and fast evacuation. Students are required to evacuate buildings within two minutes. Failure to do so would result in a written evacuation plan.

Fire drills are conducted through the school year. A minimum of six drills are performed in each school year with at least one in each area of occupancy including but not limited to housing, academic areas, lunch rooms, and recreation areas. At least one of these drills shall be conducted during bedtime hours as described in the CBRF code (DHS 83). Six fire drills were conducted during the 2013-2014 school year; these records are kept by the Residential Life Manager.

## **General Instructions for Fire Evacuation**

- As students evacuate the residential facilities, they should turn off appliances and lights. Do not leave residential area with food cooking on stoves.
- Students should remain in the designated meeting location until authorized to leave.
- Shelter locations for fire evacuation:
  - Students in the Wood Center South Dorms and classrooms south of the Wood Center Nurses Station should exit through the nearest door and evacuate to the Cook Cottage.
  - Students in the Wood Center North Dorms and classrooms north of the Wood Center Nurses Station should exit through the nearest door and evacuate to the Greenhouse.
  - Students in the College Homes should exit through the nearest door and evacuate to the alternate College Home.
  - Students in the Clark Apartments should evacuate to the Findley Center basement.

## **Operational Safety Policies (i.e. smoking, open flames, and portable electric devices)**

Operational Safety Policies currently in affect play an important role in limiting the potential for fire. CBRF codes mandate that all equipment be kept in optimal and safe operating order. This code applies to all equipment brought into the facilities, including personal electrical appliances.

- All furnace and heat appliances must be direct wired to electrical circuitry and operated by thermostat
- All power strips are to be used appropriately and extension cords are not to be utilized as a permanent solution for electrical access
- No open flames or fire devices are permitted in campus buildings except in designated and protected cooking areas or maintenance areas
- No emergency evacuation routes are to be blocked or impeded, whether inside or outside of buildings
- All emergency lighting, generators, and alert devices are to be kept in good working order
- No warming devices or cooking implements are to be used outside of the kitchen. For example: hot plate, coffee pot, candle warmer, etc.

## **Reporting Personnel**

- Record of fire training and education for staff members is maintained by the Shepherds Ministries Human Resources Administrative Assistant.
- The Facility Services Administrator conducts fire safety trainings and seminars.
- Record of all student fire safety instruction and evacuation data is maintained by the Residential Life Manager.
- In the case of student difficulties in the evacuation process, the student's Advisor consults with all contributing personnel to develop a fire safety action plan for that student.

In the event of any fire or smoke emergency, any observed details of the event shall be relayed to the Residential Life Supervisor so responsive corrective action can be initiated.

## **Plan for future improvements:**

All buildings on campus including student housing are inspected regularly by local fire officials. They are maintained by facilities staff or contractors as needed. Any updates or additions that need to be made will be added in a reasonable time period or as required by local, state, and federal regulations.