



CAMPUS ANNUAL SECURITY REPORT

Fox College strives to provide a safe environment for our students' learning experiences. We are located in a suburban business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, college personnel are available to assist students and staff.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes they see a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Fox College include the President, Director of Financial Aid, Chief Administrative Officer, Chief Academic Officer, and the program directors. All incidents are then reported to the Chief Administrative Officer, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a college official is not available.

Illinois law has established the recognized role of "Confidential Advisor," which is an individual retained by a higher education institution who has certain mandated training and has the duty and ability to provide confidential emergency and ongoing support to students who have experienced sexual misconduct. The Confidential Advisor is not considered a responsible employee under Title IX and can keep the information you provide to them private. Fox College has elected to contract Resilience for Confidential Advisor services.

Resilience is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. The phone number for students needing to access Resilience 24-hour services is 773-907-1062.

As a confidential advisor a Resilience advocate can:

- (i) inform you of the choice of possible next steps regarding reporting options and possible outcomes, whether through Fox College policies and procedures or local law enforcement;
- (ii) notify you of the resources and services available to you, both on and off campus;
- (iii) discuss orders of protection and no contact orders;
- (iv) provide confidential services to you and have privileged, confidential communications with you in accordance with Chapter 735 Section 802.1. of the Illinois Code of Civil Procedure: Confidentiality of Statements Made to Rape Crisis Personnel; and
- (v) at your request, liaise with and assist in contacting and reporting to Fox College officials, local law enforcement, or community-based sexual assault crisis centers as well as to secure accommodations (as defined in this policy) from Fox College.

Any student who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled at Fox College may utilize Confidential Advisor services provided by Resilience at any time. To reach Resilience please call their 24-hour message center* at 773-907-1062. Please note that this is a message center and that you will need

to ask that they page Resilience. Upon receiving a request for Resilience support, the message center will page the Resilience Advocate on call. After being paged, a Confidential Advisor from Resilience will respond to the request for support over the phone within 15 minutes. Students will need to provide a number for the Confidential Advisor to call them back; if they are not comfortable providing a number, they can ask to be placed on hold while Resilience is reached.

*The Resilience Message Center is run by Swedish Covenant Hospital, a separate entity from Resilience. No student is required to provide any information to the message center other than they would like Resilience to be paged.

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Also guests are invited to speak to the students during the course of their program on topics such as self-protection, awareness of rape, acquaintance rape, dating violence, domestic violence, stalking, and other forcible and non-forcible sex offenses. Orientation agendas include information in the areas of personal safety and theft protection. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the administration and classroom building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During non-business hours, the building is locked, and access is by key card and security code, which have been assigned to designated personnel. The evening staff activates the security system once the building is vacated each day. Fox College does not provide residential facilities for students on campus.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and non-emergency requests.

Authority of Campus Security Personnel

Fox College does not have a campus police or security department. Campus personnel have no formal relationship with any state or local law enforcement agency, although personnel strive to maintain a good working relationship with local law enforcement personnel. Campus personnel have no authority to arrest anyone.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our Tinley Park campus and on public property immediately adjacent to and accessible from the campus during the periods indicated.

Category	Location	2020	2021	2022
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0

Category	Location	2020	2021	2022
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0

Hate Crimes Hate crimes are criminal offenses committed against a person or property that are 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 actual or perceived race, gender, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the three years in the above Crime Statistics table, there were no reported hate crimes at the above-listed geographic locations.

Caveat: With the exception of a leased parking lot in Tinley Park, Fox College has no residential facilities for students on campus, it does not recognize any off-campus locations of student organizations, and it does not have any non-campus buildings or property associated with it.

Disclosures to Alleged Victims

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

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus and on public property within or adjacent to the campus. The Chief Administrative Officer is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in college-related activities. Fox College's campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident, unless the institution determines that the violation was egregious, including without limitation an action that places the health or safety of any other person at risk.

Campus Sexual Assault Victims' Bill of Rights

The *Campus Sexual Assault Victims' Bill of Rights* was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities participating in federal student aid programs afford sexual assault victims certain basic rights. The *Campus Sexual Assault Victims' Bill of Rights* exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Federal and state laws entitle sexual assault victims to the following rights:

- Survivors shall be notified of their options to report or not report the alleged incident to the institution, law enforcement, or both.
- The accuser and accused must have the same opportunity to have others present throughout disciplinary proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Fox College Dating Violence, Domestic Violence, Sexual Assault, and Stalking Processes and Procedures

Fox College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the student's age or because of the student's temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Illinois are as follows:

Any person who physically assaults (which includes but is not limited to hitting, choking, kicking, shoving, raping, destruction of personal property), threatens, harasses, exploits, neglects, deprives, intimidates dependents, stalks, or interferes with the personal liberty of another family or household member has broken the Illinois domestic violence law. Under Illinois law, family or household members include people who are dating or engaged or used to date, including same sex couples.

A person commits criminal sexual assault if that person commits an act of sexual penetration and uses force or threat of force; knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; is a family member of the victim and the victim is under 18 years of age; or is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim and the victim is at least 13 years of age but under 18 years of age.

A person commits stalking when they knowingly engages in a course of conduct directed at a specific person, and they knows or should know that this course of conduct would cause a reasonable person to fear for his or her safety or the safety of a third person or suffer other emotional distress. A person commits stalking when they, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person or places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint to or of that person or a family member of that person. A person commits stalking when they had previously been convicted of stalking another person and knowingly and without lawful justification on one occasion follows that same person or places that same person under surveillance and transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint to that person or a family member of that person.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of

verbal or physical resistance alone. A person's manner of dress does not constitute consent. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation, the following: the person is incapacitated due to the use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age; or the person is incapacitated due to a mental disability. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent.

Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

Fox College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include employee orientations, DCFS online training for employees, EVAWI online training for administration, student orientations, and student first-day seminars. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as sexual violence definitions, rape culture, myths and facts, empathy, language, media, music, rape trauma response, anatomy of victim blaming, risk reduction, sexual harassment, oppression, privilege, racism, discrimination, acquaintance rape/date rape drugs, healthy relationships, legal medical issues, and internet safety. These programs are offered and conducted by Resilience. You may contact Resilience at 312-443-9603 to find out more information about their Education and Training Program. Information on registered sex offenders can be obtained from the Tinley Park Police Department, 7850 West 183rd Street, Tinley Park, Illinois (708-532-9111).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you.
- Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.

- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. Third parties, bystanders, and students or employees who witness or are the victim of a dating violence, domestic violence, sexual assault, or stalking offense regardless of where the incident occurred should report the offense in a timely manner to a college official either in person or by phone at (708) 444-4500. The student has the option to report to the Title IX Coordinator or a Campus Security Authority. The individual also has the option of reporting the incident to local law enforcement and a sexual assault crisis center such as Resilience. Any individual may make an anonymous report concerning an act of sexual assault, sexual misconduct, or relationship violence. The written report can be submitted to the Title IX Coordinator without disclosing one's own name, identifying the accused, or requesting any action. Campus crime and incident reports can also be filed electronically at www.foxcollege.edu/services.

The Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog, is the Title IX Coordinator. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sexual violence and evaluates requests for confidentiality.

Campus Security Authorities include the program directors and the administration. Campus Security Authorities are required to submit a report for statistical purposes. Their report can be submitted without identifying the victim.

In Tinley Park, the address and nonemergency phone number for local law enforcement are 7850 183rd Street, 708-532-9111. If immediate help and support is needed, a 24-hour Chicago Rape Crisis Hotline is available at 888-293-2080. This hotline is not overseen by Resilience. To connect with Resilience directly, students should follow the procedures outlined in the Confidential Advisor portion of this catalog.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The college will maintain as confidential any accommodations or supportive measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or supportive measures.

If the victim wishes to notify the proper law enforcement authorities, college officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities. A sexual assault victim may have a medical forensic examination completed at no cost to the survivor at any hospital of their choosing. Hospitals are required by law to offer this exam, including the option of having a 'rape kit' done up to 7 days after an assault.

Many hospitals partner with Rape Crisis Centers to provide 24-hour in-person crisis support to their emergency room. Please contact the Chicago Rape Crisis Hotline at **888-293-2080** or Resilience at **773-907-1062** to find the hospital nearest you that offers this service.

When a student or employee of the college reports to the institution being a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of the student's rights and

options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus sexual assault crisis centers, counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services, including the name, telephone number, address, and website url if available, will be provided to victims of dating violence, domestic violence, sexual assault, and stalking by the education support office. Other than financial aid assistance, no professional on-campus services are available.

The following is provided as written notification about existing sexual assault crisis centers, counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims as well as options for, available assistance in, and how to request changes to academic, living, dining, transportation, and working situations or protective measures.

The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. Resilience offers information for off-campus sexual assault crisis centers, counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available to victims of dating violence, domestic violence, sexual assault, or stalking.

Upon receiving a report of an alleged sex offense, college officials will also provide victims with a written explanation of the supportive measures available to the victim to ensure the student's safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, dining, transportation, and working situations. A written request for accommodations should be submitted to the President, who will be responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Fox College does not issue orders of protection. However, if requested, college officials will honor and provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Fox College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Title IX grievance process or the Student Conduct policy. Sanctions that may be imposed are warning suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Title IX grievance process or the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training that addresses but is not limited to issues related to dating violence, domestic violence, sexual assault, and stalking; sexual harassment; and issues of relevance and conducting an investigation and grievance process. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and, in most cases, within 60 working days from the filing of the complaint.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to provide or present evidence and witnesses on their behalf and to have others present during college disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Neither party will be allowed to cross-examine the other but may, at the discretion and

direction of the individual or individuals resolving the complaint, suggest questions to be posed to the other party. Neither party can be compelled to testify in the presence of the other party.

Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed within 7 days of a decision of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from a warning to a suspension to dismissal or termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else who in good faith reports or discloses alleged sexual misconduct, files a complaint, or otherwise participates in the complaint resolution procedure. Any person who retaliates against another individual will be subjected to disciplinary action ranging from a warning to dismissal.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the college administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the college community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt the class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other college officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Upon leaving the building, students are required to report to the location assigned to their cohort so that their program manager can ensure all students are out of the building. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the college in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Chief Administrative Officer.

In the event of an incident, which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.