

Brown Mackie College

Two Liberty Square, 75 Beattie Place, Suite 100

Greenville, SC 29601

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

October 1, 2011

The Brown Mackie College is providing the following information to all of its employees and students as part of the Brown Mackie College commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Brown Mackie President, Karen Burgess, by phone/mail:

(864)239-5300

Two Liberty Square, 75 Beattie Place, Suite 100

Greenville, SC 29601

CAMPUS SECURITY AND CRIME PREVENTION POLICY

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

REPORTING CRIMES AND EMERGENCIES

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

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College facilities to the campus President, Karen Burgess either in person or by calling (864) 239-5300. If the Campus President is not available, you may contact Brian Wysko, Dean of Academic Affairs at (864)239-5300 and the Greenville Police Department by dialing 911.

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

In the event of fire or medical emergencies, staff and employees should contact the Greenville Police by dialing 911 and then notify the President Karen Burgess, Brown Mackie College and refer to the crisis management plan.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the incident Report, which is sent to the Campus President, Karen Burgess. Reports are kept in a secure location in the Presidents office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the President, Karen Burgess.

SECURITY AND ACCESS TO THE INSTITUTION

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

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

1. Keep all unsupervised and unoccupied areas locked at all times.
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students. The campus hours are Monday, Tuesday, Thursday 8:00am to 10:00pm, Wednesday 8:00am to 8:00pm Friday 8:00am to 5:00pm, and Saturday 9:00am to 2:00pm.
4. Report immediately to Karen Burgess, Campus President any suspicious activities that relate to the institution or of its properties, regardless of how minor these may seem. If the Campus President is not available, you may contact Brian Wysko, Dean of Academic Affairs at (864)239-5300.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
 - a. Immediately determine the condition of any injured employees, students, or other parties
 - b. In the case of an automobile accident, secure the accident scene and set warning devices
 - c. Notify the appropriate authorities by calling 911
 - d. Complete an incident report
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses
 - g. Investigate property damage or theft, following steps c, d, e and f above
 - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on availability of classes

- i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored or require scan cards to enter. All other doors are locked to prevent entry, but they may be used to exit.

All students are required to:

1. Notify Brian Wysko, Dean of Academic Affairs, if a student becomes ill or injured while on the campus
2. Upon enrollment, report to the Dean of Academic Affairs, Brian Wysko, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
3. Gain knowledge of any announcements, newsletter, etc... Missed because of absence.

CAMPUS SECURITY ENFORCEMENTS

Persons employed by security personnel at the Institution at 75 Beattie Place are instructed in security, security problems, specific school rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the President, Karen Burgess (864)239-5300.

Unarmed security personnel at the school building are there at the direction of the school, and are to assist students, faculty and staff of the Institution. Someone is on duty during the hours of class operation. They are responsible for ensuring that persons entering the building are employees, students and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their photo ID card at all times and to present them upon request. Security personnel may not make arrests but are instructed to promptly contact Karen Burgess, Campus President or Greenville Police Department if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College is located in Greenville, Greenville County. Brown Mackie College is in the process of developing a close working relationship with the Greenville Police Department. Periodic contact will be initiated by Brown Mackie College personnel to ensure that Brown Mackie College is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports will be placed in employee mailboxes and students will be notified by instructors who will read or provide administrative memos. Bulletins will also be posted around the institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

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

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

PROGRAMS REGARDING CAMPUS SECURITY

The institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

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

Students are requested to review the institution's school catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting crimes and emergencies, Crime Awareness and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy Handout as well as the campus Crisis Management Plan* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

OFF CAMPUS STUDENT ORGANIZATIONS

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

DRUG AND ALCOHOL POLICIES

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

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

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, and other sex offenses are presented by the Institution. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Should a student of employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the executive committee or other Brown Mackie College officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack

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

Go to a hospital emergency room for medical care

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

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

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

It is also recommended that victims call the Rape Crisis Hotline at (864)467-3633. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Brown Mackie College housing , if applicable or the transfer of classes.

Rape Crisis Center Available to assist a victim of sexual offenses include:

Greenville Rape Crisis and Child Abuse Center

2905 White Horse Road

Greenville SC 29611

Phone:864-331-0560

Hotline: 864-467-3633

DISCIPLINARY ACTION AND SANCTIONS

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

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

4 McGee Street

Greenville SC 29601

Additional information can be obtained by calling the police department at 864-467-5258

OR

Information regarding registered sex offenders under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at www.hcso.org

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

Mon, Tues, Thurs: 8:00am to 9:00pm

Wed: 8:00am to 8:00pm

Fri: 9:00am to 5:00pm

Emergency Notification and Evacuation Policy

The school safety marshals will work with the Management team to develop emergency and evacuation plans for each floor. The plans will include a telephone tree for notifying key persons in case of emergency. All administrative personnel will receive training in their respective emergency plan.

Evacuation is not needed nor recommended for all emergencies. Evacuation information will be distributed to staff and faculty by the appropriate building safety marshal and drills will be conducted periodically.

A fire alarm system will be the primary notification system for emergency evacuation. When the alarm system sounds everyone must leave the building or move to a safe location.

A situation may exist where the building may need to be evacuated without activating an alarm. In this even, building evacuation plans will rely on the building safety marshals to notify occupants of the need to evacuate. After hours classes and events will be cleared by Campus Security.

The following guidelines are critical for a safe and successful building evacuation:

- The individual reaching the outside door first will hold it open for the others
- Walk to the closest exit in a quiet, orderly manner. If an exit is blocked, the building safety marshal will give guidance on the exit route.
- The elevators will not be used. All stairwells in the building will be used for the evacuation of the building.
- Faculty should ensure classrooms are cleared and they should be last to leave the room
- Building safety marshals should clear their designated zone by checking all rooms including rest room, conference rooms, and remote areas, closing doors behind them.
- Advise any remaining employees or other persons on the floor about the emergency and the need to evacuate.
- Report any persons refusing to leave or problems to the campus security or the crisis management team.
- No one should enter the building when the alarm sounds

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by campus security.

Campus Security will work with the Dean of Academics to identify those students, faculty, and staff with disabilities who may need assistance evacuating a building in the event of an emergency. In addition, individuals with disabilities who may need assistance during an evacuation will be asked to identify individuals in their respective classes or office/work area who will provide assistance.

Classroom Evacuations

Students with disabilities will follow the direction of their faculty member in the event of an evacuation. Building safety marshals will assist faculty with the evacuation of students with disabilities as needed.

Building Evacuations

Safety Marshals on the floor will be responsible to ensure that faculty, staff, and students with disabilities have been evacuated and to report any individuals to the Campus Security who may not have been evacuated.

Campus Security and Building Safety Marshals will have class schedule s and can respond to help in the evacuation of students with disabilities as needed. Refer to the campus Crisis Management Plan for more information on emergency situations.

This document as well as the Crisis Management Plan is distributed annually to students and faculty and copies may be obtained in the admissions office.



BROWN MACKIE COLLEGE

Greenville

Crisis Management Plan

Revised: June 2011

TABLE OF CONTENTS

Crisis Management Plan	2
Purpose.....	2
Overview of Crisis Management	2
Crisis Management Team Members	2
Crisis Management Team Alternative Members	2
Crisis Management Team Phone Numbers.....	3
Department/Employee Telephone Notification	3
Managing Media Communications.....	3
Crisis Media Management: Step-by-Step Procedure	3
Follow-up Combination	5
E-mail Communication.....	6
School/Campus Closing.....	6
Emergency Medical Assistance Procedures	6
First Aid Procedures (If EMT Personnel Needed).....	6
Basic First Aid Procedures.....	7
Notifying Family Members of an Employee/Student Injury or Illness	7
Emergency Evacuation Procedures.....	8
Emergency Notification:.....	8
Suggested announcement:.....	9
Suggested Exit Routes	9
Instructions for the Physically Challenged:	9
Elevator Breakdown.....	9
Emergency Contingency Plan/Relocation	10
After the Crisis (48+ Hours)	11
Fire	11
Fights.....	12
Incidents Involving Substance Abuse.....	12
Employee Suspects or Witnesses A Crime.....	13
Bomb Threat	13
Suspicious Package is Observed.....	14
Biohazards.....	14
Biological Threats.....	15
Anthrax: What to do if you suspect exposure to anthrax.....	15
Crimes Against a Person.....	15
Weapons on Campus.....	16
Non-threatening situation: Possession of weapon is noted.....	16
Threatening situations: A weapon is shown in a menacing manner on campus.....	17
Violent Incident on Campus	17
Death of an Employee.....	18
Death of a Student’s Family Member	19
Death of a Student: Director of Student Affairs Procedures.....	20

APPENDIX A: KEY CONTACT INFORMATION.....	22
APPENDIX B: FBI BOMB CENTER FORM.....	23

Crisis Management Plan

Purpose

The purpose of this guide is to outline procedures for Brown Mackie College-Greenville (BMCGR) Crisis Management Plan, define terms, and delineate responsibilities for the Crisis Management Team (CMT).

Overview of Crisis Management

Brown Mackie College-Greenville recognizes the need to be as prepared as possible for crises and controversies. This document is designed to act as a resource in times of crisis and also is a reminder of the importance of preparing for a possible crisis situation.

The procedures contained in this document reflect the actuality that combination goals can be as vital to address as the physical components of a crisis. Experience shows that companies must not only do the right thing, but must be seen as doing the right thing; for example, crisis management teams need facts to address the situations in which they find themselves, yet they are often so preoccupied with addressing the physical crisis that fact gathering becomes impossible. Advance preparation and training can help alleviate this problem.

For the purpose of this guide, the definition of a crisis or emergency is any incident occurring on BMCGR security of BMCGR's campus community. Examples of emergencies may include: bomb threat, sexual assault, murder, major fire or power outages, suicide, natural disaster, legal claims against BMCGR or irreparable harm to BMCGRs reputation and business prospects, or any situation that, in the judgment of others, poses a threat of life in danger or property damage.

Any member of the BMCGR faculty or staff should exercise sound judgment when making a decision to call 911. When in doubt, it is campus policy to err on the side of caution. After reporting an incident to the 911 operator, the CMT should contact either campus President who will then, as the situation merits, contact EDMC legal council and Program Chairs/Department Directors.

Crisis Management Team Members

President of BMCGR
Dean of Academic Affairs
Senior Director of Admissions
Director of Human Resources
Director of Library Services
Director of Financial Aid
Director of Registrar

Crisis Management Team Alternative Members

Program Chairs/Department Directors
Executive Assistant

Crisis Management Team Phone Numbers

(refer to Appendix A)

Department/Employee Telephone Notification

Each Program Chair/Department Director shall maintain a current list of his/her employees' home telephone or cell telephone numbers. In the case where emergency contact is necessary, a member of the Executive Committee will contact Program Chairs/Department Directors to start notifying each of his/her respective employees.

Up-to-date copies of employee phone directories of home and cell telephone numbers should be kept at Program Chairs/Department Directors' home residences, where they can be accessed easily in case of an emergency. Updated employee phone directory lists will be provided monthly by the Human Resources Department.

Managing Media Communications

Handling Calls from Reporters

It is critical for BMCGR to have the most accurate and reliable source of information possible in times of crisis. Spokespeople must be available, and BMCGR must be seen as cooperative and working actively to manage the crisis.

However, it is equally essential that BMCGR communicates to the media with one voice. For this reason, all requests for information from reporters must be channeled through the Campus President.

The following is the appropriate way for employees to respond to requests for information:

“In order to be sure that you have the most complete and up-to-date information possible, we are routing all requests for public information through the School's Campus President. If you give me your name and phone number, our Campus President will call you back with the information you need as soon as possible.”

The employee should then immediately contact the Campus President. If she/he cannot be reached, the employee should contact the Dean of Academic Affairs.

Crisis Media Management: Step-by-Step Procedure

Step One: Channel the Information

Any BMCGR employee, upon learning of or suspecting a crisis situation, should immediately contact a member of the Crisis Management Team. Because time is of the essence in crisis situations, employees must be especially persistent in tracking down a member of the CMT.

Step Two: Assemble the Crisis Management Team

The CMT will be activated by the school President or his/her designee upon notification that an emergency situation has developed that warrants a coordinated response by BMCGR. Upon learning of an incident, the school President or his/her designee calls an emergency meeting in the following manner:

- 1) Dean of Academic Affairs and the President of BMCGR will contact each other and will inform the Executive Assistant to contact all EC members in the building.
- 2) The EC will meet in the office of the BMC President. The BMCGR President or his/her designee immediately contacts EDMC with news of the crisis.

In the event it is not possible to meet on campus because of the type of crisis, alternative locations will be determined. The alternate location will be announced based on circumstances

The CMT will oversee the management of the crisis by taking the following steps:

Step Three: Define the Crisis

The CMT will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The CMT should research the following before making any public statements:

What happened?

In what order and when did the events occur?

Why did it happen?

What is BMCGR going to do about it?

What past actions has BMCGR taken to prevent such a crisis?

What is the status of the official investigations?

What are the names and contact information of those involved?

Step Four: Prepare the Message

The CMT will discuss appropriate response alternatives for BMCGR, developing several courses of action, and then select the best as is determined by consensus.

Important Elements:

- Show concern for the victim(s) and his/her families.
- Communicate how BMCGR is handling the situation.
- Demonstrate a solid track record.
- Demonstrate measures that BMCGR has taken to prevent such a crisis.
- Communicate what measures BMCGR will take to prevent such an occurrence from happening in the future.
- Show speed of response and completeness of information.

Tool:

- Media spokesperson
- Fact sheet/press releases

Step Five: Establish Communication Systems

In times of crisis, BMCGR must be seen by its constituents as actively managing the situation. For this reason, it is especially important that BMCGR keep its many audiences apprised of how it is handling the crisis. The CMT should take care to utilize the communication system that will most effectively reach each audience.

Internal Audiences:

- Employees
- Students
- Parents of students
- Alumni
- Board of Trustees
- Program Advisory Boards
- EDMC

Communications systems: meetings, e-mail, communication coordinators, Program Chairs/Department Directors, telephone, fax, newsletters and Web site.

External Audiences:

Media Tools: press release, press conference, media visits, telephone, fax, newsletters, Web site.

- Employers
- Business partners
- Industry leaders
- Government
- Neighbors

Tools: visits, fax, telephones, e-mail and letters.

Step Six: Crisis Audit

In the aftermath of a crisis, the usual response is a strong desire to move forward and resume the normal activities of BMCGR. However, in order that BMCGR is best prepared to handle the next crisis, the CMT must evaluate how the crisis plan was effective and useful, where the plan fell short, and what changes should be made to the plan.

Follow-up Combination

Once the CMT determines that the crisis situation has passed, BMCGR should communicate the news to both its internal and external audiences. The message can be disseminated in the form of a

letter, newsletter, or meeting, and should outline how the crisis was handled, what we learned, and how we plan to move forward.

E-mail Communication

Please be aware that your employee e-mail account is intended for business purposes only. Always keep in mind that your e-mail account can be admissible information and you should communicate in a professional and responsible manner.

School/Campus Closing

Crisis: Extreme inclement weather conditions, loss of water or electricity for an extended time, or gas line break.

In the event it is necessary to close the Greenville campus due to an emergency, Executive Committee members will notify Program Chairs/Department Directors, who, in turn, will notify his/her employees and faculty. If classes are in session during an emergency closing, faculty will announce the closing and any appropriate instructions to their classes. If classes are not in session during an emergency closing, the campus phone system will be updated to reflect the closing and local media will be notified.

The decision to close the campus is made by the BMCGR President or his/her designee.

Emergency Medical Assistance Procedures

First Aid Procedures (If EMT Personnel Needed)

- 1) Try to remain calm.
- 2) Check the scene for safety and eliminate any unsafe conditions. If necessary, deputize another employee to assist you. Check the injured person and assess:
 - a) Is there severe bleeding?
 - b) Is the person unconscious? Is there a head injury?
 - c) Is the person having trouble breathing?
 - d) Is the person turning colors?
- 4) If yes, to any of these, call 911 immediately. (This is a free call from any pay phone.)

Have someone stay with the injured person (preferably a staff or faculty member).

When calling 911, be sure to have the following information:

- a) Exact location of injured person
- b) Name and age of injured person
- c) Nature of the emergency (what happened?)
- d) Condition of the injured person

DO NOT HANG UP UNTIL THE 911 DISPATCHER HANGS UP!

- 5) Use your best judgment — if in doubt, call 911.
- 6) Ask the student or employee if there is a person he/she would like to have notified.
- 7) A student has the right to refuse paramedic or hospital treatment.
- 8) After the incident, please contact the Student Affairs Department to complete an injury report or for assistance with any other documentation and or follow-up.

Basic First Aid Procedures

- Try to remain calm.
- Assess the injury.
- If the person is able to go with you, take the student to the nearest first aid station and administer the necessary assistance. (Wear latex gloves for all first aid care.)
- If the person is unable to go with you, have another employee get the first aid kit. Administer the necessary assistance. (Wear latex gloves for all first aid care.)
- Someone should stay with the injured person at all times and pay attention to any changes in condition.
- If the person needs to go to the hospital or go home, The Executive Assistant can assist in arranging transportation if necessary.
- After the incident, please contact The Executive Assistant to complete an injury report.

Notifying Family Members of an Employee/Student Injury or Illness

A member of the Executive Committee should be informed prior to contacting family members of a student's or employee's injury or illness.

In the case of an injury or illness, in most cases, the student or employee can indicate who should be notified. In cases where a student cannot provide that information, the academic file in the Registrar's Office contains emergency contact information. The Human Resources Department can provide emergency contact information for faculty and staff.

In the event of a serious or life-threatening injury, illness, or death, the Dean of Academic Affairs should be contacted immediately to assist with notifying the family. Notification should be done by a member of the Executive Committee.

Emergency Evacuation Procedures

- Stay calm. Stop work immediately and evacuate. Do not pack up work supplies or work in progress.
- Follow directions for exiting your area. Exit the building using nearest stairwell only.
- Physically-challenged individuals on the second or third floor should wait at the top of the closest emergency exit stairwell for authorized emergency personnel to assist them. A designated staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately distance yourself a minimum of 100 feet from the building.
- Do not re-enter the building until emergency personnel provide authorization.
- Emergency evacuation routes are posted. Each area of the building has designated persons to check that all offices, classrooms, and restrooms are evacuated.
- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm could activate the bomb. Key personnel will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- If evacuated, no one is allowed in the building until the authorities have deemed the property safe.
- The Campus President will develop a public statement in consultation with the Executive Committee members.
- An Incident Report Form will be prepared and filed with the Campus President.

Emergency Notification:

DO NOT RUN — Walk in an orderly manner. Remain calm and alert. **INSTRUCTORS ARE TO ACCOMPANY THEIR CLASSES THROUGHOUT THE EMERGENCY.** Instructors should advise students to secure their valuables and close the classroom door after the last student has exited the classroom. Use the floor exit closest to the room you are located in at the time of the emergency.

Suggested announcement:

Attention all students, faculty, and staff. This is not a test. Please stop what you are doing and find the nearest exit in order to evacuate the building. Please evacuate the building in an orderly and calm manner. Please remain outside and away from the building until provided with further instructions. Thank you.

Suggested Exit Routes

Lower Level Classroom exits through Student Entrance

All persons located on the first floor and Second floor use stairwell and exit through loading dock located on lower level at the back of the building.

All faculty members as well as students are to proceed and wait until clearance is given to re-enter the building.

Instructions for the Physically Challenged:

All persons should proceed to their designated area and wait for further instructions. In the event of an emergency, the CMT, BMCGR staff, or firefighters/rescue team personnel will assist physically-challenged students and employees in evacuating.

Elevator Breakdown

Crisis: The elevator has stopped operating and people are trapped inside.

- People trapped inside should push the call button inside the elevator. The elevator repair service is automatically dispatched by the pushing of the call button.
- Individuals aware of the situation should immediately inform the Facility Manager and Campus President.
- The Facility Manager will contact management personnel to assist with calming those inside the elevator, informing them that the repair service has been notified, and that the elevator will be repaired as quickly as possible. Instruct those trapped inside not to pry the doors open or otherwise crawl out of the elevator.
- If fatalities are involved, the Campus President will instruct staff, faculty, and students not to speak with any media representatives. Refer to procedures related to the Death of a Student or Employee. When injuries occur, the Dean of Academic Affairs will help facilitate communication with the family.

- The Campus President will prepare a statement for public and internal school communications.

Emergency Contingency Plan/Relocation

Short-Term (0–48 hours):

- If there are injuries, immediately contact 911. An emergency team to be determined at the time by the CMT will create and maintain a list of students and employees transported from the site by emergency personnel.
- The office of the BMCGR President will be used as an Information Center on-site where information can be gathered and dispersed. In the event of an evacuation, the CMT will meet in front of the building. Under the direction of the Campus President, the Information Center will be staffed by Key Staff Members and, if needed, Student Affairs staff. If additional support is needed, employee volunteers will be used.
- The responsibility for communicating next steps and information will be under the duties of Campus President and his designated staff.
- Depending on the condition of the building, the CMT or designee, upon advice from emergency personnel, will determine if it is safe to enter the building and would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings.
- Make phones available to enable all evacuees to call home/family.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, within 48 hours, the Director of Human Resources will hire additional security to maintain watch over the damaged building to protect any salvageable property.

If emergency shelter is needed:

- If emergency shelter is needed, contact the American Red Cross, Greenville American Red Cross at (864) 271-8222 for emergency shelter locations. If needed, call 911 for additional resources.
- The CMT will check for safety: gas, water, sewage leaks, downed electric lines and shorts; turn off appropriate utilities; and check for building damage and potential safety problems during after shocks.
- Wear protective shoes.
- Clean up dangerous spills.
- Turn on the radio and listen for instructions from public safety agencies.

- Don't use the telephones except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" should evacuation of people be necessary.
- Use media statements prepared by the Campus President to provide information to parents on relocation sites for students and reassure them that everything is under control.

After the Crisis (48+ Hours)

- The Campus President will use e-mail and voice mail for announcing programs that may help ease emotional distress.
- Continue public service-related programs for two weeks following the event, using campus and off-campus media.
- The President and Dean of Academic Affairs will provide counseling services for those students and staff who may have lost a friend or a significant other and/or utilize bereavement services.
- Hold a campus meeting as soon as possible to be given by the President or designee to thank everyone, give accurate information, get suggestions, reassure everyone, and provide the next steps.

Fire

Crisis: A fire is discovered in one of the campus buildings.

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- Call the front desk receptionist at "5301." Give your name, location, telephone number, and location of the fire.
- If the fire is large or rapidly spreading, immediately sound the building fire alarm and evacuate the building. If alarms are not automatically detected, yell "Fire". Inform others in the building that may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Upon notification of a fire, walk; do not run, to the nearest stairway exit. Follow the Emergency Evacuation Plan.
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative, and you may be trapped.

- Notify either safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.
- There are two individuals assigned to greet the fire department upon their arrival: The Campus President and the Executive Assistant to the President.
- The building blueprints are stored in the BMCGR President's office (#200).

Fights

In the event that a fight breaks out in the School, the employee should immediately seek one of the following individuals:

Security
 Dean of Academic Affairs
 Program Chair/Department Director

Incidents Involving Substance Abuse

Under the Influence

Crisis: A person is acting drunk, high, or impaired while on school property or at a school-sponsored event.

- In all cases, an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the Dean of Academic Affairs should be contacted to determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the influence of substances should not be permitted to stay in the building. He/she should be asked to leave by the Program Chair/Department Director, Director of Human Resources, or other member of the Executive Committee. If the individual is cooperative but appears potentially dangerous to him/herself or others due to the impairment, contact the Dean of Academic Affairs or the Director of Human Resources. The Dean of Academic Affairs or the Director of Human Resources will call someone (family, roommate, friend, etc.) to escort the individual home, or call a taxi if no one is available. If the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete the Incident Report Form in as much detail as possible and submit copies to his/her Program Chair/Department Director and to the Dean of Academic Affairs. The Program Chair/Department Director and Dean of Academic

Affairs will determine whom else needs to be involved to handle the problem, based on the nature of the situation.

- The Dean of Academic Affairs will take disciplinary action if the incident involves a student. If it is an employee, the appropriate Department Director will take action.

Long Term/Preventative:

- Ongoing training for staff, faculty and students is available about the School's Drug-Free Environment Policy and how to handle situations, consequences or infractions.
- Ongoing awareness programs are available about substance abuse issues particular to school students.

Employee Suspects or Witnesses A Crime

If an employee suspects students are breaking the law, the employee should contact one of the members of the School's Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following individuals:

Campus President
Dean of Academic Affairs
Director of Human Resources
Director of Registrar
Senior Director of Admissions

Bomb Threat

- 1) Remain calm.
- 2) Treat all threats seriously. Try to follow "questions to ask" from the FBI Bomb Data Center. (*Refer to Appendix B*)
- 3) Do not delay taking action for any reason.
- 4) Report the situation to your supervisor or the nearest Executive Committee member. The Executive Committee will order the evacuation of the building, if necessary.
- 5) The Crisis Management Team will go to classrooms and offices and notify people to evacuate.
- 6) Do not turn any lights on or off during a bomb threat.
- 7) Do not use any type of radio device or cell phone!
- 8) Call 911, and complete an Incident Report Form.

Suspicious Package is Observed

- If you spot a suspicious object, package, etc., report it to the Campus President, Karen Burgess 864.239.5311. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address; it may be delivered or discovered in an unconventional way. It is also crucial to be observant of secondary packages/devices located around the facility.
- Evacuate the area. An Executive Committee member will cord off the immediate area around the package.
- Wait for the trained police squad to examine and dispose of the device.

Biohazards

Crisis: Employee or student is exposed to blood, vomit, or other potentially infectious substances.

Universal precautions will be observed by all school employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10-second hand wash. Gloves are located in all first aid kits.
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact the maintenance staff for clean-up.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as it is feasible.
- Call maintenance staff to dispose of bloody gauze, gloves, and clean-up materials in a plastic bag, and tie the bag securely. Dispose directly into dumpster.
- Sharp items should be considered as potentially infected and should be handled with extraordinary care to prevent accidental injuries.
- Call the maintenance staff for removal and disposal of any “sharp container.” Hypodermic needles should be handled carefully with tongs and gloved hands. The maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.
- An Incident Report Form should be completed.

Biological Threats

- In the event of a biological threat, please contact the BMCGR President or his designee immediately.
- When evacuated from the building, all faculty, staff, and students should get to designated areas and away from the building.
- The Facility Manager will be responsible for the shut down of the ventilation system. Contact Michelle Chapman 864.232.1998.

Anthrax: What to do if you suspect exposure to anthrax

- Do not shake or empty the envelope or package. Do not try to clean up any spilled powder or fluid.
- Put the envelope or package into a plastic bag or other container to prevent the contents from leaking out. If you can't find a container, cover the envelope or package with clothing, paper, or a trash can — and DON'T remove this cover.
- Leave the room and close the door. Keep other people from entering the room.
- Wash your hands with soap and water.
- Call the local police and report the incident. If you are at work, call your building security officer and/or your supervisor.
- Make a list of all the people who were in the room when you opened the letter or package. Give this list to the police — and to local public-health authorities.
- Remove contaminated clothing and put it into a plastic bag that can be sealed. Give the bag of contaminated clothing to the police.
- Shower with soap and water as soon as you can. Do not use bleach or disinfectant on your skin.
- Do not start taking antibiotics until told to do so by your doctor or by health authorities.

Crimes Against a Person

Crisis: A sexual assault occurs on campus.

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant(s). Call 911 immediately.
- The person assaulted or anyone who knows of the incident should contact the Dean of Academic Affairs or Security. 911 should be contacted immediately.

- The Dean of Academic Affairs will gather information, complete the Incident Report Form, and will file internal reports.
- Campus authorities can assist a student in reporting violations at a student's request.
- If the alleged perpetrator is a student, the Dean of Academic Affairs will then investigate and handle disciplinary action.
- Dean of Academic Affairs are available to assist and provide counseling, emotional support and referral to local hospitals, crisis programs, and sexual assault programs.
- Depending on the nature and the circumstances of the incident, the Dean of Academic Affairs, with input from the Executive Committee and the Campus President, may prepare a statement.

Long Term/Preventative:

- Ongoing training on sexual assault awareness and prevention and procedures for staff, faculty, residence staff, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sexual offenses.

Weapons on Campus

Crisis: Student, employees, or visitor has a weapon on campus, such as a gun or knife.

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation, and proceed only with caution.

Non-threatening situation: Possession of weapon is noted

- Individual aware of the weapon possession reports the situation to an Executive Committee member.
- The Executive Committee member will consult with the Dean of Academic Affairs to make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Security.
- If the individual declines to remove the weapon from the premises, Security or the police will escort him/her from the premises.

- Follow-up disciplinary action will be taken by the Dean of Academic Affairs, if a student is involved, or by the appropriate Department Director, if an employee is involved. If a visitor of students or employees was involved, their host will be subject to disciplinary review by the Dean of Academic Affairs or their Department manager.

Threatening situations: A weapon is shown in a menacing manner on campus.

- Do not attempt to apprehend or interfere with the person who has the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as it is safely possible, call 911. Provide them with your name, location, and information about the situation, including type of weapon, physical description, and mental state of person with weapon.
- Notify the school's security desk and Dean of Academic Affairs of the situation and the location to assist in directing emergency personnel.
- Notify an Executive Committee member of the situation, who will then notify the President and other members of the Crisis Management Team.

Violent Incident on Campus

Crisis: A violent incident occurs on campus, such as gunfire or a stabbing.

- Do not attempt to apprehend or interfere with the assailant(s).
- 911 should be called by the first person aware of the incident.
- Notify anyone on the Crisis Management Team.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police or a member of the CMT authorizes re-entry.
- The Crisis Management Team will designate a liaison. The liaison will wait by the building entrance to meet and guide the emergency personnel. All communications with authorities will be made by the Campus President. Staff, faculty and students are instructed not to talk to the media.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, the Crisis Management Team, Academic Department Directors and Program Chairs/Department Directors.
- The Campus President will provide a copy of the floor plan of the building to the Police, upon request.

- The Campus President will instruct the front desk receptionist on how to respond to phone calls regarding the situation.

Once the immediate crisis is resolved:

- For those indirectly affected by the incident, dismissal should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident, groups consisting of no more than 20 people will be de-escalated by a crisis response team and given time to talk and express concerns or issues prior to dismissal.

If injuries and/or death are involved:

- Family members of all casualty victims will be notified as soon as possible. The Dean of Academic Affairs will coordinate this communication.
- Follow procedures under “Medical Emergency” and or “Death of a Student/Employee.”
- The Campus President will set up a phone line providing information to those who are calling for information.
- Review security measures and make any necessary adjustments.
- The President will file an Incident Report Form.
- The Corporate Legal Counsel are notified of the situation.
- Faculty and staff are advised by the Dean of Academic Affairs to identify and refer those students or employees at high risk for emotional disturbances. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.

Long-term:

- Periodic mandatory de-briefing meetings with those directly affected by the incident by the Dean of Academic Affairs or an outside referral source.
- Continued identification of high-risk students and referrals to Dean of Academic Affairs.
- Provision of ongoing support and instruction for students and employees who will be giving testimony or dispositions.

Death of an Employee

- The person aware of an employee’s death immediately notifies the President and the Director of Human Resources.

- The Executive Committee member notifies the Campus President.
- The Campus President, in conjunction with the Director of Human Resources, immediately prepares a memo to faculty and staff regarding the employee's death. In some instances, the memo may also be distributed to other Brown Mackie College campuses, or Program Chairs/Department Directors. Depending upon the circumstances, a public statement may also be prepared.
- If the deceased was a faculty member, the Dean of Academic Affairs or the Academic Department Director/Program Chair attends each of the classes taught to notify students of the instructor's death.
- The Associate Director of Technology and Director of Human Resources deactivate the voicemail and e-mail of the deceased.
- The Program Chair/Department Director or the Director of Human Resources removes any company property from the deceased employee's home.
- The Director of Human Resources notifies insurance plans, and gathers information for the family of the deceased, including life insurance, retirement plan beneficiary, and distribution process.
- The Human Resources Director sends flowers or "in lieu of donation" to the family.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- The Dean of Academic Affairs is made available for counseling staff and students.
- If the death is sudden or the result of violence or suicide, group debriefings may be appropriate. The Dean of Academic Affairs can make arrangements for these meetings.

Death of a Student's Family Member

Per phone call: If a phone call with information about a family member's death or impending death is made to the campus:

- Forward the call immediately to the Dean of Academic Affairs. If the Dean of Academic Affairs is unavailable, forward the call to the Campus President.
- The Dean of Academic Affairs will get information about the family member from the caller.
- The Dean of Academic Affairs will contact the student immediately and assist him/her with calling the appropriate person to get the information privately.

- The Dean of Academic Affairs will provide emotional assistance to the student as needed. The Dean of Academic Affairs may also assist the student with arrangements for getting him/her home, etc.
- The Dean of Academic Affairs will notify the student's Program Chair/Academic Department Director.

In-person notification: If a family member comes to the campus to notify a student of the death, or impending death, of a family member

- Contact the Dean of Academic Affairs to meet with the family member.
- Arrange for the notification to occur in a private office. Ask the family member if having a Dean of Academic Affairs present is desired. If so, the Dean of Academic Affairs should remain.
- Notify the appropriate Program Chair/Academic Department Director of the situation.

If the student is an international student:

- If the student has an established relationship with the International Student Advisor, that person may be the one who notifies the student of the family member's death. If not, then it should be the Dean of Academic Affairs.

Death of a Student: Dean of Academic Affairs Procedures

- Verify that the deceased student has been properly identified.
- Verify notification of family. Initial notification should impart only the essential information, identifying the School administrator by name and title and telephone number for further contact, the cause of the student's death, and the locality of the deceased student. The family should be asked to begin making arrangements for someone to come to the campus. The administrator should make a second contact with the family in a short time to answer questions and learn of travel and other arrangements made by the family.
- If there is a student with an identical name, the School should ask the student to call his/her family so they will not be alarmed by a news release.
- Inform the Campus President. The Campus President should handle all contact with the media.
- The President will notify the remaining Executive Committee members and the Chairman of the Board of Trustees.
- Notify the student's Program Chair/Academic Department Director and instructors, the Registrar, Student Financial Planning, Student Loan Advising, Accounting, and Dean of Academic Affairs.

- If the deceased is an international student, notify the International Student Advisor and follow the international student guidelines for notification.
- Designate staff to oversee the collections and packing of all personal belongings, including School projects. If necessary, the School should cover the cost of shipment of the personal belongings if taken from School premises or School-sponsored housing.
- Oversee the paperwork and paper flow involved in notifying all campus officials who might send information to the student's home address, officially withdrawing the deceased student from the institution, notifying the student's instructors, arranging for the appropriate refund of tuition and fees, and drafting a letter of sympathy for the President to sign.
- Consider the appropriateness of a campus memorial service.
- Continue to target and monitor potential risk. Send a copy of Incident Report Form to the School's insurance company.

For the off-campus resident student living with friends or parents, notification is generally handled by the family or the friends. It would remain the responsibility of the Dean of Academic Affairs to ascertain that such notification has taken place. If it has not, and an inquiry of emergency services personnel suggests it would be appropriate, the Dean of Academic Affairs should notify the next of kin. The notification of on-campus offices for administrative purposes still rests with the Dean of Academic Affairs. Depending on the proximity of the next of kin, it may be necessary to work through city police to contact the nearest police agency to the next of kin. Local police services can access the appropriate counseling services or clergy to support the next of kin.

Follow-up:

For a reasonable period of time after the student's death, the Dean of Academic Affairs should follow-up with the School offices originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains notation of the student's death, and that the student will not receive mail, notifications, and billings that are no longer appropriate.

APPENDIX A: KEY CONTACT INFORMATION

Disaster Recovery Management Team Members

Brown Mackie College-Greenville 864.239.5300

1. President, Karen Burgess:
Office: 864.239.5311
Cell: 864.423.3808
2. Dean of Academic Affairs, Brian Wysko
Office: 864.239.5317
Cell: 864.414.2357
3. Director of Human Resources, Kathy Dickson
Office: 864.239.5349
Cell: 803.917.0638
4. Director of Financial Aid, Tanya Stuart
Office: 864.239.5316
Cell:
5. Director of Admissions, Laura Walker
Office: 864.239.9563
Cell:
6. Director of Library Services, Joy Rohrbaugh
Office: 864.239.5318
Cell: 864.787.7742
7. Executive Assistant, Heather Brown
Office: 864.239.5393
Cell: 843.345.4922
8. Director of Facilities, FRI Management, Michelle Chapman
Office: 864.232.1998
Cell: 864.356.3601

Security Contacts

Citadel Security:
Security Guard, Tim Cogdill: 864.380.6125

APPENDIX B: FBI BOMB CENTER FORM
FBI Bomb Data Center Form

Please keep this information near your telephone.
Write the exact wording of the threat:

Gender of the caller: _____ Race: _____ Age: _____

Questions:

- | | |
|---------------------------------------|----------------------------|
| 1. When is the bomb going to explode? | 6. Did you place the bomb? |
| 2. Where is it right now? | 7. Why? |
| 3. What does it look like? | 8. What is your address? |
| 4. What kind of bomb is it? | 9. What is your name? |
| 5. What will cause it to explode? | |

Threat Language

- | | |
|------------------------------|------------------------------------|
| _____ Well-spoken (educated) | _____ Taped |
| _____ Incoherent | _____ Message read by threat maker |
| _____ Foul | _____ Irrational |

Caller's Voice

- | | | |
|---------------|-----------------------|-----------------|
| _____ Calm | _____ Deep | _____ Normal |
| _____ Nasal | _____ Soft | _____ Disguised |
| _____ Angry | _____ Ragged | _____ Distinct |
| _____ Stutter | _____ Loud | _____ Accent |
| _____ Excited | _____ Clearing Throat | _____ Slurred |
| _____ Lisp | _____ Laughter | _____ Familiar |
| _____ Slow | _____ Deep Breathing | _____ Whispered |
| _____ Raspy | _____ Crying | |
| _____ Rapid | _____ Cracking Voice | |

Who did it sound like? _____

Background Sounds:

- | | | |
|-------------------------|---------------------|------------------------|
| _____ Street noises | _____ PA System | _____ Motor |
| _____ Factory machinery | _____ Static | _____ Office machinery |
| _____ Crockery | _____ Music | _____ Other |
| _____ Animal noises | _____ Local | _____ |
| _____ Voices | _____ House noises | _____ |
| _____ Clear | _____ Long distance | _____ |

Remarks:

Number at which call was received: _____

Time: _____ Date: _____

Your Name: _____

Position: _____ Phone number: _____

Report call immediately to: 911, your supervisor, AUTC President or his design

