

# **Faith Baptist Bible College and Theological Seminary**

## **Security Compliance Document**

This report contains emergency management information and critical campus safety information such as policies, procedures, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. Faith strives to be a safe place to learn, live, work, and grow.

### **Campus Public Safety and Security/Local Police**

The Faith Baptist Bible College and Theological Seminary campus does not have an onsite Public Safety and Security presence. The Faith Campus Security Department consists primarily of monitoring access to the campus and a routine patrol program which includes checks for access to buildings and locked buildings. Campus Security personnel do not have the authority to arrest. Criminal activity, suspicious activity, and police emergencies occurring on campus should be reported to the Ankeny Police Department. The Ankeny Police Department provides 24-hour police emergency and law enforcement services to the Ankeny Community.

Fires, fire emergencies, or fire alarms should be reported directly to the Ankeny Fire Department or via the 911 emergency call systems. The Ankeny Fire Department provides services by handling fire, rescue, and other services.

In case of a medical emergency, students and employees should promptly dial 911.

Faith has no written memoranda of understanding (MOU) or other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.

The Faith Campus Security Department operates from 6 p.m. – 6 a.m. Monday through Friday, and 24 hours a day on the weekend. The Department exists to support the welfare of its students, faculty, staff, and visitors by helping to create a safe and secure campus. In addition to the normal services of campus security, the Department offers special services as needed. The Security Office is located in Building #14.

In matters of illegal activity or emergencies, Campus Security will alert the Ankeny Police Department. With any crisis situation it is understood that a state of emergency may need to be declared. The authority to declare a campus state of emergency rests with the president of Faith Baptist Bible College in conjunction with the director of Campus Security, or designee from The Emergency Incident Management Team. If a state of emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

Campus Security also receives reports of crimes and incidents occurring on campus property and will involve local authorities as needed. A daily crime log is maintained in the Campus Security Office. Campus Security personnel will also perform traffic and crowd control functions if needed during special events. The department operates under the director of Campus Security and is administratively responsible to the Vice President of Business and Campus Operations.

## **Crime Reporting**

For police and medical emergencies, dial 911 (7-911 from campus phones) and report the incident, giving as much detail as possible and follow their instructions. Then notify Campus Security at 515-210-6563 as soon as possible.

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to Faith Campus Security Personnel, Student Life Staff, and/or local law enforcement.

Because not all victims want to report crimes to the local police department, members of the campus community are encouraged to report crimes of which they are aware of to the designated Campus Security Authorities (CSAs).

- Campus Security Department 515-210-6563
- Director of Campus Security 515-210-0441
- Student Life Department 515-964-0601 ext. 251
- Dean of Students 515-964-0601 ext. 232, 515-669-5817
- Director of Facilities Management 515-210-7238
- Title IX Coordinator 515-964-0601 ext. 225

CSAs have significant responsibility on campus for student life and activities. CSAs will report incidents to a member of the Student Life Department and the Ankeny Police Department as necessary.

Members of the Student Life Department and other counselors may, at their discretion, also provide statistics about cases they have dealt with where the victim or a voluntary confidential witness chose not to report the incident to Campus Security or the Ankeny Police Department.

The privacy of student concerns are weighed against the needs of the college to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. Information reported is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Ankeny Police Department and/or other law enforcement may also respond.

## **Emergency Text Alert Program**

The Emergency Text Alert Program (ETAP) is Faith's campus-wide emergency notification system. Community members are enrolled by default while employed or registered as students. ETAP is used

when there is a severe threat to the safety and health of the entire campus. Faith's ETAP is provided by *Blackboard Connect*. Subscribers to ETAP receive one or more of the following forms of emergency notifications: text message, phone message, and/or email.

## **Emergency Response**

The Emergency Preparedness and Response Plan is designed to maximize human survival and preservation of property, minimize danger, and restore normal operations of the campus. This plan is set in operation whenever a natural or induced crisis affecting the campus reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

In the event of an emergency or a disaster, the Campus Security Department has primary responsibility for immediate response and shall cooperate and coordinate with official emergency response authorities and Institutional administration in accordance with established policies and procedures. Every emergency is different, but the following guidelines should be followed in emergency incidents:

1. Call Ankeny Police 911 and the Campus Security Department 515-210-6563
2. As soon as possible, evacuate the building if needed. All personnel should meet at one of the evacuation sites.
3. If a lock down is needed, a guard will contact key personnel in each building to lock doors immediately. This will be done through a campus wide announcement by the Security Department.

Any interaction with the media must be done by the Director of Communications or an appointed designee.

## **Suggested Crime Prevention Practices**

We are blessed to live on a generally safe campus. Here are some tips on how our campus can be more secure.

1. Lock your doors. This would include car doors, dorm doors, and windows. Report any damage to your dorm screen, door, or window to the Maintenance Department immediately.
2. Share your class/activities schedule with parents and a network of close friends, effectively creating a type of "buddy" system. Give network telephone numbers to your parents, advisors, and friends.
3. Always travel in groups. Never walk alone at night. Avoid shortcuts. Campus Security will escort you across campus if you ever feel the conditions are unsafe.
4. If your dorm door is equipped with peep-holes, be sure to use them before letting someone in. Always lock your door when you are absent. Do not loan out your key.
5. Always lock your doors and first and second floor windows at night.

6. Never compromise your safety for a roommate who asks you to leave the door unlocked. Remember, your dorm and dorm room is your home, so treat it as such.
7. Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view. Report any theft of identification or credit cards immediately to the proper authorities.
8. Program your phone's speed dial memory with emergency numbers that include family and friends.
9. Know your neighbors and don't be reluctant to report illegal activities and suspicious loitering.
10. Be extremely careful about how much personal information you post online.

Campus Security is always around, but we can't be everywhere at once. Following these steps will help us out a great deal in providing a safer campus. Please report all crime or suspicious activity at once. The more we know, the more we can help.

## **How to be an Active Bystander**

How to be an Active Bystander plays a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or an experience with stalking.
5. Refer people to on or off campus resources for support in health, counseling, or with legal assistance.

## **Risk Reduction Tips for Dating Violence, Sexual Assault, and Stalking**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.
2. Walk with purpose. Even if you don't know where you are going, act like you do.

3. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
9. Don't leave your drink unattended while talking, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
10. Don't accept drinks from people you don't know or trust.
11. Watch out for your friends, and vice versa. If a friend seems out of it, or is acting out of character, get him or her to a safe place immediately.
12. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

## **Registered Sex Offender Information**

The Faith Campus Security Department is not the custodian of the sexual offender database. This falls under the various County Sheriff's Departments. Information on sex offenders is available at <http://www.iowasexoffender.com/>

## **Campus Policies**

Several of our campus policies procedures as listed below are available on our website at <http://www.faith.edu/about-faith/compliances:>

Title IX (Sexual Misconduct)  
Drug and Alcohol Abuse  
Crime Statistics and Reporting Information  
Responsibilities of the College Community  
Sexual Harassment  
Sexual Abuse  
Missing Student  
Emergency Response and Evacuation