



**TRUTH. TRAINING. TRANSFORMATION.**



# **2020 Annual Indianapolis Crime Report**

## Welcome to the College of Biblical Studies - Indianapolis

Whether you are a current or prospective CBS student, faculty, staff or simply a visitor to our website, we would like to thank you for taking time to read the College of Biblical Studies – Indianapolis *2020 Crime Awareness, Campus Security and Sexual Assault Data Annual Report*. CBS is committed to a campus community with the safest and most secure environment possible for everyone.

The *Jeanne Clery Disclosure of Campus Security Policy Statistics* report is prepared to communicate campus crime statistics, policies and security information. The CBS Security Team takes the instruction and learning of God’s Word very seriously, but we also take the safety of our students, faculty, staff and visitors as a high priority as well.

Jeanne Clery, a 19-year-old Lehigh University freshman, was assaulted and murdered in her dorm room in April 1986. The Jeanne Clery Act was enacted in the belief that crime awareness can prevent campus victimization. The law requires colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security policies and crime statistics. These campus security policies and crime statistics must be distributed through appropriate publications or mailings, to all current students and employees, and made available to any applicant for enrollment or employment upon request.

To learn more about the *Jeanne Clery Disclosure of Campus Security Policy Statistics Act* please visit <http://clerycenter.org/>.

This report provides evidence of a safe campus environment for the study of God’s Word. Campus crime, arrest and referral statistics include those reported to CBS as well as to designated safety authorities at the Pyramids location. This report includes statistics from the previous three years for specified crimes reported on campus and on public property within, or immediately adjacent to and accessible from the campus.

This report also includes institutional policies concerning campus security, sexual violence, alcohol and drug use, crime prevention, the reporting of crimes and other matters. The report is available at <http://www.cbshouston.edu/crime-report>. Persons may also obtain a printed copy of this report from the Director of Real Estate Operations located in suite #109 in the Houck Academic Center at 7000 Regency Square Blvd.

*Terry Bryan*  
*Director of Real Estate Operations*

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## CBS Mission Statement

The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.

## Safe Environment

The College of Biblical Studies (CBS) is committed to the safety of our students and staff. Our priority is to create a campus environment in which people are safe from physical harm, and property is secure, in a manner that meets or exceeds federal, state, and local laws, as well as CBS policies that regulate these matters. It is the intent of CBS to provide a safe and secure environment for students, visitors, and others with whom we serve. Most of the specific threat procedures are listed on the CBS [General safety page](#). CBS rents space in the Pyramids. Therefore, we are subordinate to some of the emergency policies set forth by the building, which includes fire drill activity and other general safety procedures related to the building.

## Building Access

CBS shall take all necessary steps to provide a safe and secure structure for the protection of its students, faculty, and staff members. The building will be opened based on an approved [schedule](#) and will remain locked otherwise.

## Security

The Pyramids employs [Protection Plus](#) security service for the security needs of the building. They are trained to face any threat, and employ many off-duty police officers who have extensive experience in security and are prepared for any situation that may arise. Protection Plus Security has protected clients in the central Indiana area since 1988. [Protection Plus](#) and local police are the primary response agencies for all crimes and incidents on campus, including emergency assistance, investigating, and documenting incidents. Protection Plus utilizes Electronic surveillance to monitor the building and parking lots.

## Parking & Security Escort

Students should park in designated parking spaces listed on the diagram in red.



Students can call Protection Plus for an escort to their vehicles at 317-244-7569. After hours, it will connect with a dispatcher. Once on site, the guard will monitor the area and follow them to their cars in the patrol car.

### Fire Safety

The Pyramids was inspected on August 24, 2020 pursuant to the 2014 Indiana Fire Code 675 IAC 22-2.5 and/or the Marion County Fire Prevention Code Section 591 by Pike Township Fire Department Prevention Service Division.

### Campus Access Control

The Facilities Management has established the following Access Control procedure for the Pyramids location campus in order to promote and maintain a safe environment for everyone studying, working and visiting.

As with any system or procedure, it is only as good as those assisting in its use and enforcement. We request that all employees and students adhere to these policies to ensure the safety of the community.

- The front doors are unlocked during the hours of operation.
- A front desk person greets all persons who enter into the space during hours of operation.
- After hours are locked. There is a doorbell and if staff is there they can let students or guests in as they see fit to do so.
- Office doors are locked while not in use.
- Elevators to the second floor space lock and will not open when hours of operation are not in use
- CBS teams walk through the buildings at the close of the business day.
- After hours' entry is through a key code system.

### The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (By Calendar Year)

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2019	0	0	0	0
	2018	0	0	0	0

	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>Arrests/Referrals</b>					
Liquor Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>Violence Against Women</b>					
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0

	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>Hate Crimes</b>					
Race	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Gender	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Religion	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sexual orientation	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Ethnicity	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
National Origin	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Disability	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Gender Identity	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

**Note:** 2017 & 2018 are statistics from Crossroads Bible College located on at N. Shortridge Rd, Indianapolis, IN 46219.

2019 statistics are at the Pyramids location at 3500 DePauw Blvd. Indianapolis, IN. 46268.

**HATE CRIME REPORTING: (DO NOT INCLUDE IN THE CHART ABOVE)**

There were no hate-crimes reported for 2019.

**Mailing Address:**

**CBS Campus Security**  
**Attn. Director of Real Estate Operations**  
**7000 Regency Square Blvd. Suite 109**  
**Houston, TX 77036-3211**  
 Email: [Terry.Bryan@cbshouston.edu](mailto:Terry.Bryan@cbshouston.edu)  
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**Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” 20 U.S.C. § 1092, (originally the Campus Security Act originally published in the *Federal Register* on April 29, 1994 (Vol. 59, No. 82) ).**

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

**Crime Definitions from the Uniform Crime Reporting Handbook**

**Criminal Homicide-Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

**Sex Offenses-Forcible**

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

*A. Forcible Rape*-The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

*B. Forcible Sodomy*-Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*C. Sexual Assault With An Object*-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*D. Forcible Fondling*-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of



his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses-Non forcible**

Unlawful, non-forcible sexual intercourse.

A. *Incest*-Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. *Statutory Rape*-Non forcible sexual intercourse with a person who is under the statutory age of consent.

**Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.**

**Aggravated Assault**

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

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Burglary**

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

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes**

The violation of any of the above listed offenses or other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

### **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); Marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## **College of Biblical Studies – Pyramids Security Policies and Procedures:**

### **Procedures and facilities for students to report criminal actions or other emergencies:**

Requests for security assistance or reports of suspected criminal activities and emergencies for on-campus matters may be made as follows:

#### **By telephone:**

- **FOR EMERGENCIES 24-HOURS A DAY, 7 DAYS A WEEK, DIAL 911.**
- FOR NON-EMERGENCIES DURING NORMAL CAMPUS OPERATIONS DIAL (317) 875-5055 from a Pyramids building management employee.
- If you want to reach after hours' emergency number call 866-336-9409.

### **Policy for preparing this Annual Security Report for the disclosure of campus crime statistics:**

CBS compiles and publishes this Annual Security Report on or before October 1. CBS gathers statistics from all "campus security authorities" as defined by the Clery Act for inclusion in this report.

### **Policy regarding persons and organizations to whom reports of crimes and emergencies should be made for the purpose of making timely warnings and for inclusion in the Annual Security Report:**

For the purpose of making timely warning to the CBS community, reports of crimes and emergencies should be made directly to the CBS Indianapolis Staff. When the crime or

emergency concerns the safety and welfare of the CBS community, CBS issues a **Security Alert** through the CBS Watchman Alert system and the posting of notices in the Pyramids campus facilities and classrooms.

#### **Security Staff:**

Security officers are contracted staff through [Protection Plus](#), Inc. They are hired and trained by the company and provided security and parking enforcement services in coordination with the Pyramids management company.

#### **Policy regarding confidential reporting of crimes to the College of Biblical Studies:**

CBS strives to protect the identity of those reporting crimes to the extent that the law allows. CBS does not usually accept anonymous reports unless the information can be substantiated by means other than the caller's veracity. If a police report is made, CBS cannot ensure privacy of the complaint as it is a public record.

#### **Enforcement authority of CBS Security Officers and their working relationship with state and local agencies:**

Protection Plus Officers are the primary security authority for the College of Biblical Studies - Indianapolis. They do not have arresting authority, however, they will work closely with the Indianapolis Police Department to facilitate the arrest of any person where so warranted.

#### **Crime Prevention Programs**

CBS may from time to time provide crime prevention programs and/or information to educate students, faculty and staff. CBS also encourages students, faculty and staff to take the necessary precautions such as walking with others on campus at night, having the security office contact information readily available and contacting security for escort assistance. Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime to CBS Security. By doing so, you may be preventing someone else from becoming a victim of a more serious crime. Any student is encouraged to call Security for an escort to their vehicle at **317-875-5055**.

#### **Alcohol and Drug Policy**

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law.

The College of Biblical Studies prohibits the use, possession, manufacture, sale or distribution by its students, faculty, or staff of any illegal drug. All Federal and state drug laws will be enforced. Any student that is found admitting to or proven to have violated the CBS Community and Personal Standards will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of CBS is to maintain a drug free workplace. As a condition of continued employment, all CBS employees must comply with this policy. The term “workplace” is defined as CBS property, any CBS sponsored activity, or any other site where the employee is performing work for CBS or representing CBS. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1988 applies to all employees of the College of Biblical Studies. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

### **Sexual Violence (SaVE ACT) Purpose**

As described by the Clery Center for Security on Campus: The Campus Sexual Violence Elimination (SaVE) Act represents a turning point in our nation’s handling of sexual misconduct on college campuses and universities. The Sexual Violence Elimination (SaVE Act) seeks to address the violence people face on campus.

The College of Biblical Studies (CBS) is an education community committed to living in accordance with biblical principles and standards, community laws and regulations and ensuring a safe and supportive learning environment for all students, faculty and staff. This policy establishes the procedures for responding to incidents of sexual violence including procedures to assist victims/survivors, hold perpetrators accountable and reduce the incidence of sexual violence

### **Sexual Violence Policy**

The College of Biblical Studies (CBS) is committed to maintaining a safe learning and work environment for all students, faculty and staff and is committed to the elimination of sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal and civil law that may require separate proceedings. To further its commitment against sexual violence, CBS provides reporting options, an investigative and disciplinary process, and prevention training and other related services as appropriate.

### **Sexual Assault Definition**

As defined by the Texas Penal Code, a stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person’s mouth, anal or genital opening with any object. These acts must be committed without the victim’s consent either by force, threat of force or violence, intimidation or with the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

Sexual assault is non-consensual acts involving psychological manipulation, physical force, or

coercion. It is an act of aggression and violence, and a crime punishable under the laws of the State of Texas by fines and incarceration ranging from two years to life imprisonment.

### **Facts about Sexual Assault**

You probably already know a victim of sexual assault. The victim could be a neighbor, close friend, relative, or perhaps, even you. Sexual assault, which is commonly known as rape, is one of the fastest growing crimes in this country and the least reported. Fewer than 10 percent of these crimes are reported.

The FBI estimates that one out of four women and one in twelve men will be sexually assaulted in their lifetime. One of three women will face a threatened assault. Surveys indicate that alcohol is a major factor in acquaintance rape. Women are predominantly the victims of sexual assault; however, adults and children of both sexes can also be potential victims of sexual assault. A large number of rapes are planned in advance by the attacker. Acquaintance/date rape involves someone the victim knows. Date rape is more likely to occur on the second or third date since defenses are higher on the first date.

Victims will usually feel more ashamed, guiltier, more depressed, and angrier with themselves than victims of an unknown assailant. The victim may again have to meet the assailant in a class, elsewhere on campus, or even at work.

Women in acquaintance rapes are more often confused about what is happening and who is responsible. Their confusion is heightened by the fact that acquaintance rapists, unlike stranger rapists, often become conciliatory after the assault and almost always try to remain in contact with the victim. As a result, victims are less likely to call it rape or even understand that it is a crime.

### **Reporting a Sexual Assault If you are sexually assaulted, you are encouraged to call police immediately! The emergency number is 911.**

Note: when contacting the police, advise them if the suspect is still in the area and if any weapons were involved.

If you are victimized, do the following items:

1. Get to a safe place as soon as you can. Go to the nearest lighted public place.
2. Do not change clothes, shower, bathe or douche. Physical evidence is needed in court such as hair, blood types, seminal fluids, and scrapings of flesh from the victim's nails.
3. Protect the crime scene. If the attack did not occur in your residence, try to recall the area you were taken so the officers can recover evidence left at the scene.
4. Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. Campus authorities, including security, staff supervisors, or department heads, may assist in notifying authorities, if you wish.

It is critical for the police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering of crucial evidence and information can be taken.

It is always a survivor's choice as to whether or not to report a sexual assault, but reporting an assault (or attempted assault) is extremely important for the protection of both the victim and the community. Reporting an assault does not mean that the survivor must prosecute.

However, it does begin the legal process if the survivor decides to prosecute at a later date. The survivor has the option of requesting a concealed identity or pseudonym during the investigation.

Talk with counselors who will maintain confidentiality, help explain your options, give you information, and provide emotional support. **You can call the Rape and Incest National Network (R.A.I.N.N.) at 800.656.4673.**

Or

**YMCA and all area YMCA in Greater Indiana**

615 N. Alabama St., Ste. 200

Indianapolis, IN 46204

PHONE 317.266.9622.

Contact someone you trust, a close friend or a family member, to be with you and to support you. This person may accompany you to the hospital or the police station if necessary. An advocate from the Rape and Incest National Network can be requested through the emergency room staff.

Pursue charges against the assailant. You may seek criminal prosecution, file charges through the college judicial process (Student Life Referral via Dean of Students Office, or sexual harassment charge), or file a civil suit.

You may have rights to compensation and financial assistance, if you report the incident to the police. Write down what happened, in your own words, to help you better remember if you decide to press charges.

Following the reporting of a sexual assault, a student or staff may request changes in their academic or employment situation. The institution will make those changes if they are reasonably available.

### **Identification Needed by Police**

Practice being observant so that if you are attacked you will be able to describe and identify the assailant.

### **About Self Protection**

If you sense a danger of sexual assault, try to avoid confrontation. If you cannot avoid confrontation, your own imagination and initiative are your best defenses. In any assault situation, the most important thing to remember is to remain calm and avoid being isolated with the attacker. Immediately attempt to leave the scene and go to the nearest lighted public place. You may wish to attempt verbal or physical resistance.

## **Verbal Resistance**

If the attacker has a weapon, you may decide to use verbal resistance. There are many ways to use your voice to protect yourself. Trust your feelings about whether yelling or talking calmly would help you the most.

## **Physical Resistance**

1. The goal of physical resistance is to react immediately, use your body or other available weapons, and escape.
2. An available weapon includes objects such as an umbrella, lamp, ashtray, bottle, purse, etc.
3. Five vital targets on the attacker are eyes, nose, throat, groin and knees. The idea is to disable rather than hurt the attacker.

Be realistic about your ability to protect yourself. Practicing rape avoidance requires action, but you must feel confident with whatever measures you decide to adopt.

## **Preventive Measures**

### **Home:**

1. Lock all doors and windows at all times.
2. Replace or re-key locks when you move into a new home or apartment.
3. Install a door viewer and a 1" deadbolt lock and make sure you have the only keys to your home.
4. Leave outside and inside lights on at night. Use lights in more than one room.
5. Pull all drapes and blinds completely closed to prevent someone seeing in from outside.
6. Leave a TV or radio on so it does not appear you are alone.
7. If you live alone, use your initials only on mailboxes and in the telephone directory.
8. Never open your door to a stranger. Require identification from all repairmen, salesmen, etc.
9. If you receive an obscene phone call, hang up and call the police.
10. Do not give personal information over the telephone.

### **Driving:**

1. Never pick up hitchhikers.
2. Make certain you have enough gas to get to your destination.
3. Park in well-lighted areas. When returning to your car, have your car keys ready so you can enter without delay, and look into the back seat.
4. If possible, travel on well-lighted streets and avoid isolated back roads and shortcuts.
5. Never leave your house keys with your car keys at a service station or parking lot.
6. Keep car doors locked at all times and car windows rolled up when possible.
7. If you have car trouble, raise the hood, get back inside and lock all doors. If anybody stops to offer help, do not get out of your car. Roll the window down only enough to convey your message and ask them to call the police. Keep a "SEND POLICE" sign inside your vehicle and some change for telephone calls.

**Walking:**

1. Never accept a ride or hitchhike.
2. Stay in well-lighted areas and avoid shortcuts, vacant lots and other deserted areas.
3. When possible, avoid walking alone or walk in areas where other people are present.
4. Walk facing traffic; if a driver does stop and ask directions; avoid getting too near the car.

**Children:**

1. Children should be made aware of the dangers of accepting rides from, talking to or opening doors to strangers.
2. Children should be encouraged to talk to their parents should a problem occur with a stranger, friend or relative.
3. Children should know a safe, well-traveled route to and from school, avoiding isolated areas.
4. Teenaged baby-sitters should accept jobs only with people they know.
5. Baby-sitters should be instructed to call the police if anything suspicious happens. They should never open the door to strangers. The sitter's parents should be called at the end of the evening to inform them that the sitter will be home shortly. Parents should be well versed in their children's activities.

The information contained within this report is designed to heighten your awareness concerning sexual assault prevention. However, you may follow all the advice and safety tips recommended and still find yourself confronted by an attacker. If it happens, you will have only seconds to decide your method of defense, so you must prepare mentally for the possibility of rape happening to you. Remember, if you are sexually assaulted, it is not your fault.

**Sexual Offender Registration**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College of Biblical Studies provides a link to the National Sex Offender Database. The link to this database is provided on the CBS website under the [sexual violence](#) for national offenses. The URL for the website is <http://www.nationalsexoffenderregistry.com/2013/01/tx.html>

**Security Awareness and Crime Prevention**

CBS has inserted the Run, Hide, Fight video that was produced by the Houston Police Department that tells people what to do in the event of a shooter on campus. This is located for student viewing at <http://www.cbshouston.edu/active-shooter>. There is also a security awareness video.



## **Definitions**

1. **Sexual Assault:** Means intentionally or knowingly committing a sexual act, without the consent of the person or intentionally or knowingly committing a sexual act with a child.
2. **Dating Violence:** Means an act, other than a defensive measure to protect oneself, by a person that:
  - a. is committed against a victim:
    - i. with whom the person has or has had a dating relationship; or
    - ii. because of the victim's marriage to or dating relationship with an individual with whom the person is or has been in a dating relationship or marriage; and
  - b. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury assault, or sexual assault.
3. **Dating Relationship:** Means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
  - a. the length of the relationship;
  - b. the nature of the relationship; and
  - c. the frequency and type of interaction between the persons involved in the relationship.

*A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship".*
4. **Domestic (Family) Violence:** Means:
  - a. an act by a member for a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
  - b. abuse, as that term is defined by a member of a family or household toward a child of the family or household; or dating violence.
5. **Stalking:** Means a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person, that:
  - a. the person knows or reasonably believes the other person will regard as threatening:
    - i. bodily injury or death for the other person;
    - ii. bodily injury or death for a member of the other person's family or household; or

- iii. that an offense will be committed against the other person's property;
  - b. causes the other person or a member of the other person's family or household to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
  - c. would cause a reasonable person to fear:
    - i. bodily injury or death for himself or herself;
    - ii. bodily injury or death for a member of the person's family or household;
    - or
    - iii. that an offense will be committed against the other person's property.
- 6. **Employee:** Any individual employed by the College of Biblical Studies (CBS), including student employees.
- 7. **Student:** All persons who:
  - a. Are enrolled at the College in one or more courses, either credit or non-credit;
  - b. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
  - c. Are not officially enrolled for a particular term but who have an continuing relationship with the College; or
  - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
- 8. **College security authority:**
  - a. Individuals who have campus security responsibilities;
  - b. Any individual or organization identified in the College policy as an individual or organization to which students and employees should report criminal offenses;
  - c. Any official of the College who has responsibility for student discipline and judicial proceedings; or human resources disciplinary management.

## Procedure

- 1. **Reporting incidents of sexual violence**
  - a. Prompt reporting is strongly encouraged.
    - i. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.
    - ii. Complainants are strongly encouraged to report incidents of sexual violence to law enforcement where the incident occurred. Complainants are also encouraged to contact victim/survivor offices, counseling and health care providers, and college security authorities for appropriate action.
  - b. Assistance in reporting.
    - i. Students and employees who become aware of an alleged incident of sexual violence are urged to encourage and assist complainants, as

needed, to report the incident to local law enforcement, victim/survivor offices, counseling and health care providers, and college security authorities.

- ii. College authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement obtaining appropriate assistance from victim/survivor services or medical treatment professionals, and filing a complaint with College officials responsible for enforcing student and employee conduct code/standards.
- iii. When appropriate, CBS may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under applicable student and employee conduct policies

## **2. Confidentiality of Reporting**

- a. The College cannot guarantee confidentiality to those reporting incidents of sexual violence except where those reports are privileged communication with licensed health care professionals or other reports that are privileged by law.
- b. Reports to College security authorities
  - i. Complainants of sexual violence may contact any College security authority for appropriate assistance or to report incidents.
  - ii. Confidentiality of reports cannot be guaranteed. College security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainants' consent except as may be required or permitted by law.
  - iii. The College may determine it necessary to take action regardless of whether the parties have reached a personal resolution or if the complainant request that no action be taken. In such instances, the college will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.
- c. Required Reports.
  - i. Any College authority, employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow College procedures for making a report, including a report for the annual crime statistics report.
  - ii. College security authorities shall report to other school officials, as appropriate, such as the Office of the Dean of Students which is responsible for administering the student code of conduct, Human Resources which is responsible for the administration of employee disciplinary policies, and the designated Title IX compliance coordinator,

in order to initiate any applicable investigative or other resolution procedures.

- iii. College security authorities may be obligated to report to law enforcement the occurrence of a sexual assault, but the name or other personally identifiable information of the complainant will be providing only with the consent of the complainant, except as may be required by law.

### **3. Policy Notices**

- a. Distribution of policy to students.
  - i. The College will distribute the sexual violence policy and procedure by posting on the CBS website and directly providing students of how to access the policy by an exact address.
  - ii. The College will distribute the sexual violence policy and procedure by including in the Student Handbook available to students on the CBS website.
  - iii. Students may request a paper copy of the sexual violence policy through the Office of the Dean of Students.
  
- b. Distribution of policy to employees.
  - i. The College will distribute the sexual violence policy and procedure by posting in the CBS policy manual and Employee Handbook.
  - ii. Employees may request a paper copy of the sexual violence policy through the office of Human Resources.
  
- c. Required Notice.
  - i. Notice of complainant options. Following a report of sexual violence, the complainant shall be promptly notified of:
    - 1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
    - 2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.
    - 3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.
  
  - ii. Notice of complainant rights. Complainants shall be notified of the following:

1. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
2. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
3. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
4. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
5. That, at a sexual assault complainant's request, the College may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or work site, if such alternatives are available and feasible.

#### **4. Investigation and disciplinary procedures.**

##### a. Immediate action.

- i. The College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy.
- ii. The College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy in accordance with Administration of the Code of Student Conduct.

##### b. General principles.

- i. The College shall use the procedure for Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.
- ii. The College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:
  1. Be respectful of the needs and rights of individuals involved;
  2. Proceed as promptly as possible;
  3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;

4. Employees shall have the right to representation consistent with Employee Handbook;
  5. Be conducted in accordance with applicable due process standards and privacy laws;
  6. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
  7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.
  8. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.
  9. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered an exacerbating rather than mitigating circumstance.
- c. Relationship to parallel proceedings.
- i. The College investigation and disciplinary procedures for allegations of sexual violence will proceed independently of any action taken in criminal or civil courts.
  - ii. The College will not delay its proceedings while a parallel legal action is ongoing.
  - iii. If the College is aware of a criminal proceeding involving the alleged incident, it may contact the prosecuting authority to coordinate when feasible.
  - iv. Criminal or civil court proceedings are not a substitute for the CBS procedures.
- d. False statements prohibited.
- i. The College takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant.
  - ii. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.
- e. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the College's proceeding, the College reserves the right to investigate and resolve the complaint as it deems appropriate.
- f. Discretion to pursue certain allegations. The College reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is

not feasible because of the passage of time, or because the respondent is no longer a student or employee of the College.

- g. Discretion to deal with policy violations disclosed in investigation.
  - i. The College reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness that comes to light during the investigation of an incident of sexual violence.
  - ii. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of College policy in a manner other than disciplinary action.
- h. Sanctions.
  - i. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment.
  - ii. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employees previous disciplinary history, and other factors as appropriate.
- i. Retaliation prohibited. Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

## **5. Sexual Violence Prevention and Education**

- a. Campus-wide training.
  - i. CBS may provide educational programming (brochures, posters, etc.) to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents, and advise individuals of legal and other options available if they are the complainants of an incident or they learn of such an incident.
  - ii. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees will be provided this training.
  - iii. Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.
- b. Training for individuals charged with decision making authority.

- i. Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators must complete investigator or decision maker training.
- ii. Investigators/decision makers and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **6. Maintenance of Report/Complaint Procedure Documentation**

- a. Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements and other applicable laws.
- b. Information on reports of incidents of sexual violence that are made to college security authorities shall be documented in accordance with the *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act*, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.
- c. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable law and policy.

## **Weapons Policy on Campus**

It is the intent of CBS to provide a safe and secure workplace for employees, students, clients, visitors and others with whom we do business. CBS has “zero tolerance” for, and expressly forbids the possession of, any type of weapon, firearm, explosive and/or ammunition while on CBS property except as provided below. For purposes of this policy, CBS property includes, but is not limited to, all CBS facilities, CBS-provided parking areas and vehicles and equipment that are either leased or owned by the CBS. In addition, CBS strictly prohibits the unlawful carrying or possession of any weapon in a CBS parking facility or parking area, including in employee-owned vehicles parked on CBS property. Employees who have a license to carry a concealed handgun or who lawfully possess a firearm are permitted to store the firearm in a locked, personal vehicle while parked in a CBS-provided parking area when the employee is lawfully on CBS property. This exception does not apply to CBS-provided vehicles. In other words, CBS expressly forbids the possession of any type of weapon, firearm, explosive and/or ammunition in CBS-provided vehicles.

The unlawful possession of firearms or other weapons on CBS property in violation of this policy may be cause for discipline, up to and including immediate termination. In enforcing this policy,



CBS reserves the right to request inspections of any employee and their personal effects (except personal vehicles), while on CBS property. Any employee who refuses to allow such an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

Employees within CBS share the responsibility of identifying violators of this policy. An employee who suspects another individual of violating this policy should immediately report this information to his or her on-site supervisor. For more details, please visit <http://www.cbshouston.edu/campus-weapons>.

### **Campus Carry / Open Carry Law:**

CBS takes the safety and well-being of our staff, students, and campus visitors very seriously.

Campus Carry – Indiana does not specify on the issue to carry a concealed handgun throughout university campuses. However, the private universities have discretion to regulate campus carry. CBS has decided to vote against carrying weapons on Campus.

### **Weapons ARE NOT allowed on CBS campus.**

The Campus Carry law applies to all land and buildings owned or leased by an institution of higher education. Violators of the Campus Carry law will be subject to gun confiscation, legal action, and possible revocation of their CHL by state authorities.

For more details on open carry and campus carry please visit <http://www.cbshouston.edu/campus-carry>.

### **CBS Watchman**

The CBS Watchman Alert System (CBS Watchman) uses text, e-mail and voice messages to alert CBS students and employees in the event of an emergency or urgent situation. Alert messages are sent to registered mobile phones, home phones and e-mail addresses. It can be activated over the web, by a mobile phone, or by calling a 24x7 hotline. This allows both broadcast and narrowcast alerting. It is a multi-modal message delivery system including voice, SMS, email, Facebook and other proprietary modes.

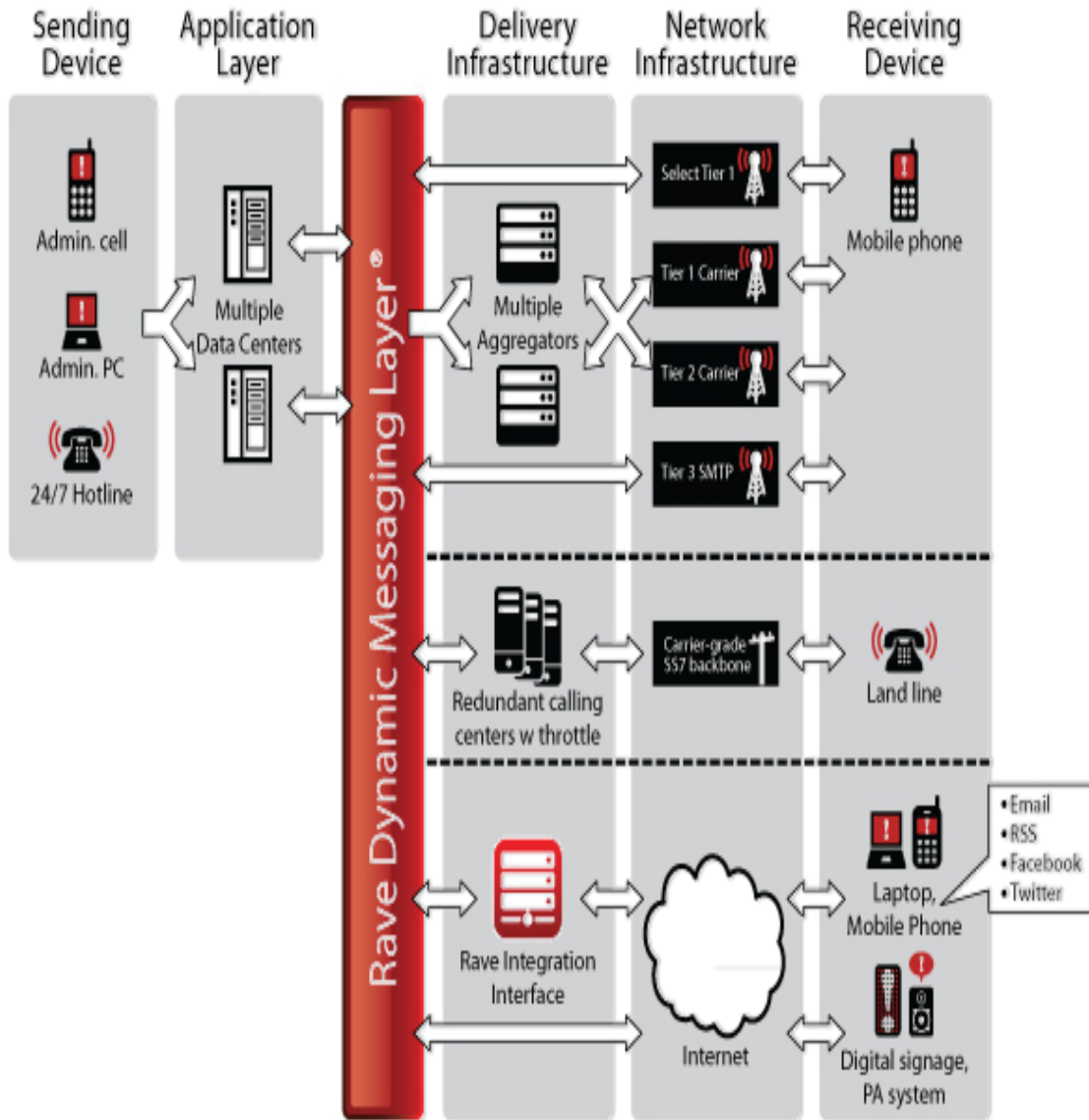
The CBS Watchman Alert System is the primary method for distributing emergency situations or operation related changes to employees and students. CBS will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

CBS Watchman will be utilized when it is determined that there is a **“significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.”** The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An emergency notification will be released as soon as reasonably necessary and —without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

CBS will automatically enroll employees and students in the CBS Watchman. Employees, as a condition of employment, are required to be enrolled in the CBS Watchman and must participate. Students can elect not to participate in CBS Watchman by completing the [Election not to Participate Form](#) located at <http://cbshouston.edu/watchman> and submitting to the Office of the Registrar. This election must be renewed at the start of each academic year or the student will be re-enrolled in CBS Watchman.

### **How Campus Timely Warning Notices are issued:**

- Campus timely warning notices will be issued to students, faculty and staff upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.
- This information may be disseminated to campus community members via a variety of mechanisms or mediums. CBS will use one or more of the following means depending on the nature of the incident:
  - CBS Watchman Alert System (text, e-mail & voice mail)
  - Electronic mail messages
  - Social Media
  - CBS website [www.cbshouston.edu](http://www.cbshouston.edu)
  - Other methods deemed necessary that may be used in the information dissemination process
  - Local media



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<sup>1</sup> Although we have named our emergency broadcast system “The CBS Watchman” the provider is Rave Alert. The diagram above is from <http://www.ravemobilesafety.com/rave-alert/>.

## **EMERGENCY PLAN & PURPOSE**

The Crisis Management & Emergency Plan (CMEP) shall provide the necessary guidance to organize and direct the operations of the College of Biblical Studies (CBS) in the event of a major emergency or disaster. Although this report does not include the full CMEP it does highlight some of the bigger concerns related to Crisis Management.

The goal of the CMEP is to ensure an organized, structured, coordinated and caring response in crisis emergency situations on campus. The plan describes the following:

- Proper response to the needs of those affected.
- Accurate and professional dissemination of information in a timely, efficient manner.
- Procedures for alerting the community and media when necessary.

In addition, the plan recognizes and establishes the following priorities for emergency response and restoration of operations:

- **Prevention:** Avoid, prevent or stop a threatened or actual event or crisis.
- **Protection:** Secure the College and its community from acts of terrorism and manmade or natural disasters.
- **Mitigation:** Reduce the loss of life and property by lessening the impact of disasters.
- **Response:** Save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery:** Assist the campus community and those affected by an incident to recover effectively.

## **TYPES OF EMERGENCIES/LEVELS OF RESPONSE**

In the context of this document, a crisis is considered an event, threat or action that can cause death or significant injury to students, faculty, staff or the public, disrupt College operations or cause physical damage to facilities or the environment. A crisis can be caused by natural or technological events or by criminal or hostile actions or threats. Any emergency could be categorized as Level 1, 2 or 3 depending on its nature or severity. Such events may be categorized by level as:

**LEVEL 1 – MINOR INCIDENT:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the College. A Level 1 minor incident affects a subset of the campus rather than the entire institution, e.g. vehicle accidents, medical emergency, etc.

Planning and response is carried out at a limited local level. The CMEP would not be activated.

**LEVEL 2 – EMERGENCY:** An emergency is defined as a serious event that significantly disrupts one or more operations of the College. Examples include but are not limited to structural fires, campus disruptions, explosive or other harmful devices or threats, homicide, suicide attempt, abducted person, workplace violence or civil disturbance. The CMEP would be activated to the extent necessary.

**LEVEL 3 – DISASTER:** A disaster is defined as a very serious event that seriously impairs or halts the operations of CBS. A Level 3 disaster affects the entire campus and the surrounding community. Examples include but are not limited to natural disasters such as hurricanes, tornados, floods or fires. The CMEP is fully activated.

### **Assumptions**

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency are not predictable, hence published support and operational plans will serve only as a guide and checklist and will require modification during an event to meet the requirements of the emergency.

2. Disasters may affect residents in the geographical location of the College; therefore, state, city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
3. All crises are newsworthy and may receive media coverage.
4. For the purpose of this policy, the term “students” includes CBS registered students.

# GENERAL EVACUATION PROCEDURES

If an evacuation is ordered, follow these procedures:

- Stay calm, do not rush and do not panic.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest stairs and proceed to the nearest exit as outlined on the fire escape map located in each room of the building. Do not use the elevator.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## **Evacuation Procedures for People with Disabilities**

People with disabilities will often need assistance evacuating. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Use the following guidelines:

- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
- If the situation is life threatening, call 911.
- Check on people with mobility disabilities during an evacuation.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- In particular, be aware when assisting someone with a disability.
  - ✓ The individual with the disability is the best expert in his or her disability, so ask

that individual for advice before lifting or moving him/her.

- ✓ Take extra time when communicating with people who are deaf, hearing impaired or speech impaired.
- ✓ Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.
- ✓ A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.
- ✓ A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility-impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- ✓ Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.
- ✓ Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.

**Assisting the blind or visually impaired:**

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

**Assisting the deaf or hearing impaired:**

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

**Assisting the mobile impaired:**

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area and wait for assistance from first responders.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.
  1. Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.
  2. Some parts of a wheelchair are safe to lift while others are not. Always ask the user to confirm where it is safe to lift. Also, ask the user what else you should know about his or her wheelchair in order to lift it safely.
  3. Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.
  4. When the lifting is complete, follow the instructions of the user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.

### **Power Outages**

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. Advise emergency personnel.



## SHELTER-IN-PLACE

Shelter-in-Place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.

Certain events may necessitate the initiation of the College's Shelter-in-Place protocol. The President or his designee will make the decision to Shelter-in-Place. Once the decision has been made, the Director of Real Estate Operations will instruct the campus community to Shelter-in-Place. This notification will be made using the CBS Watchman Emergency Alert System.

Shelter-in-Place procedures are outlined under each emergency where appropriate. General Shelter-in-Place procedures are as follows:

Upon receiving notification to Shelter-in-Place:

- Stay in your office/classroom.
- Notify those around you, and encourage others to remain in your office/classroom rather than to try to leave the building.
- Lock the doors, cover the door window, close the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your phone messages, email or the College website. If a TV is available, turn it on then turn the volume off.
- Report any suspicious activity, sounds or smells to the Director of Operations or 911
- Only come out when you recognize the authority directing you to do so.

# MEDICAL EMERGENCY

1. Stay calm and assess the situation.
2. Look for a Medic Alert bracelet or necklace on the victim.
3. Have someone call 911. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you have to call 911 first, and then assist the person to the best of your ability (see below).
4. When calling 911, give the operator as much information as possible.
  - Type of emergency
  - What help is needed
  - Exact address
  - Building name and room number
  - Telephone number you are calling from
  - Information from Medic bracelet or necklace, if applicable
  - Victim information
5. Do not move the victim.
6. Don't hang up until you are told to do so by the 911 operator.

## Basic CPR instructions provided by Red Cross:

- **BLOW:** Tilt the head back and listen for breathing. If not breathing normally, pinch nose, cover the mouth with yours, and blow until you see the chest rise. Give two breaths. Each breath should take 1 second.
- **PUMP:** If the victim is still not breathing normally, coughing or moving, begin chest compressions. Push down on the chest 1 1/2 to 2 inches 30 times right between the breasts. Pump at the rate of 100/minute, faster than once per second.
- **CONTINUE WITH 2 BREATHS AND 30 PUMPS UNTIL HELP ARRIVES.** **NOTE:** This ratio is the same for one-person & two-person CPR. In two-person CPR, the person pumping the chest stops while the other gives mouth-to-mouth breathing.

## If the victim is choking:

- Make sure they are coughing and getting air.
- If the victim cannot speak or cough and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.

## If the victim is bleeding:

- First Aid kits are located in the CBS Bookstore.
- Use rubber gloves (contained in the first aid kit) and apply pressure to the area. If possible, elevate bleeding area above level of the heart.

# ACTIVE SHOOTER

The safety and security of our staff, faculty and students is our highest priority. It is our goal to prepare and educate the CBS community to the best of our ability for possible emergencies. With the increase in active shooter/armed intruder incidents nationwide, we believe it is best to be prepared and on how to handle an active shooter situation if it ever occurs in the future.

**CBS strongly recommends viewing and becoming familiar with the tactics suggested in the [“Run. Hide. Fight.” video](#) provided by the Houston Police Department.**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, staff, faculty and others. In many cases, there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and others on the campus.

## **Guidance to faculty, staff and students**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

## **Active Shooter – Shelter-in-Place**

### **If an active shooter is outside the building:**

- Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911.
- Advise the 911 dispatcher of what is taking place, and inform him/her of your location; remain in place until the police or a campus administrator known to you, gives the “all clear” announcement. Unfamiliar voices may be the shooter attempting to lure victims

from their safe space; do not respond to any voice commands until you can verify with certainty they are being issued by a police officer.

**If an active shooter is in the building:**

- Determine if the room you are in can be locked and if so, follow the same procedure described above.
- If you cannot lock the room, determine if there is a nearby location that you can reach safely and can be secured, or if you can safely exit the building.
- If you cannot safely exit the room or building, quickly move to the same wall as the interior door, as far away from the door as possible. Quietly put something (desks, file cabinets, chairs, etc.) between you and the shooter. If several individuals are in the room, space yourselves apart to avoid becoming a “group” target for the shooter.
- Refrain from creating any loud noises, and place your cell phone in “silent” mode so it does not ring audibly and reveal your location.
- If you decide to move from your current location, follow the instructions outlined below.

**If an active shooter enters your office or classroom:**

- Try to remain calm. Dial 911.
- Alert police to the shooter’s location; if you cannot speak, leave the line open so the dispatcher can listen to what is taking place.
- Attempting to overpower the shooter with force should be considered a very last resort; after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

**If you decide to flee during an active shooting situation:**

- Make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing.
- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off campus until advised it is safe to do so by police services or College administrators.

**What to expect from responding police officers:**

Police officers responding to an active shooter are trained in “rapid deployment” procedures and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.

The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. Be aware as you are attempting to exit the area. Responding officers may not recognize you, and may need to confirm your identity before allowing you to proceed.

The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

**Active Shooter Training and Drills**

Training videos are offered on our website so that they can be viewed anytime.

# FIRE

In the event of a fire, the alarm should be activated and evacuation of the building begun. If possible, locate a fire extinguisher and extinguish the fire. If unable, a 911 call should be made immediately. Ensure the evacuation of the building has taken place. CMEP will go into effect at this time.

## **IF YOU ENCOUNTER SMOKE OR FLAMES:**

- Crawl low under the smoke to get to clean air areas.
- Test the door before opening by kneeling or crouching at the door.
- Reach up as high as you can and touch the door and knob with the back of your hand.
- If the door is hot, use another escape route.
- If the door is cool, open it cautiously and continue along your escape route.
- Isolate fire by closing off doors if possible.
  - Follow the evacuation route as outlined on the fire escape map located in each room of the building.
- If you are on a second floor, evacuate using stairwells. Do not use the elevators.
- Follow directions from those in authority.
- Stay calm.
- Once you are safe and the immediate emergency procedures have been followed, notify your vice president or the Director of Real Estate Operations.

# FIRE DRILLS

## **PROCEDURE:**

1. At least once per year.
2. Drills are held by the property management company yearly.
3. Each class has a visible fire escape map. Take the exit that is assigned to your classroom, suite or department.
4. Running is not permissible while exiting the building.
5. Not everyone should be standing close to the building while waiting for clearance to re-enter the premises.
6. The fire drill will last 5-8 minutes. Everyone will be permitted to enter the building once the alarm stops sounding.

# CBS Crisis Emergency Plan App

CBS has taken big steps to initiate the Crisis Management Plan by taking it to the next level of safety measures by rolling out to all students, staff and faculty the **CBS Crisis Emergency Plan App** yet another resource in safety procedures. Below are some of the detailed benefits:

- **PLAN**  
Collection of topics built for the CBS audience. It is very much like a guidebook.
- **EVENT**  
Topic within a plan, similar concept to being a chapter in a book.  
Some people call them “tiles”. Often used in the industry for an emergency such as “Catastrophic Event”.
- **INCIDENT**  
An event has occurred and a form is needed to notify or update an appropriate person.  
This allows for the completion of incident reports.

## **OTHER FEATURES**

Calls 911! Alarm, flashlight, incident report, active links, photos/video upload

The emphasis in each tile is as follows:

1. Emergency first; bulleted list of necessary information
2. Push students/staff back to the CBS Emergency webpage at ([http://www.cbshouston.edu/safe-environment.](http://www.cbshouston.edu/safe-environment))

To download the App on your phone, tablet, or wearable device:

- Go to where you get your Apps and download **schooldude crisismanager**
- Once downloaded click open
- Select “ok” to receive “Crisis Manager Notifications”
- Select “continue without logging in”
- Select “client plans”
- Scroll down and select “**College of Biblical Studies**”
- Select “CBS Crisis Management Plan”
- The Crisis Manager App should appear on your phone

Below is the CBS Crisis Management App with a review of the tiles (or Icons):



Posters have been inserted in every classroom to ensure students know how to download the CBS Crisis Management Plan App.



## Helpful Telephone Numbers

### **CBS Campus Numbers**

<b>Contact</b>	<b>Number</b>
Protection Plus Security	317-244-7569
Pyramids After Hours Emergency Number	1-866-336-9409
Pyramids Management Office: Non-Emergency	317-875-5055
Police & Fire Emergency	911
Fire Department/Haz Mat: Non-Emergency	317-327-6041
Police Department : Non-Emergency	317-327-3811
Medical Emergency	911
St. Vincent Hospital: Non-Emergency	317-238-2345
Poison Control Center	1-800-222-1222

### **CONCLUSION**

This Annual Security Report is a requirement and we take satisfaction in the minimal number of reported crimes. However, we willingly seek the challenge of assuring a safe and secure atmosphere for our students, employees and persons who visit the College of Biblical Studies. We attempt to accomplish this by providing ample security, emergency notification, reporting procedures, weekly light checks, the addition of security cameras and timely response to issues that might periodically arise. As we review the statistical tables for our campus, we are continuing to see ways we can improve our security presence. Our goal will always be to provide the safest environment possible for our students, faculty and staff.