

Annual Security Report

**Campus Safety
Crime Statistics**

Annual Fire Safety Report

October 1, 2014



1011 Aldon SW
Wyoming, MI 49509
(616) 538-2330
www.gbcol.edu

Emergency Phone Numbers

Police/Fire/Ambulance - 911

Wyoming Police Department, non-emergency number (616) 530-7300

Campus Security - (616) 881-2803

Campus Switch Board - (616) 538-2330

Brian Sherstad - w. (616) 822-0257

Kyle Bohl - (616) 403-4123

Nathan Johnson - (616) 822-0237

Consortium Institutions:

To read crime statistic information for Grace Bible College consortium colleges go to:

<http://ope.ed.gov/security>

Search for Cornerstone University, Davenport University (click Grand Rapids), and Grand Rapids Community College.

Properties:

All properties included in this report are in the city of Wyoming, Michigan, 49509. All properties included in this report are contiguous and listed as "Main Campus" for reporting purpose.

Main Campus

All structures at 1011 Aldon Street SW

Jack T. Dean Academic Center (2550 Rogers Lane)

Residential Buildings:

Residential Units at 1011 Aldon SW are:

Preston Hall (dormitory)

Aletheia Hall (dormitory)

Klien Apartments

Enslow Apartments

Berean House

House (959 Aldon SW)

House (958 Aldon SW)

House (962 Blackburn SW)

House (2541 Rogers Ln SW)

Apartment (958 26th Street SW)

Campus Safety and Security

Grace Bible College prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act requires reporting of designated crimes that occur in residence halls, campus grounds and buildings, public property adjacent to campus, and non-campus buildings or property owned or controlled by the College that is used for student educational purposes. This report includes reports provided by the Wyoming Police Department (WPD). The FBI's Uniform Crime Reporting (UCR) System is the source of the definitions used for Clery Act reporting. Theft from motor vehicles or from public areas is classified as larceny and is not included in this report.

Campus Security Authority

Grace Bible College Security offices have the authority to ask persons for identification and to determine whether individuals have lawful business at Grace Bible College. Grace Bible College security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the WPD who have jurisdiction on the campus. The Grace Bible College Security Office cooperates fully with the WPD and county and state law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Security Office and the WPD. Grace Bible College has no written agreement with any law enforcement agency regarding the investigation of alleged criminal offences. Grace Bible College will investigate behavior as it pertains to guidelines set forth in the student handbook for the good of the College community. Investigation of alleged criminal offences will be conducted by local, county or state law enforcement agencies respectively. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Student Responsibilities

All students and employees of Grace Bible College are asked to take personal responsibility for personal safety and the safety of the campus community. We ask all to lock doors, keep doors locked, secure valuables, not leave valuables in vehicles, mark personal items, and travel in groups. Students are expected to read and be familiar with the Grace Bible College student handbook and behavioral expectations and disciplinary procedures contained within.

Crime Reporting

For the safety of individuals and the campus community, Grace Bible College asks that anyone who is the victim or witness of any crime to promptly report the incident to the WPD (emergency - 911; non-emergency (616) 530-7300) and campus security (616) 881-2803. Confidential crime reporting for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Dean of Students. Crimes should be reported to the Dean of Students to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, will include disciplinary review.

Timely Warnings:

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean of Students, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty, staff, and via text message as well as other modes of social media.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, notice may also be posted in each residence hall and on-campus housing. Anyone with information warranting a timely warning should report the circumstances to the Dean of Students, by phone (616) 403-4123 or in person.

Lighting

Security personnel are required to report burned out or broken lighting to maintenance so that it may be quickly rectified.

Safety Escorts

On campus safety escorts are available when security is on duty. Please do not hesitate to call security to request escort from and to any building on campus or your car. Campus Security Phone # (616) 881-2803.

Fire and Tornado Drills

Grace Bible College conducts periodic fire drills and tornado drills each year to ensure its population understands procedures.

Severe Weather

Tornado watch and warning procedures are listed in the student handbook. A community tornado siren will sound in event of a tornado warning. This siren is tested 12:00 noon on the first Friday of each month. In the event of an actual tornado warning, students, faculty and staff are to seek shelter indoors in an interior room at the lowest level of the building.

Safety Meetings

Instructions regarding personal safety and victim rights in sexual assault are provided at the beginning of each year in the dormitories. Other personal safety training and workshops can be arranged by request and will be posted when available. Students should make such requests to the Dean of Students.

Parking Enforcement

Parking regulations are enforced by Security and Community Life. Students are to park in designated student parking only. Improperly parked vehicles and vehicles without proper parking permit identification will be ticketed.

Speed Limit

Speed Limit on campus is 5 mph. The speed limit on public roads immediately surrounding Grace Bible College is 25 mph. Students, faculty and staff are strongly encouraged to observe these speed limits for the safety of all. Violation of campus speed limit may result in suspension of vehicle privilege on campus.

Weapons

Firearms and ammunition are not allowed on Grace Bible College property. Students legally owning firearms and/or ammunition may seek the help of the Dean of Students in storing items off campus.

Access Policy

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, and guests. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities.

Residence halls are secured 24 hours a day. Residence Hall doors are not to be propped open at any time. Students are strongly encouraged to keep their own dorm room door locked at all times. Guests must be accompanied by host student at all times.

Apartment exterior doors are secured 24 hours a day. Tenants are strongly encouraged to keep their own apartment door locked also. Guests are only to be admitted into the building by the hosting tenant.

Campus Safety

While Grace Bible College is small and isolated from large public groups, students, faculty and staff should not assume safety. Be aware of suspicious persons and report them to security. The city of Wyoming and neighboring Grand Rapids do have areas which may be unsafe during certain times. If you are unsure about the safety of an area, it is best to ask before going to unfamiliar areas.

Police/Security Services

Grace Bible Security is on duty seven days per week. Normal hours of duty are from 6:00 am to 7:00 am and 8:00 pm to 3:00 am. Grace Bible College is within the jurisdiction of the Wyoming Police Department which will investigate crimes and complaints and enforce the law.

Criminal Activity Off-Campus

Grace Bible College does not provide security enforcement to areas off-campus. Students who commit crimes off-campus may face institutional disciplinary proceedings even without conviction. Due process guidelines in the student handbook will be followed.

Sexual Assault Policy

The philosophy of Grace Bible College concerning sexual assault and rape is foremost to assist victims in regaining control of their lives. In addition, the College will cooperate fully with any formal investigation by local police and will pursue all complaints to the best of our ability.

Sexual assault and rape are defined by the F.B.I. in the following manner:

Sexual Assault: There are four degrees of sexual assault. The first and third degrees are penetration and the second and fourth involve sexual fondling and touching.

Rape: Any sexual act forced on another person or performed when the victim is incapable of giving consent due to age or mental impairment.

Grace Bible College recommends the following if a sex offense has occurred. You are not alone in this; we will help in any way.

1. Notify the Dean of Students or the Vice President for Community Life immediately:
 Kyle Bohl: (616) 403-4123
 Brian Sherstad: (616) 822-0257
2. Be prepared to discuss openly and in detail all factors involved in the offensive action. All efforts will be made to respect confidentiality, but there may be times when information is required to help other students or ongoing investigations.
3. If a rape has occurred, please remember that physical evidence is critical to criminal prosecution.

Calling 911 will bring a police officer to assist you. Contact the College for additional assistance. If contacted within 72 hours of the crime, the police officer will first ensure medical treatment and accompany the victim to the hospital. Phone numbers for the YWCA Rape Assault Unit and the Rape Crisis Center are also provided by the officer. The officer will ask the physician for physical evidence if the victim decides to prosecute. Finally, the officer will return the victim to campus and the support unit available there. Victims should not shower, bathe, brush their teeth, or change clothes before going to the hospital so that court evidence can be collected. After 72 hours, victims will be informed of counseling options. A full investigation by police will be initiated with total cooperation given by Grace Bible College.

If a criminal arrest should occur, Grace Bible College would advise said student as to a proper course of action relevant to their academic program. Conviction of any crime is cause for immediate dismissal. Because of the nature of these offenses, both the accused and accuser will follow the basic Student Disciplining Review Procedure as given in the Student Handbook.

Every effort will be made after an alleged sexual assault, within reason and means available to the College, to assist the student in finding alternative housing if needed. Follow-up services will be provided with regard to long term counseling and student services.

Finally, while victims may wait months or even years before going to the police, we recommend reporting the crime immediately.

Community Life Responses

- 1) Education programs to promote the awareness of rape, acquaintance rape and other sex offenses. Sessions each semester deal specifically with the dating agenda. The specifics include rape, date rape, and other sex offenses. These are sponsored by the Community Life department.
- 2) Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure. These are included in the Student Handbook under Biblical Convictions.

Campus Sex Crimes Prevention Act

Registered sex offenders are required to inform local authorities when enrolling in any college. Local authorities are then required to inform the institution that a registered sex offender has enrolled at that institution. Information regarding registered sex offenders can be obtained from the Michigan State Police at: <http://www.mipsor.state.mi.us/>

Hate Crime Statistics

Hate Crimes	Hate Crime Total			Race			Religion			Sexual Orientation			Gender			Disability			Ethnicity		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible																					
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Drug and Alcohol Policy

GRACE BIBLE COLLEGE PROHIBITS THE POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES.

Drugs Can:

- make you feel able to do things you really cannot do
- make you careless and likely to forget important safety habits
- throw off your sense of time, space, and distance
- cause absenteeism and tardiness

What Illegal Drugs Can Do:

Marijuana

- slows your physical reflexes
- cuts your mental powers
- makes you forgetful
- throws off your space and distance judgment
- causes damage to your lung, reproductive, and brain functions

Cocaine

- causes a temporary feeling of almost superhuman power, impairing your judgment and decision-making ability
- causes emotional problems, mood swings and lack of dependability
- damages your respiratory and immune systems
- causes malnutrition, seizures and loss of brain function

Heroin

- causes total disinterest in safety or anything else except drugs
- costs lead to crime
- damages interpersonal relationships
- overdose-caused coma and death

Hallucinogens (PCP, LSD, Ecstasy, etc.)

- causes hallucinations
- vastly distorts what is seen and heard
- causes sudden and bizarre changes in behavior
- loss of concentration and memory

What Legal Drugs Can Do:

Alcohol

- loss of concentration
- loss of judgment
- absenteeism and tardiness

Amphetamines (Speed, Uppers)

- can make you rush around wildly and carelessly
- can cause you to push yourself beyond your physical limits

Sedatives

- slow your mental processes and reflexes
- disrupt interpersonal relationships
- can cause liver and kidney damage

To assist persons in avoiding substance abuse problems and related health risks, students and employees may seek help from the office of the Dean of Students. You also are encouraged to attend College substance awareness workshops and seminars.

IF YOU ARE CONVICTED IN A COURT OF LAW OF CRIMINALLY VIOLATING OUR DRUG-FREE CAMPUS RULES, WITHIN 30 DAYS OF OUR HEARING OF IT, WE MUST EITHER:

1. EXPEL YOU FROM THE COLLEGE; -or-
2. OFFER YOU ANY HELP AVAILABLE TO COMBAT YOUR INVOLVEMENT WITH DRUGS

Employees: Since the use of drugs is inconsistent with the standards and purposes of Grace Bible College, the unlawful possession or use of a controlled substance is prohibited. Any employee who violates such prohibition will be terminated with one day's notice.

You Must:

AGREE to abide by our Drug-Free Campus Policy

INFORM us within five days of the time you are convicted of a criminal drug violation on campus or at one of our activities

COMPLETE satisfactorily the program of help you accept instead of being expelled from the College.

College and Community Assistance

Grace Bible College has limited substance abuse counseling and will provide referrals for those who need it. Please contact the Community Life Office for assistance and/or referral.

Good Faith

The College, in adopting and implementing this policy pursuant to the Drug Free Schools and Communities Act, further certifies it will make a good faith effort to continue to maintain a safe, drug-free environment and to respect the privacy of its students and employees.

Emergency Response and Evacuation Procedures

Emergency Notification Procedure

If a significant emergency or dangerous situation occurs on campus, the campus will immediately notify the campus community through all available means including: email, electronic message posting, word of mouth and written postings. This notification will include instructions as to whether people present in campus buildings should evacuate or shelter in place. Grace Bible College does not maintain a campus police department and will immediately seek the assistance of the Wyoming Police Department (WPD) and/or Wyoming Fire Department (WFD) depending on the nature of the emergency.

Initiating an Emergency Notification will include the following communications to the campus community:

- Email notification to all students, faculty and staff
- Phone call to Community Life Interns and/or Residence Assistants. If the Community Life Interns are reached via phone, they will communicate notification to Residence Assistants. If Community Life Interns are not reached, the communication will go directly to the Residence Assistants.
- Written notification will be posted in prominent building entry ways.
- Text message sent to student phones.

These communications will be completed by the individual initiating an Emergency Notification or by others at this person's direction.

Emergency Confirmation

All emergency or dangerous situations will be taken seriously.

If the life or immediate safety of individuals is in question, campus personnel (students, faculty or staff) are to:

- Call 911 (99-911 from campus phone). First responders from WPD or WFD will determine the extent of the emergency and take appropriate action.
- Contact a College official. The College official will initiate an Emergency Notification if the situation warrants notification of campus community.
- Complete incident report describing situation and action taken.

If the life or immediate safety of individuals is not in question, campus personnel (students, faculty or staff) are to:

- Contact a College official. The College official will notify WPD or WFD and initiate an Emergency Notification if warranted.
- Complete incident report describing situation and action taken.

Responsible Persons

The following positions on campus are responsible for carrying out these procedures:

- Vice President for Community Life
- Dean of Students
- Director of Maintenance
- Director of Food Service

Evacuate or Shelter in Place

Some emergencies or dangerous situations require evacuation of buildings. Other situations require people to seek shelter where they are for safety. Examples of situations in which the campus community will be instructed to Shelter in Place are:

- An armed hostage situation
- Gunfire – an Active Shooter on or in the vicinity of the College campus
- A violent incident outside the campus perimeter
- A local hazardous or toxic airborne plume or local hazardous waste spillage.

In such cases the Emergency Notification will instruct all people present within the College buildings to Shelter in Place.

Shelter in Place Procedures:

- The College will broadcast a direction to Shelter in Place via following the Emergency Notification Procedure. Students who receive this notification in route to the school are to avoid seeking entry to the College campus or residence halls, depending upon the location of the incident.
- Upon the receipt of the Shelter in Place notification, and depending upon the affected building, students and faculty should remain in assigned classrooms. Staff and faculty not teaching at the time should report to their respective offices immediately. Students who are not in class should seek shelter in the nearest classroom, or other similarly protected area, such as the Computer Lab or Student Lounge. Residence hall students should return to their respective rooms.
- Faculty and staff should make a reasonable effort to ensure evacuation of hallways and that everyone in sight has gone to a classroom or similarly protected area. Residence Advisors should make a reasonable effort to ensure that all students return to their dormitory rooms.
- Close and lock all doors and windows.
- Close drapes, stay away from windows and exterior doors.
- Put green or red card located in the Emergency Procedure Manual in window and under door to the hallway and wait in place. Place the green card in windows and under doors if everyone is safe and unharmed, and red if some or all of the group is unsafe or harmed.
- Do not open windows or doors and remain in protected areas until receiving an "ALL CLEAR" message that indicates danger has passed.

Evacuation Procedures:

In the event that evacuation of the College buildings is necessary, evacuation shall be initiated through the fire alarm system. If the fire alarm sounds, members of the College community should evacuate immediately. Examples of situations which warrant evacuation of buildings are:

- Fire
- Gas leak

General Evacuation Procedures:

When evacuating a building or work area:

- Stay calm
- Do not rush or panic
- Gather personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. if at all possible, since it may be hours before you are allowed back in the building
- If safe, close and leave unlocked office doors and windows
- Proceed to the nearest exit.
- Proceed to the designated Evacuation Assembly Area as directed.
- Wait for instructions from emergency responders and/or a College official
- Do not re-enter the building or work area until instructed to do so by a College official

Disseminating information to the larger community

Emergencies and dangerous situations can be traumatic. The College will keep the campus community informed of the aftermath of an emergency or dangerous situation through Tower Times postings, chapel announcements and campus meetings as deemed appropriate.

Communication to the broader community including the residential neighborhood surrounding the College, constituents of the College and other residents will be conducted as deemed appropriate and necessary by the College administration. Response to local news media will be conducted by the President of the College or his designee.

Emergency Procedure Testing

The College will test its emergency response and evacuation procedures at least once per year. Procedures will be published electronically and communicated to residence students during annual meetings. Documentation of these tests will be maintained by the Dean of Students.

Missing Student Notification

As required by law, GBC has adopted this missing student notification policy for students who reside in on-campus housing, including the dormitories and apartments. In accordance with this policy, each student who resides in on-campus housing has the option to identify an individual to be contacted by GBC after such student is determined to be missing. Students can identify an individual to be notified by providing Personal Emergency Contact Information to the Community Life Office or Dean of Students. For students who have already provided Personal Emergency Contact Information, such emergency contact(s) will be notified in the event a student is determined to be missing.

Missing Person Procedures:

A student is determined to be missing when a report comes to Grace Bible College's Community Life Staff or Security Staff and deems to be credible. Circumstances of a missing student may include but are not limited to:

- a) student is out of contact after reasonable efforts to reach student by phone calls, emails, and/or if person attempts to establish contact;
- b) circumstances indicate an act of criminality is involved;
- c) circumstances indicate physical safety is in jeopardy;
- d) circumstances become known that medicine dependence may threaten life or health;
- e) existence of a physical / mental disability indicates that the student's physical safety is in danger;

If a member of the Grace community becomes concerned that a fellow student might be missing or otherwise in danger, you are to contact one of the following:

- Community Life Staff Member (Resident Assistants in campus housing)
- GBC Security Staff member: (616) 881-2803
- Dean of Students, Kyle Bohl (616) 403-4123
- Vice President for Community Life; Brian Sherstad (616) 822-0257

Grace Bible College Response:

If it is determined that a student is missing, the following action will be taken by the Dean of Students and/or the Vice President for Community Life. Grace Bible College personnel will not wait 24 hours before taking action:

- a) Emergency Contact(s) will be notified as well as custodial parent or guardian if the student is under the age of 18.
- b) Appropriate law enforcement agencies will be notified. Note: law enforcement agencies will be notified even if the student has not registered a contact person.
- c) Additional individuals or agencies will be notified at the discretion of the College in the course of trying to find a student and secure his/her safety.

Please see the Dean of Students (Kyle Bohl) if you have any questions or concerns about this policy.

Annual Fire Safety Report

Grace Bible College provides student housing including dormitories, apartments and houses. Houses owned by Grace Bible College are not always rented to current students; however for the purposes of this report, all fire statistics are included. Fire statistics for Preston Hall and Aletheia Hall are combined because these structures are joined by student lounges and share a common fire alarm system.

Fire Safety Systems

Preston Hall and Aletheia Hall

Central fire detection system which senses both heat and smoke. Additionally, each dorm room has a battery operated combination smoke/carbon-monoxide detector.

Klien Apartments: Each apartment unit contains a smoke detector

Enslow Apartments: Each apartment unit contains a smoke detector

Berean House: Smoke detectors

House (959 Aldon SW): Smoke detectors

House (958 Aldon SW): Smoke detectors

House (962 Blackburn SW): Smoke detectors

House (2541 Rogers Ln SW): Smoke detectors

Apartments (958 26th Street SW): Smoke detectors

Fire Drills

During the 2012 calendar year, 4 fire drills were held. These drills were held at Preston and Aletheia halls combined.

Fire Prevention Policies

The following policies have been established for safety and the prevention of fires.

Preston and Aletheia Halls:

Smoking is not permitted on Grace Bible College property, including apartments and houses.

Hallways are to be kept clean and clear due to fire regulations.

Firearms and ammunition are to be kept with the Dean of Students. Fireworks are prohibited by state law, and violators will be assessed a \$25.00 fine. Candles, incense, matches, or any volatile or explosive items are not to be used in Preston or Aletheia Halls. Violators will be assessed a \$10 fine. Community Life reserves the right to correct or remove any student items which may be a fire hazard. Fire drills will be held periodically. The current fire department fee of \$500 may be charged to any person responsible for a false alarm.

Electrical appliances which may be used in the room are: study lamps, irons, radios, TVs, shavers, hair dryers, electric blankets, clocks, air popcorn poppers, small refrigerators, microwaves and other items approved by the Dean of Students. Not approved are halogen lamps, toasters, hot plates or electrical heaters of any kind. A \$25.00 fine will be assessed upon discovery of any tampering with the heating or electrical systems in the dorm.

Klien and Enslow Halls and all campus houses

Smoking is not permitted on Grace Bible College property, including apartments and houses.

Fire Safety: Smoke Detector batteries will start to "chirp" when losing power. Please notify the Physical Plant Office to replace the battery. DO NOT unplug the battery. If your smoke detector is found to be unplugged, you may lose your security deposit and you may be evicted from the apartment. The life you save may be your own. EXITS: Anything left outside your apartment is subject to disposal. Do not leave anything in the hallways.

Procedures for Student Housing Evacuation

Procedures for student housing evacuation are listed above in the campus security section of this report.

Fire Safety Education

At the beginning of each year, fire safety is addressed in a combined dorm meeting. Students watch the video "Get Out and Stay Alive" followed by discussion of fire risks specific to Grace Bible College housing. Furthermore, fire safety bulletins are published and distributed to students in College owned housing during specific times of the year. Specifically, guidelines regarding Christmas trees, Christmas lights are distributed in December of each year. Guidelines regarding use of grills for cooking are distributed early summer of each year.

Reporting Fires

All fires are to be reported to the Dean of Students who is responsible for maintaining the campus fire log. It is the responsibility of each student to report fires. Specifically, it is the responsibility of the Residence Assistants in the dorms, student security personnel, maintenance personnel and kitchen staff to report fires of which they are aware to the Dean of Students.

Improvements in Fire Safety

The Vice President for Community Life conducts an annual meeting with the Director of Maintenance and the Dean of Students to evaluate fire safety policies and procedures. From this meeting, plans for future improvements in fire safety are drafted.

Recent improvements are:

- Installation of Fire Door separating maintenance room from hallway in Jack T. Dean Academic Center.
- Updated fire escape route signage in Jack T. Dean Academic Center.
- Equipping passageway areas of Jack T. Dean Academic Center with non-combustible furniture fixed to floor.
- Improved fire blocking ceiling in Preston/Aletheia hallways

Plans for future improvement:

- More frequent checking of the functionality of smoke detectors in campus housing with logging system.
- Increase number of smoke detectors in campus housing.
- Connecting Preston/Aletheia fire system to 24/7 monitoring service currently in use in O'Hair Hall.
- Equip campus houses with escape ladders for top floor.

END ANNUAL FIRE SAFETY REPORT