



# **2018**

## **Jeanne Clery**

### **Disclosure of Campus Security Policy and Campus Crime Statistics and Fire Safety Report** *(Statistics for 2015, 2016, 2017)*

Prepared by the Police & Campus Safety Office  
Williams Baptist University  
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## About WBU

Williams Baptist University is a four-year, Christian, liberal arts college. Williams is known for its academic excellence and personal attention, with a student-to-teacher ratio of 13-to-1, as well as its warm, Christ-centered environment. There are over 500 students on WBU's main campus at Walnut Ridge, Ar., and a total enrollment of about 600. Most students live in on-campus residence halls and apartments.

Williams has over 25 majors and pre-professional programs to prepare students for a wide array of career options, and it is ranked in the top tier of southern colleges & universities by US News & World Report. It is accredited through the Higher Learning Commission of the North Central Association and by the National Council for Accreditation of Teacher Education.

WBU is owned and operated by the Arkansas Baptist State Convention.

### History

Williams was founded as Southern Baptist College in 1941 by Dr. H.E. Williams. It started in Pocahontas, Ark., but in 1947 the campus was relocated to a nearby, former World War II military base at Walnut Ridge, which has been the college's home ever since. WBU began as a two-year college, but moved to four-year status in 1984. The name was changed to Williams Baptist College, in honor of its founder, in 1991.

### Location

WBU is situated on a 200-acre campus in the northeast Arkansas community of Walnut Ridge, a city of about 5,000 people. Williams is a 30-minute drive from Jonesboro, with a population of about 70,000 and a wide array of stores, restaurants and entertainment options. Memphis is approximately 90 minutes away, and Little Rock is about a two-hour drive.

### Mission Statement

Williams' mission is to provide an excellent, holistically Christian, liberal arts education, while compassionately shaping students' lives.

## Clery Act: What Is It?

The ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)*** is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. The most recent amendments were made in 2013 to include regulations contained in the Violence against Women Reauthorization Act of 2013. The Clery Act requires colleges and universities:

**Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.

**Maintain a public crime log.** Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.

**Disclose crime statistics.** This includes incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
  1. Murder & Non-negligent manslaughter
  2. Negligent manslaughter
2. Sex Offenses
  1. Forcible
  2. Non-Forcible
3. Robbery
4. Aggravated Assault
5. Burglary, where:
  1. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
  2. Unlawful entry must be of a structure - having four walls, a roof, and a door.
  3. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

As of 2013, schools are also required to report statistics related to:

1. Dating violence
2. Domestic violence
3. Stalking

**Issue timely warnings about Clery Act crimes, which pose a serious or ongoing threat to students and employees.** Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

**Devise an emergency response, notification and testing policy.** Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and Universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

**Compile and report fire data to the federal government and publish an annual fire safety report.** Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public.

**Enact policies and procedures to handle reports of missing students.** This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

## **Williams Baptist University Campus Safety Office**

### **Composition**

The Williams Baptist University Campus Safety Office may employ full-time, part-time, and federal work-study student safety officers. Full-time and part-time safety officers can

be certified law enforcement officers, certified through the Commission of Law Enforcement Standards and Training, or sworn, commissioned security officers who have received the necessary training to receive licensure through the Arkansas State Police, Regulatory Services division. Only those Williams Baptist University Campus Safety Officers who are certified law enforcement officers or commissioned security officers may carry weapons, and are required to continue ongoing firearms and emergency response training to maintain employment with the Williams Baptist University Campus Safety Office. Non-commissioned security officers may not carry weapons.

### **Authority**

All Williams Baptist University Campus, Police and Safety Officers have the authority to ask persons for identification and to determine whether individuals have business at the University. Williams Baptist University Campus Police and Safety Officers have the responsibility and authority to investigate suspicious persons/circumstances on the Williams Baptist University campus, if safe to do so. Williams Baptist University Campus Police and Safety Officers that are certified law enforcement officers have arrest authority. Williams Baptist University Campus Safety Officers with licensure as commissioned security officers do not have arrest authority.

### **Relationship with Law Enforcement**

Williams Baptist University shares information about crimes with the Lawrence County Sheriff's Department, Walnut Ridge Police Department, and any other pertinent law enforcement agency. Williams Baptist University also requests information about crimes that are reported directly to the Campus Police Department, the Lawrence County Sheriff's Department and the Walnut Ridge Police Department for the campus and adjoining properties.

### **Reporting Crime and other Emergencies on the Williams Baptist University Campus**

The responsibility to report crime or other emergencies lies with every member of the Williams Baptist University community. Students, faculty, staff, and guests should report all crimes, emergencies, or violations of University policies to the appropriate authorities. If a serious crime or emergency is witnessed or suspected, 911 (9-911 campus phone, 911 cell phone) should be called immediately. If possible, the Williams Baptist University Police and Campus Safety Office should be contacted as well at (870) 759-4161.

The Lawrence County Sheriff's Department, Walnut Ridge Police Department and/or Williams Baptist University Police and Campus Safety Office will respond as quickly as possible to any request for assistance. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents and medical assists have a higher priority than other types of calls. The crime also could be reported to one of the following: Student Affairs Office (870) 759-4188, or to a faculty or staff member who the student is comfortable talking to about the crime. Members of the Williams Baptist University community are reminded it is important to report incidents immediately so an investigation can be conducted promptly and evidence preserved.

It cannot be stated enough how important it is to quickly and accurately report crime, no matter where it occurs. If a crime is not promptly reported, evidence can be lost and/or a suspect could get away. If a crime is not accurately reported, leads could be missed and

an investigation could head the wrong direction. If one witnesses a crime or emergency, it should be immediately reported to the Williams Baptist Police Department, Lawrence County Sheriff's Department and/or the Williams Baptist Campus Safety Office, and questions should be answered as accurately as possible. The investigation can only be as good as the information received.

Williams Baptist University Police and Campus Safety Officers are primary responders to any emergency or criminal situation on campus. Direct radio and telephone communications with local police, fire, and emergency medical services ensures that campus police and safety officers can initiate and direct necessary emergency responders to any campus area.

## **CRIME OFF-CAMPUS**

Williams Baptist University Campus Police and Safety Office maintains a working relationship with the Lawrence County Sheriff's Department in reference to crimes that occur off-campus in the vicinity of the campus. The WBU Campus Safety Office also works with the Walnut Ridge Police Department in reference to crimes that occur in the vicinity of University-owned property located off-campus within the city of Walnut Ridge, Arkansas. Our agency will respond and make proper documentation of any incident for Annual Security Report purposes.

## **CAMPUS SECURITY AUTHORITY (CSA)**

**"Campus security authority"** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- *A campus police department or a campus security department of an institution.*
- *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security.*
- *Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

**If someone has significant responsibility for student and campus activities, he or she is a campus security authority.**

## **HOW TO REPORT A CRIME**

To report a crime, call the WBU Campus Police and Safety Office at (870) 759-4161, or visit the Campus Safety office on the lower level of the Mabee Student Center, Midkiff Lane. You may also contact a campus CSA to report a crime.

To report an emergency to the Lawrence County Sheriff's Department, call 9-911 from a campus phone, or 911 from a cell phone.

One should report any criminal activity or incidents to the WBU Campus Safety Office immediately. Any suspicious activity or person seen on campus, inside buildings, or around the Residence Halls should be reported to a campus security authority:

Campus Safety Office	(870) 759-4161 or (870)847-8181 Mabee Student Center, downstairs
Vice President for Enrollment Management & Student Services	(870) 759-4120 Swaim Administration Building
Dean of Students	(870) 759-4188 Mabee Student Center, upstairs
Director of Counseling	(870) 759-4184 Joy Ring Student Success Center 56 McClellan Dr.
Student Activities Director	(870) 759-4188 Mabee Student Center, upstairs
Campus Minister	(870) 759-4143 Mabee Student Center, downstairs
Campus Nurse	(870) 759-4298 Mabee Student Center, downstairs
Athletic Director	(870) 759-4194 Southerland Mabee Center
Women's Residence Hall Director	(870) 759-4204 Southerland Hall, main lobby
Men's Residence Hall Director	(870) 759-4302 Cash/Wilson Hall, private lobby

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not wish to pursue action within the Williams Baptist University system or the criminal justice system, you may still wish to consider making a confidential report. With your permission, the Director of Campus Safety/Chief of Police, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, WBU can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Williams Baptist University Campus Police and Safety Office encourages anyone who is the victim or witness to any crime to promptly report the incident to law enforcement, WBU Campus Safety, or a campus safety authority. However, because police reports are public records under state law, law enforcement cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to WBU campus safety authorities as identified above.



## **Daily Crime Log**

The WBU Campus Safety Office maintains a Daily Crime and Fire Log in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Members of the campus community can stay informed about criminal incidents at Williams Baptist University by reading the Daily Crime Log, located in the WBU Campus Safety Office.

*Note: Any incidents that may have been reported only to pastoral and professional counselors of the Institution are generally protected by privacy rights of the client or patient and are not included in any of the following statistics, nor for any timely warning notifications to the campus.*

## **CAMPUS AND COMMUNITY NOTIFICATION OF CRIMINAL ACTIVITY**

If there are crimes occurring on the WBU campus that will continue to endanger or affect the campus community, crime notifications/alerts will be published and posted on the campus web site, and in posted print in various locations around campus. The bulletins will allow members of the campus community to know what is currently happening in order to better protect them. Students and employees can also subscribe to WBUAlert, a free of charge text messaging and e-mail subscription service for notifying the WBU community of emergency situations and campus closing announcements. Information about the WBU Campus Safety Office, services provided, and related resources concerning safety and security can be obtained by contacting the WBU Campus Police and Safety Office by phone (870) 759-4161, or by visiting [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety), or by e-mail at [wboocs@williamsbu.edu](mailto:wboocs@williamsbu.edu).

## **TIMELY WARNING NOTICES**

The Campus Safety Office distributes a Timely Warning Notice in various ways dependent upon the circumstances. Once the Campus Safety Office determines that a notice will be issued, the VP of Enrollment Management & Student Services, the Dean of Students, the Director of Campus Safety and other designees are responsible for ensuring that notices are dispatched to the WBU campus community utilizing the most feasible method(s) possible. Typically, e-mail and/or text notices will be sent. Warning Notices by cell phones via text messages and e-mails are available. The WBU Campus Safety Office may also post notices on bulletin boards throughout buildings. In the event a serious crime occurs, the suspect remains at large and there is a potential threat to the campus community, specific messages called WBUAlerts will be published. WBUAlerts are also released for natural or manmade disasters, which could affect any significant segment of the campus community. It should be noted that timely warnings issued by WBU authorities will always withhold the names of victims as confidential.

## **EMERGENCY PREPAREDNESS**

WBU seeks to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, the University is prepared to respond to a full range of critical incidents. WBU operates under the "Incident Command System" (ICS) – a system utilized by FEMA and many other emergency response organizations. The Director/Chief of Police of the WBU Campus Safety Office is required to take ICS training. Under this system, a single Incident Commander directs all WBU resources.

Although the WBU Incident Commander may consult other individuals, it is imperative that all faculty and staff follow the decisions made by the Incident Commander. In case of any type of emergency, individuals making the discovery should move to a safe location and then contact the WBU Campus Safety Office at (870) 759-4161. Individuals making the discovery should also contact 911 using a cell phone or 9-911 using a campus phone, pull the fire alarm (in the case of a fire) or take other appropriate emergency actions. Initial civilian responders are asked to not intervene in any crime or dangerous event.

The WBU Campus Police and Safety officer should follow standard operating procedures while contacting additional civil authorities (Sheriff's Department, Fire Dept., EMS, etc.) as necessary. If the emergency warrants, the officer should also communicate immediately with the Incident Commander. The Incident Commander will assess the situation and direct the appropriate University officials to contact and summon other necessary WBU officials and other resources required to contain and control the emergency. Also, the WBU Emergency Response Plan can be found at [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety).

## **CAMPUS EMERGENCY NOTIFICATION**

It is the policy of Williams Baptist University to issue Emergency Notification Alerts (WBUAlerts) about immediate emergencies on and around the campus. When a report of a potential emergency or dangerous situation occurs, appropriate University personnel will respond in order to assess the situation. If it is determined that an emergency or other dangerous situation involving an immediate threat to the health or safety of students or others on campus exists, immediate notification of the emergency or dangerous situation will be made to the campus community. Usually, such notification will be made by using the University's WBUAlert notification system.

Notification may be accomplished using a variety of messaging methods that include text, telephone, and email. In residence halls, resident staff members may share information face to face with residents. WBU personnel authorized to issue such notifications will use their discretion to determine the specific method of notification. Upon confirmation of an emergency or dangerous situation, the Director of Campus Safety/Chief of Police, the VP of Enrollment Management & Student Services, the Dean of Students, the President of the University, and/or their designee(s) are responsible for consulting on a case-by-case basis when information in the form of an alert is disseminated. The notification will be made without delay. Notification will only be withheld if in the professional judgment of responsible authorities, doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If the emergency information needs to be disseminated outside of the campus community, this will be accomplished utilizing various methods, which may include the university website, telephone information line, and/or by communicating with local news agencies. Campus evacuation and storm shelter information may be found at [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety).

Evacuation route maps are posted in hallways throughout all campus buildings. Fire drills are scheduled biannually to test the evacuation procedures for residence halls on the campus. A test of the WBUAlert notification system is conducted at least once per

semester. These tests and drills are announced through the University's website/e-mail or through a specific department.

## **CAMPUS FACILITIES SECURITY AND ACCESS**

### **Academic and Administrative Facilities**

The responsibility for locking doors rests primarily with the Campus Safety Office. WBU custodial staff normally unlocks the main entrances to buildings at the start of each business day. The Maddox Center is open until 1:00 A.M. each day. The Sloan Center for Science and Professional Studies is open until 10:00 P.M. Monday through Friday. The Swaim Administration Building is locked each day at 4:30 P.M. by office staff as they leave for the day. For activities scheduled at times when a building is normally locked, arrangements must be made in advance with the WBU Campus Safety Office or the WBU Office of Student Affairs.

### **Athletic and Recreational Facilities**

The responsibility for locking doors rests primarily with the Campus Safety Office. WBU custodial staff normally unlocks the main entrances to buildings at the start of each business day. The Southerland-Mabee Center is locked each day at 11:00 P.M. Eagle Grill are locked each day at 11:00 P.M. The Mabee Student Center, Eagle Grill Lounge and the Carter Field House are locked each day at 1:00 A.M. by Campus Safety officers. The Miller Building is normally locked by attending staff when they leave for the day. For activities scheduled at times when a building is normally locked, arrangements must be made in advance with the WBU Campus Safety Office or the WBU Office of Student Affairs.

### **Residence Halls and Dining Hall**

The responsibility for locking and unlocking doors rests with university housing and campus dining services. All of the residence halls are equipped with electronic secure access controlled entry systems and monitored with closed circuit security cameras. Residence Directors and Residence Assistants are responsible for monitoring safety/security concerns in and around residence halls.

### **Apartments and Managed Properties**

The responsibility for locking doors rests with the resident(s) of each apartment. Responsibility for locking doors on managed property resides with the renter of said property or with university personnel, depending on the circumstance.

## **Security considerations in the maintenance of campus facilities**

### **Lighting**

WBU is committed to campus safety and security. Exterior lighting is a critical part of that commitment. Campus Safety officers conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will report the problem to their supervisor, who will then initiate an immediate work order which is acted upon by a representative of the appropriate maintenance office. We encourage WBU community members to report any deficiency in lighting to Maintenance at 870-759-4166, or the Campus Safety Office at 870-759-4161.

### **Locks/Other**

Locks are monitored and inspected on a continual basis by Campus Safety and the WBU Physical Plant to repair any problems quickly. WBU community members are encouraged to promptly report any locking mechanism deficiency to the Physical Plant at 870-759-4166, or the Campus Safety Office at 870-759-4161. Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may also include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

## **WILLIAMS BAPTIST UNIVERSITY WEAPONS POLICY**

WBU faculty, staff, students, and guests are prohibited from carrying or storing any firearms or weapons on the WBU campus as defined in the policy. For a detailed statement of prohibitions and exceptions stated in the WBU Weapon Policy, please go to [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety).

## **WILLIAMS BAPTIST UNIVERSITY DRUG AND ALCOHOL POLICY**

Williams Baptist University does not tolerate the use, possession, display, or distribution of alcohol and other drugs. It endorses the official position of total abstinence from the use of these substances. The University reserves the right to take reasonable measures (which may include individual and/or team drug screening) to insure adherence to its principles and policies. The University seeks to provide education and information about substance use and abuse to each student. Violation of the WBU Drug and Alcohol Policy is handled by the Office of Student Affairs according to the disciplinary procedure described in the Student Handbook.

### **Health Risks of Alcohol and Other Drugs**

#### *Alcohol*

Alcohol is a drug. It is also a depressant that slows down the central nervous system, impairing coordination, memory and reflexes. It loosens inhibitions which result in poor judgment. Damage to the central nervous system may include poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. It may also cause/or contribute to the following:

- Cirrhosis of the liver
- Stomach ulcers and gastritis
- Cancer of the pancreas
- Heart disease
- High blood pressure
- Malnutrition may also result from alcohol abuse

#### *Other Drugs*

The use of illegal drugs, as well as the misuse of legal drugs, may cause, but is not limited to the following:

- Marijuana is of the cannabis family. Damage to the lungs, heart, reproductive systems and brain damage may result from use. Death may occur as well.
- Methamphetamine releases a surge of dopamine, causing an intense rush of pleasure or prolonged sense of euphoria. Over time, meth destroys dopamine

receptors, making it impossible to feel pleasure. Although these pleasure centers can heal over time, research suggests that damage to users' cognitive abilities may be permanent. Chronic abuse can lead to psychotic behavior, including paranoia, insomnia, anxiety, extreme aggression, delusions and hallucinations, and even death.

- Cocaine is a stimulant. It accelerates the central nervous system. Use may cause damage to the lungs, immune system, malnutrition, brain damage, heart attack, coma, or death.
- Heroin is a narcotic that slows down the central nervous system. It is very addictive and affects the nerve cells of the brain.
- Hallucinogens are mind-altering drugs, which may cause sudden loss of memory, behavioral changes causing extreme violence. Memory loss may be permanent.
- Amphetamines fall into the category of stimulants increasing the activity of the central nervous system. They affect the portion of the brain that controls breathing, heart rhythms, blood pressure and metabolic rate. Even though they are legal, their misuse can lead to malnutrition, heart attack and even death.
- Sedatives and pain pills may be legal, but their abuse is widespread. They cause damage to the liver and kidneys. Overdose can cause death.

### **Description of Legal Sanctions**

**Arkansas Drug Laws**--State Code Title 5 Subtitle 6 Chapter 64 – the Arkansas Controlled Substances Act, are very significant depending upon the controlled substance and the act involved, notwithstanding any other provisions of law to the contrary.

- Any person convicted of delivering controlled substances may be sentenced for a term of imprisonment of not less than ten (10) years and thereafter up to whatever the court decides.
- Delivery – The actual, constructive or attempted transfer from one person to another of a controlled substance or counterfeit substance in exchange for money or anything of value.
- Personal Use - A person accused of possession of more than two grams, schedule I or II substance or more than four ounces, schedule V or VI substance, if found guilty, may be fined from \$10,000 to \$100,000 and imprisoned no less than four (4) nor more than ten (10) years. (The above will depend on the type of controlled substance that is in use at the time of arrest.)
- Any conviction of a drug offense will result in the suspension of a drivers license for a period of 6 months.
- 5-64-411. Distribution near certain facilities - enhanced penalties. Any person who commits an offense under the Arkansas Controlled Substance Act by selling, delivering, possessing with intent to deliver, dispensing, manufacturing, transporting, administering or distributing a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1000') of the real property of:
  - A city or state park;
  - A public or private elementary or secondary school, public

vocational school, or private or public college or university.

- Possession of more than four ounces of marijuana or possessing it in a form to facilitate distribution is a felony offense. Possession of any usable amount of any other illegal narcotic is a felony. The penalties range from probation to life in prison. In an effort to combat the manufacture of methamphetamine, legislation exists to control ephedrine, pseudoephedrine, and phenylpropanolamine. Possession of more than five grams of ephedrine or more than nine grams of pseudoephedrine or phenylpropanolamine is a felony and prima facie evidence of the intent to manufacture methamphetamine. These substances are often found in over-the-counter sinus medications and diet pills.
- The Federal laws that pertain to the use of alcohol or drugs, Publication 101-226, states that any person using illegal drugs cannot receive any type of financial aid. If employees are using illegal drugs, the university can have all federal aid denied from the federal government.

**Arkansas Alcohol Laws**--State Code 3-3-203--"It is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage."

- Any person convicted of driving while intoxicated (Code 5-65-103 over 21) or driving under the influence (Code 5-65-304 under 21) will lose his/her driving privileges, pay a fine and may have to serve jail time.
- No person under the age of 21 may legally consume or possess alcohol in Arkansas. It is illegal to be so intoxicated in a public place that you are likely to endanger yourself or others or be unreasonably annoying to others. This is a class C misdemeanor, (with a class A as the most serious), and may result in fines and incarceration.
- Driving a motor vehicle with .08% or more blood alcohol content is a class A misdemeanor that, in addition to incarceration and heavy fines, will result in a suspension of driving privileges from 120-180 days for the first offense. Driving with a license suspended for DWI may result in incarceration for ten days and a \$1,000 fine. Refusing the chemical test for blood alcohol content may result in a 180-day suspension of driving privileges for the first offense. In the event of an accident involving a fatality, a blood alcohol content of .08% or higher may result in a charge of manslaughter, even though the driver did not set out to intentionally harm anyone.
- A person under the age of 21 operating a motor vehicle with .02% but less than .08% blood alcohol content commits the offense of Underage Driving Under the Influence. The penalties include suspension of driving privileges for up to 120 days for the first offense, fines up to \$500, public service work at the discretion of the court, and mandatory attendance at an alcohol and driving education program.
- Arkansas statutes 5-27-501 through 503 are aimed at preventing persons under 21 from using altered identification to purchase alcohol. Manufacturing, altering, or distributing altered personal identification for this purpose is a Class C Felony punishable by up to ten years in prison. Possessing altered identification is a class B misdemeanor punishable by up to 90 days in jail and revocation of driving privileges for up to 12 months or age 18, whichever is shortest.

## **Enforcement of Federal and State Alcohol and Drug Laws**

The Williams Baptist University Campus Police and Safety Office works with the Lawrence County Sheriff's Department and the Walnut Ridge Police Department to enforce all state and local liquor laws, including those for underage drinkers. The Williams Baptist University Campus Police and Safety Office works with the Lawrence County Sheriff's Department and the Walnut Ridge Police Department to enforce all state and local laws regarding prescription drugs and controlled substances. WBU will work with federal agencies when needed to enforce any applicable federal laws.

## **Drug and Alcohol Counseling and Services**

Students concerned about their use of alcohol or drugs are encouraged to meet with staff from either the Counseling Center or Office of Student Affairs. The above will keep all information confidential and may refer the individuals to resources and/or agencies in the community that may be of help.

## **WILLIAMS BAPTIST UNIVERSITY DISCIPLINARY POLICY**

Any student who fails to comply with WBU policies or local, state or federal laws may be subject to discipline under the WBU Student Handbook: Guidelines for Behavior.

Sanctions can include, but are not limited to:

- Reprimand
- Disciplinary probation
- Fines
- Community service
- Withdrawal of privileges
- Suspension
- Expulsion

When a student's presence on campus is considered a threat to order, health or safety, the Dean of Students or her/his designee may impose a mandatory leave of absence or conditions on the student's attendance.

Generally, prospective students are asked about previous criminal records. Employees are also required to disclose any and all convictions for a felony, crime of violence, dishonesty or crime against property or involving the threat of violence. A criminal record, if relevant to the position in question, is a factor considered in the employment process.

## **SAFETY AND CRIME PREVENTION EDUCATION AND AWARENESS**

The WBU Office of Student Affairs is the source for promoting education and awareness of safety and security issues. The goal is to eliminate criminal activity through prevention and awareness. Security and safety are issues that affect everyone and must involve everyone. Each individual must recognize the potential hazards to persons and property and take reasonable precautions for his/her and others' protection. To encourage individual responsibility, Williams Baptist University promotes crime prevention and prevention education to all members of the campus community. Crime prevention education is available year-round to members of the WBU community through the Campus Safety Office and the Office of Student Affairs. Programs and other

methods are used throughout the year to address these issues. Programs that are advertised in the Wing Tips are open to the entire campus community. Existing programs and policies that affect safety and security are continually evaluated and revised through the Office of Student Affairs.

The University sponsors several on-going programs for crime prevention, which include but are not limited to:

- Registration of Valuables. The Resident Director in each residence hall maintains a record of serial numbers and other identification information when given by residents.
- Fire Drills. Residence halls will have a fire drill each semester. Other offices/buildings post fire emergency information and may host periodic drills.
- Escort Services. Students may use a safety officer on duty as an escort to and from their auto or buildings on campus.
- WBUAlert (Emergency Alert Notification System). Students are alerted via email, text, and phone calls for weather related emergencies, school closings, breach of security, or other emergencies. At registration each semester, students provide emergency contact information for this system. Testing of this service takes place numerous times a year.
- Active Shooter on Campus Training. Students, faculty and staff are to follow the United States Department of Justice recommended **Run, Hide, Fight** response plan to an active shooter on campus. This training may be done through video, publications, and actual scenario training. See the video at [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety).

### **Personal and Property Safety Precautions & Crime Prevention**

- Keys should not be loaned or copied
- Each person should be familiar with and participate in drills and emergency procedures for fires and natural disasters
- All members of the campus community should cooperate with safety officers and other university officials during an inquiry or an investigation of a violation or crime
- Doors that should be locked or that have been secured by a university official should not be propped open, unlocked, or tampered with in order to prevent its proper functioning
- Strangers or suspicious persons should never be given access to a residence hall or other facility, and should be reported immediately to the residence hall director or campus safety office
- Vehicles should observe all campus and civil guidelines for parking and traffic
- No weapons or firearms of any type are allowed on campus in vehicles, residence halls or other facilities
- No illegal or "pleasure" drugs are allowed on campus
- No alcoholic beverages are allowed on campus
- Harassment (verbal, physical, or sexual) will not be tolerated
- Abuse, assault, battery, or other forms of physical intimidation will not be tolerated
- Guests to the campus should be in the company of a campus host and should observe all campus policies



- A guest's host is responsible for communicating expectations and for reporting any violations of his/her guest
- Personal property should be insured
- Serial numbers should be recorded and valuables engraved
- Valuable items should be left at home if possible
- Doors to residents' rooms should be locked and remain locked whether or not it is occupied
- Entrances that have been left propped open or unlocked, safety and security equipment in disrepair, and suspicious or unusual persons or circumstances should be reported immediately
- Persons should walk in groups and park and travel in well-lit areas
- Emergency numbers should be posted near the telephone, and in your cell phone
- Persons should support, encourage, and participate in programs provided on safety and security issues

## **WBU SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY**

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Williams Baptist University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment by any person is inappropriate and unacceptable. Those who engage in sexual harassment may be subject to disciplinary action by the University, as well as legal consequences, including civil and criminal penalties.

Williams Baptist University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

- Dating Violence
  - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Domestic Violence
  - A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim
  - By a person with whom the victim shares a child in common
  - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Sexual Assault - *Sexual assault is a crime defined by the Arkansas Criminal Code*

- An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR Program

- Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim
- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
- Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent
- Stalking
  - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
    - Fear for the person's safety or the safety of others; or
    - Suffer substantial emotional distress
  - Course of conduct- Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
  - Substantial Emotional Distress- Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- **Consent** - A concurrence of wills. The ability of the victim to give consent must be a professional determination by the law enforcement agency.
  - Consent is an active agreement, it cannot be coerced

Programs and resources are available to members of the WBU community concerning sexual assault; sexual harassment, dating violence, domestic violence, and stalking are available through the Office of Student Affairs and the Counseling Center.

Other resources:

*Sexual Assault:*

- <http://www.keepneawomensafe.org>;
- <http://www.acasa.us/index.html>;
- <http://www.rainn.org>;

*Sexual Harassment:*

- <http://www.eeoc.gov/eeoc/publications/fs-sex.cfm>;
- <http://www.aauw.org/files/2013/02/drawing-the-line-sexual-harassment-on-campus.pdf>.

*Dating Violence:*

- <http://www.keepneawomensafe.org>;
- <http://www.acasa.us/index.html>;
- <http://www.rainn.org>;

*Domestic Violence:*

- <http://www.domesticpeace.com/education.html>

*Stalking:*

- <http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>;

## Procedure to Follow if Sexual Assault Occurs

### Who to Contact

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The WBU Campus Police and Safety Office strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported to the Lawrence County Sheriff's Department, and/or the WBU Campus Safety Office, and/or to a Campus Security Authority (CSA). Filing a police report through the Campus Police, Sheriff's Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

### Preservation of Evidence

It is important that a victim of sexual assault does not shower, douche, brush their teeth, or use the restroom, and that they do not wash their clothes or any bedding on which the incident may have occurred. If they do so, important evidence can be lost. Time is an important factor for the preservation of evidence. Contact law enforcement and Campus Police and Safety immediately.

### Assistance in Contacting Law Enforcement

Even if the victim reports the incident to an agency that is not law enforcement (e.g., WBU Campus Police and Safety), they can still report the incident, even at a later time, to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

### Notification of Counseling and Assistance

Counseling for victims of sexual harassment or sexual assault can be found through the WBU Counseling and Career Services (870) 759-4184. The WBU Director of Counseling, the WBU Office of Student Affairs, and the WBU Campus Safety Office can provide further counseling resources as requested. **Any victim who reports an incident to a campus official will be advised of counseling services.**

The following information comes from the Arkansas Coalition Against Sexual Assault<sup>1</sup>, and reiterates what to do if you have been raped:

- **If you are in immediate danger, please call 911.** Go to a safe place. Call someone you trust for emotional support. **Contact your nearest rape crisis center** for an advocate to answer questions, provide emotional support and accompaniment to the hospital or with law enforcement.
  - **Women's Crisis Center Hotline** (866) 982-9575
  - **Rape, Abuse & Incest National Network Hotline** 800.656.HOPE (4673)
  - {WBU Counseling and Career Services (870) 759-4184}
- If you have been sexually assaulted recently or some time ago, you may be experiencing a wide range of feelings, from shock, fear, disbelief, recurring memories, outrage, confusion, sadness, despair, and anger. Please do not lose

<sup>1</sup> <http://www.acasa.us/index.html>.

- hope. All of your feelings are valid. You did not deserve this and the offender is the only person who should be blamed.
- Consider notifying the police of the assault. Please be aware that if you go to the hospital, staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not.
  - Do not shower, eat, drink, smoke, comb your hair, urinate, douche, or change clothes before going to the emergency room. Valuable evidence of the assault remains on your body and clothes. However, if you have already done these things, please don't let this stop you from seeking medical care. If you have changed clothes, place the clothes you were wearing during the assault in a paper bag and take them to the hospital with you.
  - Seek medical attention. A doctor or nurse can check for injuries that may not be visible. Hospital staff can also treat you for possible Sexually Transmitted Infections and provide Emergency Contraception if you are at risk for becoming pregnant. Hospital staff may also perform a sexual assault forensic exam to collect evidence, if you are in agreement. The victim is not charged for this exam as it is paid for by the State of Arkansas.
  - If you believe you were given a date rape drug, wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you. Also, be sure to tell the emergency room personnel your symptoms and that you believe you were given a date rape drug so they can take the necessary samples.
  - Remember that you are an important person, deserving of the best treatment possible. Your local rape crisis center can assist you with crisis counseling and provide helpful information.

### **Disciplinary Procedure and Sanctions Involving Sexual Assault**

If a victim of sexual assault so desires and all parties involved are members of the WBU community, the incident can be referred to the Dean of Students and other designees to be adjudicated. The victim must request a judicial hearing with the Dean of Students. **These proceedings are completely separate from any criminal action that may be taken.**

The victim has the right to change academic and living arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing. In some instances, it may be appropriate for WBU students, faculty, and staff members to use the University's formal grievance procedures to address grievances related to allegations of sexual assault. Student, faculty and staff grievance procedures are described in the WBU Student Handbook, and WBU Employee Handbook, respectively.

Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

Sanctions for employee violation of the Code of Conduct will be determined by the appropriate university administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Dean of Students, and may include expulsion.

A student may appeal any decision if he/she is convinced that: 1) proper disciplinary procedures were not followed; 2) the decision was not consistent with the nature of the violation or the presented evidence; or 3) new evidence surfaced that was unavailable at the hearing.

## **Procedures/Disciplinary/Sanctions if Sexual Harassment Occurs**

From the Williams Baptist University Student Handbook:

*Williams Baptist University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment by any person is inappropriate and unacceptable. Students should submit their complaints in writing to the Dean of Students or the Academic Dean's Office.*

From the Williams Baptist University Employee Handbook:

*Harassment can take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment. Employees should report incidents of unlawful harassment in writing to their immediate supervisor or, if necessary, the Office of the President.*

The Supreme Court has held... that for students at colleges and universities, behavior, to qualify as "hostile environment" discriminatory harassment, must be "unwelcome" and "discriminatory" speech or conduct, undertaken "because of" an individual's race or gender. The behavior must be so "severe," "pervasive and "objectively offensive" that it has the systemic effect" of denying the victim "equal access" to education."<sup>2</sup>

### Evidence

It is important that a victim of sexual harassment make notes of dates and times of the inappropriate and unwanted activities against them. If anyone else witnessed the alleged harassment, those names should be written down for future reference if needed. This information will be invaluable to the investigation.

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<sup>2</sup>Harvey A. Silvergate, David French, Greg Lukianoff, *Guide to Free Speech on Campus* (Philadelphia: Foundation for Individual Rights in Education, 2005), 83.

### Counseling and Assistance

Counseling for victims of sexual harassment can be found through the WBU Counseling and Career Services (870) 759-4184. The WBU Director of Counseling, the WBU Office of Student Affairs, and the WBU Campus Police and Safety Office can provide further counseling resources as requested. Any victim who reports an incident to a campus official will be advised of counseling services.

### Disciplinary Procedure and Sanctions Involving Sexual Harassment

WBU officials will investigate all allegations of sexual harassment upon notification. Sanctions against employee violators will be administered by the university administration, and may include termination of employment. Sanctions against student violators will be administered by the Dean of Students and/or the Academic dean, and may include expulsion.

## **Procedures/Disciplinary/Sanctions if Dating Violence Occurs**

### Who to Contact

If you are a victim of dating violence at this institution, your first priority should be to get to a place of safety. **If you are in immediate danger, please call 911.** You should then obtain necessary medical treatment. The WBU Campus Police and Safety Office strongly advocate that a victim of dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Dating violence should be reported to the Campus Police, Lawrence County Sheriff's Department, Walnut Ridge Police Department and/or the WBU Campus Safety Office. Filing a police report through the Sheriff's Department or Police, will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

### Preservation of Evidence

It is important that a victim of dating violence contacts the appropriate authorities immediately, as physical evidence of the crime is important to effective prosecution of the violator. Pictures of bruises, cuts, and/or other injuries must be taken by authorities for evidence. Statements of what happened need to be recorded or written down as soon as possible. Contact law enforcement and Campus Safety immediately.

### Assistance in Contacting Law Enforcement

Even if the victim reports the incident to an agency that is not law enforcement (e.g., WBU Campus Safety), they can still report the incident to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

### Notification of Counseling and Assistance

Counseling for victims of dating violence can be found through the WBU Counseling and Career Services (870) 759-4184. The WBU Director of Counseling, the WBU Office of Student Affairs, and the WBU Campus Police and Safety Office can provide further counseling resources as requested. **Any victim who reports an incident to a campus official will be advised of counseling services.**

### Disciplinary Procedure and Sanctions Involving Dating Violence

WBU Campus Police and Safety officials will investigate all allegations of dating violence upon notification. Sanctions against will be administered by the Dean of Students and/or the Academic dean, and may include expulsion.

## **Procedures/Disciplinary/Sanctions if Domestic Violence Occurs**

### Who to Contact

If you are a victim of domestic violence at this institution, your first priority should be to get to a place of safety. **If you are in immediate danger, please call 911.** You should then obtain necessary medical treatment. The WBU Campus Safety Office strongly advocates that a victim of domestic violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Domestic violence should be reported to the Lawrence County Sheriff's Department, and/or the WBU Campus Police and Safety Office. Filing a police report through the Sheriff's Department or Police, will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

### Preservation of Evidence

It is important that a victim of domestic violence contacts the appropriate authorities immediately, as physical evidence of the crime is important to effective prosecution of the violator. Pictures of bruises, cuts, and/or other injuries must be taken by authorities for evidence. Statements of what happened need to be recorded or written down as soon as possible. Contact law enforcement and Campus Safety immediately.

### Assistance in Contacting Law Enforcement

Even if the victim reports the incident to an agency that is not law enforcement (e.g., WBU Campus Police and Safety), they can still report the incident to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

### Notification of Counseling and Assistance

Counseling for victims of domestic violence can be found through the WBU Counseling and Career Services (870) 759-4184. The WBU Director of Counseling, the WBU Office of Student Affairs, and the WBU Campus Police and Safety Office can provide further counseling resources as requested. **Any victim who reports an incident to a campus official will be advised of counseling services.**

### Disciplinary Procedure and Sanctions Involving Domestic Violence

WBU Campus Police officials will investigate all allegations of domestic violence upon notification. Sanctions against will be administered by the Dean of Students and/or the Academic dean, and may include expulsion.

## **Procedures/Disciplinary/Sanctions if Stalking Occurs**

*How do I know if I am being stalked?* According to *The National Center for Victims of Crime*<sup>3</sup>, there are indicators that may indicate stalking behavior:

- Repeatedly call you, including hang-ups.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.

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<sup>3</sup> <http://www.victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>

- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

#### Who to Contact

If you are a victim of stalking at this institution, your first priority should be to get to a place of safety. **If you are in immediate danger, please call 911.** The WBU Campus Police and Safety Office strongly advocate that a victim of stalking report it in a timely manner. Stalking should be reported to the Lawrence County Sheriff's Department, and/or the WBU Campus Police and Safety Office. Filing a police report through the Sheriff's Department or Police, will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

#### Preservation of Evidence

It is important that a victim of stalking contacts the appropriate authorities immediately. The victim should make note of the date and time of each incident in the course of conduct by the offender. Taking notes of how the offender is stalking you is important. Use the above indicators as a useful guide in documenting evidence. This information is important to effective prosecution and/or discipline of the violator. Statements of each incident from both the victim and other witnesses need to be recorded or written down as soon as possible. Contact law enforcement and Campus Safety immediately.

#### Assistance in Contacting Law Enforcement

Even if the victim reports the incident to an agency that is not law enforcement (e.g., WBU Campus Safety), they can still report the incident to the law enforcement agency (Williams Baptist Police Department) that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

#### Notification of Counseling and Assistance

Counseling for victims of stalking can be found through the WBU Counseling and Career Services (870) 759-4184. The WBU Director of Counseling, the WBU Office of Student Affairs, and the WBU Campus Police and Safety Office can provide further counseling resources as requested. **Any victim who reports an incident to a campus official will be advised of counseling services.**

#### Disciplinary Procedure and Sanctions Involving Domestic Violence

WBU Campus Police and Safety officials will investigate all allegations of stalking upon notification. Sanctions against will be administered by the Dean of Students and/or the Academic dean, and may include expulsion.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The federal Campus Sex Crimes Prevention Act of 2000 was enacted on October 28, 2000, and became effective on October 28, 2002. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be



obtained. In Arkansas, the information is available at [www.acic.org](http://www.acic.org) under the “Online Services” tab. This law also requires sex offenders already registered in a state to provide notice to the appropriate state agency, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The **Family Educational Rights and Privacy Act** (FERPA) does not prohibit release of data on registered sex offenders under this law.

## **HEALTH AND WELLNESS**

### **Nurse’s Office**

Williams Baptist University maintains a Nurse’s Office for the campus community three days a week. The Nurse’s Office is staffed by a state-licensed Registered Nurse, who provides immediate medical care for common illnesses and minor injuries, as well as health and wellness educational materials.

The Nurse’s Office is located on the lower level of the Mabee Student Center on Midkiff Lane, and is open Mondays through Wednesdays from 9:00 A.M.-1:00 P.M. Contact information for the Nurse’s Office: (870) 759-4298.

### **Williams Baptist University Counseling and Career Services**

As exciting and enjoyable as college can be, there are times when the stress of juggling studying, working and a personal life may be overwhelming and frustrating. Many students find themselves dealing with anxiety, substance abuse, depression and suicidal thoughts. The WBU Counseling and Career Services office is available to assist students. The Counseling office is committed to treating the psychiatric, behavioral, and emotional needs of the WBU students. The Counseling office is led by licensed, caring mental health professionals who understand that mental illness and disorders are real and are here to help students navigate through life’s difficulties. The Counseling office is conveniently located in the Joy Ring Student Success Center. Students should call (870) 759-4184 to schedule a free confidential appointment.

### **Missing Student Policy**

If a member of the Williams Baptist University community has reason to believe that a student who resides in on-campus housing is missing, he or she must immediately notify the Campus Police and Safety Office at (870) 759-4161. A missing student is defined as any currently registered student at Williams Baptist University who has not been seen by friends, family members or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the University community. The Campus Police and Safety Office will generate a missing person report and initiate an investigation. In addition, members of the WBU community may choose to report information about missing students to other campus safety authorities. After investigating the missing person report, should the Campus Police and Safety Office determine that the student is missing and has been missing for more than 24 hours, the Campus Police and Safety Office will notify surrounding law enforcement agencies and the student’s emergency contact person no later than 24 hours after the student is determined to be missing? If the missing student is under the age of 18 and is not an emancipated individual, the WBU Dean of Students will notify the student’s parent or legal guardian immediately after the Campus Police and Safety Office has determined that the student has been missing for more than 24 hours.

## **POLICY ON PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Clery Report is compiled by Williams Baptist University Campus Police and Safety Office. Crime and arrest statistics for the report are compiled from incident reports from the files of the WBU Campus Police and Safety Office, Lawrence County Sheriff's Office, and the Walnut Ridge Police Department. Disciplinary referral statistics are provided by the Williams Baptist University Office of Student Affairs.

The Campus Police and Safety Office posts incidents in the daily crime log within two business days of receiving a report of an incident, and, in accordance with Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.

## **POLICY ON PREPARING THE ANNUAL FIRE SAFETY REPORT**

The Fire Safety Report is compiled by the Williams Baptist University Campus Police and Safety Office. Information is gathered from daily Fire Logs and incident reports related to any residential fire on campus.

## **DISCLOSURE OF CRIME STATISTICS FOR WILLIAMS BAPTIST UNIVERSITY (Previous Three Years)**

### **Definitions of Reportable Crimes:**

#### **Criminal Homicide**

- Murder and non-negligent manslaughter
  - The willful (non-negligent) killing of one human being by another
- Negligent manslaughter
  - The killing of another person through *gross negligence*
- Gross negligence is defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another,

#### **Forcible sex offenses**

Defined as *any sexual contact 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.*

- Forcible rape
  - The carnal knowledge of a person, forcibly and/or against that person's will; or to forcibly or not against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth). This offense includes the forcible rape of both males and females.
- 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 or her youth or because of his or her temporary or permanent mental or physical incapacity.

- 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 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. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- 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.

**Non-forcible sex offenses (Defined as *unlawful, non-forcible sexual intercourse.*)**

- Incest
  - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape
  - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**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.

**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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

**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 a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

## **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.

## **Other Offenses**

- Liquor law violations
  - Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Does not include driving under the influence and drunkenness.
- This involves the violation of laws or ordinances prohibiting:
  - Manufacture, sale, transporting, furnishing, possessing of intoxicating liquor
  - Maintaining unlawful drinking places
  - Bootlegging
  - Operating a still
  - Furnishing liquor to a minor or intemperate person
  - Underage possession
  - Using a vehicle for illegal transportation of liquor
  - Drinking on a train or public conveyance
  - Attempts to commit any of the above
  - Drunkenness and DUI are not included in this definition
- Drug abuse violations
  - Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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)
  - Dangerous non-narcotic drugs (barbiturates, Benzedrine)
- Weapons Carrying, Possessing, Etc.
  - Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- Violations of this prohibition include
  - Manufacture, sale, or possession of deadly weapons
  - Carrying deadly weapons, concealed or openly
  - Using, manufacturing, etc., of silencers
  - Furnishing deadly weapons to minors
  - Aliens possessing deadly weapons
  - Attempts to commit any of the above

- This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner.

### **Hate Crimes**

- A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.
  - **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, and ethnicity/national origin.
- Although there are many possible categories of bias, under Clery, only the following six categories are reported:
- Race
  - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Gender
  - A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Religion
  - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- Sexual orientation
  - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- Ethnicity/national origin
  - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- Disability
  - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias:

#### Group A:

- Murder and Non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary

- Motor vehicle theft
- Arson

Group B:

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

**Group B offenses defined:**

- Larceny-Theft
  - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- Simple assault
  - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.
- Intimidation.
  - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

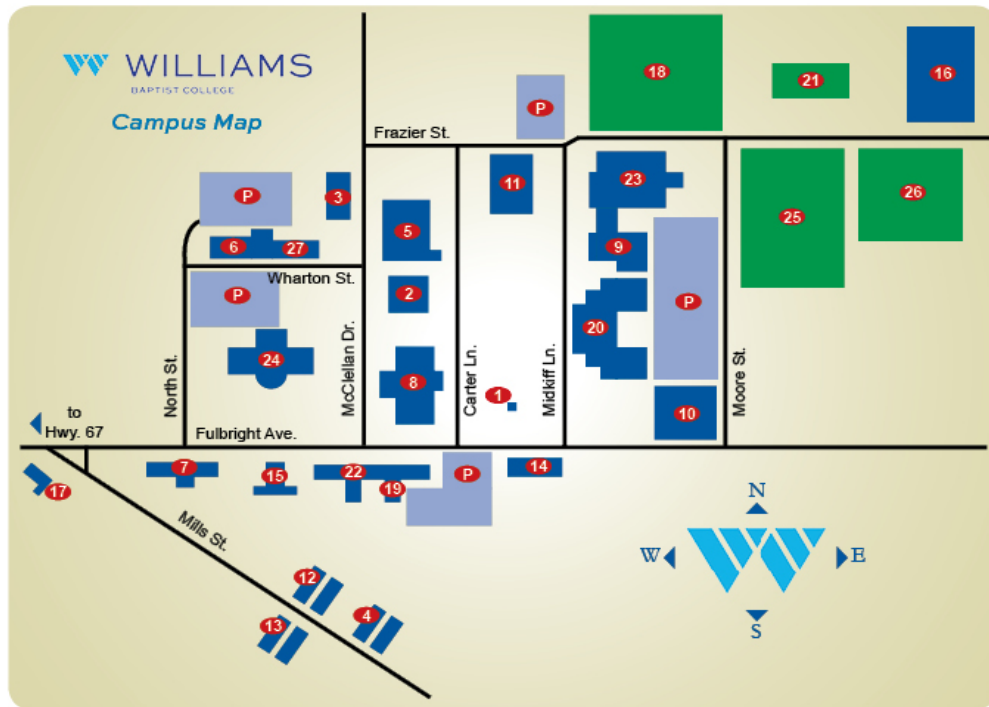
**REPORTABLE CRIMES BEGINNING FOR CALANDER YEAR 2017**

- **Dating violence**
  - The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic violence**
  - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**
  - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear

for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

## CLERY ACT REPORTABLE LOCATIONS

- **ON-CAMPUS**
  - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
  - Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
  - **On-Campus Student Housing Facilities**
    - Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- **NON-CAMPUS BUILDINGS OR PROPERTY**
  - Any building or property owned or controlled by a student organization that is officially recognized by the institution.
  - Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **PUBLIC PROPERTY**
  - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.
- **Williams Baptist University On-Campus and Non-Campus properties:**
  - Main Campus: Swaim Administration Building, 60 W. Fulbright Ave., College City, AR



### Facilities Index

- |                             |  |                                  |
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| 1 Addie Mae Maddox Carillon | 11 Manley Chapel                                   | 21 Sloan Tennis Courts           |
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| 5 Carter Fieldhouse         | 15 Old Chapel                                      | 25 WBC Soccer Field              |
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| 8 Mabee-Gwinup Cafeteria    | 18 Shell Baseball Field                            | P Parking Lot                    |
| 9 Mabee Student Center      | 19 Shell Wing                                      |                                  |
| 10 Maddox Center            | 20 Sloan Center for Science & Professional Studies |                                  |



**CLERY ACT STATISTICS**

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>ON-CAMPUS RESIDENCE HALLS</b>	<b>ON- CAMPUS MARRIED STUDENT HOUSING</b>	<b>NON- CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER/NON- NEGLIGENT MANSLAUGHTER</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>SEX OFFENSES, FORCIBLE</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>SEX OFFENSES, NON-FORCIBLE</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>ROBBERY</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>BURGLARY</b>	2015	2	0	1	0	0
	2016	3	0	0	0	0
	2017	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>ARSON</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
<b>ARRESTS: DRUG ABUSE VIOLATIONS</b>	2015	2	0	0	0	1
	2016	1	0	0	2	0
	2017	2	0	2	0	0
<b>DISCIPLINARY REFERALLS: DRUG ABUSE VIOLATIONS</b>	2015	3	0	0	3	0
	2016	1	0	0	0	0
	2017	2	0	0	0	0
<b>ARRESTS: LIQUOR</b>	2015	1	0	0	0	0

<b>LAW VIOLATIONS</b>	2016	0	0	1	0	0
	2017	0	0	2	0	0
<b>DISCIPLINARY REFERALLS: LIQUOR LAW VIOLATIONS</b>	2015	1	0	0	0	0
	2016	1	0	0	0	0
	2017	0	0	0	0	0
<b>HATE CRIMES</b>	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

## Annual Fire Safety Report

### Fire Safety Systems in WBU Residential Facilities, College City, AR

Facility	Fire Alarm: Audible	Fire Alarm: Strobe	Sprinkler System	Smoke detectors in use	Fire Extinguishers	Evacuation Plans and Placards	Carbon Monoxide Detectors	Number of Fire Evacuation Drills per academic year*
Butler Hall 101 McClellan Dr.	X	X	X	X	X	X	X	2
Nicholas Hall 47 West Fulbright Ave.	X	X	X	X	X	X	X	2
Southerland Hall 11 West Fulbright Ave.	X	X		X	X	X	X	2
Southerland Apts. 12 East Fulbright Ave.				X			X	2
Belle Hall 49 East Fulbright Ave.	X	X		X	X	X	X	2
Cash Hall 52 Wharton St.	X	X		X	X	X	X	2
Wilson Hall 52 Wharton St.	X	X		X	X	X	X	2
Shell Hall 10 East Fulbright Ave.	X			X	X	X	X	2
Callahan Apts. 209 Mills St.				X			X	0
Nicholas Apts. (East) 400 Mills St.				X			X	0
Nicholas Apts. (West) 208 Mills St.				X			X	0

### 2017 Fire Statistics

Residential Facilities	Total Fires each building	Fire Number	Cause Of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths related to a Fire	Value of Property Damage Cause by Fire (dollar amounts)
Butler Hall	0	0	N/A	N/A	N/A	N/A
Nicholas Hall	0	0	N/A	N/A	N/A	N/A
Southerland Hall	0	0	N/A	0	0	0
Belle Hall	0	0	N/A	N/A	N/A	N/A
Southerland Apts.	0	0	N/A	N/A	N/A	N/A
Cash Hall	0	0	N/A	N/A	N/A	N/A
Wilson Hall	0	0	N/A	N/A	N/A	N/A
Shell Hall	0	0	N/A	N/A	N/A	N/A
Callahan Apts.	0	0	N/A	0	0	0
Nicholas Apts.	0	0	N/A	N/A	N/A	N/A

(East)						
Nicholas Apts. (West)	0	0	N/A	N/A	N/A	N/A

### Fire Safety Rules

Students are instructed to read the WBU Student Handbook online at (<http://eagle.williamsbu.edu/handbook/Student.pdf>) which includes the following statements concerning fire safety:

#### MICROWAVES

- Due to fire safety codes, cooking in the residence hall rooms is restricted.
- A microwave is available in the private lobby of Wilson Hall and Southerland Hall. Students who live in Butler Hall or Southerland Hall Apartments may have a microwave in the kitchen area of the apartment.
- Residents are requested to refrain from activities involving incendiary (flame or explosion producing) devices in the residence hall such as candles/firecrackers.
- Coffee pots and hot air popcorn poppers are allowed.

#### FIRE PRECAUTIONS

- For fire prevention, residents are requested to observe the following precautions:
  1. Do not overload or abuse electrical outlets.
  2. Check appliance cords for frayed or worn areas.
  3. Refrain from activities that involve incendiary (flame or explosion producing) devices in the residence halls or apartments such as candles and firecrackers.
  4. The use of incense in university housing is prohibited.
  5. Do not use candles in the residence halls.
  6. Do not smoke anywhere on campus.

From the WBU Tenant Agreement for Family Student Housing:

*The use and possession of guns, look-alike guns, explosives, fireworks, and weapons is strictly forbidden in all housing units. Williams is a tobacco free campus. The use of tobacco, in any form, is prohibited in campus buildings, including Family Student Housing.*

#### Fire Safety Inspections

The Office of Campus Police and Safety, in cooperation with the Walnut Ridge Fire Department, conducts Fire Safety Inspections once a year, prior to the Fall semester. Other inspections may be conducted in the Residence Halls, and may be held in conjunction with Fire Evacuation drills in some instances. A Fire Safety Inspection Log will be maintained in the Office of Campus Police and Safety, indicating testing dates, times, locations, findings, persons involved, and recommendations provided to the University Administration. Inspections will include:

- Inspection of all central Fire Alarms console units
  - Each console will be tested by tripping one or more fire pull station(s).
  - Audible and strobe warnings will be tested for sufficiency.
- Inspection of all room smoke detectors
  - Each smoke alarm will be tested manually by depressing test switch and/or visually determining the “ready” indicator light is functioning
  - Each smoke alarm will be examined to make sure it is clear of dust build-up, and is ready for use
- Inspection of all fire extinguishers

- A count will be made to ensure enough fire extinguishers are present
- Fire extinguisher placement and ease of use will be evaluated
- A log will be maintained by the Office of Campus Police and Safety of each fire extinguisher on campus consisting of its location and condition
- Inspection of Fire Sprinkler Systems
- Inspection of Fire Evacuation Plans
  - Adequate placement
  - Clear readability
- Inspection of all carbon monoxide detectors per fire code recommendations

The Williams Baptist University Office of Campus Police and Safety, the Office of Student Affairs, Residence Hall Directors (RD's), Assistant Residence Hall Directors (ARD's) and Resident Advisors (RA's), in fulfilling their respective duties on the WBU Campus, are sensitive to fire safety needs on campus. Weekly room inspections by RA's are intended, among other things, to bring to the attention of RD's, the Dean of Students (Student Affairs), and the Campus Police and Safety Office any violation of fire safety standards found in residence hall rooms. All inspections are designed to find and eliminate safety violations.

In addition to annual fire safety inspections thorough the Campus Police and Safety Office, RD's, ARD's and RA's are taught and instructed by the Campus Police and Safety Office to be attentive to potential fire safety problems/violations that may come from:

- Electrical cords (worn, overloaded, etc.)
- Smoke detectors (beeping, malfunctioning, disconnected, etc.)
- Fire extinguishers (illegal tampering, correct location, charge gauge, etc.)
- Carbon monoxide detectors (beeping, malfunctioning, disconnected, etc.)
- Prohibited items (candles, cooking devices, smoking paraphernalia, etc.)

Any violation of Fire Safety rules will be brought to the attention of the RD's, Dean of Students, and Office of Campus Police and Safety.

### **Fire Evacuation**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave (pull station, if present). Once safely outside the building, it is appropriate to contact 911 and the Office of Campus Police and Safety. Students and staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. Training is provided to RD's, ARD's, RA's and other employees in the use of fire extinguishers. However, no student or employee is expected nor instructed to stay and fight a fire. Their only duty is to exit safely and quickly. If safe to do so, they should shut doors along the exit path as they leave in an effort to contain the spread of flames and smoke. They should also activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### **Fire Safety Education and Training**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the

beginning of each new academic year. Residence hall students are required to attend a dorm orientation which includes a fire safety presentation, including a video.

These programs will be facilitated by the Office of Student Affairs, the Office of Campus Police and Safety, and may work in cooperation with the Walnut Ridge Fire Department or other fire safety entities. These programs are designed to:

- Familiarize everyone with the fire safety system in each housing facility
- Train students/faculty/staff on the procedures to be followed in case there is a fire
- Distribute information on the University's fire safety policies

During each fire training program, students/faculty/staff are informed of evacuation route maps, located in each on-campus student housing facility. During these programs, trainers emphasize that participating in fire drills is mandatory.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the Residence Hall Director or his/her designee has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety. The information provided during the fire safety programs is also available online at any time at: [www.williamsbu.edu/safety](http://www.williamsbu.edu/safety).

### **Students/Faculty/Staff Should Report Any Fire**

Per federal law, Williams Baptist University is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished on on-campus student housing. These are fires for which you are unsure whether the WBU Office of Campus Safety may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- WBU Office of Campus Police and Safety (870) 759-4161
- WBU Office of Student Affairs (870) 759-4188

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

### **Future Fire Safety Improvements**

The WBU Office of Campus Police and Safety is determined to protect the campus community from the threat of fire. In the future, if the financial needs are obtained, the Office of Campus Safety would like to expand its Fire Safety emphasis to include:

- Fire simulation videos. These mock dorm room fires will enable students to literally see what could potentially occur during a fire, perhaps raising student safety awareness to a higher level.
- Other fire training/safety videos.
- Additional emergency lighting. More emergency lighting is always a good idea, as navigating a smoke-darkened dorm hallway or stairway can be difficult.
- Additional Fire Safety educational emphases.
- Creating and updating detailed floor plans of buildings, making them available to emergency personnel, resident advisors and students.
- Continued improvements in conducting fire drills and practicing escape routes and evacuation plans.

- Additional education on use and maintenance of electrical devices/appliances, including making sure electrical outlets and power strips are not overloaded and extension cords are used properly.