

*Campus Crime Report, Safety Manual,  
and Emergency Response Plan*

*September 2024*

*Amridge University*

*Campus Crime Report,*

*Safety Manual, and*

*Emergency Response Plan*

Note: Clery crime statistics presented in this report cover the period from January 1, 2021 through December 31, 2023. This report is updated annually, incorporating any criminal activity that occurred during the previous calendar year.

**During the three-year period covered by this report, no incidents of crime were reported.**

The U.S. Department of Education maintains crime statistics on institutions, and other resources related to campus security. These can be viewed by going to the following website: <http://www2.ed.gov/admins/lead/safety/campus.html>.

## **Introduction**

Amridge University is a private Christian University open to any qualified student. In a manner consistent with all applicable laws and regulations, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) or other federal, state, or local laws or executive orders, Amridge University does not discriminate in admission, employment or administration of its programs on the basis of race, color, gender, age, creed, national origin, ancestry, disability, religion, belief, or veteran status.

Although **Amridge University is a distance-learning only institution and is exempt from Clery Compliance**, the administration of Amridge University values highly the well being of its students, employees, and visitors, as well as its physical facilities. The ***Campus Crime Report, Safety Manual, and Emergency Response Plan*** provides crime and safety information, policies, and procedures to Amridge University students, faculty, and staff that align with the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** or “***the Clery Act*” and amendments made by the *Violence Against Women Reauthorization Act of 2013 (VAWA)*. This report is intended to provide a safe environment for all that come to the campus for any legitimate reason. It also provides for the security of the physical plant.**

## **Amridge University Campus Security**

The ultimate responsibility for safety and security at Amridge University has been assigned to the Campus Director of the university. Campus Security Authorities (defined below) report occurrences of criminal offense to the Campus Director

Maintaining a safe environment is a shared responsibility and involves members of the campus community working with the Campus Director. The Campus Director works with local law enforcement officers and the Human Resources Coordinator to enhance security on the premises of Amridge University. In addition, the Campus Director provides training to Amridge University staff regarding procedures and actions to be taken in the event of an emergency and information regarding crime prevention and crime reporting procedures.

## **Campus Security Authorities (CSAs)**

Campus Security Authorities include any individuals who have responsibility for campus security, as well as those identified by the university as individuals to whom criminal offenses should be reported. In addition, the law defines Campus Security Authorities as “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.”

## **Reporting Crimes**

Students, faculty, and staff should report crimes and other emergencies immediately to the Campus Director or a Campus Security Authority. The Campus Security Authorities at Amridge University are as follows:

- Campus Director, 334-387-7550
- Human Resources Coordinator, 334-387-7512
- Controller, 334-387-7575
- Vice President of Student Affairs, 334-387-7555
- Student Affairs Specialist for ADA, 334-387-7531
- Division Chair, 334-387-7828

## **Security of Campus Building**

The Campus Director ensures access to the building that houses the administrative offices, learning resources center, and classrooms is given to authorized personnel only. All guests and visitors must be cleared by the Campus Director (or designee) before access to the building is given. The university has no on-campus or campus-owned housing for students. In addition, Amridge University is equipped with a sophisticated alarm system for the protection against unauthorized entry.

The Campus Director can be contacted at 1-800-351-4040, ext. 7550, or 334-387-7550.

## **Distance Learning—No On-Campus Housing**

It should be noted that Amridge University has no on-campus housing or off-campus housing. All of its students are distance learning students. Amridge University is an upper-level institution. The majority of Amridge University students are independent students, with the average age of 35.

## **Geographic Location**

Amridge University's geographic location consists of one building located on 10 acres at 1200 Taylor Road in Montgomery, Alabama. The building is modern and is secured by sophisticated alarm systems. A central agency responds to any alarm on campus. Police patrol the grounds at night.

## **Violence Against Women Act/Campus Sexual Violence Elimination Act**

Amridge University aligns its policies and procedures with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requirements which require most colleges and universities to disclose information about crime on and around their campuses. In addition, on March 7, 2014, President Obama

signed into law a strengthening of the Violence Against Women Act (VAWA) under the Campus Sexual Violence Elimination Act (“SaVE Act”).

The Clery Act describes offenses for which statistics must be maintained and reported. The Campus SaVE Act added additional offenses for which statistics must be maintained and reported. These include the following:

1. Domestic Violence;
2. Dating Violence;
3. Sexual Assault and
4. Stalking.

### **Definitions**

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence. It includes, but is not limited to, acts committed by the victim’s current or former spouse, cohabitant, or person who is similarly situated under domestic or family violence law, or anyone protected under domestic or family law.

**Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim (gauged by length, type, and frequency of interaction). Dating violence includes sexual or physical abuse or the threat of such abuse. Dating violence does not include any act that is included in the definition of domestic violence.

**Stalking:** A course of conduct involving two or more acts, directed at an individual that would cause a reasonable individual to fear for their own safety or the safety of others, or to suffer substantial emotional distress.

**Sexual Assault:** Note: Sexual assault is considered a VAWA offense and a Criminal Offense. Sexual assaults are described in detail below.

### **Sexual Assaults, Policies, Procedures, and Reporting**

Amridge University is committed to fostering a safe environment that supports its educational mission and is free from exploitation and intimidation.

**Sexual Assault (Sex Offenses) definition:** A sexual assault is any sexual act directed against another person, without that person’s consent. This includes any instance where an individual is not capable of giving consent.

**Consent:** Amridge University defines consent as a clear capacity of understanding and mutual agreement to the nature of conduct to do or allow something to happen or be done without force, fear, or under duress. Cooperation does not constitute consent.

Any form of sexual assault, like any interpersonal violence, is especially offensive in an educational community committed to respectful treatment of all of its members.

It is important that members of the community who are victims of sexual assault be offered immediate medical treatment, counseling support, and police assistance, if desired. Victims and close friends are often traumatized by such incidents and are concerned about confidentiality. Amridge University strives to be certain that care and consideration will be used in providing services and support to victims.

If a sexual assault should occur, the Campus Director should be notified. Care should be taken to preserve anything that can be used as evidence. The person offended may use the university's counseling service, or may be referred to someone else. In either case, the university's counselor, the Campus Director, the Human Resources Coordinator, and the Special Projects Coordinator will work with the person offended in notifying the proper law enforcement authorities.

If a student of the university made the assault, the university will follow the disciplinary actions outlined in the Code of Conduct in the Academic Catalog.

It should be noted that the university offers an extensive counseling program as a part of the curriculum. Counseling courses include programs that promote the awareness of sexual assaults and other sex offenses. These are available to anyone interested.

For purposes of Clery reporting, instances of Rape, Fondling, Incest, or Statutory Rape will be included in Campus Crime Statistics.

### **Definition of Types of Sexual Offenses**

It should be noted that the university uses the definitions of rape and sexual offenses as found in the Handbook for Campus Safety and Security Reporting (2016 Edition).

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

Rape is considered a felony offense (a crime punishable by imprisonment in a state prison up to 99 years). The elements (the constituent parts of the crime which must be proved by the prosecution to sustain a conviction) of the crime of rape are:

1. Penetration
2. Force
3. Capacity to Consent
4. Position of Authority/Relationship

Rape may occur between people who know each other and between people who have previously had consensual sexual relations. Both men and women may be the victims of rape and both may be the perpetrators of rape.

If you feel you are uncertain whether a situation constitutes a sexual assault or any other kind of criminal offense, please consult with the Montgomery Police or the Campus Director for more information and to determine if a crime has been committed.

### **Anonymous Reporting and Incident Research**

Amridge University encourages anonymous reporting. An anonymous report may be made by contacting the Montgomery Secret Witness Line at 334-262-4000. The Secret Witness Line may be used by victims of sexual assault who do not wish to formally report a crime to the police. This information can be used by the police to gather information on sexual assaults and to help Amridge University analyze and improve its education and prevention programs.

### **Reporting Requirements and Procedures**

Physicians who provide treatment to rape victims are required to notify the state and local municipal police of the incident and its approximate location, but provide no other details, including the victim's name.

The Campus Director compiles statistics regarding the number of reported sexual offenses for inclusion in this report, as required by the federal Clery Act.

Medical care and counseling support are available as described above. After 72 hours, a physical exam for evidence collection is no longer necessary since the evidence would most likely not exist. However, medical care and counseling continue to be important and a physical exam may provide evidence of sexual assault.

Amridge University encourages victims of sexual assault to report an incident of sexual assault immediately to a Campus Security Authority or to local authorities. However, Amridge University understands that there may be instances in which an individual does not desire to report an incident until a later time. Amridge University encourages all victims of sexual assault to report an incident, no matter how much time has passed. Individuals should report an incident using the same procedure described above, under "Reporting Crimes".

### **University Policy Statement: Conduct and Consequences**

Whether or not the victim chooses to pursue a criminal complaint, any act of violence, threat of violence, indecent assault, or conduct that otherwise threatens to endanger the health, safety or welfare of any person on university property is prohibited. Where there is reasonable cause to believe that a member of the university community has violated university regulations, after a fair process, the university may reprimand, suspend, expel, or dismiss that person.

## **University Sexual Assault Education and Prevention Strategies**

Amridge University is committed to educating the university community in ways to prevent sexual assault. Information is provided to students, employees and other members of the university community via the Center for Disease Control's website located at

<http://www.cdc.gov/violenceprevention/rpe/>

### **How to Deal with Sexual Assault**

#### A. Ensure Your Safety

Contact your local police by calling 911. It is imperative that you are safe, and that you do not remain in a dangerous situation.

#### B. Seek Immediate Medical Treatment

Report to the nearest hospital or medical facility. It is important to receive immediate medical attention, even if you feel you were not physically hurt as a result of the rape.

### **The University Response System**

#### A. Medical Treatment and the Preservation of Evidence

The Alabama Coalition Against Sexual Violence provides information and resources for victims of sexual violence. They can be reached at 1-800-656-4673 or [www.acar.org](http://www.acar.org).

A victim of sexual violence may seek medical treatment from a local hospital. Before going to the hospital, a victim should not shower, wash or throw away the clothes worn at the time of the rape. This will help in collecting evidence that can be useful if the victim chooses to press charges in the future. However, a medical exam does not commit a person to pressing charges. That is the victim's choice. At the victim's request, the hospital must hold evidence it gathers for at least six months, whether or not the victim has decided to seek a criminal complaint.

#### B. Counseling

Victims of rape have many different emotional reactions. They may feel frightened, confused, helpless, angry or even guilty. It is often helpful to talk with a counselor, in spite of many victims' very real wish to "leave this all behind them," and regardless of intention to prosecute.

Counseling is provided by hospital rape crisis units; however, victims have the option to decline such referrals. Whatever the victim's decision in this regard, anyone in the

University community who has been sexually assaulted may be helped by speaking with an Amridge University counselor, who can address the immediate concerns.

Counseling services help a student who wants to:

- a. Obtain personal support.
- b. Contact the Montgomery Police.
- c. Contact University administrative or academic staff for help in facilitating academic accommodations or class schedule changes.
- d. Contact the Campus Director at 334-387-7550 for help as appropriate.

#### C. Police

The Montgomery Police have specially trained men and women officers who investigate sexual assaults. The Montgomery Police will make every effort to offer female victims an opportunity to have a female officer present during all interviews, and male officers for male victims.

Additionally, the Montgomery Police will help a victim make contact with the district attorney's office for criminal prosecution and legal victim assistance, if the victim wishes to do so.

#### D. Confidentiality

Services of the Montgomery Police, Amridge University counselors, and other university resources are confidential to the full extent permitted by law. However, with the victim's consent and at his/her request, the university can provide a coordinated university response that addresses many areas of concern, from treatment for physical injuries to special accommodations at study or work. Neither the Montgomery Police nor any other university personnel may name or identify the victim in any manner to the news media, including campus publications.

While the university personnel must notify the Campus Director of each incident involving a student by date, time and location, neither the name nor other identifying information will be disclosed without the victim's consent. The university is required by federal law to publish crime statistics.

When university personnel have concerns or doubts regarding the safety or well-being of a victim or others, they may need to involve others to assure that the victim is receiving adequate support, or that appropriate steps are taken to deal with an alleged perpetrator who may be a threat to the victim or others. These steps will be taken with every respect for the victim's confidentiality but may need to occur even without the victim's consent.

#### E. External Judicial Process

Victims are encouraged to report incidents of sexual assaults to the Montgomery Police in order to receive help in accessing support services and in prosecuting the

offender. However, the decision to prosecute must be made by the victim and respected by all members of the university. It is important to realize that personal support is readily available irrespective of decisions regarding prosecution. When appropriate, the Montgomery Police Department will conduct an investigation, and help the victim who chooses to file criminal charges against the offender for on-campus incidents.

#### F. Internal Judicial Process

The university's complaint and grievance procedures are available to all members of the university community to file an internal complaint for disciplinary action against an alleged offender. Both the accuser and the accused are entitled to the same opportunities to have others present (excluding attorneys) during university disciplinary proceedings, and both the accuser and the accused must be informed of the outcome of such proceedings. The accuser will be provided with a rationale for said decision.

#### **Sex Offender Registry**

Federal and state authorities maintain a database of registered sex offenders. To access the federal database, access the following link: <http://www.nsopw.gov/Core/Portal.aspx>  
To access the database of registered sex offenders in or near Montgomery, Alabama, access the following link: <http://www.city-data.com/so/so-Montgomery-Alabama.html>

#### **Pastoral and Professional Counselors**

Pastoral and professional counselors may receive confidential reports regarding crimes. In accordance with the provisions of the Clery Act, pastoral and professional counselors are not required to report these crimes to the Campus Director or Campus Security Authority. However, a pastoral or professional counselor may encourage the individual(s) they are counseling to report the crime, indicating that the crime may be reported confidentially and voluntarily for inclusion in the annual disclosure of crime statistics. Additionally, a university official who serves as a counselor and a dean (such as the Clinical Coordinator) will not be exempt from the reporting requirements. In other words, an individual who is seeking advice from a counselor, and desires shared information to remain confidential, should make it clear that they are seeking counseling and not reporting to an administration who also serves in the capacity of clinical director. However, a counselor who deems that there is an immediate threat to the university community or the counselee must report this information to the Campus Director or his or her designee.

#### **Clery Crime Statistics and VAMA's SaVE Act Statistics**

Institutions are required to maintain records and report on the following general categories of crime statistics that occur on campus:

##### I. Criminal Offenses

- a. Criminal Homicide, including
  - i. Murder
  - ii. Non-negligent Manslaughter
  - iii. Manslaughter by Negligence
- b. Sexual Assault, including
  - i. Rape
  - ii. Fondling
  - iii. Incest
  - iv. Statutory Rape
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Theft
- g. Arson

## II. Hate Crimes

- a. Any Criminal Offenses listed in I above
- b. Larceny-Theft
- c. Simple Assault
- d. Intimidation
- e. Destruction/Damage/Vandalism of Property that was motivated by bias

## III. *VAWA* Offenses

- a. Domestic Violence
- b. Dating Violence
- c. Stalking
- d. Sexual Assault

## IV. Arrests and Referrals for Disciplinary Action

- a. Weapons—Carrying, Possession, etc. Law Violations
- b. Drug Abuse Violations
- c. Liquor Law Violations

As outlined above, statistics will document whether crimes that are classified as Hate Crimes as prescribed by the Hate Crime Statistics Act of 1996. Such crimes show evidence of prejudice based on the following:

- ✓ race,
- ✓ religion,
- ✓ gender
- ✓ gender identity,
- ✓ sexual orientation,
- ✓ ethnicity,
- ✓ national origin, or
- ✓ disability

Clery crime statistics presented in this report cover the period from January 1, 2021 through December 31, 2023. This report is updated annually, incorporating any criminal activity that occurred during the previous calendar year.

The U.S. Department of Education maintains crime statistics on institutions. These can be viewed by going to the following website: <http://ope.ed.gov/campusafety/#/>.

**As indicated below, during the three-year period covered by this report, no incidents of crime were reported to Amridge University’s Campus Security Authorities.**

<b>Amridge University Criminal Offenses Reporting Table</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON-CAMPUS PROPERTY</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER / NON-NEGLIGENT MANSLAUGHTER</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>MANSLAUGHTER BY NEGLIGENCE</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>RAPE</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>FONDLING</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>INCEST</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>STATUTORY RAPE</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>ROBBERY</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>BURGLARY</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
	2023	0	0	0	0

ARSON	2022	0	0	0	0
	2021	0	0	0	0

Amridge University Hate Crimes Reporting Table									
OFFENSE	YEAR	ONCAMPUS OR PUBLIC PROPERTY							
		RACE	RELIGION	GENDER	GENDER IDENTITY	SEXUAL ORIENTATION	ETHNICITY	NATIONAL ORIGIN	DISABILITY
MURDER / NON-NEGLIGENT	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
RAPE	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
FONDLING	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
INCEST	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
STATUTORY RAPE	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
ROBBERY	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
BURGLARY	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
ARSON	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
LARCENY-THEFT	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0

SIMPLE ASSAULT	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
INTIMIDATION	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
DESTRUCTION/ DAMAGE/ VANDALISM OF PROPERTY	2023	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0

Amridge University VAWA Offenses Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	
DOMESTIC VIOLENCE	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	
DATING VIOLENCE	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	
STALKING	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	
SEXUAL ASSAULT	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	

Amridge University Arrests and Disciplinary Referrals Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0	
	2022	0	0	0	0	
	2021	0	0	0	0	
	2023	0	0	0	0	

ARRESTS: DRUG ABUSE VIOLATIONS	2022	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

## **Student Privacy**

Amridge University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA does not prohibit the disclosure of statistical, non-personally identifiable information. FERPA also recognizes that, in any emergency, information can be released without consent when needed to protect the health and safety of others. In making a timely warning report to the campus community on criminal activity that affects the safety of others, even if the school discloses the identity of the individual, the school has not violated the requirements of FERPA. Records created and maintained by the university are not educational records and are not protected from disclosure by FERPA. Records maintained by the university of disciplinary actions or proceedings against a student are not available to the public without the consent of the student or the student's parent (if applicable).

## **Reporting and Responding to Criminal Activity**

Neither employees nor students are expected to risk bodily harm to protect the facilities. Their responsibility is to observe and report.

When it is apparent upon approaching the building that it has been broken into, do not enter. Leave the premises and call 911. Do not risk bodily harm. If a break-in is discovered after you have entered the building, leave immediately and call 911.

If an intruder is sighted, do not go near him. Make notes of description, noting any distinguishing characteristics, clothing, etc. Note direction and mode of travel if intruder leaves the scene. Try to get description of vehicle, license number, etc. if it is safe to do so. Call 911.

Any criminal offense should be reported immediately to the Campus Director. The Campus Director is responsible for notifying the local police. Upon arrival, the local

police will make arrests where appropriate. The Campus Director is responsible for notifying the campus community to ensure the safety of all.

### **Crime Prevention and Security Awareness Programs**

The Campus Director is responsible for delivering crime prevention and security awareness programs to students and employees. At least annually, training will be provided to the campus community. This training includes information on campus security and crime prevention programs. Amridge University is committed to increasing awareness for the university community in areas such as sexual offense, security awareness, and crime prevention strategies. Additional resources are available at Amridge University's website at [www.amridgeuniversity.edu](http://www.amridgeuniversity.edu).

## **Emergency Response Plan**

The Emergency Response Plan of Amridge University is a series of written guidelines and responsibilities designed to specifically outline the course of action taken during a crisis. The development of these plans is for the purpose of implementing policies and procedures related to unforeseen emergencies, disasters or hazards that may have an adverse or detrimental impact on Amridge University.

Key to successful emergency preparation is staffing, planning, system-wide training and exercise, evaluation and appropriate corrections. Key to successful emergency responses is an early and accurate assessment of the nature of the incident in order to make good decisions. Assessment is the evaluation and interpretation of measurements and other information to provide a basis for decision-making. It is incumbent upon all decision-makers to be prepared and be attentive to early notifications.

### **Emergency Response and Evacuation Procedures**

The Campus Director is responsible for notifying the campus community if a significant emergency or dangerous situation is present that is an immediate threat to the health or safety of students or employees on campus.

The following emergencies, disasters or hazards have been identified as those in which the campus community will receive an immediate notification of the threat:

- Fire
- Gunfire/Armed Assault
- Barricade/Hostage Situation
- Bomb Threat/Explosive Devices
- Hazardous Materials
- Gang/Cult-Related Violence
- Acts of Terrorism
- Outbreak of a Contagious Disease

Students, faculty, and staff will be informed via the page system and/or text alert system with detailed information directing them to a secure location. In determining the content of the notification, the university will take into consideration the safety of the community. Unless issuing a notification will, in the professional judgment of the Campus Director, compromise efforts to assist a victim or to contain the emergency, the notification will be initiated without delay. The emergency response system will be tested on at least an annual basis. Students, faculty, and staff will be notified via email prior to a scheduled test of the emergency response system.

## **Timely Warning**

Amridge University will provide timely warning to the campus community any crimes that are considered by the institution to represent a serious or continuing threat to students and employees. If a Clery crime has been reported to the Campus Director or the local police, and the crime is considered to represent a serious or continuing threat to university students or employees, a timely warning will be issued to the campus community. The warning will provide all pertinent information related to the threat. The Campus Director will work with local officials to ensure that the timely warning does not contain information that would compromise the investigation.

## **Operational Procedures**

The following procedures shall be observed in the event of a crisis or emergency at Amridge University:

- The first individual to learn of a potential or actual crisis shall alert the Campus Director or his/her designee.
- The Campus Director will define the nature and level of the crisis or emergency and take immediate action for the protection of students and staff.
- The appropriate authorities will be notified as to the nature and level of the crisis or emergency.
- The University staff will be informed of the event and action taken.
- All constituents will be notified as appropriate.
- A record will be kept of all incoming and outgoing calls concerning the crisis or emergency.
- Additional actions and procedures will be in accordance with the established Emergency Response Plan.

## **Hurricane/Tornado**

### **Hurricane Threat**

Hurricanes are severe tropical storms that spiral around a calm center known as the eye. Wind speeds range from 74 miles per hour to a high of 220 miles per hour. Hurricanes may be accompanied by other severe storm hazards such as lightning, tornadoes, and flooding.

Hurricane Advisory - tells where the storm is located, the intensity of wind speeds, and the direction of movement.

Hurricane Watch - is issued for an area when there is a threat of hurricane conditions within 24 to 36 hours.

Hurricane Warning - is issued when hurricane conditions are expected in a specific area in 24 hours or less.

In the event of a hurricane, unless otherwise instructed, the campus community will be informed of safety procedures.

**Tornado Threat:**

Tornadoes are extremely violent localized windstorms. A tornado is characterized by a funnel cloud that reaches to the ground with wind velocities inside the funnel as high as 200 miles per hour. Tornadoes are usually part of a severe thunderstorm and may be accompanied by lightning, high winds, floods, and flash floods from extremely heavy rainfall.

When there is a tornado or severe thunderstorm warning for the Montgomery area, the following procedures will be followed:

- \*The Civil Defense Siren will sound a continuous siren warning.
- \*A radio station will be monitored during threatening weather.
- \*Immediate danger will be reported over the page system.
- \*When instructed to do so, all occupants of the building should go to the first floor in an area away from windows. They shall remain there until they are notified that the danger has passed.

Tornado Watch - indicates that conditions are favorable for a tornado to develop and that the sky should be watched.

Tornado Warning - indicates a tornado has been sighted or is spotted on radar.

In the event of a tornado, unless otherwise instructed, the campus community will be informed of safety procedures.

## Bomb Threat Procedures

It is the policy of Amridge University in all bomb threats or explosive devise situations to minimize the danger of life and property.

Notification: Any bomb threats received should be immediately reported to the Campus Director at ext. 7550. The Campus Director is the person designated to notify 911. The page system will be used to notify all those present to evacuate the building immediately. All should remain outside the designated perimeter until instructed that it is safe to return to the building.

Do not attempt to search the premises yourself. The authorities will do so upon arrival. Follow instructions given by authorities.

Upon receipt of a bomb threat or discovery of a suspected explosive or incendiary device, immediately initiate evacuation procedures. In the case of a bomb threat that is called into the Police Department, orders will be issued characterizing the threat as:

- Level 1 - "Low Risk Profile"
- Level 2 - "Medium Risk Profile"
- Level 3 - "High Risk Profile"

Based upon the characterization of the level of risk, the following actions shall be taken:

<u>Risk</u>	<u>Action</u>
Level 1	Monitor the building for any suspicious activity. Students and staff are to remain in the building.
Level 2	Conduct a "Fire Drill". An administrator shall visually inspect the building for suspicious packages or items.
Level 3	Evacuate the building immediately. The Police Department will respond and take control of the situation.

## **Hazardous Materials**

Hazardous materials are substances or materials that because of their chemical, physical or biological nature, pose a potential risk to life, health, or property if they are released. Potential hazards can occur during any state of production, storage, transportation, use, and disposal.

When an emergency involves hazardous substances, police, fire or other emergency and/or appropriate officers will alert schools in the area.

## **Fire**

In the event of a fire, an alarm will sound. This is the signal to evacuate the building. Occupants should exit the building using the nearest outside door or fire exit at the bottom of the stairwells. All persons should remain outside the building until notified that it is safe to reenter the building. The Fire Department is automatically notified. If there is no actual fire, the fire alarm system will be reset by an official.

In the event a fire is determined and the alarm has not sounded, the person discovering the fire should pull the nearest fire alarm and exit the building. He should then dial 911. Occupants should exit the building using the nearest outside door or fire exit at the bottom of the stairwells. All persons should remain outside the building until notified that it is safe to reenter the building. Fire extinguishers, which are inspected annually, are located throughout the building.

Do not endanger your physical safety or the safety of others in an attempt to protect the physical building or its contents.

## **Drug-Free Workplace Policy**

The Drug-Free Workplace Act imposes special requirements upon this institution and its employees. Appropriate disciplinary action will be taken against any employee or student who is in violation of this act.

Students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Any student convicted of a drug-related offense committed during a period in which Title IV funds are awarded must report the conviction to the U. S. Department of Education, Washington, DC.

Employees and students of Amridge University who violate the drug-free policy are subject to suspension and/or dismissal. Those who have a substance abuse problem are invited to use the services of a competent therapist and treatment facility. As a starting point, the following web sites may be useful in locating someone to provide the necessary help:

§ American Association of Pastoral Counselors: <http://www.aapc.org/>

§ American Association for Marriage and Family Therapy:  
<http://www.therapistlocator.net>

The National Institute on Drug Abuse provides an information and referral Hotline to direct callers to treatment centers in their local communities. The number is 1.800.662.HELP.

### **Drug, Alcohol, Weapons Possession and Abuse**

Students and employees are prohibited from the possession, use, and sale of controlled substances. The university will enforce state underage drinking laws.

Controlled Substance Abuse – Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug), unless the student or employee has a valid prescription for the use of the controlled substance, while on University property, during class, at University functions, or otherwise in connection with University academics or activities is prohibited. Aiding or abetting the possession and/or consumption of alcoholic beverages by a person who is under the age of 21 is also prohibited.

#### **Firearms**

Amridge University prohibits firearms of any type at its facilities or events. The exceptions to this policy are: 1) individuals authorized by the president to carry such weapons; 2) law enforcement personnel legally authorized to carry such weapons and are acting in the performance of their duties.

Students and employees are prohibited from the use, possession, or distribution of firearms or explosives at its facilities or events. The use, or distribution of firearms, other weapons, ammunition, fireworks, or any type of explosive or incendiary device or material, or threatened possession or use of such items on University property or against University students, employees, or representatives is prohibited.

### **Accidents and Sickness**

#### **a. Minor injuries:**

First aid kits are located strategically throughout the university for minor injuries. They contain bandages, tape, antiseptic medicines, aspirin, etc.

The local hospital is located at 400 Taylor Road—just a short distance from the campus for any emergency of a more serious nature.

#### **b. Life-threatening illnesses or injury:**

Call for someone to assist you. Have them call 911 while you stay with the patient. If there is no one to assist you, call 911 and immediately return to the patient. The following information should be given to 911: Your name, Amridge University, 1200 Taylor Road, adjacent to Auburn Montgomery, phone number 387-3877, name of patient, location of patient at site, description of injury. 911 will direct you as to what you should do next. Do not move the patient. An AED (Automated External Defibrillator) is accessible for emergencies.