2015
ANNUAL SAFETY REPORT

THE MICHAEL MINGER ACT REPORT
(KENTUCKY CAMPUS)

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY &
CAMPUS SAVE ACT
(ALL CAMPUSES)

ACTIVITY AS REPORTED FOR 2014

16 Spiral Drive
Florence, KY 41042

225 Pictoria Drive
Springdale, OH 45246

(Updated annually)
This report is also located on the Beckfield web site under the link “Student Consumer Information”
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Section 1. Campus Security Authority

All Beckfield administrators dealing with student life meet the definition of Campus Security Authority Personnel. This includes but is not limited to:

- Campus President
- Campus Dean of Academic Affairs
- Dean of Nursing
- Dean of Business and Technology Programs
- Dean of General Education, Science and Math
- Dean of Criminal Justice
- Compliance Officer
- Student Services Coordinator
- Facilities Supervisor
- Front Desk Supervisor

Beckfield’s Campuses are located in the city of Florence, Kentucky and Springdale, Ohio (Tri-County). FLORENCE: There are currently two Front Desk/Security Monitoring individuals at the Main Building, which report directly to the Campus President, Mia Granacher. TRI-COUNTY: There are currently two Front Desk/Security Monitoring individuals at the Main Building, which report directly to the Campus President, Lee Foley. These individuals are directly responsible for all Main Campus entrances and exits during all operational hours (7:45 AM to 10:30 PM). Before business hours the Maintenance Department employees have been assigned this responsibility.

Beckfield Florence’s Secondary Building, located at 10 Spiral Drive, is only open when in use by a class, and is opened by the Front Desk/Security Monitoring individuals during class time. Following the scheduled classes, the building is locked by the Maintenance Department.

At the Beckfield College, all security violations are reported to the Front Desk/Security Monitoring individual who then notifies the College President, the Florence Police Department, or Hamilton County Sheriff, in cases where warranted. Other on-campus jurisdiction is shared with the Kentucky State Police, Boone County Sheriff’s Department, and Ohio State Police.

Campus Monitoring:

1. Florence Campus - all doors will remain locked at all times except for the main front door of 16 Spiral, the rear (ramp) door of 16 Spiral, and the lobby door near Room 208 of 10 Spiral.
2. Tri-County – public access to Beckfield Floors is limited by elevator timer restrictions.
3. All guests must register with the front desk and wear a guest badge while in the building.
4. After hours (6:00 PM – 10:00 PM): the Manager on Duty, who will remain in radio contact with the front desk personnel in case of an emergency, will cover Campus safety monitoring. The Manager on Duty will repeatedly check the ramp area and doorways between 16 Spiral and 10 Spiral, and will regularly pass through all hallways of both buildings.
Staff Communication During Emergency:

The proper steps to react to an emergency situation for all staff

1. Call 911 (unless safety concerns make it impractical)
2. Notify front desk of the emergency as soon as possible
3. The front desk will notify:
   a. Manager on Duty (via Radio)
   b. Campus President/Director (via phone)
   c. Compliance Office (via email)
4. Staff member to complete an Incident Report before leaving the building after the occurrence, and return it to the front desk
5. The front desk provides the compliance office with the incident report by the next day
6. All Police and/or fire reports will be collected by the front desk and provided to compliance

Emergency Evacuation Procedures: Florence Campus

In the event of a fire, tornado, severe weather, or other similar emergency, the buildings may be evacuated for safety. If this occurs during in-class time, instructors need to take their daily attendance/roll sheet with them to the evacuation area and take roll once your class is lined up outside.

Department heads should note the location of their employees before the evacuation, then take attendance in the evacuation area once outside.

All faculty, staff, and employees should familiarize themselves with the posted evacuation maps and emergency guidelines located in every room on campus. If the evacuation maps are not in your room please contact Corporate Compliance Officer Amy Dunavent at ext. 1133.

Your department/class should meet at a single point outside the building. This is recommended to help ensure everyone is accounted for and have made it safely out of the building.

When a fire alarm sounds you should:

- Walk quickly to the nearest available exit that can be reached safely. Alert others to do the same and, with their permission, help persons requiring assistance.
- Lead your class/department to a single location
- Go to the nearest evacuation area. (see Emergency Evacuation Areas)
- Do not re-enter a building until directed by fire/rescue, a Security officer, or a clearly identified member of the Campus Team.
- Do not allow students to leave campus during the evacuation. You must take roll again upon re-entry to the room.
- If severe weather or a tornado is the reason for the evacuation, please report to the shelter sites designated on the evacuation maps located in each room.

Beckfield College conducts regular drills for your safety and to make sure in the event of an emergency, everyone knows what to do.
Section 2: Description of Information Programs.

Campus Safety and Security

During orientation, new students are informed about safety and security on campus. Several individuals from the college discuss, either in person or through a video, the importance of safety on campus and students are informed about where and to whom to report a crime or incident to on campus.

Faculty and staff at Beckfield College were given a hard copy of the Emergency Response Plan in November 2001. The Emergency Response Plan was also put in every classroom and throughout the campuses with instructions specific to each building for tornado warning procedures during Fall 2002. This plan covers tornado, earthquake, fire, bomb threats, utility emergencies, and fallen aircraft as well as the KCTCS recommended procedures for handling anthrax and other biological agent threats. This plan continues to be distributed to new faculty.

How to Report a Crime on Campus

Beckfield continues to be committed to maintaining a safe, secure, and orderly environment for all members of the campus community. During orientation, new students are informed of where and to whom to report a crime or incident to on campus. Crimes, which occur on college property, any public property leading into or out of campus property, or on any property owned or controlled by Beckfield, should be reported to the campus security personnel. The Campus President/Director, the Corporate Director of Compliance, in conjunction with the maintenance supervisors, will ensure the crime or incident is properly recorded in the crime log and reports of the crime or incident are made in a timely manner to the campus community.

Each quarter Student Services personnel are responsible for ensuring that currently enrolled students, students applying for admission, and employees are notified regarding the availability of the campus crime log and where it can be accessed.

Withholding Information of a Crime

Crime information will be withheld if there is clear and convincing evidence that the release of information about the crime would cause a suspect to flee or evade detection, would result in the destruction of evidence, or is prohibited by law. Information may be withheld until it has been determined that damage from the release of the information is no longer likely to occur.

How to Prevent Crimes

At orientation, new students are informed of how to prevent crime on campus from several individuals at the college. On the Beckfield web site, there is a section that specifically discusses crime prevention measures. Only in occasional instances of high alert, a security guard may patrol the campus and parking lots. Additionally, Beckfield displays informational posters in several locations on each campus indicating how to respond to dangerous situations.
Special Reports of a Crime & Enforcement Procedures

A special crime report will be made to the campuses when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used as well as posting fliers on each building’s bulletin board. Faculty will be asked to notify students in their classes as well.

Crimes involving stalking, domestic violence, dating violence, sexual assault, and hate crimes, may require special attention from the Campus Administration. Individuals who are victims of these crimes are urged to first consult with the Student Services Coordinator who will help them to explore additional resources that may be required, including Beckfield’s Student Resource Service, “WellConnect” at www.wellconnectbysrs.com. Students may also call the 24-hour help line at 1-866-640-4777.

In responding to misconduct, the Campus President/Executive will normally issue an oral or written warning, but for intolerable, persistent, or a preponderance of evidence of unlawful misconduct, the only appropriate outcome will be the student’s immediate dismissal from the College. Documentation of the misconduct will become part of the student’s academic file, as will any response the student may wish to have filed on his or her behalf. A student dismissed from the College under this policy is not eligible for re-enrollment. Beyond enforcing its own policies against misconduct, in compliance with the Campus SaVE Act, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators in its behalf.
# Section 3: Campus Crime Statistics

## Beckfield College


<table>
<thead>
<tr>
<th>Reported Crimes</th>
<th>On Campus Property - Florence, KY</th>
<th>On Campus Property - Tri-County, OH</th>
<th>Public Property - Florence, KY</th>
<th>Public Property - Tri County, OH</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
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<tr>
<td>Burglary</td>
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<tr>
<td>Sex Offenses, Forced</td>
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<td>Sex Offenses, Non-Forced</td>
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<tr>
<td>Liquor Law Arrest</td>
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<tr>
<td>Drug Law Arrest</td>
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### Hate Crimes

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<th>Reported Crimes</th>
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<th>2014</th>
<th>2013</th>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Sex Offenses, Forced</td>
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<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forced</td>
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<td>Simple Assault</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Domestic/Dating Violence</td>
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</tr>
</tbody>
</table>
Section 4: Campus Safety Notices

The following posters are located throughout each of the Campuses for easy reference:

SAFETY ON CAMPUS

HOW TO RESPOND TO A DANGEROUS SITUATION ON CAMPUS.

Determine the most reasonable way to protect yourself.

1. EVACUATE
   a. Faculty and staff: you are students’ main point on contact. They will follow your lead. Determine safest escape route and funnel students to that route.
   b. Students: follow Faculty or Staff in your area.

2. HIDE OUT
   a. Hide in an area away from the dangerous situation.
   b. Block entry to your hiding place and lock the door.

CALL 911 WHEN IT IS SAFE TO DO SO

Faculty and Staff: After dialing 911, notify the Front Desk immediately.

3. TAKE ACTION
   a. Only take action as a last resort and only when your life is in imminent danger.
   b. Attempt to incapacitate the person at the center of the dangerous situation.
   c. Act with physical aggression and throw items at the person.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON CAMPUS.

Determine the most reasonable way to protect campus.

1. HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:
   a. Remain calm and follow officers’ instructions
   b. Immediately raise hands and spread fingers
   c. Keep hands visible at all times
   d. Avoid making quick movements toward officers such as attempting to hold on to them for safety

2. INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911:
   a. Location of dangerous situation
   b. Number of people involved in the dangerous situation
   c. Physical description of people involved
   d. Number and type of weapons being utilized.
   e. Number of potential victims
Section 5 – List of System Inspection and Safety Drill Dates

Fire/Safety Evacuation Drills

Florence Campus – July 9, 2013; May 20, 2014; August 26, 2015

Tri-County Campus – May 23, 2013; March 26, 2014, August 13, 2015

Security System Inspections

Florence Campus – Building at 10 Spiral Drive: August 18, 2015
Building at 16 Spiral Drive: August 18, 2015

Tri-County Campus – 225 Pictoria Drive: December 8, 2014
Section 6 – CSSA Filing Certificates

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
Beckfield College-Florence
247065
were completed and locked on August 20, 2015.

Thank you for your participation in the 2015 data collection.

This certificate was prepared on August 20, 2015.

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for
Beckfield College-Tri-County
452373
were completed and locked on August 20, 2015.

Thank you for your participation in the 2015 data collection.

This certificate was prepared on August 20, 2015.