

BECKFIELD COLLEGE



2018 ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY, CAMPUS SAVE ACT, & MICHAEL MINGER ACT

In compliance with the Jeanne Clery Act and Michael Minger Act, this report is updated annually and provided to all students and employees by October 1. This publication contains information that promotes the safety and well-being of all Beckfield College campuses. A copy of this report may be obtained by emailing the Office of Compliance and Accreditation at compliance@beckfield.edu or dialing 859-371- 9393

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LETTER FROM THE OFFICE OF COMPLIANCE

Beckfield College is a community of approximately 900 students, faculty and staff who study and work at our campuses in Florence, KY, Springdale, OH and online. The Annual Security report is published to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act enacted by Congress and the Michael Minger Act of 2000.

This information is provided annually by October 1 to students, faculty, staff, and the general public. In the report you can learn about Beckfield College's institutional policies concerning campus safety, security, evacuation routes/procedures, fire system testing, and alcohol/drug notices. Additionally, the Annual Safety and Security Report includes crime and fire statistics that occurred during the 2015-2017 years:

- On campus
- On public property within, or immediately adjacent to and accessible from Beckfield campuses

Please familiarize yourself with the Annual Safety and Security Report. The report may be found at <http://www.beckfield.edu/about-us/student-consumer-information/>. For more information about the policies and procedures outlined in the report, or to request a paper copy, call 859-371-9393 or email compliance@beckfield.edu.

In our efforts to ensure a safe and secure campus, please read this report and enhance your knowledge of safety and resources provided by Beckfield College.

Sincerely,

Lee D. Foley

VP, Compliance and Accreditation

Beckfield College, LLC

POLICY ON REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The institution places great emphasis on the safety and security of our campuses. Many employees are dedicated to making our campus locations a safer place to work and study. A safe environment supports learning and instruction. Beckfield College encourages all members of its community to promote safety and wellness by adhering to all security protocols and reporting any violations promptly.

To comply with the Jeanne Clery Disclosure of Campus Security Policy, Crime Statistics Act and the Michael Minger Act. This report is prepared by the Office of Compliance with data collected from local law enforcement agencies, internal incident reports, and local fire departments. The information included in the Annual Safety and Security Report provides crime statistics, evacuation procedures, campus security authorities, and fire alarm testing dates.

Background

This policy serves to meet the college's compliance obligation under the "Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act of 1998" (commonly referred to as the "Clery Act"), and the Michael Minger Act of 2000 at all Beckfield College locations. This policy is intended to govern the preparation, publication, and distribution of the Annual Security and Safety Report, and ensure that all elements of the process are carried out in a manner that meets federal regulations.

The **Clery Act** requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. The Violence Against Women Reauthorization Act of 2013 ("VAWA"), mandates additional requirements as to how colleges and universities are to provide information to the students, faculty, staff, prospective students and employees, and visitors.

The **Michael Minger Act** requires institutions of higher education Report all fires (intentional & accidental) immediately to the state fire marshal, who has jurisdiction over all fires and fire scenes. "Immediately" means before the last fire unit has left the scene and no later than 2 hours after the incident. No fire scene can be cleared without authorization from the state fire marshal.

Scope of Clery and Minger Compliance Policy

It is the policy of Beckfield College to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Campus Security Authorities and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the Department of Education's Handbook for Campus Safety and Security that are relevant to their responsibilities, and will be provided training annually and/or upon request by contacting the Compliance Office.

This policy covers reports and complaints of a criminal nature, including sexual offenses. As such, this policy applies to situations in which either party is a Beckfield student, Beckfield employee, a third party (for purposes of this policy, a third party is anyone who visits Beckfield's campuses or participates in a College program or activity) or anyone within the College's Clery geography. Further, the policy provides information for prospective students and employees.

In the event that an allegation arises involving college faculty or staff, the college will apply the disciplinary measures and grievance policies and procedures as set forth in the college's HR policies or the appropriate collective bargaining agreement to which the employee is subject. In all circumstances, the college provides a disciplinary proceeding that is a prompt, fair, and impartial process. Both Complainant and Respondent may have the advisor of their choice at all times during the process and procedures.

The **Minger Act** requires that campuses disclose if dorms are equipped with automatic fire suppression systems. Deliberate violations of these requirements result in civil fines. All incidents must be recorded. The log must be kept open for inspection. Information may be withheld if necessary to protect ongoing investigations where the subjects may flee. Students must be notified of the availability of the crime log. The crime log must be available on campus networks. Institutions have a duty to notify the campus community of a crime that represents a threat to safety and security (via a special report). Notice may be given in a number of ways. Institutions have a duty to provide students and the CPE with their policy on special reports.

GENERAL CLERY DEFINITIONS

Campus/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, 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).

Campus Security Authority (CSA) - Individuals at the university who, because of their function for the university, have an obligation under the Clery Act to notify the university of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may have personally witnessed. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to "report" crime when it has been observed by, or reported to them by another individual.

Clery Act Crimes ("Clery Crimes") - Crimes required by the Clery Act to be reported annually to the university community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including previously listed crimes plus larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) weapons law violations.

Clery Geography – Locations where Clery Crimes must be recorded: 1) on campus, 2) on public property within or immediately adjacent to and accessible from the campus, and 3) in or on non-campus buildings or property that the institution owns or controls.

Office of Compliance and Accreditation – College employee who works collaboratively with various departments at the college to develop, implement and oversee programs that ensure the college's overall compliance with the Clery Act and associated regulations at all college locations.

COLLEGE SECURITY AUTHORITIES

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

Vice President, Compliance and Accreditation
Director of Admissions
Dean of Nursing

Dean of Business and Technology
Dean of General Education
Dean of Criminal Justice
Facilities Supervisor
Front Desk Supervisor

Beckfield's Campus is located in the city of Florence, Kentucky. FLORENCE: There are currently two Front Desk/Security Monitoring individuals at the Main Building, which report directly to the Director of Admissions. These individuals are directly responsible for all Main Campus entrances and exits during all operational hours (7:45 AM to 8:00 PM). Before business hours, the Maintenance Department employees have been assigned this responsibility.

Beckfield College'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 front desk supervisor.

At Beckfield College, all security violations are reported to the Front Desk/Security Monitoring individual who then notifies the Campus President/Director, the Florence Police Department 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. All guests must register with the front desk

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. Campus President/Director (via phone)
 - b. Vice President, Academic Affairs
 - 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 the compliance office

CAMPUS SAFETY AND SECURITY

During orientation, new students are informed about safety and security on campus. Several individuals from the college discuss 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 Vice President of Compliance and Accreditation, 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 the admissions, academic affairs, and operations team is 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, which is found in the annual safety and security report. Please visit <http://www.beckfield.edu/about-us/student-consumer-information/> to view the annual safety and security report. 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 Campus President/Director who will help them to explore additional resources that may be required, including Beckfield's Student Resource Service, "SOAR" at <http://beckfield.acisoar.com/>. Students may also call the 24-hour help line at 1-800-932-0034.

In responding to misconduct, the Campus President/Director 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.

Sexual Violence Definitions & Prevention Strategies

Sexual Assault

Sexual assault is a violent act committed primarily by a perpetrator who needs to feel powerful and in control by forcing someone else to participate in unwanted sexual activity. Often, the victim fears for their life, or physical well-being, and feels that there is no choice but to do what the attacker wants. However, submission does not equal consent. If you submit, it does not mean that you agreed to or accepted the situation. A victim is never responsible for being sexually assaulted. The responsibility for the assault lies with the attacker.

The Campus SaVE Act defines sexual assault, which—unlike domestic violence, dating violence, or stalking—was previously included as a Clery-reportable crime, as “an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.”

Domestic violence

“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, 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.”

Dating violence

“Violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. the length of the relationship
- b. the type of relationship
- c. the frequency of interaction between the persons involved in the relationship”

Stalking

“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”

REPORTING A CRIME ON CAMPUS:

Crimes should be reported to one of the following security administrators below:

- Front Desk
- Director of Student Services – bexeler@beckfield.edu
- VP, Compliance and Accreditation – lfoley@beckfield.edu
- College President/CFO – dwolfer@beckfield.edu

RESOURCES FOR SURVIVORS:

Crimes involving *stalking, domestic violence, dating violence, sexual assault, and hate crimes*, may require special attention from the Campus Administration. At Beckfield College, we want to make sure that survivors and their friends and families are supported through all stages of their

Individuals who are victims/survivors 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, "SOAR" at <http://beckfield.acisoar.com>. Students may also call the 24-hour help line at 1-800-932-0034.

Individuals who are victims/survivors of these crimes may also consult the *Self-Care for Survivors* section of this document.

Sexual assault can cause significant trauma and disrupt your physical and emotional health. Your recovery path will take many stages, but the important thing is to take care of yourself.

PREVENTION STRATEGIES:

These suggestions may help you reduce the risk of being the victim of sexual misconduct:

- Clearly communicate your limits to your sexual partner before things go too far
- If you consent to sexual activity but do not like what is happening, clearly communicate your withdrawal of consent through your words or actions
- If you do not want to engage in sexual activity, let your partner know that you do not like what is happening and that you do not want to engage in these activities. This can include saying no, leaving the room, or any other words or actions that show your partner that you do not want to engage in sexual activity
- If you find yourself in an uncomfortable situation, call for help or find help
- Be responsible for your alcohol/drug consumption and realize that such consumption will lower your sexual inhibitions, interfere with your ability to make rational decisions, and make you vulnerable
- Watch out for your friends and allow them to watch out for you

These suggestions may help you reduce the risk of being accused of sexual misconduct:

- Do not make assumptions about whether you have obtained effective consent; as the initiator of sexual activity, you have the responsibility to obtain effective consent so you should obtain a “YES” prior to engaging in sexual activity
- Clearly communicate your sexual intentions and allow your sexual partner to clearly respond
- If you receive mixed messages, do not proceed with sexual activity; take a step back and communicate with your sexual partner
- Do not take advantage of someone’s drunkenness or drugged state, even if they caused it themselves and even if they appear to want to engage in sexual activity
- Realize that your sexual partner could be intimidated by you simply because of your size or gender and that you could be viewed as having a power advantage
- Understand that consent to one sexual act does not imply consent to other sexual acts. Do not interpret silence as an indication of consent. Pay attention to your sexual partner’s verbal and non-verbal communication and body language. Verbal consent is the clearest form of consent

SELF-CARE FOR SURVIVORS:

Good self-care is a challenge for many people and it can be especially challenging for survivors

Physical self-care is an area that people often overlook.

Food

- Food is a type of self-care that people often overlook. People are often so busy that they don't have time to eat regularly or that they substitute fast food for regular meals.
- It's not always reasonable to expect people to get 3 square meals a day (plus snacks!) but everyone should make sure they get adequate nutrition.

Exercise

- Exercise is one of the most overlooked types of self-care. The CDC recommends at least 30 minutes of exercise 5 times a week.
- Exercise, even if it's just a quick walk at lunchtime, can help combat feelings of sadness or depression and prevent chronic health problems.

Sleep

- Although everyone has different needs, a reasonable guideline is that most people need between 7-10 hours of sleep per night.
- See this [Medline Plus article](#) for more information about getting a good night's sleep

Medical care

- Getting medical attention when you need it is an important form of physical self-care.
- Some survivors put off getting medical care until problems that might have been relatively easy to take care of have become more complicated.

Emotional self-care will mean different things for different people. It might mean...

Counseling

- This could mean seeing a psychologist, a clinical social worker, or therapist.
- Local rape crisis centers often provide counseling or can connect you with a provider. Call the National Sexual Assault Hotline at (800) 656-HOPE or go to <http://centers.rainn.org/> to find a center near you.

Keeping a journal

- Some survivors find that recording their thoughts and feelings in a journal or diary helps them manage their emotions after an assault.

Meditation or relaxation exercises

- Relaxation techniques or meditation help many survivors with their emotional self-care. For example:
 - Sit or stand comfortably, with your feet flat on the floor and your back straight. Place one hand over your belly button. Breathe in slowly and deeply through your nose and let your stomach expand as you inhale. Hold your breath for a few seconds, then exhale slowly through your mouth, sighing as you breathe out. Concentrate on relaxing your stomach muscles as you breathe in. When you are doing this exercise correctly, you will feel your stomach rise and fall about an inch as you breathe in and out. Try to keep the rest of your body relaxed—your shoulders should not rise and fall as you breathe! Slowly count to 4 as you inhale and to 4 again as you exhale. At the end of the exhalation, take another deep breath. After 3-4 cycles of breathing you should begin to feel the calming effects.

Support people in your life

- Nurture relationships with people that make you feel good about yourself!
- If you have trouble finding people who can support your experience as a survivor, consider joining a support group for survivors.

Be wary of...

- Friends or family who only call when they need something
- People who always leave you feeling tired or depressed when you see them
- Friends who never have the time to listen to you
- Anyone who dismisses or belittles your experience as a survivor

Setting limits for others

- You don't have to cut them out of your life (especially with family, that may not even be an option!) but choose the time you will spend with them carefully.
- Make sure that your time with these people has a clear end.
- Cut back on the time you spend with people who don't make you feel good, or spend time with them in a group rather than one-on-one.
- Screen your calls!! There's no rule that says you have to answer your phone every time it rings. If you don't feel like talking on the phone, call people back at a time that's more convenient for you.

Letting some go

- If there are people in your life who consistently make you feel bad about yourself, consider letting those friendships or relationships go.
 - This can be a difficult decision. Remember that you deserve to have people around you who genuinely care about you and who support you.

Outside Activities

Another challenge can be in finding time for fun leisure activities. Many survivors have full time jobs, go to school, volunteer and have families. Finding time to do activities that you enjoy is an important aspect of self-care.

- Get involved in a sport or hobby that you love!! Find other people who are doing the same thing!
 - Knowing that people are counting on you to show up can help motivate you.
- If you have a spouse or partner, make a date night and stick with it.
 - Turn off your cell phones (within reason. If the babysitter needs to be able to find you, consider leaving him/her the number of the restaurant so that you can turn off your ringer!)
- Treat leisure appointments as seriously as business appointments. If you have plans to do something for fun, mark it on your calendar!

Take care of yourself and do not be afraid to ask for help from the resources at Beckfield College, or any available outside resources.

All students and employees are also urged to download and review the Annual Safety Report (ASR) from the Student Consumer Information Section of the Beckfield College Webpage.

BECKFLED COLLEGE – FLORENCE CAMPUS



Beckfield College Florence, KY Campus

16 Spiral Drive

Florence, KY 41042

(859) 371-9393

Info@beckfield.edu

Beckfield College in Florence, KY has a campus located off I-75/71 and the Turfway Park exit in Northern Kentucky. The campus is located behind Sam's Club in two free standing one-story buildings with free parking all around the perimeter of the campus. The Florence Campus is just 12 minutes from downtown Cincinnati and very accessible from throughout Greater Cincinnati. Florence, Kentucky sits in the heart of Boone County, Kentucky and not far from neighboring NKY counties – Kenton County and Campbell County.

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 Vice President of Compliance and Accreditation at 859-371-9393.

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.

CRIME STATISTICS



JEANNE CLERY ACT AND MICHEAL MINGER ACT: 2015 - 2017 CRIME AND FIRE STATISTICS

	On Campus Property - FLORENCE, KY			Public Property - FLORENCE, KY				Hate Crimes			
	Reported year:			Reported year:				Reported year:			
	2017	2016	2015	2017	2016	2015		2017	2016	2015	
Murder	0	0	0	0	0	0		0	0	0	Murder
Negligent Manslaughter	0	0	0	0	0	0		0	0	0	Negligent Manslaughter
Robbery	0	0	0	0	0	0		0	0	0	Robbery
Aggravated Assault	0	0	0	0	0	0		0	0	0	Aggravated Assault
Motor Vehicle Theft	0	0	0	0	0	0		0	0	0	Motor Vehicle Theft
Theft	0	1	0	0	0	0		0	0	0	Arson
Arson	0	0	0	0	0	0		0	0	0	Burglary
Burglary	0	0	0	0	0	0		0	0	0	Sex Offenses, Forced
Sex Offenses, Forced	0	0	0	0	0	0		0	0	0	Sex Offenses, Non-Forced
Sex Offenses, Non-Forced	0	0	0	0	0	0		0	0	0	Simple Assault
Liquor Law Arrest	0	0	0	0	0	0		0	0	0	Larceny/Theft
Liquor Law Disciplinary	0	0	0	0	0	0		0	0	0	Intimidation
Drug Law Arrest	0	0	0	0	0	0		0	0	0	Vandalism
Drug Law Disciplinary	0	1	0	0	0	0		0	0	0	Stalking
Weapon Law Arrest	0	0	0	0	0	0		0	0	0	Domestic/Dating Violence
Weapon Law Disciplinary	0	0	0	0	0	0					
On-Campus Fire	0	0	0	0	0	0					

Data presented in this table meets reporting requirements of the Jeanne Clery Act and Micheal Minger Act. Data is derived from reports from local law enforcement agencies.

FIRE ALARM TESTING

FLORENCE, KY



Florence Fire-EMS

Occupancy: **BECKFIELD COLLEGE**

Address: **16 SPIRAL DR**

FLORENCE KY 41042

Inspection Type: **Annual**

Inspection Date: **10/23/2017**

Time In: **13:10**

Authorized Date: **Not Author**

By: **DANNEMILLER, DAVID (90139)**

Time Out: **13:33**

By:

Form: City of Florence

Fire/EMS General Inspection Next Inspection Date: **No Inspection Scheduled**

Inspection Description:

Business/Mercantile/Assembly/Education

Inspection Topics:

EXITS & DOORS

Discontinue use of manual hold open device on door(s) or install an approved automatic hold open device

(14.5.3.4.3 & 14.5.4.1 2012 NFPA 1)

Status:

Notes:

Billable Amount:

Exits shall be kept visible, unobstructed and available for immediate use at all times when building is occupied

14.4.1 2012 NFPA 1

Status:

Notes:

Billable Amount:

Install an approved positive latching device on the noted exit door.

14.5.2 2012 NFPA 1; 8.3.3.3 2012 NFPA 101

Status:

Notes:

Billable Amount:

Install approved self-closing device on the door(s) noted

14.5.4; 12.7.3, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Maintain a clear width of a minimum distance noted in all exit aisles or corridors

14.8.3.4 2012 NFPA 1

Status:

Notes:

Billable Amount:

Maintain a minimum of 10ft of clearance at the exterior of all exit doors

14.11 2012 NFPA 1

Status:

Notes:

Billable Amount:

Make necessary repairs to door(s), including hardware to ensure proper operation

(14.4.1, 2012 NFPA 1)

Status:

Notes:

Billable Amount:

<p>Make the exit door openable without the use of a key or special knowledge or effort and/or remove unapproved locking device from door</p> <p>14.5.2 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Seal holes in walls and/or ceilings of egress paths with a material equal to the existing construction at the noted location(s)</p> <p>12.3.3, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
SIGNS & LIGHTING
<p>Install an approved illuminated or placard EXIT sign at the noted location(s)</p> <p>14.14.1.2.1, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Install approved emergency lighting at the noted locations</p> <p>14.13, 2012 NFPA 1; 7.9, 2012 NFPA 101; 2012 KBC</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Make repairs to the emergency lighting at the noted location(s)</p> <p>10.4, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Mark the noted door "NOT AN EXIT" or apply other appropriate signage to ensure the door is not used as an exit</p> <p>14.14.8.3, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Provide adequate lighting for all means of egress when the building is occupied, including exit discharge lighting.</p> <p>14.12, 14.13, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Remove obstructions from exit sign(s) at the noted location(s)</p> <p>14.14.1.8, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Repair exit sign(s) at the noted location to ensure proper operation</p> <p>10.4, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Test emergency lighting and exit signs monthly for 30 seconds and annually for 1 1/2 hours and make any necessary repairs to ensure proper operation. Keep written records of tests</p> <p>14.13.2, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>

FIRE PROTECTION EQUIPMENT

Have the noted system inspected by a Kentucky Certified Inspector and maintain all written reports of inspections

10.4, 13.1.2, 13.1.5, 50.5.2, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Inspect or recharge fire extinguisher(s) and tag with date of work. Must be performed annually

13.6.8.1.2, 13.6.9, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Maintain a minimum of 18" clearance between storage and sprinkler heads at the noted location(s)

10.19.3.2, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Make necessary repairs to the noted fire protection system to ensure proper operation

13.1.2, 13.1.7, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Remove obstructions from fire extinguishers and/or standpipes at the noted location(s)

13.2.3.2, 13.6.8.1.3.3, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Remove obstructions from the Fire Department Connection (FDC) and/or sprinkler riser(s)

13.1.3, 13.1.4, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Repair or replace smoke or heat detector at the noted location(s) *Education Occupancy Only*

13.1.7, 2012 NFPA 1

Status:

Notes:

Billable Amount:

Test the emergency generator and/or make necessary repairs *Education Occupancies Only*

11.7.5, 2012 NFPA 1

Status:

Notes:

Billable Amount:

GENERAL ITEMS

Clean the accumulation of lint from in and around clothes dryer(s)

11.5.1.11, 2012 NFPA 1

Status:

Notes:

Billable Amount:

<p>Discontinue the storage of gasoline powered equipment and store flammable liquids in approved containers or storage cabinets as noted</p> <p>10.19, 66.9, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Discontinue use and/or storage of gas fired or open flame producing cooking and heating devices and/or grills both inside and on balconies as noted.</p> <p>10.11.6, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Discontinue use of natural cut Christmas tree in all Assembly, Educational and Hotel occupancies. All others must me the provisions of Table 10.14.1.1.</p> <p>10.14.1.1, 10.14.9, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Discontinue use of unapproved, unlisted and/or unvented fuel-fired heating devices as noted.</p> <p>11.5, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Electric Space heaters shall be allowed by the AHJ as long as they are equipped with an automatic shut off feature when tipped over</p> <p>11.5.3, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Have the Boiler(s) noted inspected by the Kentucky Boiler Bureau and post the certificate under glass near the boiler.</p> <p>KRS 236.110</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Inside storage shall be maintained in an orderly manner and no closer than 2ft to the ceiling in non-sprinklered buildings</p> <p>10.19.3.1, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Limit the amount of artwork and other combustibile coverings and teaching materials to not more that 20% of the wall area for non-sprinkled and 50% for sprinkled *Education Occupancies Only*</p> <p>20.2.4.4.3, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Maintain a minimum of 36" of clearance in all directions between heating devices and ANY storage</p> <p>34.4.2.4, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>
<p>Occupant Load signs must be posted in a conspicuous area near the main exit from any area classified as an Assembly area</p> <p>20.1.5.10.3, 2012 NFPA 1</p> <p>Status:</p> <p>Notes:</p> <p>Billable Amount:</p>

Provide approved ashtrays and/or smoking material disposal containers in designated smoking areas 10.10.2, 2012 NFPA 1 Status: Notes: Billable Amount:
Remove accumulations of grease from kitchen hood(s) 50.5.4, 2012 NFPA 1 Status: Notes: Billable Amount:
Remove combustible waste and maintain better housekeeping at the noted location(s) 10.1.1, 19.1.2, 2012 NFPA 1 Status: Notes: Billable Amount:
Replace missing or broken ceiling tiles and/or repair the ceiling with the same material that currently makes up the ceiling assembly as noted 12.3.3, 2012 NFPA 1 Status: Notes: Billable Amount:
Secure compressed gas cylinders at the noted location(s) 63.3.1.8.3, 63.3.1.8.4, 2012 NFPA 1 Status: Notes: Billable Amount:
The amount and arrangement of combustible contents in assembly facilities shall be authorized by the AHJ. 20.1.5.4.2 Status: Notes: Billable Amount:
ELECTRICAL
Discontinue use of unapproved extension cord as permanent wiring at the noted location(s) 11.1.7.6, 2012 NFPA 1; 2011 NFPA 70 Status: FAIL Notes: Piggybacked multi plug adaptor at entrance. Billable Amount:
Maintain a minimum of 36" of clearance between electrical service equipment and storage as noted 11.1, 2012 NFPA 1, 2011 NFPA 70 Status: Notes: Billable Amount:
Protect wiring at the noted location from possible physical damage. Abandoned wiring should be removed or tagged as such 11.1.2, 11.1.4, 2012 NFPA 1; 2011 NFPA 70 Status: Notes: Billable Amount:
Remove unapproved multi-plug adapters at the noted locations(s) 11.1.5.2, 2012 NFPA 1; 2011 NFPA 70 Status: Notes: Billable Amount:

Replace missing or broken outlet covers, junction boxes or panel covers at noted locations(s) 11.1, 2012 NFPA 1; 2011 NFPA 70 Status: Notes: Billable Amount:		
Where permitted for temporary use, protect extension cords from possible damage and ensure proper cord is being utilized for intended use 11.1.7, 2012 NFPA 1; 2011 NFPA 70 Status: Notes: Billable Amount:		
PLANNING & PREPAREDNESS		
A fire safety plan shall be developed which shall include exit requirements and duties to be performed in the event of an emergency. Employees shall be trained in the plan features and in the use of available fire protection equipment. Written records of training must be maintained. 4.8, 2012 NFPA 101 Status: Notes: Billable Amount:		
Fire drills shall be held where practical in business occupancies and written records shall be maintained 20.13.2.2, 2012 NFPA 1 Status: Notes: Billable Amount:		
In assemble occupancies with an occupant load greater than 250 persons with non-continuous programs, an audible announcement shall be made prior to each program to notify the audience of exit locations 20.1.5.8.3, 2012 NFPA 1 Status: Notes: Billable Amount:		
In assembly areas accommodating more than 200 occupants, seats not secured to the floor must be secured in groups of not less than 3 and no more than 7 20.1.5.10.1, 2012 NFPA 1 Status: Notes: Billable Amount:		
Provide trained crowd managers at a ratio of 250 occupants to 1 manager 20.1.5.6, 2012 NFPA 1 Status: Notes: Billable Amount:		
Additional Time Spent on Inspection:		
Category	Start Date / Time	End Date / Time
Notes: No Additional time recorded		

Total Additional Time: 0 minutes

Inspection Time: 23 minutes

Total Time: 23 minutes

Summary:

Overall Result: Passed with Comments

Inspection Billable Amount: 0

Total Observations Amount: 0.00

Total Amount: \$0.00

Inspector Notes:

Closing Notes:

Any questions or comments may be directed to Florence Fire/EMS Department at 859-647-5660.

Representative Signature:

