

**Annual Notice to Students and Employees  
2009-2010**

Forest Institute issues an Annual Security Report, in compliance with the Jeanne Cleary Disclosure of Security Policy and Campus Statistics Act, 20 U.S.C. 1092(f). Every employee and student of Forest Institute is notified of it's location out of concern for their welfare and compliance with federal law.

Forest Institute's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; at the Robert J. Murney Clinic; in certain off-campus buildings or property owned or controlled by Forest Institute; and on public property within, or immediately adjacent to and accessible from, the campus. This report is prepared in cooperation with the local law enforcement agencies in Springfield and Greene County, Missouri.

Campus crime, arrest, and referral statistics include those reported to the Designated Security Officers and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. Through monitoring of local police agencies and local media outlets, the Designated Security Officers will record criminal activity engaged in by Forest Institute students occurring off campus and involving student organizations recognized by Forest Institute.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Copies of the Annual Security Report and the Campus Security Policy and Procedure Manual are available at [www.forest.edu/AnnualSecurityReport](http://www.forest.edu/AnnualSecurityReport) and [www.forest.edu/CampusSecurityManual](http://www.forest.edu/CampusSecurityManual). A paper copy is available upon request from the Director of Student and Alumni Affairs.

**Clery Act / Annual Crime Report**

<b>Reported Crimes</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses ***	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Total Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Liquor Law Violations*	0	0	0	0
Drug Law Violations	1	0	0	0
Weapons Law Violations	0	0	0	0
<b>Hate Crimes (by prejudice)</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Murder	0	0	0	0

Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0

*\* Campus area includes not only on-campus, but all contiguous areas surrounding Forest Institute's property.*

## **Campus Security Policy and Procedure Manual**

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

### **Procedures for Maintaining Compliance**

To be in compliance with the Clery Act and federal regulations, several obligations must be met:

1. Policy Disclosure

The campus community and public must be provided with accurate statements of the current policies and procedures regarding, among other things:

- Procedures for students and others to report criminal actions or other emergencies;
- Security of, and access to, campus facilities; and
- Campus law enforcement

2. Records Collection and Retention

The institution is required to keep some campus records and to request records from law enforcement agencies.

- Records of crimes reported to campus security authorities must be retained.
- A reasonable good-faith effort must be made to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to the Department of Education.

### 3. Information Dissemination

Necessary information must be provided for members of the campus community to make informed decisions about their safety. This information must be disseminated by:

- Providing a "timely warning" of any Clery Act crime, reported to campus authorities or local police agencies, that might represent an ongoing threat to the safety of students or employees;
- Providing access to the crime records during normal business hours;
- Publishing an annual security report and distributing it to all current students and employees, and informing prospective students and employees about the content and availability of the report;
- Informing the campus community where to obtain information about registered sex offenders; and
- Submitting the institution's crime statistics to the Department of Education through their Web-based data collection system.

### **Statistics for Disclosure**

The *Clery Act* requires institutions to disclose three general categories of crime statistics:

#### 1. Types of Offenses:

- a. Criminal Homicide, including:
  - Murder and Non-Negligent Manslaughter;
  - Negligent Manslaughter
- b. Sex Offenses including:
  - Forcible offenses, and
  - Non-forcible offenses
- c. Other Offenses against Person or Property:
  - Robbery;
  - Aggravated Assault;
  - Burglary;
  - Motor Vehicle Theft; and
  - Arson

#### 2. Hate Crimes

- a. Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury were hate crimes (i.e. crimes manifesting evidence that the victim was intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability), and report them according to category of prejudice; and

#### 3. Arrests and Referrals for Campus Disciplinary Action:

- a. For illegal weapons possession and violation of drug and liquor laws.

### **Timely Warnings**

In order to keep the campus community informed about safety and security issues on an ongoing basis, an institution must alert the campus community to the commission of any crime listed above that is reported to campus security authorities or local police agencies, and that is considered by the institution to represent a threat to students and employees.

Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community.

The warning should be issued as soon as the pertinent information is available because the intent of a timely warning is to alert the campus community to continuing threats especially concerning safety, thereby enabling community members to protect themselves.

The notice must be timely and reasonably likely to reach the entire campus community and aid in the prevention of similar crimes. Warnings may be e-mailed, posted around campus, or otherwise distributed according to policy. A combination of dissemination methods may be used. Timely warnings may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them.

In the event that a situation arises, either on or off campus, that, in the judgment of a Designated Security Officer, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Anyone with information warranting a timely warning should report the circumstances to a Designated Security Officer by phone or in person.

### **Reporting Procedures**

The following procedures are meant to encourage the accurate and prompt reporting of all crimes, including any suspicious activity or person seen in the parking lots or loitering around vehicles, inside of buildings or around the on-campus housing, to a Designated Security Officer and the Greene County Sheriff's Department (417) 868-4040 (Academic Building) or the Springfield Police Department at (417) 864-1810 (Clinic) for non-emergencies or 9-1-1(emergencies only).

#### *To Report a Crime:*

Contact a Designated Security Officer at 2885 West Battlefield, Springfield, MO 65807, (417)823-3477.

### **Designated Security Officers**

Designated security officers are the core of Forest Institute's emergency operations. A In the event of a crisis, coordination and organization of all operations at Forest Institute shall be directed by the Designated Security Officers.

#### **Primary Designated Security Officers:**

- Dr. Gahan Fallone, Vice President of Academic Affairs, Room 132
- Mr. Joe Frazier, Vice President of Finance and Operations, Room 110
- Dr. Mark Skrade, President, Room 107

#### **Alternate Designated Security Officers:**

- Dr. Stephanie Wood, Dean of Doctoral Program, Room 112
- Ms. Megan Weaver, Acting Dean of Master's Programs, Room 134
- Ms. Marcie Kirkup, Director of Student Affairs, Room 136
- Ms. Andrea Tunia, Adm. Director of Information Technology & Communications, Room 111

Apart from action permitted to be taken under the policies of Forest Institute, the Designated Security Officers do not have any other enforcement authority including the authority to arrest individuals.

#### *Confidential Reporting Procedures:*

If a student or an employee is the victim of a crime and does not want to pursue action within the Forest Institute system or the criminal justice system, they may still want to consider making a confidential report. With consent of the individual making the report, the Designated Security Officer can file a report on the details of the incident without revealing the identity of the person making the report. The purpose of the confidential report is to comply with the wish of the person making the report to keep the matter confidential, while taking steps to ensure the future safety of the person making the report and others. With such information, Forest Institute can keep an accurate record of the number of incidents involving students or employees, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Forest Institute.

*Crime Reporting-Limited Voluntary Confidential Reporting:*

Forest Institute encourages anyone who is the victim of, or witness to, any crime to promptly report the incident to the Greene County Sheriff's Department (868-4040) Springfield Police Department (864-1810). Because police reports are public records under state law, the Springfield Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to a Designated Security Officer. Confidential reports of crime may also be made to Crime Stoppers (417) 869-8477.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform person being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of the recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

**Campus Law Enforcement**

Forest Institute has the authority to ask persons for identification and to determine whether individuals have lawful business at Forest Institute. No employee or staff member of Forest Institute possesses arrest power. Criminal incidents are referred to the Springfield Police Department which has jurisdiction on all campuses. Forest Institute employees and staff maintain a highly professional working relationship with the Springfield Police Department and the Greene County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report any crime to a Designated Security Officer and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to a Designated Security Officer in a timely manner.

To report a crime or an emergency on the academic campus or in on-campus housing, call any Designated Security Officer. To report a crime or an emergency at the Murney Clinic, call Dr. Robert King at (417) 865-8943. If you are unable to reach anyone at these numbers in the event of a crime or other emergency, call 9-1-1.

To report a non-emergency security or public safety related matter occurring at the:

- 1) Academic campus, call Mr. Joe Frazier at (417) 823-3451;
- 2) On-campus housing, call Mr. Joe Frazier at (417) 823-3451; and
- 3) Murney Clinic, call Dr. Robert King at (417) 865-8943.

All Forest Institute incident reports are forwarded to the Vice President for Finance and Operations for review and potential action by Forest Institute. Forest Institute will investigate a report when it is deemed appropriate.

If assistance is required from the Greene County Sheriff's Department, Springfield Police Department or the Springfield Fire Department, Forest Institute will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, will assist the victim. Off campus services available include:

1. Mental Health Crisis (Burrell Center) (417) 862-6555
2. Child Abuse Hotline 1-800-392-3738
3. Domestic Violence Crisis Hotline 1-866-383-3733
4. Elderly Abuse Hotline 1-800-392-0210
5. Family Violence 1-800-831-6863
6. The Victim Center 24 hour hotline 1-800-743-5265

This publication contains information about on-campus and off campus resources. That information is made available to provide Forest Institute community members with specific information about the resources that are available in the event they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Forest Institute.

Crimes should be reported to Designated Security Officers at Forest Institute to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Victim Center in Springfield, Missouri would not be included in the Forest Institute statistics.

### **Security Awareness Programs**

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

The Campus Security Policy and Procedure Manual is disseminated annually to students and employees. Forest Institute does not have programs designed to inform students and employees about campus security procedures and practices. We encourage students and employees to be aware of their surroundings and responsible for their own security and the security of others.

When time is of the essence, information is released to the community through security alerts posted prominently throughout campus, through the Campus Alert System, through computer memos sent over e-mail and the intercom system.

### **Crime Prevention Programs**

Forest Institute does not have a specific program designed to inform students and employees about crime prevention. To enhance personal safety, and especially after an evening class, individuals are strongly encouraged to walk with friends or someone from class that you know well.

### **Off Campus Student Organizations**

Forest Institute does not recognize any off campus student organizations.

### **Drug, Alcohol and Tobacco Policy**

Pursuant to the Drug Free Schools and Communities Act Amendments of 1989, Forest institute has established a drug and alcohol prevention program for its students and employees. As part of this program, Forest Institute has also established a policy relating to the usage of tobacco as well. This program is described below.

#### **1) Standards of Conduct**

Forest Institute prohibits both the unlawful possession, use, distribution, and sale of illicit drugs and the possession, use, distribution, and sale of alcohol by students and employees on Forest

Institute owned or controlled property or as part of any Forest Institute sponsored or supervised activities. Forest Institute maintains smoke-free facilities and adheres to federal guidelines regarding tobacco. It is unlawful to sell, furnish, or provide alcohol to a person under 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.

## 2) Legal Sanctions

Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

## 3) Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some major risks are listed below:

*Alcohol and other Depressants* (e.g. barbituates, sedatives, and tranquilizers):

Addiction; accidents as a result of impaired ability and judgment; overdose which can result in death; damage to a developing fetus; and heart and liver damage.

*Marijuana:*

Addiction; panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema (particularly in cigarette smokers); and impairment of driving ability.

*Cocaine:*

Addiction; heart attack; seizures; lung damage; severe depression; paranoia; and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

*Hallucinogens* (e.g. acid, LSD, PCP, MDMA):

Unpredictable behavior; emotional instability; violent behavior; organic brain damage in heavy users; convulsions; and coma.

*Narcotics* (e.g. Heroin, Demerol, Morphine, Codeine):

Addiction; accidental overdose; and risk of hepatitis and AIDS from contaminated needles.

*Inhalants* (e.g. harmful gases and aerosols, glue, nitrous oxide):

Loss of consciousness; suffocation; damage to the brain and central nervous system; sudden death; nausea and vomiting; nosebleeds; and impaired judgment.

## 4) Campus Services and Resources

For information on treatment centers, contact the Director of Student Affairs Office, 2885 W. Battlefield, Springfield, MO 65807, telephone number 417-823-3477. Off campus resources include:

Burrell Center Phone Number: (417) 269-5400

Address: 1300 Bradford Parkway Springfield, MO 65804

Community-based services for youth and others are provided by community based nonprofit organizations. These services include programs targeted to youth at high-risk of early use of alcohol and other drugs and replications of model, evidence-based programs.

CoxHealth (Cox North) Center for Addictions

Phone Number: (417) 269-2273

Address: 1423 N. Jefferson Ave. Springfield, MO 65802

The Center for Addictions provides outpatient treatment services at the Cox North facility for adults 18 and older who have substance abuse as well as other types of addiction problems. The program provides hospital-based services in a continuum of care.

MoAlternative Opportunities: CSTAR Women & Children Program

Phone Number: (417) 869-8911

Address: 2626 W. College Street Road Springfield, MO 65802

Substance abuse affects women in unique ways, both physically and psychologically. Single women, pregnant women, and women with children may enter specialized CSTAR treatment programs for women. These programs provide a complete continuum of treatment services and housing supports.

Burrell Behavioral Health: Adolescent Substance Abuse Program (CSTAR)

Phone Number: (417) 269-5400

Address: 1300 Bradford Pkwy Springfield, MO 65804

Designed to free young people from substance abuse and dependency. They teach life and coping skills in a safe environment to interrupt the pattern of substance use.

CSTAR -Adolescent, Contracted

DRD Springfield Medical Clinic

Phone Number: (417) 865-8045

Address: 404 E. Battlefield Springfield, MO 65807

Certified Programs: Opioid Treatment, Outpatient

Larry Simmering Recovery Center

Phone Number: (417) 335-5946

Address: 360 Rinehart Road Branson, MO 65616

Certified Programs: Detoxification -Social Setting; Residential

Sigma House of Springfield, Inc.

Phone Number: (417) 862-3339

Address: 800 South Park Avenue Springfield, MO 65802

Certified Programs:

Compulsive Gambling, Contracted

Detoxification -Social Setting, Contracted

Outpatient, Contracted

Prevention -Targeted, Contracted

Residential -Less than 30 days, Contracted

Tri-County Psychological Services

Phone Number: (417) 859-7746

Address: 541 W. Hubble Dr. Marshfield, MO 65706

Certified Programs: Outpatient

##### 5) Forest Institute Sanctions

Violations of this policy can result in disciplinary action up to and including expulsion for students and discharge for employees, as well as referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Organizations or groups violating alcohol and/or controlled substance policies or laws may be subject to sanctions by Forest Institute.

##### 6) Program Review

An annual review of this program will be conducted to determine its effectiveness, to implement changes to the program if needed, and to ensure that the Institute's disciplinary sanctions are consistently enforced.

### **Sex Offender Registration and Community Notification**

Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level.

### **Sex Offender Policy**

Forest Institute is committed to the safety of all its students, faculty, and staff. Any sexual act directed against another person, forcibly and/or against their will is considered a forcible sexual offense.

If you are the victim of a crime your priority is to get to a safe place and obtain the necessary medical treatment. Forest Institute strongly advises victims of sexual assault to report the incident in a timely manner, as the time is critical for evidence collection and preservation. An assault should be reported to the Vice President of Academic Affairs (417-823-3419) and to the Greene County Sheriff's Department or the Springfield Police Department (9-1-1). Filing a report with the Vice President of Academic Affairs will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will (i) ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim, (ii) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and (iii) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. You may also choose to pursue an investigation through the criminal justice system.

Institutional personnel will assist students in notifying the property authorities, if requested by the student to do so.

Any student found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from Forest Institute for their offense.

Students who are the victims of a sexual assault may, upon request, change their academic and living situation if such changes are reasonably available, including allowing the victim to terminate his or her student housing contract without penalty.

Forest Institute Due Process procedures are set forth in the Catalog. In addition, the accused and the victim will each be allowed to choose one person who may or may not have had formal legal training to accompany them throughout the hearing. Both the accuser and the accused must be informed of the outcome of any disciplinary proceeding. Outcome means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Compliance with these procedures does not violate the Family Educational Rights and Privacy Act (FERPA).

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. The CSCPA requires that individuals required to register as sex offenders to provide notice of each institution of higher education in the state where they (i) are employed, (ii) are a student or (iii) carry a vocation. Nothing prohibits an institution from disclosing information about registered sex offenders, which includes the disclosure of information provided to the institution concerning registered sex offenders (this includes but is not limited to personally identifiable information.)

Law enforcement agency information provided by the State of Missouri under section 1701710) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 140710)), concerning registered sex offenders may be obtained from the following websites: <http://www.mshp.dps.mo.gov/CJ38/search.jsp> and [http://www.greencountymo.org/sheriff/sex\\_offender/](http://www.greencountymo.org/sheriff/sex_offender/).

Other than curricular based programs on the subject, Forest Institute does not make available educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Neither does Forest Institute make available sexual assault programs to prevent sex offenses. Counseling, mental health or student services for victims of sexual assault, both on campus and in the community, include the following:

1. Mental Health Crisis(Burrell Center) (417) 862-6555
2. Child Abuse Hotline 1-800-392-3738
3. Domestic Violence Crisis Hotline 1-866-383-3733
4. Elderly Abuse Hotline 1-800-392-0210
5. Family Violence 1-800-831-6863
6. The Victim Center 24 hour hotline 1-800-743-5265

### **Emergencies and Evacuations Related to Persons with Physical Disabilities**

Forest Institute serves a number of students, faculty, staff, and visitors with physical disabilities. Generally, faculty will be informed in advance when a student with special needs is enrolled in a class. The instructor must discuss accommodations with these students in relation to the specific course, and make plans for emergencies accordingly. A person with a physical disability should bring to the attention of faculty and staff the extent of their disability and what accommodations he/she may have in the event of an emergency evacuation. Administrators, instructors, building coordinators, and/or supervisors shall ensure that persons with physical impairments are assisted, if necessary, to a safe location in the event of an emergency evacuation. They shall also maintain a system of accountability for those persons with physical disabilities that include the known locations of individuals' disabilities.

### **Emergency Response Plan**

#### 1) Purpose

The Emergency Response Plan (ERP) is designed to establish a framework for Forest Institute to both avoid preventable emergency situations and to respond effectively and safely to emergencies when they occur. This includes assessing an emergency situation, coordinating a response effort, minimizing adverse effects, and most importantly, ensuring that individuals are informed, safely evacuated or sheltered and accounted for with reasonable assurance. Copies of the Emergency Response Plan are available at [www.forest.edu/EmergencyResponsePlan](http://www.forest.edu/EmergencyResponsePlan). A paper copy of the ERP is available upon request from the Director of Student and Alumni Affairs.

#### 2) Scope

This action plan applies to all occupants of facilities and grounds owned and/or operated by Forest Institute.

#### 3) Introduction

Appropriate action during an emergency evacuation depends on preparation. It is the responsibility of Forest Institute employees to be aware of and be familiar with the emergency evacuation procedures. The procedures are intended to minimize injury and/or loss of life and damage to property and insure an orderly evacuation of buildings.

#### 4) Responsibilities

Forest Institute administrators are responsible for insuring that all persons, including those with disabilities within their area of responsibility; know of, and are instructed to comply with these procedures.

### **Facility Security and Access Policy**

During business hours, Forest Institute (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all facilities is by key, if issued, or by admittance via designated officials. In the case of periods of extended closing, Forest Institute will admit only those with prior written approval to all facilities.

Those who lock the Academic Building at the end of the day include paid student staff, faculty and regular staff. Student staff and some faculty are subject to background checks. Otherwise, there is no regular policy of requiring background checks. The Academic Building is equipped with 3 alarm systems:

1) Silent alarm system:

This is a system of "panic buttons" some of which are located at fixed points in the building and others are on a lanyard and are designed to be worn around the neck. The "panic buttons" are to be used only in the event of emergencies and provide notification directly to the Springfield Police Department. When used, the Springfield Police Department will respond immediately with weapons drawn.

2) Security alarm system:

This is a system consisting of fixed panels located within the building. This system is activated by breaches in the system, motion detectors and the manually pushing of a button. Once activated, the system provides both an audible and visual warning on the premises, and both a security company and the Springfield Police Department are notified that the system has been activated.

3) Fire alarm system:

This system detects both smoke and heat with the result the system is activated. Once activated, the system provides both an audible and visual warning on the premises, and the Springfield Fire Department is notified that the system has been activated.

Those who lock the Murney Clinic at the end of the day include paid student staff, faculty and regular staff. Student staff and some faculty are subject to background checks. The Murney Clinic is equipped with 2 alarm systems:

1) Silent alarm system:

This is a system of "panic buttons" some of which are located at fixed points in the building and others are on a lanyard and are designed to be worn around the neck. The "panic buttons" are to be used only in the event of emergencies and provide notification directly to the Springfield Police Department. When used, the Springfield Police Department will respond immediately with weapons drawn.

2) Security alarm system:

This is a system consisting of fixed panels located within the building. This system is activated by breaches in the system, motion detectors and the manually pushing of a button. Once activated, the system provides both an audible and visual warning on the premises, and both a security company and the Springfield Police Department are notified that the system has been activated.

Emergencies may necessitate changes or alterations to any posted schedules for building hours. In such emergencies, admittance to closed facilities may be permitted by authorized personnel.

### **Panic Buttons/Silent Alarms**

Wireless Panic Buttons are placed strategically throughout the academic and clinic building to ensure the latest and best security protection (see map of alarms for academic building). This wireless system will silently notify the police and fire departments to respond to an emergency situation. There are no access codes to remember. Just go to the nearest location and push the panic button when you feel threatened or in danger or you need medical assistance.

Academic Building:

- Front Reception Area
- Business Office
- Office of the Assistant to the VPAA
- Financial Aid Office
- Library
- Multi-media Room

- Faculty Lounge
- Marriage and Family Therapy Office

Clinic Building:

- Records Room
- Reception Area

**Disclaimer**

While every effort is made to ensure the accuracy of the information at the time a copy is prepared for this publication, academic policies, procedures, degree and academic requirement, course, tuition and fees, and other matters described herein may change without notice. This document should not be regarded as contract or an offer to contract. This document does not contain all academic policies, regulations and/ or procedures. Individual manuals and handbooks exist and may be obtained in the Business Office, Library and Scholar 360