

# **Faith Baptist Bible College and Theological Seminary**

## **Security Compliance Document**

The Faith Campus Security Department exists to support the welfare of its students, faculty, staff, and visitors by helping to create a safe and secure campus from the perils of fire, weather, and crime. In addition to the normal services of campus security, the Department offers special services as needed.

The Campus Security Department of Faith Baptist Bible College operates from 4 p.m. – 7 a.m. Monday through Friday, and 24 hours a day on the weekend. Campus Security provides protection for campus personnel and property by making routine patrols of campus, as well as by enforcing traffic laws as they apply to the campus. In matters of illegal activity or emergencies, Faith Campus Security will alert and work closely with the Ankeny Police Department. With any crisis situation it is understood that a state of emergency may need to be declared. The authority to declare a campus state of emergency rests with the president of Faith Baptist Bible College in conjunction with the director of Campus Security, or designee from The Emergency Incident Management Team. If a state of emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

Campus Security also receives reports of crimes and incidents occurring on campus property and will involve local authorities as needed. Campus Security personnel will also perform traffic and crowd control functions if needed during special events. The department operates under the director of Campus Security and is administratively responsible to the Executive Vice President.

The Campus Security Office is located in Door #1 of the Maintenance Building #14. The primary goal of this department is to be a service to the FBBC and TS campus community. We exist to enhance the quality of life for both students and faculty during their tenure on campus.

### **Crime Reporting**

For police and medical emergencies, dial 911 and report the incident, giving as much detail as possible and follow their instructions. Then notify Security at 515-210-6563 as soon as possible. All other nonemergency crimes, urgent matters, questions, or concerns may be directed to the Security Department.

### **Emergency Text Message Alert.**

FBBC now offers an emergency text message alert system to all students and college employees. You may sign up for the service with personnel from Campus Security. The

emergency service will be used for campus emergencies. A nonemergency "community alert" service is also available to receive updates on nonemergency campus events. Other mass alert systems include mass email alerts and the campus phone paging system.

### **Emergency Response**

The Emergency Preparedness and Response Plan is designed to maximize human survival and preservation of property, minimize danger, and restore normal operations of the campus. This plan is set in operation whenever a natural or induced crisis affecting the campus reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

In the event of an emergency or a disaster, the Campus Security Department has primary responsibility for immediate response and shall cooperate and coordinate with official emergency response authorities and Institutional administration in accordance with established policies and procedures. Every emergency is different, but the following guidelines should be followed in emergency incidents:

1. Call Ankeny Police (7-911) and the Campus Security Department (515-210-6563)
2. As soon as possible, evacuate the building if needed. All personnel should meet at one of the evacuation sites.
3. If a lock down is needed, a guard will contact key personnel in each building to lock doors immediately. This will be done through a campus wide announcement by the Security Department.

Any interaction with the media must be done by the Director of Communications or an appointed designee.

### **Crime Prevention**

We are blessed to live on a generally safe campus. Here are some tips on how our campus can be more secure.

1. Lock your doors. This would include car doors, dorm doors, and windows. Report any damage to your dorm screen, door, or window to the Maintenance Department immediately.
2. Share your class/activities schedule with parents and a network of close friends, effectively creating a type of "buddy" system. Give network telephone numbers to your parents, advisors, and friends.

3. Always travel in groups. Never walk alone at night. Avoid shortcuts. Campus Security will escort you across campus if you ever feel the conditions are unsafe.
4. If your dorm door is equipped with peep-holes, be sure to use them before letting someone in. Always lock your door when you are absent. Do not loan out your key.
5. Always lock your doors and first and second floor windows at night.
6. Never compromise your safety for a roommate who asks you to leave the door unlocked. Remember, your dorm and dorm room is your home, so treat it as such.
7. Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view. Report any theft of identification or credit cards immediately to the proper authorities.
8. Program your phone's speed dial memory with emergency numbers that include family and friends.
9. Know your neighbors and don't be reluctant to report illegal activities and suspicious loitering.
10. Be extremely careful about how much personal information you post online.

Campus security is always around, but we can't be everywhere at once. Following these steps will help us out a great deal in providing a safer campus. Please report all crime or suspicious activity at once. The more we know, the more we can be of help.

### **Campus Policies**

Several of our campus policies are available on our website at <http://www.faith.edu/federal-compliances/>. These are FBBC's policies regarding drug and alcohol abuse, sexual harassment, sexual abuse, and responsibilities of the campus community.