



SHEPHERDS
THEOLOGICAL SEMINARY

**Security, Health & Crisis
Handbook**

Academic Year 2017-2018

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EMERGENCY QUICK SUMMARY

This guide has been created to assist members of the Shepherds Theological Seminary community to report and respond to emergencies. If a situation requires the response of Shepherds Theological Seminary, Colonial Baptist Church, Cary Police Department, Cary Fire Department or other emergency personnel, follow the guidelines outlined in this document.

In an emergency, seconds count. This guide will help you use your best judgment when deciding whether a situation warrants an emergency response to a 911 call. Reasons for placing a 911 call include:

Life threatening emergencies

Call 911

Evacuation of Buildings

Evacuation routes shown on site plans located in each room and hallway

Emergency Assembly Area:

Front of Colonial Baptist Church Admin. building next to Holly Springs Road

Personal Injury or Medical Emergency

Call 911

Provide first aid

Medical Emergency Kit

Located in Seminary Copy/Workroom – top cabinet inside doorway

Seminary Closings

The seminary will provide timely updates on any campus closings or delays due to inclement weather through the following outlets among others:

- 919-573-5350: Shepherds Seminary Information line
- WRAL-TV Channel 5: announcement scrolled in “schools” category
- Emails to the affected classes

Media Inquiries

Refer all inquires from the media (television, newspaper, radio) to the Provost & Dean at 919-573-1560 or Vice President of Academic Affairs 919-573-1553.

CAMPUS SECURITY

Shepherds Theological Seminary's (STS) offices, classrooms and meeting rooms are located within the campus and facilities of Colonial Baptist Church (CBC). Seminary offices, the Jackson Library, and the area around SC220 and SC222 are dedicated to STS use, while classrooms, hallways, conference rooms, and facilities are shared with CBC. Therefore STS relies upon the systems and personnel of CBC to provide much of the security. Refer to campus map at Appendix C – STS Classrooms, Offices and Convocation Rooms to follow discussion below.

Security Systems

1. The entire campus is secured by electronic locks with access by a proximity card or key punch code numbers.
2. Issuance of these cards is controlled by CBC Security group.
3. The campus is locked down except during Sunday services and certain evening meetings in the Student Center and Adult Center.
4. A regular inspection of doors is conducted by CBC Security group.

Shepherds Security Practices

1. STS informs CBC security coordinator at the beginning of each semester those students that will have access to the campus through their proximity cards.
2. New students are issued proximity cards.
3. STS sets time periods when the student proximity cards are effective
 - a. Hours of the day
 - b. Days of the week
 - c. Weeks for a semester
4. Student building access is limited to Outside Door #12 located at the end of the courtyard between the Student Center and the Administration Center.
5. Once inside the building, students are limited to access to Jackson Library (#34) and Classrooms C220 and C222. Some students are allowed through Door #34 in order to take classes held in the Seminary Conference Room.
6. Faculty, administration and staff personnel are provided with access through several external doors, including the Administration Center, usually for 8:00 am to 9:00 pm all days of the week.
7. When a person is no longer a student or associated with STS, the assigned proximity card is rendered inoperable, thus blocking their entrance to the campus at any time.
8. Parking for classrooms and seminary offices can be made in the parking lot facing Holly Springs Road and just outside the Student and Administration Centers. These parking lots are well lit, close to the buildings, and with easy access through the courtyard into the doorway closest to classrooms and Jackson Library.

City and County Code Certifications

1. Occupancy certifications and inspections are managed by CBC and approvals are on file in their offices and at STS.
2. Fire Inspections are conducted by Cary fire marshal of all CBC and STS facilities and approvals are on file in CBC and STS offices.

PERSONAL HEALTH EMERGENCIES

General Provisions for Students, Faculty and Staff

Facilities are designed to accommodate persons with physical restrictions and disabilities.

These include:

1. Disability parking spaces at entrances to the campus buildings.
2. Wheelchair access to building entrances.
3. Wheelchair access through hallways and elevators.
4. Wheelchair access to restroom facilities.
5. Wheelchair access to classroom and conference room tables.

Personal Medical Emergency Procedures

All medical emergencies occurring on campus should be reported immediately by calling 911. Students with health concerns that could potentially occur as a major emergency during classes should inform the professor and provide contact information in case of occurrence. Emergency response personnel are only minutes away. Contacting 911 will result in one or more of the following responses: Swift Creek Fire and Rescue Unit which is one-quarter mile from campus; Western WakeMed Hospital (ambulance and emergency room care) which is three miles from campus; and/or Cary 24-hour Emergency Medical Team Unit which is four miles from campus. However, in the event of a disaster that extends beyond your location, response may be delayed, making it necessary for you to take appropriate action such as first aid.

Medical emergencies include:

- Any life-threatening situation
- Loss of consciousness
- Chest pain
- Excessive bleeding
- Seizures
- Head injury with loss of consciousness
- Compound fractures
- Allergic reactions with shortness of breath, excessive swelling
- Ingestion or inhalation of a toxic substance
- Laceration of the eyeball

Quick Response to severe emergency or injury

CALL 911

- Do not remove the victim unless safety dictates.
- If trained, use pressure to stop bleeding.
- Use CPR if no pulse and not breathing.

STATE THAT MEDICAL AID is needed and provide the following information:

- Location of injured person (e.g. which building, room, number etc).
- Type of injury or problem.
- The individual's present condition
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.
- The phone number where you are. STAY on the phone with the dispatcher.

Measured Response:

Illness or Injury to Students

- During the regular academic sessions, students with illness or injury should be referred to the Provost & Dean at 919-573-1560 or 919-573-1554.
- Serious illness or injury to students on campus should be reported to Cary Police 911. An officer will respond to evaluate the situation and arrange for the student to be transported for medical treatment.

Illness or Injury to Faculty/Staff

- Emergency treatment for job-related injuries or illness should be referred to the Director of Provost & Dean at 919-573-1560 or 919-573-1554.
- A report must be completed for all incidents of work-related illness or injury. For assistance call 919-573-1554.

Personal Injury Emergency Procedures

Clothing on Fire

1. Roll around on floor to smother flame or drench with water.
2. Obtain medical attention; if necessary, call 911.
3. Report incident to supervisor and/or the Provost & Dean at 919-573-1560 or 919-573-1554.

Hazardous Material Splashed in Eye:

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure wash behind eyelids.
3. Obtain medical attention. Make sure to take Material Safety Data Sheets of the chemical with you.
4. Report incident to supervisor and/or Cary Police, 911.

Minor Cuts and Puncture Wounds:

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention.
3. Report incident to supervisor and/or the Provost & Dean at 919-573-1560 or 919-573-1554.

Biological Spill on Body:

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for one minute.
3. Obtain medical attention. If necessary, call 911.
4. Report incident to supervisor and/or Cary Police, 911.

Illness or Injury to Visitors or Guests:

1. Request emergency medical assistance by calling 911.
2. Report incident to Provost & Dean at 919-573-1560 or 919-573-1554.

Biological (Blood) Spills Procedures

Health care or housekeeping personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on outside surfaces, contact housekeeping in area. If unavailable, contact Cary Police at 911.

- Wear disposable gloves and absorb fluids with disposable towels.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with appropriate disinfectant.
- Place all disposable materials into a plastic leak-proof bag. DO NOT throw this bag in the trash.
- Call the Colonial Baptist Physical Plant, 919-233-2391, to arrange to have leak-proof bag picked up.
- If further assistance is needed, call the Seminary Administrator on call at 919-859 3581.

Psychological Crisis Procedures

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affect the campus community.

The Shepherds Theological Seminary campus is a community of many diverse people, who come from a variety of places to live, work and attend school. A crisis or disaster can have direct and indirect traumatizing effects on a wide range of campus community members.

Quick Response for an unusual or potentially dangerous situation:

1. Never try to handle a dangerous situation by yourself. Call the Cary Police at 911.
2. Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
3. All suicide attempts should be reported to the Provost & Dean at 919-573-1560 and the Cary Police so that proper procedures may be followed to ensure the safety of those involved.

SEVERE WEATHER EMERGENCIES

Cancellation of Classes Policy

In case of Severe Weather the Seminary decides when classes are cancelled and communicates the decision through several means: (1) a recorded phone message at 919-573-5350; (2) notices placed at Jackson Library and all Seminary offices; (3) a message on WRAL Channel 5 under Universities/Colleges; and (4) when possible by emails to the affected students.

STS does not follow the Wake County School actions and does not follow the Colonial Baptist Church actions. These institutions in all cases have to take into account a different group of people and in many cases a different time frame than STS. The Seminary policy can be found on pages 123 of the 2009-2011 Catalog and on page 24 of the Student Handbook.

During a Weather Alert or Advisory situation for academic year 2012-2013, STS will confirm by email to each of the affected classes and faculty that the class either is definitely going to be conducted or is canceled. A professor may have to cancel a class because of special circumstances and will contact their class accordingly.

Violent Weather Warnings

Violent weather is very unpredictable, but with the aid of modern technology the approach of such weather is often known in advance. Every reasonable effort will be made to warn the Shepherds Theological Seminary community when severe weather is eminent (via e-mail, voice mail, television announcements, etc.). Up-to-date information regarding weather conditions and projections can be found at

1. National Weather Service Information: 1-859-281-8131
2. NOAA Weather Radio: 162.400 to 162.550 MHz frequencies
3. Two local television stations provide excellent coverage of severe weather: WRAL Channel 5 and Time Warner Cable Channel 14.
4. On-line information can be found at <http://www.weather.com/>

Emergency Closing or Evacuation

1. Collect your personal belongings (i.e. purse, briefcase, etc) and take them with you as you exit the building
2. Look around your desk and/or office for any suspicious items. **DO NOT TOUCH ANYTHING SUSPICIOUS.** Instead report it to the Cary Police Department after you exit the building.
3. After evacuation, report to the EMERGENCY ASSEMBLY AREA in front of Colonial Baptist Church's Administration Building. A member of Shepherds Theological Seminary will confirm your presence.

4. DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY APPROPRIATE PERSONNEL. (CARY POLICE DEPARTMENT OR CARY FIRE DEPARTMENT).

Major Power Outage Procedures

Frequently severe weather causes major power outages. Electrical power is provided to CBC and STS by Progress Energy Company. All buildings are equipped with emergency exit lights in rooms, classrooms, offices and hallways to identify safe emergency exits in the event of a power failure. Most buildings have emergency backup lighting, which is battery operated. However, you may want to have flashlights, a battery-operated radio and fresh batteries available as well. If your area or floor is without power, try to determine if the rest of the building is affected. Then notify the Colonial Baptist Church Physical Plant (919-868-2391)

Winter Storms – Ice & Snow

1. Stay indoors.
2. Do not walk or drive during the storm and risk becoming stranded.
3. Await instructions from emergency management officials.

High Winds – Hurricanes & Tornados

1. Stay indoors.
2. Move away from windows and open doors (preferably into an interior hallway).
3. If possible, move to lowest level of the building.
4. Move under stairwell or in closet. Cover yourself with mattress
5. Do not use elevators, electrical equipment or telephone.
6. Sit on the floor and cover your head with your arms to protect from flying debris.
7. Await instructions from emergency management officials.

Heavy Rains - Floods

1. Stay indoors.
2. Never attempt to walk or drive through flood waters.
3. Await instructions from emergency management officials

Earthquake – Infrastructure Destruction

1. Stay indoors.
2. Crawl under a table or desk or brace yourself by standing in an interior doorway.
3. Do not use elevators, electrical equipment or telephone.
4. Be prepared for aftershocks.
5. Await instruction from emergency management officials.

CRISIS RESPONSE

Crisis Response Plan

Executive Summary

- The Provost & Dean for Shepherds Theological Seminary (STS) serves as the crisis response director. Since any major crisis will likely be a threat to the campus and community of Colonial Baptist Church (CBC), the Provost & Dean will coordinate and serve with the Director of Safety for CBC and the Facilities Manager for CBC.
- The Provost & Dean for STS will coordinate any communications with the community and media.
- Whenever a situation affecting the campus reaches proportions that cannot be handled by routine measures, the Provost & Dean shall notify the local police and fire/rescue authorities by the most appropriate means. In the event of a serious threat to safety of persons and property, any faculty member, administrator, volunteer librarian or student should contact Cary rapid response teams through 911.
- Each seminary administrator, upon being notified, is to provide applicable information to those persons under his/her direction.
- Main and field crisis command posts shall be established as required by the situation. Options are: STS offices; Colonial Administrative Building Reception; Colonial Conference Pastors Room.
- Faculty/administrators shall inform students of the crisis with guidance from the Provost & Dean.
- The Provost & Dean will conduct liaison activities with the other executive officers and Board of Trustees.
- The Provost & Dean will inform on-site faculty, administrators, staff and students when the crisis is over.
- Following the crisis, the Vice President of Operations will gather all appropriate individuals for debriefing and review. Appropriate action will be determined.

General Plan

Purpose

The crisis procedures outlined in this plan are offered to enhance the protection of lives and property through effective use of STS, CBC and community resources. Whenever a crisis affecting the seminary reaches proportions that cannot be handled by routine measures, the Provost & Dean may declare a “seminary campus crisis,” and this plan may be implemented. Since a crisis may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Scope

These procedures apply to all personnel, buildings and grounds, utilized by Shepherds Theological Seminary. These include those peripheral areas adjoining campus and embrace a natural or man-made disaster situation. In any crisis or disaster situation, the primary objective will be the preservation of life, alleviation of human suffering, and minimization of property damage.

Definitions

Crisis Response Director:

The Provost & Dean serves as the overall crisis response director during any crisis or disaster where the Crisis Response Plan is implemented. In the absence of the Provost & Dean, the crisis response coordination will move to the Vice President of Academic Affairs, and in his absence to the Vice President of Advancement.

Crisis Response Coordinators:

The Provost & Dean, Vice President of Academic Affairs, and Vice President of Advancement shall serve as the crisis response coordinators and shall manage all crisis response operations. They maintain direct operational control of the seminary crisis or disaster. The crisis response director, as necessary, briefs the crisis response coordinators on the status of the situation and requests specific assistance.

A contact list will be maintained and each crisis response coordinator will have a designee in the event of his absence listed on the contact list.

Crisis or Disaster:

Health or Safety Emergencies:

Health or safety emergencies are defined as any unexpected situation, which affects the safety of persons or property on the buildings and/or grounds of Shepherds Theological Seminary.

Examples of health or safety emergencies which are covered by this plan include, but are not limited to one or a combination of the following perils: fire, explosion, tornado, hurricane, ice or snow accumulation, earthquake, building collapse, power failure, flood, wind, chemical release, radioactive contamination, riot, bomb threat, aircraft emergency and terrorism.

Controversial Issues:

Controversial issues are defined as issue driven and/or slowly developing situations that may negatively impact Shepherds Theological Seminary. Examples of controversial issues include, but are not limited to the following events: unscheduled or planned protests or disruptions, civil disturbances or unauthorized occupancy of campus areas.

NOTE: Media are often notified of crisis situations through police radio reports or from anonymous telephone calls. The presence of news media on campus is of interest and should be reported to the Crisis Director and the Provost & Dean since it may indicate a developing situation that should be verified.

Minor Emergency:

A minor emergency, within the scope of this plan, is any incident, potential or actual, which will not seriously affect the overall functional capacity of the university, but nevertheless requires some degree of administrative action. Report immediately 911 if required and the Provost & Dean at 919-573-1560 or 919-573-1554.

Crisis Communication and Coordination

Step 1: Whenever a crisis involving STS occurs, actual or perceived, the Provost & Dean as Crisis Director should be informed immediately. Cary Public Safety and/or other appropriate personnel will be dispatched through 911 to determine the extent of the crisis. The Crisis Director, as required, shall place into immediate effect the appropriate procedures necessary to safeguard persons and property. The crisis response coordinators shall be notified as soon as possible.

The crisis response coordinators, if necessary, shall immediately consult with the crisis response director regarding the situation and possible need for a declaration of a “seminary crisis.” The authority to declare a “seminary crisis” rests with the crisis response director in consultation with the crisis coordinators.

Step 2: Should a crisis be declared, the crisis response director will at his discretion as early as is possible following the declaration, convene the crisis coordinators to determine the seminary’s response or action.

Step 3: Upon notification by the crisis response director of a “seminary crisis,” the crisis response coordinators will request that all news media and other members of the

community be referred to the Provost & Dean. Inquiries from the general public, families, friends, etc., will be directed to 919-573-1554.

Step 4: Initial notification should be focused on informing seminary personnel in all affected campus areas as soon as possible following declaration of the crisis. Additional notification statements shall be issued as information and/or directives are available for dissemination.

The crisis response coordinators will initiate a telephone, facsimile, and/or e-mail relay of information in the form of a notification statements to the external community. These notifications should be disseminated as appropriate by the Provost & Dean. Wherever possible, this notification statement will be in writing.

Step 5: If appropriate, a “crisis alert” link will be added to the seminary’s home page and blog. The Provost & Dean will coordinate with appropriate personnel to facilitate the release of information via the website.

Step 6: The Crisis Director will prepare a report of the chronological events, an analysis of these events and recommendations for future improvement in the Crisis Response Plan and execution.

Step 7: Appropriate statistics will be gathered to include in the annual STS Campus Security Report to the US Department of Education as required by the Clery Act.

Fire and Explosion Procedures

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Know the evacuation routes from the room you are in. Students are required to familiarize themselves with these diagrams and escape routes. For information concerning evacuation drills, fire alarms, and other emergency systems, please contact the Vice President of Academic Affairs at 919-573-1553.

Quick Response to major fire or explosion

1. Call 911
2. Pull building fire alarm
3. Protect yourself.
4. Assist injured or physically limited
5. Evacuate to assembly area by following the posted evacuation plan.

Measured Response to Small Fires:

1. Avoid personal injuries and excessive risks
2. Alert people in the immediate area and activate the alarm
3. Call 911. Give details of the fire location.
4. Smother fire or use the nearest fire extinguisher.
5. Always maintain a way to exit the room.

6. Avoid smoke and fumes. Stay low.
7. Cary Police will respond to the scene to assist in building evacuation and to meet and assist Cary Fire Department.
8. Once Cary Fire Department has arrived, the responding incident commander will take charge of all rescue and suppression activities.
9. Do not re-enter the building until advised by the Cary Fire Department or the Cary Police Department.

Operating a fire extinguisher:

1. Pull the pin
2. Aim extinguisher hose at the base of the fire
3. Squeeze the lever;
4. Sweep from side to side

If you are trapped in a building:

1. If a window is available, place an article of clothing (shirt, coat, etc) outside a window as a marker for rescue crews.
2. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.
3. If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

Violent Criminal Behavior or Police Emergencies Procedures

The Shepherds Theological Seminary campus is located on a major thoroughfare and growing community. It is subject to potentially dangerous persons walking onto campus at all hours of the day. The same crimes we associate with big cities (murder, assault, rape and robbery) have spread to campuses across the country.

1. To help ensure the safety of students, staff, faculty and the general public, the following procedures should be followed whenever you
 - see or know of a weapon has been brought on campus or hear shots fired
 - are aware a crime is in progress or may have been committed
 - are aware of a possible hostage situation
 - observe a large group of people that may be creating or involved in some type of civil disturbance
 - overhear or otherwise receive information regarding suspicious or possible criminal activity
2. Emergency Actions in the event of a police emergency or violent behavior:
 - PROTECT YOURSELF FIRST
 - Move to a safe location. If you are in a building and cannot escape, hide in a locked room or closet, if possible

- As soon as possible, call the Wilmore Police at 911
 - Tell the police dispatcher your location, the building name, office or room number
 - Describe the situation you are reporting:
 - Who, what, when, where why, and how
 - Is anyone hurt or injured
 - Give your name and phone number
 - As long as your safety is not in jeopardy, stay on the line until an officer arrives on the scene
 - Alert others in the immediate area about the emergency situation
3. Non-emergency Actions in the event that you overhear or otherwise become aware of information regarding suspicious or possible criminal activity
- Call the Cary Police at 911 if an immediate response is warranted
 - If the situation does not require an immediate response you may call the Provost & Dean at 919-573-1560 or 919-573-1554 and describe the situation you are reporting (who, what, when, where, why, and how)

Bomb Threats Procedures

Each bomb threat will be treated as a serious matter. Statistics show most bomb threats are meant to disrupt normal activities. However, this does not mean a bomb threat should not be considered real. The decision to evacuate a building will be made by the proper authorities, after evaluating the situation. Students are required to familiarize themselves with these diagrams and escape routes.

Quick Response:

When a bomb threat is received by phone:

1. Keep the caller on the line and talking as long as possible. (Pretend to have difficulty hearing – ask the caller to repeat what he/she said.)
2. Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller.
3. Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call 911.
4. After the caller hangs up, IMMEDIATELY call 911 and notify the police.
5. If an evacuation of the building is ordered take the Bomb Threat Checklist with you and give it to the police.

When a suspicious object or potential bomb is discovered:

1. DO NOT TOUCH, MOVE, OR DISTURB any suspicious object you think might be a bomb.
2. Keep people away from the area where the suspicious object is and call the police at 911.
3. Be sure to include a description of the object and its location when reporting.

When an evacuation is ordered:

1. Collect your personal belongings (i.e. purse, briefcase, etc.) and take them with you as you exit the building.
2. Look around your desk and/or office for any suspicious items - **DO NOT TOUCH ANYTHING SUSPICIOUS** - report it to the police after you exit the building.
3. After evacuation report to the Emergency Assembly Area in front of Colonial Baptist Administration Building.
4. **DO NOT RE-ENTER** the building until instructed to do so by appropriate personnel. (Cary Police Department or Cary Fire Department).

Hazardous Materials Procedures

The range and quantity of hazardous substances used in maintenance and cleaning requires proper pre-planning in order to respond to chemical spills.

For Major Spills:

1. Call the Colonial Baptist Church Physical Plant at 919-868-2391.
2. Do not enter the contaminated area.
3. Alert people in the area to evacuate.
4. If spilled material is flammable, turn off ignition and heat sources.
5. Close doors to affected area.
6. Locate appropriate material safety data sheets.
7. Have persons knowledgeable of area assist emergency personnel.

For Minor Spills:

1. Alert people in the immediate area of the spill, and avoid breathing vapors from the spill.
2. Begin clean up immediately.
3. If further assistance is needed, call the Colonial Baptist Church Physical Plant at 919-868-2391.

Water Contamination Procedures

The water treatment plant owned by the City of Cary provides Shepherds Theological Seminary's water supply. Safety procedures and regulatory requirements are in place to assure a safe water supply. Water quality is monitored on a daily basis at several points throughout the distribution system to assure no contamination. However, if you have reason to believe there is a problem with the water in your building, notify the Colonial Baptist Church Physical Plant (919-868-2391) immediately and do not use the water until you have been assured that no problems exist. Also instruct other building occupants not to use the water supply until notified.

MANDATED CAMPUS SECURITY REPORT

Shepherds Theological Seminary Campus Security Report Annual Statistical Report – 2016 Reporting Period 2016

Statement of Intent

Shepherds Theological Seminary (STS) recognizes the importance of a person's right to know about matters that could impact their safety while at the seminary. The Seminary further recognizes the necessity of providing information about campus crime and security to current and prospective students, as well as to current and prospective employees of the college. Therefore, in accordance with the *Campus Security Act of 1990* and the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998* (referred to as the "Clery Act"), STS publishes a mandated *Campus Security Report* in October of each year. Notification of the report is distributed to all current and prospective students, as well as to all current and prospective employees through the *Seminary Catalog*, website, Blog, *Student Handbook*, *Faculty Handbook*, and *Personnel Handbook*.

STS is committed to maintaining a safe, healthy, and positive work and learning environment. The following policies, procedures, and statements have been adopted by the college in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community.

Since STS is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at an institutionally sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The reputation of the Seminary rests upon the shoulders of employees and students. It is hoped that each member of the seminary community will maintain high standards of citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students and employees, as all citizens, are subject to civil authority on and off the campus.

Access To Campus Facilities

The Seminary is closed for business from 10 pm until 8 am, Monday through Saturday, as well as on Sundays and holidays. Students using classrooms and Jackson Library after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Seminary Policy on Campus Crime

In accordance with the Student Right-to-Know, the Campus Security Act of 1990, and the Clery Act, STS promotes zero tolerance toward violence on campus, including sexual assault, harassment or any sexual offense, aggravated assault, physical confrontations of any kind, verbal threats or intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as larceny, destruction, and theft.

Campus Law Enforcement Authority

STS does not have law enforcement officers on campus. However law enforcement can be summoned through 911. In-house security is provided as a courtesy from Colonial Baptist Church.

Reporting Criminal Actions

STS encourages accurate and prompt reporting of incidents.

On-Campus: During the hours of operation, individuals should report a crime/emergency by calling 911 first and then notifying the seminary office.

Off-Campus: Persons in classes or seminary sponsored activities located off-campus should follow the same procedures outlined above for reporting criminal actions. Seminary administrators are to be notified of the details of the incident as soon as possible.

Investigation

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately. In consultation with the Provost & Dean, it will be determined if local law enforcement authorities should be involved and if a campus and/or community alert should be issued in the interest of public safety. The Vice President of Academic Affairs and the Registrar maintain a log, documenting all crimes reported. The information found in this report shall be open for public knowledge, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim's confidentiality. No information will be released without the authority of the Provost & Dean.

Crime Statistics

In accordance with the Student Right-to-Know, the Campus Security Act of 1990, and the Clery Act, the Seminary is required to provide information about *serious* crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Again, a log of minor infractions or incidents is maintained by the Registrar.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Registrar 919-573-1572. Information can also be found on the seminary's Web site: www.shepherds.edu.

Drug and Alcohol Policy

It is the policy of STS to provide employees and students an environment that is free of drugs and alcohol. This policy is established to ensure the safety and well-being of employees and students of STS, as well as the general public. All employees (full-time, permanent part-time, part-time, temporary) and students are covered by this policy.

It is the responsibility of all employees and students to become familiar with the expectations of STS and to comply with the provisions of this policy and to report to their immediate supervisor or advisor any observed and/or suspected violations of this policy. While visiting campus, members of the public are also required to adhere to this policy.

Alcohol and drug abuse are legitimate concerns when they impact the Seminary and Seminary related activities, whether on campus or at another location. The Seminary maintains the right to conduct random drug testing of employees as a deterrent to drug usage/activity.

Note: In the event of a conflict between the provisions of this policy and related federal/state laws or policies, the federal/state laws or policies shall always take precedence.

Health Risks Associated with Drug and Alcohol Abuse

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. In addition, all of these drugs can pose serious risks, such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. Other possible health risks of using alcohol and other psychoactive drugs are: central nervous system damage, depression, impaired judgment, mental confusion, gastrointestinal irritation, liver damage, malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma and death from overdose.

<p>Narcotics (e.g., Codeine, Heroin, Morphine, Pain Killers) Anxiety, mood swings, nausea, mental confusion, constipation, respiratory depression, coma or death as a result of overdose.</p>	<p>Depressants (e.g., Barbiturates, Valium, Xanax, Butisol, Quaalude) Central nervous system damage, depression, impaired thinking, staggering gait, visual disturbances, lethargy, allergic reactions, dizziness, nausea, death as a result of overdose.</p>
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<p>Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine) Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, chronic sleeplessness, amphetamine psychosis, paranoia, seizures, cardiac failure.</p>	<p>Cannabis (Marijuana, Hashish) Mental confusion and disorientation, anxiety, a motivational syndrome, throat and lung cancer (2.5 times the tar in tobacco), alterations in brain function, reproductive system abnormalities, short-term memory loss.</p>
<p>Hallucinogens (e.g., LSD, PCP) Visual distortions, increased heart rate and blood pressure, a motivational syndrome, psychotic episodes, panic disorders, flashbacks.</p>	<p>Inhalants (Cleaners, Glues, Aerosol Sprays, Anesthetics, Ether) Nausea, headaches, perceptual distortions, impaired judgment, irregular heartbeat, Sudden Death Syndrome (SDS), weigh loss, damage to bone marrow, lungs, liver and kidneys.</p>

Sexual Assault Policy

The Seminary does not tolerate sexual assault offenses. Such acts violate Seminary policy and criminal law and are an abomination in God’s eyes.

Rape - North Carolina defines rape as forced sexual intercourse by a male on a female against her will. The “force” necessary to be convicted for rape can be physical force or fear, fright, or duress, and those who aid or abet may be equally guilty. Forced sexual intercourse with a woman who is physically helpless, as from overuse of alcohol, or mentally incapacitated constitutes rape.

Date or acquaintance rape describes forced intercourse by a male on a female he knows. His social relationship with the female does not make the act legal if force is used and the act is against her will. Criminal law makes no distinction between rape by an acquaintance or a stranger.

Sexual offense is a sexual act by a person of either sex where the act is by force and against the will of the victim. It does not involve intercourse.

Educational material regarding the prevention of rape/sexual offenses is available through CBC Care Ministries. Other crisis counseling may be available through services such as the Wake County InterAct Crisis Center, 919-828-3005.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff’s Office through 911) should be notified immediately. The Wake County District Attorney offers victim assistance at 919-792-5000

The sooner a rape or sexual offense is reported, the sooner treatment may be provided. Remember to preserve physical evidence and do not shower, douche, or change clothes. The Director of Mentoring and Student Services will provide assistance in such cases where the student requests help in notifying the proper authorities.

With the consent of the victim, the Seminary shall pursue disciplinary action against the alleged offender. Students who wish to bring disciplinary actions may contact the Director of Mentoring and Student Services. Both the accuser and the accused are provided with information in case of such allegations and both parties shall be informed of the outcome of the disciplinary hearing.

Note: The State Bureau of Investigation (SBI) maintains a registry of convicted sex offenders that can be accessed and searched at

[http://ncregistry.ncsbi.gov/\(S\(zzkfd245n1cxbgqybbdejniq\)\)/Default.aspx](http://ncregistry.ncsbi.gov/(S(zzkfd245n1cxbgqybbdejniq))/Default.aspx)

Sexual Harassment Policy

STS will not tolerate sexual harassment or misconduct of any sort. This policy includes the following types of sexual misconduct: sexual discrimination; sexual harassment; sexual exploitation; hostile environment; sexual violence/assault; dating violence; and stalking.

This policy applies to all applicants for admission or employment, enrolled students (full-time or part-time, credit or audit), employees (full-time, part-time, resident faculty, adjunct faculty, and staff), volunteers and third parties who associate with the seminary either on the main campus in Cary, NC or at designated teaching sites.

This policy applies to conduct occurring within the context of providing an educational program or activity, either on or off seminary grounds.

Any sexual harassment or misconduct should be reported immediately to Mr. Ed Maness, Title IX Coordinator: 6051 Tryon Rd., Cary NC; 919-573-5350.

Weapons and Dangerous Instruments Policy

Following is North Carolina General Statute, GS-14-269.2 entitled:

Weapons on campus or other educational property

- a. The following definitions apply to this section:
 1. Educational property. – Any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.

- a. Employee. – A person employed by a local board of education or school whether the person is an adult or a minor.
 - b. School. – A public or private school, community college, college, or university.
 2. Student. – A person enrolled in a school or a person who has been suspended or expelled within the last five years from a school, whether the person is an adult or a minor.
 3. Switchblade knife. – A knife containing a blade that opens automatically by the release of a spring or a similar contrivance.
 4. Weapon. – Any device enumerated in subsection (b), (b1), or (d) of this section.
- b. It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. Unless the conduct is covered under some other provision of law providing greater punishment, any person who willfully discharges a firearm of any kind on educational property is guilty of a Class F felony. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.
- It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks.
- c. It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.
- It shall be a Class G felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property. This subsection shall not apply to fireworks.
- d. It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, black-jack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

- e. It shall be a Class 1 misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.
- f. Notwithstanding subsection (b) of this section it shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:
 1. The person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and
The person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and
 2. Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.
 3. The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.
 4. Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.
- g. This section shall not apply to any of the following:
 1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.
A person exempted by the provisions of G.S. 14-269(b).
 2. Firefighters, emergency service personnel, and North Carolina Forest Service personnel, and any private police employed by a school, when acting in the discharge of their official duties.
 3. Home schools as defined in G.S. 115C-563(a).
 4. Weapons used for hunting purposes on the Howell Woods Nature Center property in Johnston County owned by Johnston Community College when used with the written permission of Johnston Community College or for hunting purposes on other educational property when used with the written permission of the governing body of the school that controls the educational property.

5. A person registered under Chapter 74C of the General Statutes as an armed armored car service guard or an armed courier service guard when acting in the discharge of the guard's duties and with the permission of the college or university.
 6. A person registered under Chapter 74C of the General Statutes as an armed security guard while on the premises of a hospital or health care facility located on educational property when acting in the discharge of the guard's duties with the permission of the college or university.
- h. No person shall be guilty of a criminal violation of this section with regard to the possession or carrying of a weapon so long as both of the following apply:
1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
 2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities. (1971, c. 241, ss. 1, 2; c.1224; 1991, c. 622, s. 1; 1993, c. 539, s. 164; c. 558, s. 1; 1994, Ex. Sess., c. 14, s. 4(a), (b); 1995, c. 49, s. 1; 1997-238, s. 2; 1999-211,s. 1; 1999-257, s. 3, 3.1; 2003-217, s. 1; 2004-198, ss. 1, 2, 3; 2006-264, s. 31; 2007-427, s. 6; 2007-511, s. 12.)

Prevention and Awareness Activities

- Annual written notification of college's policy on alcohol and drug abuse, sexual offenses, and campus safety and security.
- Participation in an assistance program with the local mental health center.
- Referrals to local agencies such as hospitals, social services, self-help groups, etc.
- Counseling through the Director of Mentoring.
- Literature is available on various health and safety issues including alcohol prevention, drug abuse, sexual offense, etc.

Resources

STS does not maintain professionally trained counselors on staff. However assistance is available through the Director of Mentoring for students, faculty and staff who face academic/educational, occupational, and personal problems.

Appendix A – Seminary Administration and Staff DIRECTORY

President

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Director of Mentoring

Director of 360° A Circle of Shepherds

William Barber
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Registrar

Financial Aid Administrator

Shepherds Wives Fellowship

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Library Curator

Norma Fincher
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