

DRUGS AND ALCOHOL

Policy on Illegal Use of Drugs and Alcohol

In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, NBC has adopted the following policy concerning the unlawful use of drugs and alcohol by students and employees. For employees of the College abiding by the policy is a condition of continued employment.

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs* or alcohol is prohibited on NBC property or as part of any of the College's activities.

As an educational institution, NBC attempts to educate its community members about unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus.

The College recognizes that chemical dependency of any sort is a major health problem and encourages employees and students who need help in overcoming such dependency to use the counseling, treatment and rehabilitation programs described in this policy.

Disciplinary sanctions for the violation of this policy by any employee may include, but are not limited to, reprimand, reassignment, demotion, suspension, dismissal, or termination of employment. Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probation, suspension, or expulsion. A disciplinary sanction for either employees or students may include the completion of an appropriate rehabilitation program. Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages.

All disciplinary sanctions for violation of this policy shall be subject to other applicable College policies and regulations regarding disciplinary action with respect to students, faculty, administrators, and support staff. (cont.)

* "Illicit drugs" refers to "controlled substances" as defined in Schedules I through V of Section 22 of the Controlled Substances Act (21 U.S.C.; Section 812) and related regulations (21 C.F.R. 1308.11 through 1308.15), as amended from time to time, and in Title 12, Article 22, Part 3 of the Colorado Statutes, as amended from time to time.

In addition to internal disciplinary sanctions,

any employee or student who is convicted of unlawful use, possession, distribution, manufacture or dispensing of illicit drugs or alcohol may be subject to applicable criminal sanctions under local, state, and federal law. Penalties range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility for terms ranging from six months to life sentence.

Any employee, whether faculty, administrator or support staff, who is convicted under a criminal drug statute for a violation occurring in the workplace must so notify the College's Legal Counsel within five (5) days from the date of conviction.

DRUG AND ALCOHOL TREATMENT RESOURCES

Drug and alcohol counseling is available to students from the following agencies:

Pikes Peak Mental Health Center Alcohol	
Emergency (24 hour)	635-7000
General Information	572-6100
Alcoholics Anonymous (24 hours)	573-5020
Narcotics Anonymous	444-3415
Al-Anon	637-1580
Alcohol & Drug Treatment Programs at Penrose/St. Francis	
Adult Program	776-8741
Referral Center	776-8325
Cedar Springs Hospital	633-4114
Cocaine Anonymous Hotline	448-0110

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

WHO DECLARES A CAMPUS EMERGENCY?

Campus emergencies may only be declared by the following persons:

› **Civil Authorities:** The police, fire officials, or other local, state, or federal government agencies may declare an emergency which would involve the campus.

› **Head Administrator:** The President, or if not available, the Vice President for Finance, the Vice President for Academic Affairs, the Vice President for Enrollment Management and the Security Director.

EMERGENCY CAMPUS PHONE NUMBERS

Security Director	884-5121
President	884-5001
V.P. For Finance	884-5021
V.P. For Academic Affairs	884-5011
V.P. for Enrollment Management	884-5061
Colorado Springs Police (emergency)	911
(non-emergency)	444-7000

COMMUNICATION DURING AN EMERGENCY

Alarms/Campus Notification

Level 1 Emergency – Lock Down	Class-to-Class Advisory by Security Staff and/or Crisis Team
Level 2 Emergency – Bldg Evacuation	Fire Alarm and Class-to-Class Advisory by Security Staff and/or Crisis Team
Level 2 Emergency – Rm. Evacuation (Transfer to Safe Place on Campus)	Class-to-Class Advisory by Security Staff and/or Crisis Team
Level 2 Emergency – Campus Evacuation	By notification from administrators, department supervisors, and/or faculty
Level 3 Emergency – Notification of Staff, Faculty, Students	By notification from administrators, department supervisors, and/or faculty

Each administrator, faculty, and staff member has a list of the different levels used to describe the crisis.

EMERGENCY TRAINING PRACTICE

Emergency training and procedure review for faculty and staff is held once per year for the following crisis situations:

- 1 Lock Down
- 2 Building Evacuation – fire/bomb threat
- 3 Room Evacuation - tornado

EMERGENCY EQUIPMENT

First Aid Supplies: A basic first aid kit for minor ailments/injuries is maintained in each building.

- › **Administration** – 1 on the lower level and 1 on the second level
- › **Leist** – 1 on the upper level
- › **Oliver/Brand** – 1 on each level
- › **Powers** – 1 on the lower level
- › **Strickland** – 1 in kitchen
- › **Williamson** – 1 on each level

For major injuries requiring medical care, call 911.

CLOSING COMMENTS

Nazarene Bible College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety and security in and around our campus. We hope that this information has helped you identify those features of the campus safety program that can assist you in having a good experience at NBC.

In our efforts to continually enhance our safety program, we welcome your input regarding Nazarene Bible College's safety and security programs and services.



2014-2015

Campus Security Report

Emergency Procedures

Drug, Alcohol and Sexual Abuse Information

Nazarene Bible College

1111 Academy Park Loop
Colorado Springs, CO 80910

719-884-5000

INTRODUCTION

This publication details the policies and procedures that Nazarene Bible College uses to deter and respond to crimes on campus as well as emergency response and evacuation procedures. In it you will find listings of the measures Nazarene Bible College has taken to help you in maintaining personal safety. You will also find suggestions on how you can increase your own safety, as well as the information required by the Crime Awareness and Campus Security Act of 1990.

Like other small colleges, Nazarene Bible College has historically been less susceptible to many of the violent crimes more prevalent in our principal cities and at larger campuses. However, neither Nazarene Bible College nor any other institution of higher education is a sanctuary from the ills of society. No institution can guarantee that all members of its community will be free from personal attack or loss of their property. This level of absolute protection is unavailable anywhere.

What should be expected is that an institution will take reasonable steps to provide a level of security that is not so restrictive as to be unacceptable, yet will promote an environment in which personal security is taken very seriously by all members of the college community.

Therefore, the College encourages you to read and understand this publication. Your use of the facilities, programs, and services mentioned in this publication, along with your taking steps to increase your safety, will help you have a positive experience at Nazarene Bible College.

SAFETY TIPS

PERSONAL SAFETY

- Most assaults are one-on-one.
- Decrease your chances of assault by walking with someone else.
- Avoid walking in areas with limited lighting.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to the plant manager at extension 5121.

PROPERTY

Don't leave books or other valuables, such as purses, briefcases, or backpacks, unattended for even short periods of time.

SEXUAL OFFENSES

Most rapes occur between people who are acquaintances or friends. Awareness of the possibility that it may happen to you is the first step in prevention. Go to events with a group of friends and agree to leave together.

DRIVING

- Learn the basics of driving in poor conditions.
- Check weather reports in advance.
- Be prepared to use chains and drive slowly.
- Carry an emergency kit in your car.
- Park in well-lighted areas whenever possible.
- Lock all doors at all times, even while driving.

FIRE PREVENTION

- Don't abuse fire safety equipment. Report all non-functioning equipment to the plant manager.
- Do not overload electrical outlets. If you require a multi-plug device, contact the plant manager for assistance.

CAMPUS SECURITY AND ACCESS TO FACILITIES

SAFETY LIGHTING: Lighting has been installed throughout the campus to increase evening visibility. Major pathways are well lighted. Students are encouraged to stay in areas where visibility is good.

ACADEMIC BUILDING ACCESS: All buildings are open during regular hours of operation. All buildings are secured after classes, both day and night. The plant manager, or the vice-president for finance, can provide access to all campus facilities.

MAINTENANCE: Security considerations used in the maintenance of campus facilities are as follows: repairs and maintenance to facilities will be scheduled at times that do not interfere with the normal operations of the College.

USE OF CAMPUS FACILITIES: All use of campus facilities is restricted to activities which are in keeping with the educational, cultural, recreational, and social purposes of the College and consistent with the College's status as a tax exempt and non-profit institution.

CRIME REPORTING AND POLICE RELATIONS

CRIME REPORTING: All crimes or other emergencies should be reported to the Plant Manager or Vice President for Finance in person or at the following telephone numbers:

Security Director	on campus - 884-5121 off campus - 460-6443
V.P. for Finance	on campus - 884- 5021 off campus – 646-9556

The above-named individuals will in turn notify law enforcement authorities.

NAZARENE BIBLE COLLEGE SECURITY:

No personnel on the campus of Nazarene Bible College have arresting authority. However, all individuals are encouraged to report criminal activity promptly.

The following are statistics on certain reported crimes and arrests that occurred on the Nazarene Bible College campus from 2010 through 2012.

Offenses Occurring on Campus:	2011	2012	2013
Murder (and non-negligent manslaughter)	0	0	0
Sex Offenses:			
Forcible	0	0	0
Non-forcible	0	0	0
Arson	0	0	0
Robbery (and attempted robbery)	0	0	0
Aggravated Assault	0	0	0
Burglary (and attempted burglary)	3	0	0
Motor Vehicle Theft	0	0	0
Crimes of Prejudice	0	0	0
Arrests On Campus For:			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

SEXUAL MISCONDUCT

Nazarene Bible College believes that acts of sexual misconduct are reprehensible. Students have the right to be free from abuse, personal force and violence or threats of violence. All students are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The College defines "sexual misconduct" as any nonconsensual sexual physical contact, including instances in which the person subjected to the misconduct is incapable of giving consent because of permanent or temporary mental or physical incapacity.

WHAT TO DO IF A SEXUAL OFFENSE OCCURS

1. Respond to any injuries first. If you need medical attention, call an ambulance at 911.
2. If you are not injured and you have experienced sexual assault and the incident took place within the past 72 hours, the preservation of evidence is crucial. **DO NOT SHOWER OR WASH YOUR CLOTHES.** Avoid food and liquids. When you take off your clothes, put them in a paper bag.
3. Call NBC Security Director at 884- 5121 or V.P. for Finance at 884-5021 and tell them you have experienced a violation.
4. Call the Colorado Springs Police Department at 444-7000. A police officer will meet with you as soon as possible.
5. Go with the police officer to Memorial hospital for evidence collection and a medical examination. At the hospital, you will meet with a member of the Colorado Springs Youth and Victim Services Unit. Get a business card from this person. They will serve as your primary Police Department contact
6. Consider your options in seeking redress through the College Disciplinary System.
7. Anyone desiring information on registered sex offenders can fill out a request at any police precinct. There is a fee for this service.

REPORTING OF SEX OFFENSES

When the accused offender is an NBC student, the victim may wish to pursue College disciplinary procedures. These procedures are in the Student Handbook under the Standard of Conduct, Disciplinary Processes Section. When an individual believes that a crime has been committed, it is recommended that charges be filed with the local criminal justice system.

While suspension from the College is a possible outcome in the most serious cases brought to the College, a more typical result involves some duration of disciplinary probation, community service, an educational project, and/or professional counseling. College disciplinary sanctions range from oral warning to permanent expulsion. Although there is no time limit on the filing of charges within the College, prompt reporting is likely to result in a more satisfactory investigation because people's memories are fresh and witnesses are more readily available.