2021 Union Bible College Campus Security and Fire Safety Report

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also simply known as the Clery Act). This law requires colleges receiving federal funding to publish an annual report disclosing campus security policies and three years of selected crime and fire statistics, to make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees, and to post a public crime log.

The purpose of the Clery Act is to provide students, families, and employees with accurate, complete and timely information about campus safety so that they can make informed decisions. This report also includes information and policy statements regarding campus security and safety, for example: crime prevention, security awareness, fire safety, alcohol and substance abuse, sexual assault, procedures for reporting a crime, emergency and evacuation procedures, and other matters of importance to the campus community

CLERY ACT COMPLIANCE

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime, security, and fire safety policies. All public and private institutions of post-secondary education participating in federal student-aid programs are subject to it. The act includes:

- Publishing an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Making timely warnings to the campus community about crimes that pose an ongoing threat.
- Keeping a public crime log.
- Upholding basic rights to victims of sexual assault.
- Making accurate crime statistics available to the U.S. Department of Education that centrally collects and disseminates campus crime statistics at the national level.
- Facing possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act.

THE MAKING OF THE ANNUAL REPORT

The Annual Campus Security and Fire Safety Report is available on the college website at https://UBC.org/current-students/campus-security/. The crime and fire safety statistics are posted annually on the Department of Education website. This year's report reflects crime and fire statistics that were reported in 2018, 2019, and 2020. Statistics for the current calendar year will appear in the report filed in 2022.

Crime statistics include certain categories of crimes and judicial referrals required for disclosure under the act which occurred on campus, in campus buildings and on public properties immediately adjacent to and accessible from the UBC campus.

Campus crime, arrest and judicial referral statistics include those reported to UBC Student Life, campus security personnel and law enforcement authorities in whose jurisdiction UBC property

resides. UBC discloses all incidents reported to the department that fall into any of the required reporting classifications as a statistic in the annual report. Fire statistics, provided by the Student Life Office are those which occur in student residential facilities. The Dean of Students is responsible for collecting and compiling crime and fire statistics and for publishing the report.

The Annual Campus Security and Fire Safety Report is released by October 1 of each year in compliance with federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

NOTIFICATION PROCESS

By October 1 of each year, all UBC employees and enrolled students receive an email regarding the availability of the Annual Campus Security and Fire Safety Report. The report will be included as an attachment.

Crime Statistics Reporting Policies and Procedures

UBC is responsible for gathering statistics for criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. The Clery Act requires reports be disseminated to the U.S. Department of Education and delivered to members of the campus community.

UBC collects crime statistics from the previous calendar year through on-campus incident reports and statistics provided upon request by the Westfield Police Department.

Dorm Security

UBC strives to develop shared responsibility for safety in its student population. Resident assistants and Student Life staff work with residents to identify and resolve security concerns. Student safety and security starts with students. Crime prevention strategies are learned behaviors. Safe behaviors learned at college will serve students well now and in the future. UBC urges students to practice safe behaviors. Safety education is emphasized during New Student Orientation, in residence hall meetings, and when deemed necessary in campus chapel services. Students are given specific instructions to avoid lending keys or propping doors open and to report strange or unusual behavior and unexpected and unknown visitors on campus.

To prevent unauthorized entry into the student dorms, the exterior doors are locked at all times except for special occasions. The doors are locked electronically, and residents have their own key cards to enter their dorm. Students are to avoid lending keys or propping doors open and to report strange or unusual behavior and unexpected and unknown visitors in the dorm. Anyone not recognized as a resident or authorized employee is to be reported immediately by contacting Social Deans, or Dean of Students.

BUILDING SECURITY

Additionally, UBC strives to maintain safety in all campus buildings by having access control at all exterior doors. This allows doors to be locked so that only authorized individuals can enter using their ID card. Students, Staff, and Faculty should refrain from loaning their cards to someone else, propping doors open, or letting unauthorized individuals into buildings.

CAMERAS
Nearly all the exterior common areas are covered by 24-hour video surveillance. This will allow any criminal or suspicious behavior to be accurately reported to police.

SECURITY AWARENESS AND PREVENTION
UBC encourages students and employees to be aware of their own responsibility for their personal security and for the security of others.

Safety notices will be given to students and employees throughout the academic year as needed. Non-emergency alerts and notices will be announced in chapel and/or UBC.org emails. Emergency notices will be given through One Call Now texts or calls.

Personal Safety
Survivors of crimes are not responsible for their victimization, regardless of their actions. Criminals are responsible for crime. Not all crimes can be prevented with preparation and readiness, but campus community members can improve their personal safety by taking the following precautions:

- If leaving campus or returning late, or if working late on campus, arrange for a friend to be with you.
- If working late on campus arrange for someone to escort you.
- Refrain from entering isolated places with people who look out of place or behave in a strange or threatening way.
- Refrain from using secluded walking trails alone. Groups of at least three are recommended
- Always immediately report suspicious people, vehicles, or conditions to Joe Carey or Ben Forsee
- If being followed, go to a populated area.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed.
- If you are in immediate danger, dial 911.

Missing Students

- Any dorm student who is missing for more than 24 hours should be reported immediately to the respective Social Dean.
- All students have the option to select an emergency contact. If the student is over 18, this can be anyone that he/she chooses. If the student is under 18, it will be their parent or legal guardian. This person will be contacted within 24 hours of the determination that the student is missing. This contact can be added to the student's personal information form along with their regular emergency contact info. Students should see Ben Forsee, Dean of Men, or Janelle Carey, Dean of Women, to give this information.

- Student contact information will only be available to authorized campus authorities. This information will only be disclosed to law enforcement in the event of a missing student investigation.
- UBC will notify law enforcement of a missing student within 24 hours of the time that they are determined missing.

Property Protection

- Do not leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.)
- Engrave personal property, such as electronic or sporting equipment, with your name.
- Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

Office and Work Area Security

- Never leave purses, wallets, or other valuables unattended. Carry them or lock them in a drawer or closet.
- Do not leave keys unattended, and do not loan out keys or access cards.
- Contact a supervisor to approve or request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees or students.

Key and Access Card Control

- Those responsible for office keys should not leave them unattended, in plain sight on a desk, or in a top drawer where they could be easily taken or copied.
- If keys are lost or stolen, notify the Dean of Students if it is a student housing key, or the director of Operations for keys to any other buildings.
- Report lost of missing access cards to the Director of Operations.

Parking Safety

- Lock vehicles at all times.
- When returning to a vehicle, have the keys out while approaching. Check the interior before getting inside.
- Notify Student Life staff immediately of any suspicious people loitering in the parking lot.
- Remove all valuables from vehicles. Leave them in residence, carry them, or lock them in the trunk.
- Do not leave *any* items in the vehicle where they can be seen. Vehicles are broken into for small amounts of change and for bags or boxes. A thief does not know that the bag is empty or contains something of little value.

In a Threatening Situation

- If physically attacked, attract attention by yelling loudly or using a whistle.
- If using self-defense tactics or equipment such as pepper spray, run away as soon as the attacker is disabled.

- Decide what to do in various situations before they occur. Try role-playing with a friend.
- If confronted by someone who only wants property, give it to them.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license number.
- Call Police.

Incident Reporting

- For emergencies (e.g. an event, expected or unexpected, that poses an immediate threat to the health and safety of students, faculty and staff) or a crime being committed, call 9-1-1.
- Report all crimes, no matter how minor they may seem. Notify Joe Carey (Dean of Students) – 317-671-3340 or Ben Forsee (Dean of Men) of all suspicious persons or activity.
- Report to Student Life Staff any areas on campus that are dimly lit or that look unsafe as well as malfunctioning lights, doors, or windows.

CAMPUS SAFETY

- When crimes occur on campus, Student Life informs campus community members so they can take precautions to avoid becoming victims of crimes, or so they can aid in the solving of crimes. The Dean of Students tracks, evaluates, and distributes crime data. For answers to questions or further information, email the Dean of Students at jcarey@UBC.org.

UBC Student Life provides the following safety tips to increase awareness of safety concerns and to further inform the campus community of the nature of potential crimes and crimes UBC reports:

Assault/Robbery/Sexual Assault

- Any involuntary sexual act in which a person is threatened, coerced, or forced to engage against his or her will, or any sexual touching of a person who has not consented is a crime.
- Encourage friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Avoid walking in areas alone or known to be unsafe.
- To report suspicious, illegal, or unusual activity on or near campus, call Joe Carey or Ben Forsee. For emergencies or crime in progress, call 9-1-1.

Resources Available for Survivors of Crime

- For students and employees, medical and sexual assault examination services are available at area hospitals.
- For employees, the Human Resources Office will assist in connecting to resources if needed.
- For students, the Dean of Students will assist in connecting to counseling resources if needed.

Burglary/Break-In/Etc.

- It is a crime to enter someone's residence without permission, regardless of whether the door is locked.
- Communities are safest when members look out for each other: report any suspicious activity or unauthorized strangers to Joe Carey immediately.
- Report criminal activity (such as a break-in or intruder, robbery, or assault) immediately to 9-1-1, or for non-emergency situations on campus, to Joe Carey.
- Immediately report any malfunctioning doors or windows to the Director of Operations.
- Do not allow strangers to enter behind you even as a courtesy, and do not lend out keys or access cards.
- Only open locked entry doors to someone you know and trust.
- Lock office and dorm room doors when leaving it unoccupied.

Drug Prevention

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, requires institutions to implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Union Bible College and Academy (UBC) is committed to maintaining an alcohol and drug free campus. UBC deeply cares for the well-being, health and safety of our students and staff members and is committed to educating students and staff about the physical and spiritual dangers of the use and abuse of alcohol and other drugs. Part of our commitment to students and staff is to help ensure they are safe from and completely avoid the harmful and negative effects of alcohol and drug abuse. For more information, the Drug and Alcohol Abuse Prevention Program Policy can be found in the Director of Operations office.

Health Risks Associated with the use of Drugs and Alcohol

Recent research indicates that the use of alcohol or drugs interferes with judgment, making one more prone to accidents, increases feelings of depression and anxiety, and can damage your physical, social, and emotional health. The body's reaction to alcohol or drugs varies with the individual. One may develop stomach ulcers, cirrhosis of the liver, heart problems, restricted motor skills, etc., with the use of alcohol or drugs.

Drug Abuse Assistance

For students struggling with drug or alcohol addiction, the Dean of Students or the Social Deans will assist in connecting them with addictions counseling or other necessary services. For more information, the Drug and Alcohol Abuse Prevention Program Policy can be found in the office of the Director of Operations.

CRIME REPORTING METHODS

- Dial 9-1-1 if someone is in imminent danger.
- Contact Joe Carey – Dean of Students to report non-emergencies, to report a crime, or to report security related issues.

Sex Offense Reporting
When a sex offense is committed, it is imperative that a report is filed as soon as possible with the Dean of Students and the Westfield Police Department. Victims or witnesses may call 9-1-1 for emergency assistance. Victims or witnesses may report the incident by contacting Student Life Staff. If assistance is needed in notifying authorities, college personnel will assist with the process.

For support services, contact Student Life Staff.

- UBC takes seriously all reports of sexual harassment, including sexual assault. The college investigates incidents of sexual harassment to the extent possible based on available information, takes steps to stop any inappropriate behavior and to remediate the effects of inappropriate behavior, and takes steps reasonably calculated to prevent any future inappropriate behavior. Incidents of alleged sexual harassment by and/or against UBC students can be reported directly to the Student Life Staff. Incidents of alleged sexual harassment by UBC employees can be reported directly to Student Life Staff. Student Life Staff will immediately forward these reports to Administration.
- When an assault is reported to college personnel, a representative from the Office of Student Affairs meets with or otherwise informs a victim of available services and resources and takes appropriate steps to connect a victim with remediation services consistent with a victim's needs. Those services can include such things as a change in living arrangements, academic accommodations, connecting with professional health care, counseling services, and assistance connecting with off-campus advocacy services.
- Issues of sexual harassment, including sexual assault, committed by members of the UBC community, including faculty, staff and students, are taken seriously.
- If a student is found to have violated the policy for student conduct, appropriate action will be taken as stated in the Student Handbook. The individual will be allowed due process also found in the Student Handbook.
- If an employee is found to have violated the college's policy prohibiting sexual harassment, appropriate action will be taken following the appropriate disciplinary procedures affording parties required due process.

Suspicious Activity

- Any suspicious persons or activity observed on or near campus, in the parking lots, around vehicles and inside of residence halls or buildings should be reported to Dean Staff unless an emergency situation occurs. If a threatening situation arises, call 9-1-1.

Criminal Activity
Any crime, no matter how small, is important to the Student Life Department and Administration. UBC encourages all campus community members to promptly report crimes. This assists in the investigation and the apprehension of the perpetrator(s), aids in providing timely warning notices to the community when appropriate, may aid in the prevention of similar crimes, and ensures inclusion in annual crime statistics.

Crime Awareness

- Students and employees should be aware of crime to take the necessary precautions to avoid becoming a victim.
- When a warning is determined to be warranted for safety reasons, the Student Life Department informs the campus community of crimes that occur on or near campus via e-mail, chapel announcements, and calls or text messaging using One Call Now.
- A campus crime log is available on the college website https://UBC.org/current-students/campus-security/or may be requested via email.

CONFIDENTIAL REPORTING PROCEDURES

- The college's policy regarding the confidential reporting of crimes is to protect the identity of those reporting crimes to the extent that the law allows. Anonymous reports will only be accepted if the information is substantiated by means other than the caller's veracity.
- Campus "pastoral 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 to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.
- Other persons who have significant responsibility for campus and student activities and counsel or advise students and employees are not exempt from reporting, even if the counseling is confidential.
    - 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 that recognition as a pastoral counselor.

Other persons who have significant responsibility for campus and student activities and counsel or advise students and employees are not exempt from reporting, even if the counseling is confidential.

TIMELY WARNINGS

The college may send out two types of alerts that satisfy Clery Act requirements to inform campus residents of safety and security threats: "emergency notifications" and "timely warnings."

"Emergency notifications" are used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The process for the

emergency notifications, as well as for emergency evacuations and response, can be found in the following section.

"Timely warning" notices are usually distributed for the following crimes: criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes. These crimes are not all inclusive and warnings may be issued for any serious or continuing threat to person, property, or campus safety. Each incident is considered on a case-by-case basis depending on the facts of the case and the information known by UBC Student Affairs personnel or Administrators.

Timely warnings are developed and activated by the Dean of Students or designee. They are sent through One Call Now. Other means such as emails or chapel announcements may be used for notification as necessary. Follow-up information may be distributed later, such as if a suspect responsible for a series of campus crimes has been apprehended.

The timely warning development process: Each such incident is considered on a case-by-case basis, depending on the facts of the incident and the information available to UBC Staff, and evaluated as to the immediate or ongoing threat to campus. If a timely warning is indicated, the Dean of Students, or designee makes the appropriate announcements. When Clery Act crimes, or other incidents that represent a serious or continuing threat to person, property, or campus safety occur near UBC property, UBC works closely with local law enforcement to ensure that the campus community is notified in a timely manner.

CRISIS RESPONSE PLAN

A crisis is a time of intense difficulty, trouble, or danger.

College faculty, staff, and students are instructed in campus meetings in the basic skills of responding to crises and are given access to the Crisis Response Plan. The UBC Crisis Response Plan can be requested from the Dean of Student Life.

The UBC Crisis Response Plan is designed to provide the college a management tool to facilitate a timely, effective, efficient, and coordinated crisis response.

Emergency Communication

UBC uses the following methods to communicate with the campus community during a crisis or emergency:

- One Call Now emergency txt or call. (primary communication system)

Administrators are authorized to launch, without further approval, an emergency alert when an emergency (e.g., an event, expected or unexpected, that poses an immediate threat to the health and safety of students, faculty, and staff) has been confirmed and timely notification is necessary and requires immediate action.

Emergency and Evacuation Procedures

The college publicizes general emergency preparedness and evacuation procedures to the campus community through the Crisis Response Manual and Quick Response Guides. Staff and Faculty are briefed at the beginning of each year on the Crisis Response Manual.

Testing and Exercises
Tests and exercises provide opportunities to evaluate the college's emergency preparedness training and its ability to respond effectively to an emergency. They allow the college to identify weaknesses in policies, plans, procedures, facilities, equipment, training, and performance. Action items identified during post-exercise and post-test evaluations are recorded for potential incorporation into emergency plans, procedures, and training as appropriate. Drills and tests are conducted monthly.

Fire drills & alarms
The VP of Academic Affairs, Director of Operations, Academy Principal, and Dean of Students work together to conduct and audit drills.

Alarm system checks
Fire and burglary alarm systems are monitored constantly by a security contractor for system problems.

SECURITY OF AND ACCESS TO FACILITIES

During business hours, the following buildings have open access:

- Smith Building (Foyer, Gym, Classrooms, Union Central)
- Old Main Building (Office
- Kitchen (at mealtimes)

The following buildings are locked at all times.

- Dormitories, Prayer Chapels

POLICE AUTHORITY AND JURISDICTION

UBC has no campus police force. Joe Carey - Dean of Student Life oversees campus safety and security. The Westfield Police Department is the primary police authority for the campus. Major offenses such as rape, murder, aggravated assault, and robbery will be investigated by the Westfield Police Department. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either municipal, circuit or federal court. UBC personnel work closely with all law enforcement agencies.

For emergencies, dial 911. To contact Westfield Police non-emergency dispatch, dial 317-773-1300

CAMPUS CONTACT INFO

Joe Carey (Dean of Students) – 317-671-3340
Scott Williams (Director of Operations) – 765-499-3873
Ben Forsee (Dean of Men) – 317-698-9646
Janelle Carey (Dean of Women) – 317-775-1692

UBC 2018-2020 Fire Statistics for Student Housing

2018

Facility	Total Fires per Facility	Fire Number	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage
William Smith Memorial Building/Men's Dorm – 202 College Ave	0	N/A	N/A	N/A	N/A	N/A
Ladies Dorm/Kitchen – 207 College Ave	0	N/A	N/A	N/A	N/A	N/A

2019

Facility	Total Fires per Facility	Fire Number	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage
William Smith Memorial Building/Men's Dorm	0	N/A	N/A	N/A	N/A	N/A
Ladies Dorm/Kitchen – 207 College Ave	0	N/A	N/A	N/A	N/A	N/A

2020

Facility	Total Fires per Facility	Fire Number	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage
William Smith Memorial Building/Men's Dorm	0	N/A	N/A	N/A	N/A	N/A
Ladies Dorm/Kitchen – 207 College Ave	0	N/A	N/A	N/A	N/A	N/A

2018-2020 Crime Statistics

Criminal Offences – On-Campus	2018	2019	2020
Murder/non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Arson	0	0	0

Criminal Offences – Residence Halls	2018	2019	2020
Murder/non-Negligent Manslaughter	0	0	0
Negligent Manslaugher	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Arson	0	0	0

Arrests - On-Campus	2018	2019	2020
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests - Residence Halls	2018	2019	2020
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Referrals for Disciplinary Action - On-Campus	2018	2019	2020
Weapons Violation	0	0	0
Drug Abuse Violation	0	0	0
Liquor Law Violation	0	0	0

Referrals for Disciplinary Action - Residence Halls	2018	2019	2020
Weapons Violation	0	0	0
Drug Abuse Violation	0	0	0

Liquor Law Violation	0	0	0

Hate Crimes – On Campus	**2018**	**2019**	**2020**
Murder/non Negligent Manslaughter	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Hate Crimes – Residence Halls	**2018**	**2019**	**2020**
Murder/non Negligent Manslaughter	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

VAWA (Violence Against Women Act) Crimes – On-Campus	**2018**	**2019**	**2020**
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

VAWA (Violence Against Women Act) Crimes – Residence Halls	**2018**	**2019**	**2020**
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0