

HOOD THEOLOGICAL SEMINARY
1810 Lutheran Synod Drive Salisbury, NC 28144 1-704-636-7611
Dr. Vergel L. Lattimore
President
Safety and Security Manual

Emergency Telephone Numbers:

In an emergency (police/fire rescue/medical)	dial 911
From a Seminary phone:	dial 911
HTS Campus Security (24/7/365):	704-798-0978
From a Seminary phone:	Extension 100
Salisbury Police Department non-emergency number:	704-638-5333
Novant Health Rowan Medical Center - Hospital 612 Mocksville Ave., Salisbury, NC	704-215-5000
Novant Health Rowan Family Physicians 650 Julian Road, Salisbury, NC	704-637-3373
Salisbury-Rowan Rape/Family Abuse Crisis Council	704-636-4718
National Poison Control	1-800-222-1222
Duke Energy 24-Hour Electrical Emergency	1-800-769-3766
Piedmont Natural Gas Emergency-(Leaks)	1-800-356-2593

Emergency Contact Phone Numbers on Campus

Criminal activity occurring on HTS Campus can also be reported to the following faculty and staff members. Confidential reports can be made directly to the Chief of Security or Dean of Students. However, all criminal activity occurring on campus will be reported to the Salisbury Police Department.

James E. Milton, Chief of Security	704-202-1447
Thomas Hart, Assistant Chief of Security	704-798-0888
Dr. Dora Mbuwayesango, Dean of Students	704-636-6077
Mr. Aaron Duncan, Resident Director	828-432-6445
Rev. J. Frances King, Executive Assistant to the President	704-636-6823

Purpose and General Directions for Safety and Security

The purpose of this manual is to provide general guidance to members of the Hood Theological Seminary (HTS) campus community for responding to emergency situations. The manual covers a broad range of emergency situations and provides a framework for what to do in most emergencies. It's a convenient reference guide, to be reviewed by students, faculty, and staff.

The Seminary's emergency preparedness plan depends upon the HTS Campus Security personnel and administrative staff. They take the lead in responding to emergency situations, such as building evacuation, alerting community members to seek shelter inside a building, or administering first aid to an injured person. In an emergency, it is the role of Campus Security is to help people of the Seminary community know what to do, lead them to a place of safety, and keep everyone calm. Nevertheless, if students, faculty, and staff members are equipped to take personal responsibility for their own safety, the entire Seminary community will be better prepared, more responsive, and safer in the event of an emergency.

Campus Security Awareness and Crime Prevention

HTS Campus Security will sponsor security and crime prevention awareness programs in conjunction with the Salisbury Police Department. The cooperation, personal support and involvement of students in the campus safety programs are essential to success. Students must assume responsibility for their own personal safety and security of their personal belongings by taking simple, common sense precautions. Resident students will be informed of services offered by HTS Campus Security during the orientation period. They are also informed about crime on campus and in the surrounding neighborhood. Brochures on crime prevention and personal safety are readily available.

Campus Security and Law Enforcement

The HTS Office of Safety and Security is committed to the responsibility of providing adequate safety and security for students, faculty, staff, trustees, members, and friends of the Seminary campus community. It is our continuing goal to maintain a safe environment.

The Office of Safety and Security is staffed with 10 campus security officers. James E. Milton is the Chief of Security. The security staff operates 24 hours a day, seven days a week, including holidays and Seminary closings. HTS security officers are responsible for overseeing entrance gates, conducting foot patrols of campus, conducting routine safety inspections, securing buildings and property/issue parking violations, escorts, and enforcing Seminary policies and regulations.

HTS Campus Security officers have the authority to ask individuals for identification and to determine whether individuals have lawful business at Hood Theological Seminary. Security personnel do not have arrest powers, but have the authority to ask individuals to remove themselves from the campus if they do not have lawful reason to be on Seminary property. Although HTS Campus Security officers' authority is limited, public safety is never compromised. A cooperative relationship with the Salisbury Police Department and with county and state law enforcement agencies is maintained. **Individuals willfully refusing to comply with security directives will be in violation of the law for trespassing on private property, and the Salisbury Police Department will be notified immediately.**

Note: Students, faculty, and staff involved in criminal activity on or off campus will be reported directly to the Office of the President.

Reporting Emergencies and Criminal Offenses on Campus

Call 911 whenever an emergency situation occurs, such as a crime in progress, medical emergency, or a fire in progress. In an emergency situation time is critical. After making a 911 emergency call, make a second call to Campus Security to inform the on duty campus security officer of the emergency situation and location. If desired, security personnel can assist in notification and reporting to the police.

If there is some indication of criminal activity but no emergency (evidence of a break-in, missing items, etc.), students, faculty, staff, and guests of the Seminary should make a report to the Office of Safety and Security and the Salisbury Police Department. Once a report is filed an investigation will be initiated.

Appropriate policies in conjunction with personal responsibility and vigilance on the part of all members of the Seminary community, are necessary to maintain an environment of safety.

Instructions for Calling 911 - Emergency

- Stay calm
- Call immediately from a safe location
- Give exact location and type of emergency (1810 Lutheran Synod Drive)
- Do not hang up until instructed to do so by 911 emergency dispatcher
- 911 will provide response in accordance with local public safety directives
- Do not call 911 to inquire about weather-related emergencies; turn to local radio and TV stations for information.

Crime Response Procedures

- Trust your instincts - first call 911 (dial 9-911 from a Seminary phone) if necessary – then call the HTS Security number.
- If you see a situation you believe to be suspicious, call the HTS Security phone number immediately (704-798-0978 or ext. 100 from a Seminary phone).
- Do not intervene. Wait until HTS Security or the police arrive on the scene.
- Be observant, and remember or write down as much information about the crime or suspicious situation as you can:
 - names if known
 - a physical description of those involved (height, weight, hair color and length, unique physical characteristics, etc.)
 - vehicle description including license plate information
 - the action that took place
- Share the information with HTS Security and/or the police when asked.
- All media inquiries should be directed to the President of the Seminary.

Crime Prevention Tips

- Be alert and vigilant – for crime, suspicious persons and safety hazards.
- Be safety-conscious and on the lookout – stay attentive to people and activities around you.
- Stay informed – regarding safety precautions and emergency response procedures.
- Do not hesitate to call for help – HTS Security or the police – if a situation doesn't appear to be right. It is better to be safe than sorry.
- During night hours walk in groups of at least two, avoid dark areas and bushes, and walk in well-lit areas. Call HTS Security 704-798-0978 if you would like an escort to your car or residence building.
- When parking your vehicle, always lock it and remove valuables or hide them from view.
- Whether in a classroom, library, office, or resident building, keep an eye on your valuables or lock them up for protection.

Safety for Persons with Disabilities

We recognize that people with disabilities have special needs and challenges in responding to emergency situations. Anticipation and planning on the part of both an institution and the physically challenged person are the keys to meeting those needs.

These procedures and reminders are designed to assist people with disabilities during an emergency:

- In an emergency, HTS security officers, faculty, and staff on the scene are charged with the responsibility of coordinating the effort (using fellow students and staff, as necessary) to get disabled persons to safety as quickly and safely as possible.
- Persons with hearing disabilities may not be able to hear alarms, and those with visual disabilities may not be able to see strobe light warnings; they should be assisted accordingly.

Power Failure Procedures

When electrical power fails in some or all buildings of the Seminary campus, battery-powered lights will activate at building exits. The lights will remain on for approximately 15-20 minutes after power fails, enabling people to go from one place to another or leave a building. **Where there is no battery powered light, Campus Security will assist with evacuation.**

- If you are in a windowless room or if the outage occurs at night, go to the nearest room where there is a window or a battery-operated light.
- If you are in a residence building, remain where you are and await instruction from the Resident Director or Campus Security.
- An announcement will be made by a Seminary official or Physical Plant Manager in person as soon as possible, with instructions regarding what to do next and the cause and duration of the power outage, if this information is available.
- If possible, turn off computers, lamps, coffee pots, fans, heaters, etc., in your office or residence room.
- HTS Campus Security or the Physical Plant Manager will contact Duke Energy as soon as possible to determine the nature and duration of the power failure. This will then be communicated to the Seminary community.

- Do not light candles when the power fails unless permission has been granted by the Resident Director.

Personal Injury or Serious Medical Condition Procedures

Time is critical in the event of medical emergencies involving personal injury or serious medical conditions.

- If needed, call 911.
- Try to make them as comfortable as possible without causing any further injury or discomfort until emergency personnel arrives on the scene.
- Ask someone to go out and meet the emergency responders and bring them to the scene of the incident.
- Remain calm.
- Look for a medical alert bracelet or necklace with information regarding the victim's medical health.
- Call Seminary security to request assistance.

Tornado Warning and Inclement Weather Policies

When a tornado warning is issued by the National Weather Service, it means that a tornado has been sighted in the area or indicated on radar. Use the following procedures to get to the safest shelter or take cover as soon as possible. The designated safe place is building 100.

- When a tornado warning is issued, Campus security will issue a directive to seek shelter via the campus-wide telephone system to all offices, classrooms, and residence buildings.
- Respond immediately to the directive to seek shelter.
- After Campus Security has issued a warning, Campus Security will also go from building to building with directives and instructions concerning the tornado warning.
- Follow the Campus Security directives to the shelter room(s) designated for your classroom or work area.
- When in the designated shelter, take roll to account for people in your area.
- Campus Security and the Physical Plant Department personnel will stay apprised of the weather situation and communicate via the campus phone system or in person when the tornado warning has been canceled.
- Students residing on upper-level floors of residence buildings must move to ground level as quickly as possible, following Campus Security or Resident Director's directives where to seek shelter.
- Once inside shelter, stay away from windows and doors to avoid flying objects and debris that can cause serious injury or death.

Inclement Weather Procedures

- Each person should assess the travel-safety situation for his or her geographical location and make decisions accordingly during inclement weather.

For a storm occurring overnight, a Seminary closure decision is usually made prior to 6:00 a.m. by the President of the Seminary and called in to television stations. The television stations are displayed on

myHood. Also, closure information can be obtained from the phone system, website, and calling Campus Security 704-798-0978.

On-Campus Residence Buildings

There are 70 rooms in the residence buildings (Bldgs. 400 and 500) with upper and ground level floors accommodating approximately 90-95 students. The campus residences in each of the two buildings are individual, self-contained units with their own exterior locking doors and each room is equipped with a smoke/fire detector and sprinkler. When a smoke/fire detector is activated by smoke or fire it will activate the building's fire alarms system with strobe lights and audible alert tone. The fire alarm system panel will indicate which room has activated the alarm system in the event of fire and assist Campus Security and the Resident Director in locating the area where a possible fire may have started or be in progress. Fire alarm pull stations are located on each level of the residence buildings.

- The Resident Director is responsible for ensuring that residents adhere to all Seminary policies regarding residency and residential facilities. The Director will be accessible to students to assist them in matters pertaining to their residence.
- Heaters, toasters, cooking plates, and cooking grills are strictly prohibited in the residence rooms.
- Campus Security is responsible for patrolling the residence buildings 24 hours a day, 7 days a week, to ensure the safety of students.
- No guest shall remain overnight in the residence buildings without written permission granted by the Director of Auxiliary Services (704-636-6823).
- Guests reported in the residence buildings without permission to be there and without being accompanied by a student residing in the residence building will be asked by Campus Security to leave the campus.
- In the event the Resident Director is off campus and students need assistance, they should contact Campus Security (704-798-0978 or ext. 100).
- Students utilizing residence buildings should familiarize themselves with the contents of the Residence Life Handbook.

Fire Evacuation Procedures for Residence Buildings

Students residing in the 400 and 500 residence buildings should adhere to the following procedures in the event of a fire:

Students residing in building 400 on the upper level should exit rooms and locate the nearest stairwell leading to the ground level. Once on the ground level move towards the rear of building 300 near faculty offices to assemble and take an account of students from building 400. Students residing on the ground level in building 400 should follow the same procedures after exiting rooms. If a student from your building is missing, inform the Resident Director or Campus Security as soon as possible.

Students residing in building 500 on the upper level should exit rooms and locate the nearest stairwell leading to the ground level. Once on the ground level move towards the center parking area of building 100 near the upper entrance gate to assemble to take an account of students from building 500. Students residing on the ground level in building 500 should follow the same procedures after exiting

their rooms. If a student from your building is missing, inform the Resident Director or Campus Security as soon as possible.

Reporting Fire or Explosion

Any fire or explosion in a building is extremely dangerous and cause for an immediate evacuation of all occupants:

- If you witness a fire or explosion in a building, pull the nearest fire alarm station.
- Call Campus Security immediately.
- Assist in evacuation of others if possible, especially disabled persons. If the fire is not large, try to use the appropriate fire extinguisher, but do not put yourself at risk.
- Make sure you are wearing shoes; take your room key and your wallet or purse. If this cannot be done quickly and safely, just leave the room.
- When leaving a room, check the door for heat and open the door slowly. If you are unable to leave your office or room through the door, try to exit through a window or call for help.
- Stay away from building and wait for the all-clear given by Salisbury Fire Department authority or Campus Security.
- Campus Security will notify the Dean of Students and Physical Plant Manager about all reported fires on campus.

Bomb Threat on Campus

Every bomb threat should be taken seriously and should be handled properly to avoid serious injury or death. The following steps can be very helpful if you receive a bomb threat on-campus:

- Do not use a cell phone to call for help, as a cellular signal could possibly trigger detonation of the bomb.
- If you receive a bomb threat by telephone, call 911 on a landline phone as soon as possible, then call Campus Security.
- As long as the caller making the threat remains on the line, ask questions and try to get information about the bomb's location.
- Ask the caller making the bomb threat the following questions if possible:
 - Where is the bomb going to explode?
 - Where is the bomb right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb? Why?

Try to determine the following:

- Gender of caller
- Age of caller
- Speech pattern or accent of caller
- Any background noises
- Caller's number (Caller ID digital readout)
- Date and time of call

If the threat is in the form of a letter or note:

- Do not touch the paper or envelope again after you realize it is a threat. Fingerprints may be taken.
- Do not use the fire alarm to alert the Seminary community of danger, or cell phones to call for help as these devices may trigger detonation of the bomb.
- HTS Security will decide whether or not to evacuate buildings.
- A search of the building(s) will be conducted when Salisbury Police officers arrive on the scene.
- The Dean of Students will be notified by Campus Security as soon as possible to be informed of the situation.

Missing Student Notification

If a student, employee, or other individual should have reason to believe that a student living on campus is missing, a report shall be made to HTS Campus Security and the Dean of Students. Seminary officials receiving a missing student report shall immediately notify HTS Campus Security who will expeditiously initiate an investigation.

The following is the policy and procedure of HTS Campus Security concerning missing person reports:

- There is no 24-hour waiting period required before filing a report about a missing student.
- HTS Campus Security will immediately notify the Salisbury Police Department when a student is reported missing.
- HTS Campus Security will collaborate with the Seminary campus community and Salisbury Police Department to locate the missing student and to ensure their safety.

Students living on campus may register a confidential contact person to be notified in the event the student is determined to be missing. Students may register the confidential contact information with the Resident Director on campus. Whether a student names a contact person with the Resident Director or not, the HTS Campus Security will notify the Salisbury Police Department that a student is missing.

- Only authorized Seminary Officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- A parent or guardian must also be notified if a student who is less than 18 and has not been emancipated is reported missing.
- The Dean of Students will notify the contact person within 24 hours of the report being filed.

Timely Warnings on and off Campus

When a crime, whether on or off campus, is reported to HTS Campus Security that represents a direct or indirect threat with the potential to do harm to students, faculty, or staff, special alerts or timely warnings will be issued by the Chief of Security. The decision to issue a timely warning or special alert will be based on the facts of the incident, nature of the crime, and threat to the Seminary community.

Timely warnings can be issued through the following sources:

- Seminary campus-wide phone system
- In-class announcements
- A Seminary campus-wide e-mail
- HTS Campus Security (in-person)

Emergency Response and Emergency Notification Policies

In the event of an emergency or dangerous situation involving an immediate threat to the HTS community, HTS Campus Security and administrative staff will respond to the scene and determine the type of emergency, its severity, and the appropriate response to the situation. In certain instances, HTS Campus Security may immediately request assistance from police, fire or medical assistance prior to responding to the scene.

Emergency Notification

In the event an immediate threat to the health or safety of students, faculty, staff, or visitors is confirmed, HTS Campus Security and administrative staff will determine the content of the threat and initiate an emergency notification to all or part of the HTS campus community.

Those responsible for carrying out this process will, without delay, and taking into account the safety of the HTS campus community, determine the content of the notification and initiate the notification system, unless doing so will compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. Based on the circumstances of the event, each notification will be issued by various means including alarms, the campus-wide phone system (intercom), campus-wide e-mail, and in-person notification by HTS Campus Security.

Alarm System

HTS campus residence buildings are equipped with audible and strobe lighting alarms activated by pull stations and main alarm panels. In the case of an activated alarm, HTS Campus Security and the Resident Director will assist persons in evacuating the buildings. The administrative, faculty and staff buildings are equipped with phone system intercoms that can be used to alert. The alarm system, including the sprinkler system, exit signs, etc., is inspected annually by certified alarm technicians.

Secured Campus Building/Room Lock-Down

In the event of an emergency situation such as an armed person is on campus, or a dangerous situation in the vicinity of the Seminary campus, such as a person with a gun or bomb, a barricaded gunman, a person attempting to evade law enforcement officers, or a large demonstration or disturbance, a building and/or room lock-down may be necessary in order to protect students, faculty, and staff from immediate danger.

The need for a lock-down will be communicated to the Seminary campus community by local law enforcement agencies (Salisbury Police Department) or the report of a dangerous situation on campus to HTS Campus Security. Secured lock-down instruction will be announced via campus-wide phone system and Campus Security verbally warning people on campus grounds to go inside buildings to designated rooms, or to stay in classrooms and work areas. All entrances to the Seminary will be locked by Campus Security.

- Instructors: Take charge in classrooms and lock doors and move students from windows immediately.
- Other faculty and staff: Follow directives of HTS Campus Security either to remain in work area or be led by Campus Security to a designated building for safety.
- Keep quiet and away from doors and windows.
- If a gunshot or explosion is heard, lie on the floor immediately.
- Remain in the secured room until notified by Salisbury Police Department or authorized Seminary personnel.
- Instructors and Campus Security: Account for all persons for which you are responsible and report any who are missing to the Seminary administration.
- Only authorized persons can be granted entry during a lockdown procedure on campus.

Dangerous or Suspicious Persons on Campus

Any person should be considered suspicious or dangerous if his/her speech or actions give a sense of threat to you, someone else or the Seminary campus facilities. This could be a person with a legitimate or illegitimate purpose on campus. Trust your instincts and exercise the following procedures:

- If the person is asking for money or a similar handout, he or she should be directed to the Rowan Helping Ministries of Salisbury for assistance.
- If the person refuses to leave campus, call HTS Campus Security.
- If the person needs medical assistance, call 911 and then call Campus Security.

Suicide Prevention on Campus

The threat of suicide should never be treated lightly, and should be reported immediately to law enforcement or persons trained to provide professional assistance. When speaking with someone you believe to be suicidal, whether in person or on the phone, remain calm, engage them in conversation and call for assistance as soon as possible.

Take the following steps:

- Engage the person in conversation as long as possible.
- Ask, "Are you thinking about hurting yourself?"
- If speaking with the person on the phone, ask someone else to call 911 and have the operator assist with the conversation.
- Ask for the person's phone number and location to allow police to respond.
- If possible, have someone else call National Suicide Prevention: 1-800-273-8255 while you continue to speak with the person
- Alternative Support Number: Family Crisis Council: 704-636-4718.

On Campus Hostage Situation

A hostage situation must be evaluated carefully. The safety of all students, faculty, staff and guests is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained in a hostage situation, the greater the chance that it will be resolved without violence.

Take the following steps:

- If you observe a situation where a person or group is being taken hostage, call 911 immediately, then HTS Campus Security.
- Follow closely any instructions you receive from the 911 operator.
- If possible, secure classrooms or safe-area rooms by locking doors.
- Do not allow yourself to be seen by the hostage taker(s) or hostage(s).
- Make mental notes of everything you see and hear.

If you are a hostage:

- Remain calm.
- Follow the instructions of the hostage taker.
- Try to keep others calm and under control.
- Speak to others in a calm tone, but firm voice. Do not shout.
- Speak calm with the hostage taker.
- Do not force the issue with the hostage taker physically or mentally.
- Calmly inform the hostage taker regarding any special need of others.
- Keep a distance between yourself and the hostage taker if possible.
- Do not make any sudden moves. Ask for permission before moving around.
- Make mental notes of everything you see and hear.
- Use time to try to deescalate the situation.
- Wait for help to arrive and do not panic.

Hazardous Leaks and Spills

Spills, leaks, and odors from ventilation systems should be reported immediately to HTS Campus Security. Campus Security will contact the Physical Plant Manager for assistance in clean-up of any hazardous spill or leak. Do not try to clean up spills. Be prepared to provide answers to the following questions:

- What is the location of the spill or odor?
- What chemical(s) are involved, or what does the odor smell like?
- What is the quantity of the chemicals involved?

- What is the extent of the problem?

Follow the directives of the Physical Plant Manager and Campus Security. If necessary, the Physical Plant or Campus Security will call 911 and evacuate the building(s).

- Check for adverse medical symptoms (shortness of breath, fainting, etc.) of any person(s) close to the problem.
- Call for medical assistance if necessary or requested by person(s) involved.

On Campus Weapons Policy

No unauthorized person is permitted to carry on his person, in a briefcase or handbag, or any other container, or in any other way have possession of any weapon, firearm, ammunition or explosive. In addition, any dangerous article or substance with potential to injure or distress a person on the Seminary campus is prohibited. This policy applies even to persons with concealed-carry permits.

- HTS Campus Security officers do not carry firearms.
- Only authorized law enforcement officers are permitted on campus with firearms in the performance of their duties.
- Salisbury Police Department will be notified immediately if any person(s) is found or reported to be in violation of this policy.
- Weapons violations should be reported to HTS Campus Security.

Sex Offenses on Campus

The first priority of any victim of sexual assault should be to get to a place of safety. Victims of a sexual assault should go to the hospital for necessary medical treatment. The assault should be reported to the Salisbury Police Department immediately, and then HTS Campus Security should be notified.

Time is a critical factor for evidence collection and preservation. Filing a police report to the Salisbury Police Department will:

- Ensure that the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- A victim should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.
- Assure the victim has access to free confidential counseling from counselors specially trained in the area of sexual assault crisis intervention.

HTS Campus Security will assist victims in contacting the police, medical assistance and the Victim's Advocate Assistance Program.

The Salisbury Police Department Victims Advocate Assistance Program provides educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offences. The contact number is 704-638-2092. The counseling is free and there is no waiting list.

Salisbury Family Abuse Crisis Council through the Victims of Crime Act provides a wide-range of support services for individuals, children and adult victims of physical, sexual and emotional abuse or assault. Services include:

- Outpatient counseling
- Information and referral
- Psychiatric and psychological consultations

HTS will change a victim's academic and living situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available. The accuser and the accused are entitled to the opportunity to have others present during a disciplinary proceeding.

Both the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Sex Offenders on Campus

Registered sex offenders employed by or attending HTS are required by law to register with the Rowan County Sheriff's Office (704-636-1011). Sexual offender information may be obtained by accessing the NC Sex Offenders website at www.sexoffender.ncdoj.gov

Alcohol and Drug Policy on Campus

Adherence to all Seminary, local, state, and federal laws and rules of conduct is expected to assure maximum security. HTS prohibits the unlawful possession, use, storage, sale or distribution of drugs and alcoholic beverages by students and employees on campus. In addition, the use of tobacco products in all public areas or buildings, unless otherwise designated and posted, is strictly prohibited.

On Campus Fire Safety

HTS adheres to the local fire code and performs fire evacuation drills for employees and residents. Campus Security and administrators work together to provide residents and staff with fire safety programs. In addition, fire drills are conducted and evacuation routes are posted throughout the building. Future improvements for Fire Safety Plans are an ongoing process with HTS Administration and Security. In 2009 an updated fire alarm panel was installed in building 500 to protect against storm surges. Fire safety equipment is monitored and checked monthly by HTS Campus Security personnel. All buildings, including residence buildings, are equipped with fire alarm systems, smoke/heat detectors, and portable fire extinguishers.

In the event of a fire, first-response firefighting service is provided through the Salisbury Fire/Rescue Department. All fires should be reported. If you need to report a fire in progress, call 911 (9-911 from a Seminary phone). Activate the fire alarm if you detect a fire or smell smoke.

- When a fire alarm is activated, building evacuation is mandatory. Learn the locations of fire exits.
- Do not use elevators during a fire evacuation.
- Stay clear of the building once you have exited.
- The designated gathering point for evacuees is the center of the parking area in front of building 100.

- Do not re-enter a building until an all-clear is given by emergency personnel or a Seminary official.
- In the case where a fire may have occurred but is not active, a report should be made to HTS Campus Security or the Administration.

Open Flames and Electrical Appliances

- No open flames are allowed in any building.
- Permission should be sought for outside open flames (cookouts) through Auxiliary Services.
- Portable electric appliances should be approved by Auxiliary Services prior to use.

Campus-Wide Evacuation

In any event that significantly threatens HTS, an evacuation of the campus will be announced by the HTS Campus Security and Administration, after receiving approval from the President of the Seminary or his or her designated administrator in-charge. HTS Campus Security and Administration will test the emergency response and evacuation system annually. A description of the exercise will be documented, including a description of the exercise, the date, time, and if it was announced or unannounced.

On-Campus Emergency Evacuation

HTS Campus Security, Administrative staff, or other emergency response personnel will announce evacuation of all or part of a building or the campus. The HTS community should follow instructions of HTS Campus Security, Administration or emergency personnel during evacuations.

On-Campus Building Evacuation

An evacuation alarm sounding within a building requires immediate evacuation. All, students, faculty, staff and any other individuals within the building must immediately depart the building using designated exit routes if safe. Department administrators are responsible to ensure that staff is aware of exit routes and the location of their determined designated meeting area.

On Campus Limited Evacuation

A temporary evacuation of a portion of a building may occur for several reasons including mechanical or electrical failure, or other facility related issues of health, safety and/or environmental concerns.

Smoke Free Building Policy

Due to the negative health effects associated with inhaling second-hand smoke, all Seminary buildings are smoke-free. Our smoke-free environment includes all enclosed indoor areas of the buildings. Smoking is not permitted within 50 feet of any building entrance. Smoking will be permitted in other designated areas of the Seminary grounds. People who smoke must do so outside of the buildings. This policy extends to any visitor to the buildings, construction workers, vendors, and event attendees.

No smoking signs or the international "no smoking" symbol must be clearly and conspicuously posted at each building entrance. Ash trays and other smoking paraphernalia must be removed from all smoke-prohibited areas. Smoking paraphernalia means any equipment, apparatus, or furnishing used or

necessary for the activity of smoking. Individuals smoking in violation of this policy should be asked to smoke outdoors. If the individual continues to smoke, the incident should be reported to HTS administration.

- All areas on campus are designated as non-smoking areas.

HOOD THEOLOGICAL SEMINARY

1810 Lutheran Synod Drive Salisbury, NC 28144 1-704-636-7611

Dr. Vergel L. Lattimore, Ph.D.

President

Annual Security & Annual Fire Safety

Report 2018

James E. Milton

Chief of Security

ANNUAL FIRE SAFETY REPORT AND ANNUAL SECURITY REPORT 2018

This combined report is in compliance with the campus security and safety reporting requirements specified by the Federal Government under the Clery Act. Federal regulations, under the Clery Act and newly amended Higher Education Act, require all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics and fire statistics for the on-campus student housing facilities. The following is Hood Theological Seminary's combined 2018 Annual Security Report and Annual Fire Safety Report. The statistics have been compiled by the Chief of Security James E. Milton. These statistics are for the Seminary campus including the residential facilities. We cannot determine if the statistics obtained from local law enforcement agencies are for our Clery geography.

HTS Office of Safety & Security

The HTS Office of Safety and Security is committed to the responsibility of providing adequate safety and security for students, faculty, staff, trustees, members, and friends of the Seminary campus community. It is our continuing goal to maintain a safe environment.

The security staff operates 24 hours a day, seven days a week, including holidays and Seminary closings. HTS security officers are responsible for overseeing entrance gates, conducting foot patrols of campus, conducting routine safety inspections, securing buildings and property/issue parking violations, escorts, and enforcing Seminary policies and regulations. Although HTS Campus Security officers' authority is limited, public safety is never compromised. A cooperative relationship with the Salisbury Police Department and with county and state law enforcement agencies is maintained. The same cooperative relationship is maintained with the Salisbury Fire Department and Rowan County Emergency Services.

HTS Campus Safety and Security

704-798-0978 on campus ext. 100

Salisbury Police Department

911-Emergency or 704-638-5333

Salisbury Fire and Rescue Department

911-Emergency or 704-638-5351

**Criminal Offenses 2016- 2018
(On-Campus)**

<u>Offense</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Violation of Liquor Laws	0	0	0
Violation of Drug Laws	0	0	0
Illegal Weapons Possession	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0

Annual Fire Safety Statistics 2017-19

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fires	0	0	0
Cause	0	0	0
Injuries	0	0	0
Deaths	0	0	0
Damage Cost	0	0	0