

Oak Hills Christian College

2016 Annual Security and Fire Safety Report

Reporting dates January 1, 2013 through December 31, 2015

This Report uses **OHF** (Oak Hills Fellowship) to represent the organization, which includes Camp Oak Hills, Mokahum Ministry Center and Oak Hills Christian College.

Safety at Oak Hills Christian College

At Oak Hills Christian College the safety and well-being of our students, faculty and staff is always a priority. However, a truly safe campus can only be achieved through the cooperation of everyone. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for you and the campus.

This information is being provided to you as part of OHCC's commitment to Safety and Security on campus and is in compliance with the Student Right to Know and Campus Safety Act of 1990, and its amendments.

Campus Representatives

Title IX Coordinator:	Sue Glidden	Director of Institutional Effectiveness
Student Representative:	Brad DeJager	Dean of Student Life
Staff/Faculty Representative:	Steven Ware	Academic Dean
Camp Representative:	Scott Buchan	Camp Oak Hills Director
Mokahum Representative:	Zane Williams	Dean of Students

Report Distribution

The Dean of Student Life (who serves as the Security Director) distributes the annual report to all students, faculty and staff via Internet. It can be found on our web page at: www.oakhills.edu Notices are given to all faculty, staff, and students by announcements placed in their mailboxes. Paper copies of the annual report are made available to anyone who requests it. It can be picked up in the Student Life Department office.

Timely Reports

The Security Director will advise community members if and when a situation of personal risk exists, and will issue timely reports to inform all community members. Anyone with information warranting a timely warning should report the circumstances to the Security Director.

EMERGENCY PROCEDURES

Life-threatening Emergencies: Call 911

Your Location:
Your Fire Evacuation Site:
Your Severe Weather Shelter:

Medical Emergency

In the event of a serious injury or life-threatening situation

- Call 911 immediately
- Call Security Director at 218-556-1224 so they can direct emergency services.
- Do not move the person unless his/her life is in danger in the existing location. Administer first aid/CPR. Make the person comfortable until emergency personnel arrive.

Tornado/Severe Weather

- When sirens or other notification occurs, move to a secure weather shelter area.
- Stay away from windows.
- Make sure all doors are closed and keep corridors clear of objects.
- Wait for the "all clear" to return to other campus areas.

Fire

- Activate the nearest fire alarm pull station
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-751-8670)

Evacuation Information

Call 911 and Security Director (218-556-1224)

- Describe the emergency (fire, medical, crime, etc.)
 - Give location of emergency and your phone number.
 - If possible, without endangering yourself, observe and report the situation. The observations may be crucial to responding emergency personnel.
- Calmly evacuate the building using the nearest exit.
 - Assist persons with disabilities or special needs.
 - Gather in nearest parking lot.

Suspicious/Hostile Person

- Do not confront the person physically or block the person's access to an exit.
- Call Security, provide as much information as possible about the person and his/her direction of travel.

Suspicious Object

- **Do not touch** any unidentified packages or objects.
- Evacuate Area/Building.
- Contact Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-751-8670).

All Emergencies:

- Dean of Student Life: 218-556-1224
- Port-O-Wild's Security: 218-766-9614
- Facilities Director: ext. 1244 or 218-444-6048

Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable (e.g., in the event of a hostile intruder, hazardous release outside, terrorist attack outside the building). These threats may require lockdown procedures to be executed. **DO NOT** evacuate.

An emergency lockdown may be initiated by public address or verbal instruction in each building. It is the responsibility of each person to be familiar with these procedures.

Lockdown procedures for when the threat is outside the building:

- Security will order and announce "Campus Lockdown: There is a threat outside the building."
- Bring all people inside the nearest building.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep away from windows.
- Do not leave the building until "all clear" is given.

Lockdown procedures for when the threat is inside the building:

- Security will order and announce "Campus Lockdown: There is a threat inside the building."
- Immediately direct all people into the nearest classroom or secured space.
- Persons outside the building **SHOULD NOT** enter the building
- Lock classroom doors.
- Move away from windows and doors. Turn off lights.
- **DO NOT** respond to anyone at the door until an "all clear" is given.
- Gather in the nearest parking lot.

Mechanical Emergency

Hazardous Material: Emergency procedures should be followed in the event of the release of a hazardous material that includes one or more of the following:

- May require evacuation of any people;
- Creates an atmosphere that is immediately dangerous to life or health;
- Creates the potential for a fire or explosion;
- Contact Security Director,

Electrical Emergency: Contact Facilities Director.

CAMPUS ALCOHOL POLICY AND ENFORCEMENT

DRUG ABUSE

Students may not use or possess any illegal drugs. Students are also not to misuse prescription or nonprescription drugs. This is in compliance with “The Drug Free Schools and Communities Act Amendment of 1989” (Public Law 101-226). Violations of this policy will result in disciplinary action. Please see the disciplinary process for more information.

ALCOHOL

In Ephesians 5:18, the Bible states that drunkenness is a sin. The fact that alcohol is addictive to many people and because of biblical warnings against its dangers, we urge great caution in the consumption of alcohol. In light of this information, we believe that abstinence is the best choice. As Christians living in community on a small college campus, we expect students to exemplify Christlikeness. Consequently, while taking classes at Oak Hills, students are not permitted to consume alcohol. This begins the moment they arrive on campus and continues through the end of each semester, which is defined as the day a student leaves the campus and lives elsewhere for the holiday or summer break.

Furthermore, students, staff and guests may not consume or possess alcoholic beverages on Oak Hills’ property or at any Oak Hills function. Possession or consumption of alcohol by anyone under age 21 or providing alcohol for a minor is a criminal offense in Minnesota. Violations of this policy will result in disciplinary action.

Federal and state laws regarding drugs and alcohol are listed below.

FEDERAL AND STATE DRUG LAWS

Federal Laws

Schedule Drugs

1. Heroin, mescaline and peyote, marijuana, other hallucinogens, MDMA (ecstasy).
2. Opium, morphine, codeine, methadone, cocaine, amphetamine, methamphetamine.
3. Opium; codeine; morphine; barbiturates; other narcotics, stimulants and depressants, GHB, LSD.
4. Barbiturates; benzodiazepines; chloral hydrate; other narcotics, stimulants and depressants, anabolic steroids.
5. Codeine; other narcotics and depressants.

Penalty for Possession of Schedule I Drugs:

First offense: 10-Life, 10 year mandatory min.; if death or serious injury, 20 year min.; up to \$4 million fine individual, \$10 million other than individual. Second offense: 20-Life, 20 year min., if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Penalty for Possession of Schedule II Drugs:

First offense: 5-40 years, 5 year mandatory min.; if death or serious injury, 20 year min.; up to \$2 million fine individual, \$5 million other than individual. Second offense: 10-life, 10 year min.; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Penalty for Possession of Schedule III Drugs:

First offense: 0-5 years; up to \$250,000 fine individual, \$1 million other than individual. Second offense: 0-10 years; up to \$500,000 fine individual, \$2 million other than individual.

Penalty for Possession of Schedule IV Drugs:

First offense: 0-3 years; up to \$250,000 fine individual, \$1 million other than individual. Second offense: 0-6 years; up to \$500,000 fine individual, \$2 million other than individual.

Penalty for Possession of Schedule V Drugs:

First offense: 0-1 year; up to \$100,000 fine individual, \$250,000 other than individual. Second offense: 0-2 years; up to \$200,000 fine individual, \$500,000 other than individual.

Minnesota State Laws

First Degree. Sale: 10+grams cocaine, 50+grams of other narcotic, 200+doses of hallucinogen, 50K of marijuana. Possession: 25+grams of cocaine, 500+grams of other narcotic, 500+ doses hallucinogen, 100+k of marijuana. Penalty: 0-30 years, 4 year mandatory min. if prior drug felony; up to \$1 million fine.

Second Degree. Sale: 3+grams cocaine, 10+grams of other narcotic, 50 doses hallucinogen, 25+k marijuana or sale of Schedule I or II drug narcotic, either to a person under 18 or in a school, park, or public housing zone. Possession: 6+grams cocaine, 50+grams of other narcotic, 100+doses hallucinogen, 25+k marijuana. Penalty: 0-25 years, 3 year mandatory min. if prior drug felony; up to \$500,000 fine.

Third Degree. Sale: Narcotic, 10+doses hallucinogen, 5+kilograms marijuana or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic or marijuana) to a person under 18 or employment of a person under 18 to sell same. Possession: 3+grams cocaine, 10+grams of other narcotic, 10+k of marijuana and any amount of Schedule I or II narcotic in a school, park or public housing zone. Penalty: 0-20 years, 2 year mandatory min. if prior drug felony; up to \$250,000 fine.

Fourth Degree. Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school, park, or public housing zone. Penalty: 0-15 years, 1 year mandatory min. if prior drug felony; up to \$100,000 fine.

Fifth Degree. Sale: Marijuana or any schedule IV drug. Possession: ALL Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Penalty: 0-5 years, 6 month mandatory min. if prior drug felony; up to \$10,000 fine.

Minnesota State Alcohol Violations

Minnesota has many statutes which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

Driving under the influence (blood alcohol content .08) First offense: \$700 fine, max. 90 days in jail, revocation of driver license min. 30 days. Second offense (within five years): \$3000 fine, max. One year in jail, revocation of license min. 90 days. Driving with an alcohol concentration of .04 or more is relevant evidence of whether or not the person is under the influence of alcohol and therefore subject to arrest.

Implied Consent

By driving a motor vehicle in this state, a person agrees to submit to testing for intoxication.

Persons under the age of 21 "Not A Drop" Law, If you drink any amount of alcohol and drive, you lose your license in for 30 day on a first offence, 6 months for a second violation in Minnesota. Misdemeanors: Consumption and possession unless in parent or guardian's home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.

Aiding Minors Gross Misdemeanor: to sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

Consent for Sexual Activity: A person under the influence of any amount of an intoxicating substance including alcohol, marijuana, narcotics, or other substances, whether ingestion of the substance is known or unknown, cannot give legal consent for sexual activity. Sexual activity is defined as oral, anal, or vaginal penetration or contact or near contact of breasts or genitals.

Misrepresentation of Age: It is unlawful for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Furnishing Alcohol to Persons Under 21: It is unlawful to sell, barter, furnish or give alcoholic beverages to persons under 21. People who are injured by an underage drinker may sue adults who supplied alcohol to the underage drinker.

Oak Hills Christian College Policy on Sexual Discrimination

This policy outlines the philosophy and standards practiced by Oak Hills Christian College in regards to harassment, definitions and safeguards, and the approved process for complaints and subsequent investigations regarding harassment.

Oak Hills Christian College will not tolerate any physical threats, intimidation, hazing, assault, or violence against another person *on the basis of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance or other applicable protected class status*. Such conduct is grounds for immediate disciplinary action, including dismissal, termination, fines, or arrest.

SEXUAL HARASSMENT

Sexual harassment by any member (this includes all students, staff, faculty, or any other person) of the Oak Hills community will not be tolerated. Sexual harassment may be defined as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature for the purpose or intent of:

- Interfering with an individual's academic/employment performance.
- Creating an intimidating, hostile, or offensive work, living, or learning environment.
- Using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions.
- Making submission to such conduct, explicitly or implicitly, a term or condition of an individual's employment/student status.

Anyone practicing sexual harassment will be subject to disciplinary action. Any student, staff and/or faculty who feels subjected to such harassment, or becomes aware of sexual harassment, should report the incident immediately, either verbally or in writing, to the Title IX Coordinator.

SEXUAL VIOLENCE / ASSAULT

Acts of sexual violence, assault, or abuse such as rape, acquaintance rape, child abuse, other forms of non-consensual sexual activity, or threat of sexual violence are criminal behaviors. These behaviors should be reported immediately to the Title IX Coordinator or Dean of Student Life and will be investigated on an individual basis to subject disciplinary actions, as well as referral to the appropriate law enforcement agencies. The Bemidji Area Sexual Assault Program may be contacted at 444-9524 or 24 hour Crisis Line 1-800-708-2727.

Additional Definitions

Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

- *Sexual assault* means an actual, attempted or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under OHCC Student Handbook standards, and employee disciplinary standards. Sexual assault includes, but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

- Involvement in any sexual act when the victim is unable to give consent.

- The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).

- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

- *Dating and relationship violence* includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

- *Stalking* is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

- *Consent* is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

- *Non-forcible* acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

- *OHF property* means the facilities and land owned, leased, or under the primary control of Oak Hills Christian College, Camp Oak Hills, and Mokahum Ministry Center

- *Employee*: "Employee" means any individual employed by OHF including student workers.

- *Student*: The term "student" includes all persons who: 1) Are enrolled in one or more courses, either credit or noncredit through a college or university. 2) Withdraw, transfer or graduate, after an alleged violation of the student conduct code or; 3) Are not officially enrolled for a particular term but who have a continuing relationship with OHF or; 4) Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid or; 5) Are not OHF employees and are not enrolled in the institution but live in a OHF residence hall.

SEXUAL ASSAULT AND THE LAW

Sexual Assault is a felony and carries substantial penalties under Minnesota Law. In addition, the Minnesota Criminal Sexual Conduct Law:

Classifies criminal sexual conduct into four degrees depending on the degree of force, whether or not there has been penetration, and the nature and extent of injury to the victim.

Stipulates that the victim's testimony need not be corroborated.

Provides that the victim need not prove resistance.

Provides the medical costs arising from examining the victim for purposes of gathering evidence be paid by the county in which the offense was committed.

Provides that, as a general rule, evidence of the victim's prior sexual behavior is not admissible in court.

WHAT ONE CAN DO IF ASSAULTED

We urge you to talk to someone you trust for support. We recommend an immediate call to the Law Enforcement Center (218-751-9111) and/or the Title IX Coordinator: (office: 218-751-8670)

The Title IX Coordinator will provide support as well as information regarding the actions which can be taken. Upon the student's/employee's request the Title IX Coordinator/Student Life Department will provide assistance and will accompany her/him throughout the process of taking action.

Some of the choices that face a victim of assault include:

1. Reporting the assault with local law enforcement (we recommend doing this)

This does not obligate the victim to prosecute

2. Having a medical examination

They will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.

3. Preserving evidence

It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.

4. Call your RA or close friend, or other trusted person who can be with you for support. You do not need to go through this alone.
5. Make a formal complaint to Title IX Coordinator

6. Contact a member of the Student Life Department

We will assist you in any way possible. Potential options are crisis counseling services, medical treatment, safe-shelter options, and assistance with legal issues.

7. Participating in prosecution (pressing criminal charges)

The Sexual Assault Program in Bemidji (Support Within Reach) is also available to assist victims of such crimes (218-444-9524 or 1-800-708-2727)). They will immediately provide an advocate who will offer emotional support and assist you with questions and decisions to be made.

Confidentiality

All complaints will be kept as confidential as possible, though Oak Hills Christian College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to receive and respond to the charges, particularly if discipline is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

COMMITMENT TO VICTIMS OF ASSAULT

OHF will provide prompt assistance to any student or employee who is a victim of assault in order to notify the appropriate law enforcement authorities and campus disciplinary authorities. OHF recognizes the need for a victim to have a safe and secure environment and will therefore take appropriate steps to provide for that need.

Immediately upon knowledge of an alleged assault, the Title IX Coordinator will investigate the complaint. Disciplinary action to be taken against a student/employee will be decided by the Dean of Student Life/President in consultation with the Executive Committee.

The victim of an assault and the accused has the right to the presence of a supportive person who has had no legal training as she/he participates in any campus disciplinary proceeding related to the assault complaint.

The victim of an assault and accused will be simultaneously informed in writing of the outcome of the campus disciplinary proceedings.

In the event that law enforcement authorities conduct an investigation of an assault incident, OHF authorities will cooperate fully and assist with obtaining, securing and maintaining evidence under the direction of the law enforcement authorities. However, OHF has the right to respond to an incident pending investigation results.

OHF authorities will cooperate with the appropriate law enforcement authorities to shield the victim from the alleged assailant at the request of the victim. Every possible measure will be taken to provide the victim with as safe and secure environment as possible.

Resolution

Oak Hills Christian College is committed to quick resolution of any incident that involves sexual harassment and/or assault. This process includes several steps but is not limited to proceed in order listed

1. Mediation:
2. Arbitration:
3. Accountability:

Additional options to be considered for victim

Academic: different class schedule, online class, wave classroom attendance policy

Residential: offer additional housing options, new room, off campus housing

No contact orders

Formal Complaint Process

A complaint is made by the submission in writing of complete documentation of the incident(s) to the appropriate OHF authorities. Documentation must include: date(s) and time(s) of the alleged incident, location and people involved in the alleged incident, specific details of what happened and resulting effects related to the incident, and any action taken following the incident. Even if a complaint is not filed, the college reserves the right to investigate independently any allegations of harassment that are brought to its attention.

PERSONS INVOLVED IN THE COMPLAINT PROCESS

1. Complainant and Accused

For the purpose of reference, the person(s) filing the complaint will be referred to as “the complainant(s).” The person(s) named in the complaint are alleged to have been involved in unacceptable behavior occurring in specific incident(s) and/or by specific action(s) and will be referred to as “the respondent”.

Both the complainant and respondent parties are expected to participate in and cooperate with OHF authorities as they investigate the complaint. The Investigation Committee (see point 2 for Investigation Committee makeup) will request participation from both parties and will conduct meetings involving each party as appropriate. Cooperation with the Investigation Committee is regarded as critically important to the investigation process. Failure to cooperate with the Investigation Committee will be considered a serious matter and may be grounds for disciplinary action.

2. Investigation Committee

Once a student or employee has submitted a **written** complaint, a committee will be assembled as soon as reasonably practical to investigate the complaint. The Investigation Committee is

comprised of appropriate OHF authorities, representative of both genders. The OHF authorities participating in the investigation of an alleged harassment complaint will depend upon who is involved in the alleged harassment.

If an incident involves an employee, the investigation committee will be appointed by the Title IX Coordinator, and generally will include an appointed member from the Executive Committee and other employees as appropriate.

If an incident involves a student, the investigation committee will be appointed by the Dean of Student Life, and will include an appointed member from faculty or Student Life and other employees as appropriate.

If the alleged incident involves students and employees, representatives for employees and students will be assembled to comprise the investigation committee.

The investigation committee chairperson will be determined and given the responsibility to assemble the committee and oversee the investigation process. Members of the investigation committee will generally be active members of OHF, unless otherwise directed as being necessary and appropriate by the chairperson of the Investigation Committee.

Depending upon the incident and the parties involved, a same-sex employee will be appointed by the Investigation Committee chairperson to be available as a contact/support person for each complainant and each accused party. These persons will be requested to be available to accompany designated party at meetings, provide information and updates regarding the process as directed, and communicate any questions, concerns or requests to the Investigation Committee chairperson throughout the process of the investigation.

3. Advocates

Both the complainant and the respondent have the right to choose a member of the OHF community to serve as an advocate for them. The following considerations are recommended in the selection of an advocate: a colleague or peer who is well acquainted with the person and/or incident in question, a trusted friend or colleague, a person who is able to appropriately handle confidential information; a person who is able to accompany the individual at meetings requested by the investigation committee.

Responsibilities of an Advocate

The advocate may or may not be asked to: participate in discussion at meetings or provide information in writing on behalf of the person they represent. An advocate may decline from making a statement in a meeting or in writing. An advocate will not be included in a meeting with an individual if deemed inappropriate by the Investigation Committee for reasons of confidentiality.

4. Witnesses

Both the complainant and the respondent are permitted to request that members of the Oak Hills community serve as witnesses on their behalf. A witness should be selected based upon their

knowledge of the person or of the incident. The number of witnesses that will meet with the Investigation Committee for both the complainant and the respondent will be determined by the committee and communicated to both parties. Witnesses may be requested to document information in writing and submit this information to the Investigation Committee.

Complaint Investigation Process

After the Investigation Committee has been appointed and had an opportunity to review the complaint, the assembled Investigation Committee will meet with the complainant within a reasonable timeframe (generally within 1–5 working days) to review and discuss the complaint of alleged harassment.

The Investigation Committee will review the written complaint with the complainant. The committee reserves the right at this time to remove any sensitive or compromising information regarding others (i.e. students, employees) prior to forwarding the complaint on to the accused. Informal discussions will be an integral part of this phase and will continue throughout the process.

In every case, a designated staff member will be available to be with the complainant at any and all meetings.

The complainant has the right to ask any member of the OHF community to bear testimony on their behalf. It is the responsibility of the complainant to clearly communicate this request in writing to the Investigation Committee chairperson, with a listing of the names of requested individuals. The chairperson may limit the number of witnesses permitted to an appropriate number as determined by the committee.

1. A copy of the complaint will be forwarded to the respondent within a reasonable timeframe after the Investigation Committee meets with the complaining party (generally within 1–5 working days). Upon receiving the complaint, the respondent will have a maximum of three (3) working days from his/her receipt of the complaint to submit a written response addressing all allegations in the complaint to the Investigation Committee. A shorter response time may be required in appropriate circumstances. A cover letter, from the Investigation Committee, will provide information on the response deadline and to whom the respondent should deliver his/her response. Failure to respond will be considered a neglect of responsibility and disciplinary action may be recommended.

OHF reserves the right to suspend the accused when a complaint is made.

2. When the respondent has submitted a written response to the complaint, the Investigation Committee will meet with the respondent within a reasonable timeframe (generally within 1–5 working days) to discuss the written complaint and the written response. Informal discussions will be an integral part of this phase and will continue throughout the process.

The respondent has the right to ask any member of the OHF community to bear testimony on their behalf. It is the responsibility of the respondent to clearly communicate this request in writing to the investigation committee chairperson, with a listing of the names of requested

individuals. The chairperson may limit the number of witnesses permitted to an appropriate number as determined by the committee.

3. After initial interviews with the complainant and the respondent, the Investigation Committee will further investigate the complaint as appropriate and, unless more time is warranted and appropriate, will conclude the investigation within a reasonable timeframe (generally within 5–10 working days after step 1 and 2). It is the responsibility of the Investigation Committee to conclude the investigation by determining the validity of the complaint and process the appropriate response.

Guidelines for appropriate responses include:

- a. Dismiss the complaint as being without merit.
- b. With the written agreement of the complainant and the respondent, arrange a meeting of the parties involved in an effort to resolve their differences. Terms of an agreed resolution will be put in writing and signed by all parties. Violations of this agreed upon resolution will result in disciplinary action.
- c. Conclude that the respondent did act in violation of the policy on harassment and thus recommend disciplinary action. Disciplinary action may include termination of employment, living arrangement or enrollment.
- d. Conclude that it is unable to conclude that the respondent did act in violation of the policy on harassment. In such cases, the investigation committee will determine an appropriate response to both parties in consideration of the evidence presented and any other pertinent information available.

The findings of the investigation committee will become the decision of OHF, and the investigation committee will determine what appropriate disciplinary action will be taken and will implement such action immediately.

The investigation committee will communicate their findings to both parties in writing.

4. If one or both of the parties (complainant or accused) is not in agreement with the final decision of the investigation committee, that party may submit written comments to the Dean of Student Life or their designee (if a student) or the Title IX Coordinator or their designee (if an employee) within two (2) working days from his/her receipt of the decision. The Dean of Student Life or their designee or the Title IX Coordinator or their designee has the right to uphold the findings and decision of the investigation committee or request a review of the process.

5. In the event that the Dean of Student Life or their designee or the Title IX Coordinator or their designee requests that a review of the process be made, a review board will be assembled within a reasonable timeframe (generally within 1–5 working days). The review board will be made up of four members of OHF, representing both genders equally and appointed by the Dean of Student Life or their designee or the Title IX Coordinator or their designee.

The review board will meet within a reasonable timeframe (generally within 5–10 working days after receiving review request), with the task of reviewing the report(s), response(s), and findings of the investigation and to determine whether they support the initial recommendation made by the Investigation Committee or if a modified or alternate conclusion is warranted. If the review board concurs with the original recommendation, the recommendation of the Investigation Committee will be upheld. Because the review board reviews the process and not the complaint, there will be no need to meet with either the complainant or the respondent. The final decision of the review board will be communicated in writing to all parties involved within a reasonable period of time.

6. Upon resolution of the complaint, a separate, confidential file will be retained to include a copy of the written complaint, a copy of the written response provided by the respondent, a report from the Investigation Committee including the investigative process followed, findings and actions taken, and copies of any agreements signed by the involved parties. The confidential file will be kept in an appropriate place as directed by the Dean of Student Life or Title IX Coordinator or their designee. Such a file shall be treated as confidential information and will not be revealed to anyone unless it is necessary in connection with any legal or administrative proceedings.

7. In regards to OHF employees, this investigation procedure does not alter the at-will employment status.

WHAT RIGHTS DOES ONE HAVE?

1. The respondent has a right to receive a copy of the original complaint, a right to respond to it in writing by a determined deadline, a right to be interviewed by the Investigation Committee, a right to concur or disagree in writing with OHF decision or actions, and a right to know what records are being kept in what office, for what duration.

2. Both the complainant and the respondent have the right to have an advocate for them. The complainant and the respondent have the right to request that the advocate attend all meetings for support. If either party chooses to not have an advocate, OHF may assign a member of the college community as an advocate.

3. Both the complainant and the respondent have the right to have any member of the OHF community bear testimony for them before the investigation committee in accordance with guidelines set forth by the committee.

4. Justice requires that the rights and concerns of both parties be fully assured. OHF shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them.

5. In determining whether alleged conduct constitutes harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incidents occurred.

6. Suggested time frames are provided throughout the policy to assure a thorough yet efficient investigation that treats each incident with the attention it deserves. In some circumstances (e.g. allowing for college breaks, scheduling challenges, etc.) the time-lines may have to be adjusted.

7. The complainant has a right to request to review the written response submitted by the accused, a right to be interviewed by the Investigation Committee, a right to concur or disagree in writing with the OHF's decision or actions, and a right to know what records are being kept in what office, for what duration.

8. OHF reserves the right to modify or alter this policy. OHF retains the sole discretion to interpret the provisions of this policy and to depart from those provisions if OHF determines that such action is appropriate. The provisions of this policy supersede the provisions of all such previous policies, and all such previous policies are expressly revoked.

Retaliation

No retaliatory action will be taken against any person who in good faith reports conduct that he or she believes may violate this policy. No retaliatory action will be taken against any individual for assisting or participating in an investigation, proceeding or hearing related to a harassment complaint. Any person who violates these provisions may be subject to discipline, up to and including termination of employment or student status.

Local Resources

<u>On Campus</u>	<u>218-751-8670</u>
Title IX Coordinator	218-333-1959
Dean of Student Life	218-556-1224
Associate Dean of Women	218-760-2821
Security Director	218-556-1224
Port-O-Wild's Security Services	218-759-7615 or 218-766-9614

Off Campus

Bemidji Police Department	911
Bemidji Police Non-Emergency	218-333-9111
Sanford Regional Hospital	218-751-5430
Support Within Reach	218-444-9524 or 1-800-708-2727
Evergreen Community Services	218-751-8223

Education/Training/Prevention

Distribute this document annually to staff/faculty/students

Community events

Annual Training of Employees *Support Within Reach*

Community awareness: Chapel by Support Within Reach, Nefarious DVD, participating in Sexual Assault Prevention 5k

RA training

New Student Orientation: Freshman Seminar

Annual Staff Training

Investigation Committee

Title IX Coordinator: Sue Glidden

Staff/ Faculty Representative: Steven Ware or appropriate designee

Student Representative: Brad DeJager or appropriate designee

Campus Community and Registered Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Oak Hills Christian College is providing a link to the Minnesota State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Minnesota, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Minnesota Predatory Offender Registration and Tracking Program are available via Internet pursuant to MN Statute 243.166 Session updates. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited.**

Follow the link below to access the Minnesota Bureau of Criminal Apprehension website.

[Bureau of Criminal Apprehension MN](#)

Additional search cites

[Minnesota Department of Public Safety](#)

[National Sex Offender Public Website](#)

[Family Watchdog](#)

MISSING STUDENT NOTIFICATION

Students who reside in campus housing managed by the Oak Hills Christian College are subject to certain missing student notification procedures. Anyone suspecting that a student has been missing for the past twenty-four hours must immediately notify the Student Life Department. The Security Director will respond to your report and begin an immediate investigation.

Upon receiving information that a student cannot be located and may be missing, OHCC Student Life will initiate an investigation which will include the following:

- Conduct a welfare check into the student's room.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, we will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Residence Life Staff will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a Confidential Contact has been listed (see below), that person must be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Residence Life Staff will notify the student's parents or legal guardian. The Security Director will file a Missing Person's Report with the Beltrami County Sheriff's Department to initiate an investigation.

As a resident student, you may identify a contact person(s) who the institution will notify if you become missing. Oak Hills Christian College will notify this person if we determine you are missing. This contact person information should be communicated to the Student Life Department as a part of your Registration process. The information provided will be kept confidential by the department and will be accessible only to authorized campus personnel and law enforcement involved in the missing person investigation.

Location Definitions

Oak Hills Christian College believes that an informed community is a safety-conscious community. The annual report includes all criminal reports made to the Security Director. It also includes criminal reports made to the Bemidji Police Department and the Beltrami County Sheriff's Department.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, and are used to classify the locations.

Campus: The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by a student organization recognized by the institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: The term “public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Oak Hills Christian College does not recognize any off campus student organizations.

The following statistics are provided in compliance with the Crime Awareness and Campus Safety Act of 1990 and its amendments. If you have any questions, please contact Brad DeJager, Dean of Student Life/Security Director at braddejager@oakhills.edu or call 218-751-8670 ext. 1240.

Campus Crime Statistics

Criminal Offenses—On Campus	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	0	0
Fondling	X	0	0
Sex Offenses – Non-forcible	X	X	0
Incest	0	0	0
Statutory Rape	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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses—On Campus Student Housing Facilities	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	0	0
Fondling	X	0	0
Sex Offenses – Non-forcible	X	X	0
Incest	0	0	0
Statutory Rape	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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses—Public Property	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	0	0
Fondling	X	0	0
Sex Offenses – Non-forcible	X	X	0
Incest	0	0	0
Statutory Rape	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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Hate Crimes – On Campus	2013	2014	2015	Race	Religi on	Sexual Orientat ion	Gende r	Gende r Identit y	Disab ility	Ethni city	Natio nal Origi n
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	0	0	0	0	0	0	0	0	0	0
Fondling	X	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities	2013	2014	2015	Race	Religi on	Sexual Orientat ion	Gende r	Gende r Identit y	Disab ility	Ethni city	Natio nal Origi n
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	0	0	0	0	0	0	0	0	0	0
Fondling	X	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0

Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	0	0	0	0	0	0	0	0	0	0
Fondling	X	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0

Arrests – On Campus	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus Student Housing Facilities	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Total Unfounded Crimes	2013	2014	2015
	X	0	0

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82.

The following definitions are to be used for reporting the crimes listed in § 668.47 in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

MURDER

The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER

The killing of another person through gross negligence.

ROBBERY

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (Including attempts)

AGGRAVATED ASSAULT

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)(Includes attempts)

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. (Excludes vehicle burglary)

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)(this is without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle) (Includes attempts).

ARSON

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

WEAPON LAW VIOLATIONS

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG LAW VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

(Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

SEX OFFENSES-FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is

incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES-NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

A. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82. Chapter 6 Appendix B

DOMESTIC VIOLENCE

Crimes of violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as a spouse; or person similarly situated to a spouse of the victim.

DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffers substantial emotional distress.

HATE CRIMES

Separate statistics will be available for these categories (plus simple assault, larceny-theft, intimidation and destruction/damage/vandalism) when it is determined that specific reports manifests evidence of prejudice based on race, religion, gender, sexual orientation, disability, ethnicity or national origin as defined by the Hate Crimes Statistics Act (28 U.S.C, 534.)

LARCENY-THEFT

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Oak Hills Christian College

Emergency Action Plan

This plan is for the protection and safety of all members of the Oak Hills Christian College community, including students, faculty, staff, and campus visitors. During any emergency, proper actions saves lives and helps prevent injuries. The plan applies to fires, explosions, toxic material releases, civil disturbances, and any other emergency on campus. For your safety and the safety of others on campus, please familiarize yourself with this plan.

In addition, all employees should familiarize themselves with the Campus Emergency Procedures Guide for responding to particular emergencies, as well as emergency phone numbers.

As a basic principle of emergency response on campus, all calls for emergency response should be made to 911 and the Director of Security.

EVACUATION EMERGENCIES

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Oak Hills, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by fire alarm signal, which may be a bell or horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communication (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the Security Director. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuable, medicines, purses, wallets and keys. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close window and doors behind you. Use the nearest safe exit. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge. If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable

to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and the Security Director at 218-556-1224 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing, or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building.

Leave the building and assemble in the Commuter Parking lot, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Security Director or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for the Security Director or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupant will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, the Security Director will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family member(s).

TAMPERING WITH FIRE EQUIPMENT

Fire safety equipment that has been tampered with may fail to operate correctly in an emergency. This could prove fatal. Tampering with fire safety equipment (including but not limited to fire alarm pull stations, fire extinguishers, smoke detectors, sprinkler heads, and exit signs) when there is not a fire or any reason to believe that one exists will result in disciplinary action, civil penalties and possible eviction.

The Department of Public Safety and the Department of Residential Life will pursue prosecution to the full extent of the law of any individuals suspected of creating a false fire alarm or tampering or interfering with any fire alarm system or equipment.

Chapter 609.686 of the Minnesota State Criminal Code states the following regarding fire alarms and tampering with a fire alarm system:

It is a MISDEMEANOR to intentionally create false fire alarm or to tamper with any fire alarm system, fire protection device or fire pull station.

It is a FELONY to tamper with a fire alarm system or equipment if one has reason to know that

this action creates a potential for bodily harm

FIRE PREVENTION

The use of candles, oil lamps, incense, matches, lighters, and any open flame in residence halls is prohibited by Minnesota state fire laws. For the safety and well-being of the college community, the possession or use of fireworks, potato guns, or any other explosive devices on campus is prohibited. Flammable materials such as gasoline, kerosene, propane, and Coleman fuel products may not be stored in the residence halls or any on-campus dwelling.

Before having a campfire or bonfire on campus, students must get permission from Student Life or Facilities. There are designated areas for campfires and bonfires. All DNR fire bans will be posted outside the Central Office and must be abided by. The campfire tower may be used for small campfires without special permission, unless posted otherwise.

FIRE EMERGENCY PLAN

We prepare for a fire emergency by explaining fire safety and fire escape plans. We also have periodic fire drills without prior notification. All students are required to participate in these drills. Resident students will receive fire escape plans and building fire code numbers from the Student Life staff.

If you detect a fire: Don't panic—think!

Small Fire: Use fire extinguisher to put the fire out.

Fire extinguishers are located near the building exits.

Larger Fire:

- Step #1: Pull any alarm.
- Step #2: Get everyone out and away from the building to safety.
- Step #3: Call 911 (on OHCC phone: 9-911)
- Step #4: Notify Oak Hills staff

Daytime: Call Central Office, ext. 0

Evening, Night, or Weekend: Contact a staff member.

Chuck Allen 218-444-6048

Brad De Jager 218-556-1224

Port-O-Wild's Security 218-766-9614

Please assist with fire prevention by contacting Facilities, Student Life, or Security if you detect any potential fire hazard—electrical short, smoke, burning smell, or other emergency safety concerns.

TRAINING

All students will be provided with copies of this plan, which is also available online on the OHCC website www.oakhills.edu. Students will be trained on fire safety procedures at the start of the academic year by Student Life personnel. Fire/evacuation drills are conducted each semester under the direction of the Dean of Student Life.

Fire extinguisher training and fire safety is provided for our student leaders by the Bemidji Fire Dept. during student leadership training week.

All new employees or other regular building occupants, including full and part-time, permanent and temporary staff and faculty, will be provided with copies of this plan and receive training on its contents. Drills will be conducted on a regular basis by the Security Director.

Fire Safety Systems- On Campus Housing Facilities					
	Fire Detection System	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year
Acorn Apartments	Yes	No	Yes	No	2
East Hall	Yes	No	Yes	No	2
PineView Apartments	Yes	No	Yes	No	2
Southgate Apartments	Yes	No	Yes	No	2
Ten Oaks	Yes	No	Yes	No	2
West Hall	Yes	No	Yes	No	2

Fires – On-campus Student Housing Facilities					
	2013	2014	2015		Injuries/Death/Property Damage \$
Acorn Apartments	0	0	0		
East Hall	0	0	0		
PineView Apartments	0	0	0		
Southgate Apartments	0	0	0		
Ten Oaks	0	X	X		
West Hall	0	0	0		

Fires – Summary									
	2013	2013	2013	2014	2014	2014	2015	2015	2015
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Acorn	0	0	0	0	0	0	0	0	0
East	0	0	0	0	0	0	0	0	0
PineView	0	0	0	0	0	0	0	0	0
Southgate	0	0	0	0	0	0	0	0	0
Ten Oaks	0	0	0	X	X	X	X	X	X
West	0	0	0	0	0	0	0	0	0

Fire Statistic Log 2013							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
PineView	0						

Southgate	0						
Ten Oaks	0						
West	0						

Fire Statistic Log 2014							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
Pine View	0						
Southgate	0						
Ten Oaks	0						
West	0						

Fire Statistic Log 2015							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
Pine View	0						
Southgate	0						
Ten Oaks	X						No longer used as student housing
West	0						

Future Upgrades

We are currently building Thompson Hall which will be a new dorm residence for OHCC students. We are planning to have residents move into this building starting January 2017. With this new building added to our campus we will no longer be using West Hall starting August 2016 and East Hall January 2017. As with any new building project we are working with the State and local fire marshals. This new building will have a fire suppression system as well as integrated fire alarm system that meets all state and federal guidelines.