

Southern Baptist Theological Seminary
The Michael Minger Act Report for 2005
Activity Reported for Calendar Year 2004

Section 1: Campus Security Authority.

List campus security authority personnel (definition at KRS 164.948(2)):

- 1. Director of Safety and Security, Supervisor of Building Security or Supervisor of Safety and Risk Management, any department supervisor, officers, guards, dispatchers and clerks.**
- 2. Senior Vice President for Institutional Administration.**
- 3. Associate Vice President for Facilities Planning and Management.**
- 4. Vice President of Student Services, Academic Services, Academic Administration, Dean (or designate) of Boyce College, School of Church Music, and Public Relations.**
- 5. Director of Housing, Personnel, Health Clinic, Child Development Center, Admissions and MIS.**

Describe the extent and nature of enforcement authority of campus security authority personnel:

The Department of Safety and Security is located in Mullins Hall Room # 3126, Phone Number (502) 897-4459. We are responsible for 24-hour patrol and dispatch center. We employ approximately twenty (25) employees who are trained in various duties. These include but are not limited to: CPR, first aid, report writing, patrol procedures, dispatch procedures, (including emergency response) fire safety, faculty and student safety, traffic

control, executive protection, crime prevention and other related tasks.

Describe the working relationship of campus security authority personnel with state and local police agencies:

The Department of Safety and Security has an outstanding working relationship with local authorities. This would include Louisville Metro Police, Louisville Fire Department, State Fire Marshal and other government agencies.

Section 2: Description of Information Programs.

Describe programs that inform students and employees about:

(a) Campus safety and security:

Southern Seminary has developed policies and procedures, offers educational programs and cooperates with local law enforcement agencies to enhance the safety and security of its students, employees, staff and guests. The Seminary recognizes shared responsibility for the welfare of the community. Additional information on security and safety policies can be found in the Student Handbook, by calling the Department of Safety and Security at Extension 4459, from the Emergency Operations Manual or visiting the Southern Baptist Theological Seminary Website under Campus Life/Security.

The Department of Safety and Security offers numerous safety programs on campus. These include fire prevention and defensive driving. Student Services and Seminary Housing offices offers a number of safety and security related programs in residence halls. Safety and Security provides information concerning various safety and security issues for new and continuing students during the academic year. Students are provided information on fire safety including prevention, egress from buildings and procedures for room

entrapment. Southern Seminary is a residential campus with several hundred students living in residence halls. Student and professional staff members of the residence halls are given access to train in fire prevention. Meetings are held in each residence hall to inform and provide timely warnings about particular safety or security issues. Regular reminders are given about locking doors and not propping open outside doors.

Residents are instructed to secure their personal property and are advised that the seminary does not carry insurance on personal possessions.

In addition, members of the Department of Safety and Security and other seminary staff members provide programs on assertiveness, sexual violence and abuse, alcohol/drugs abuse.

(b) How to report a crime:

Students and staff are advised to report criminal activity, threatening or suspicious activity as well as any injury or serious illness by promptly calling the Department of Safety and Security as Extension 4459. The Department of Safety and Security has officers, guards and dispatchers working 24-hour a day, 7 days a week. They are trained in how to handle emergency calls for service. Dispatchers have constant communications with officers that patrol the seminary, via portable radios. Members of the seminary community have the option to call 911 at any time there is an emergency situation requiring the response of police, fire, or EMS. Other members of the seminary community need to dial 9-911 to reach the same emergency personnel. Dispatchers and officers are trained, if they receive an emergency call for assistance to keep that person on the line as well as contacting 911 for the appropriate emergency personnel. Students and employees are notified by mailings to all students, materials printed in the Student Handbook, information posted on

seminary bulletin boards and links to the seminary's website on reporting crimes to the Department of Safety and Security and to local law enforcement officials.

All accidents and injuries involving students, guests, staff and/or employees should be reported to the Department of Safety and Security as soon as possible. Investigative reports are written to help in determining if a situation exists which could pose a threat of injury or illness to others. When the Seminary is aware of a potential hazard, officials take appropriate steps to warn the campus community.

Any criminal activity occurring on seminary property must be reported to the Department of Safety and Security. Reports are evaluated for follow-up investigations by supervisors within the Department of Safety and Security. Determinations are made by the Director of Safety and Security or the Supervisor of Building Security to contact for assistance, any appropriate law enforcement agency. Students, staff and/or employees of course, have the option of reporting crimes directly to the Louisville Division of Police at 574-7111.

(c) How to prevent crimes:

Students, staff and employees are given information related to safety and security by many different forms. All seminary members are advised to contact the Department of Safety and Security at Extension 4459 if they become aware of any safety or security issue to themselves, others or seminary property. When seminary personnel are aware of any potential hazard or safety issue, appropriate steps are taken to provide timely warnings, or to prevent such activity. The Facilities Department works in conjunction with the Department of Safety and Security in an effort to correct any security or safety hazard in our buildings or on Seminary grounds.

All buildings on seminary property are cleared and/or locked at regularly scheduled times

by a security officer. A security officer/guard upon receiving proper identification and/or authorization may provide supervised access to buildings after hours. Residence halls (female) are locked at certain times nightly. Residents must use their keys after this time. Security guards and officers patrol residence halls and are very diligent in checking for open doors or any other means by which a perpetrator might gain access.

While the Seminary respects the personal privacy of the students in their residence hall rooms, provisions are made for Seminary staff to enter rooms in the event of a clear or present danger. Under certain conditions a search might be authorized if prohibited items are said to be found in residence halls.

Night-lights, exit signs, smoke detectors and door panic bars are present in residence halls and checked regularly.

The following is given to student and employees as a checklist of safety and crime prevention reminders:

(Personal Safety)

Don't walk alone late in the evening

Don't study alone in the classrooms/buildings late at night.

Do walk in well-lit areas.

Do walk with confidence and not like a "victim"

Do know where telephones in the area are located.

Do read all caution and warning labels on containers.

(Residence Halls)

Do lock your door even if you are going to be away only a short period of time.

Do record serial numbers on all electronic equipment.

Do close any hall doors found open.

Do report immediately any suspicious activity or crime in or around the residence hall.

Do avoid placing yourself in any dangerous situation

(Fire Prevention)

Don't attempt to exit a room if the door handle is hot, or there is smoke in the hall.

Don't use fire extinguisher except on small fires (ex. Trash cans).

Do activate fire alarms pull station immediately.

Do become familiar with fire evacuation procedures posted in certain areas as well as training received.

Do know where fire extinguishers, pull stations and evacuation stairs are located.

Safety Alerts of Potential Security/Safety Situations

When an incident occurs which has a direct bearing on the security/safety of the Seminary community, the Department of Safety and Security within 24 hours of the first report will make certain efforts to notify everyone. Information of the type of incident and/or threat will be given along with any prudent safety/security measures. Information will be posted on bulletin boards in the residence halls as well as the intra-net and email systems. The seminary community is urged to heed any advisories issued by the institution and work together in a joint effort to make the seminary a safe and secure place to live, work and become a servant of the church