ANNUAL CAMPUS SECURITY REPORT
WALDORF COLLEGE
2009-2010

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INTRODUCTION

At Waldorf College, the safety, health and well being of our students, faculty, staff and guests is always a priority for our community. However, a safe campus can only be maintained through the cooperation of all members of the community. Waldorf College prepares this report to comply with the Department of Education and Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared each year in cooperation of the local law enforcement agencies surrounding our campus and the surrounding area. Each year, an e-mail notification is made to all enrolled students and employees that provide the web site link access to this report. Copies of this report may also be obtained on the college web page and at the Office of Student Life.

This report also highlights campus safety, emergency procedures, sexual assault and substance abuse related issues which are a part of our effort to ensure that this collaborative endeavor is effective. We hope you will read it carefully and use the information to help foster a safe and healthy environment for yourself and others on the Waldorf College Campus.

CAMPUS SECURITY POLICIES AND PROCEDURES

THE OFFICES RESPONSIBLE FOR CAMPUS SECURITY

The administrative area responsible for security on the Waldorf campus is the Office of Student Life located on the main floor of the Campus Center. This office works closely with Facility Services, Residence Life, Winnebago Security and the Forest City Police Department. Our contact number is 641-585-8160 or 641-585-2450.

CAMPUS POLICIES TO HELP KEEP YOU SAFE

Waldorf has installed and maintains exterior lighting on the general campus around all of its buildings and parking lots to keep the campus well-lit. While maintaining an attractive campus, facilities keep shrubs and hedges low, especially in places such as around residence halls for student safety.

Our campus residence halls are fully outfitted with a proximity (student ID) card security access system. This system was implemented so that only students living on campus would be able to gain access into the residence halls. Each student identification card is specifically coded for entrance into their specific living area on campus and access is controlled by our Facilities Department computer system. It is a goal of Waldorf College to eventually implement this system throughout all the campus.

Facility Services maintains the College's buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards, such as broken windows and locks. Residence Life Staff will also conduct periodic health, welfare and safety checks of all residential units. Residence Life works with facilities to insure that our fire systems are working and are up to local fire code.

To provide safety for members of the campus community and its property, Waldorf has set minimum standards of conduct (Code of Conduct) for student members of the community and for those seeking admission to our community. These guidelines defined in the Student Handbook do not replace or relieve persons from complying with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as College disciplinary action. A preadmission review is required when facts suggest an applicant's behavior as a student may endanger the health and safety of campus community members, jeopardize the property of the College or its members or visitors, or adversely affect the educational mission of the College.

If and when a serious crime occurs on campus which is considered to be a threat to students or employees, you are notified in a timely manner through media such as a campus e-mail, a text messaging emergency notification system and postings around campus.

The Waldorf Student Code of Conduct clearly prohibits the unlawful possession, use, or distribution of weapons, alcohol or drugs on campus or as any part of College activities. The College is committed for the welfare of students to the Drug Free Schools and Communities Act. See the Substance Abuse Policies and Procedures section of this document for more detailed information.

CAMPUS SECURITY

The College is committed to campus security that prevents or at least reduces crime. Close attention is paid to campus lighting and building security. The College employs Winnebago Security to provide campus surveillance on nights and weekends including the checking for unlocked or blocked open doors, roaming parking lots, escorting students between buildings, building lock ups and responding to calls.

WINNEBAGO SECURITY AND THE FOREST CITY POLICE

The College desires to have an environment where students, employees and visitors feel safe and secure. To that end, the College employs Winnebago Security to supervise the campus, report ways to improve campus security, and respond to issues involving safety and security. Security does not have the authority to arrest students or employees. However, Winnebago Security provides regular, uniformed foot patrol of the campus and has radio contact with its headquarters and the local police department.

Students must produce proper identification to Winnebago Security when required and cooperate with Security.

Residents, who have immediate need of assistance with emergency, safety or security issues, should contact their RA (Resident Assistant) or AC (Residence Hall **Area Coordinator**). If Campus Security is needed, the RHD or the on-call AC will generally be the first contact with Winnebago Security.

Winnebago Security, the local police and our residence hall staff enjoy a good working relationship. Each calls upon the other for assistance where needed in matters involving the campus or its people. If residence hall staff or Winnebago Security is unable to handle a situation, they ask for assistance from the Forest City Police Department. If the Police Department has concerns about such things as parking in the area of the College or a potential crowd control situation, it may contact residence hall staff or Winnebago Security. Major crimes such as rape, murder, aggravated assault, robbery, and auto theft should always be reported to the local police. Joint investigative efforts by the College and the city police are used to solve any serious crimes on campus.

GENERAL SAFETY AND REPORTING INFORMATION

WAYS STUDENTS CAN CONTRIBUTE TO A SAFE ENVIRONMENT

The vast majority of your fellow students and employees are honest. However, remember to protect yourself against the few who cannot be trusted:

- Doors are locked 24 hours for all residence halls to limit access. For safety purposes, students should not provide access by blocking open these doors.
- When you go through a door that is locked, make sure it locks behind you.
- Report safety or security situations to your RA, AC, or Dean of Students. For example – Dark areas, suspicious looking actions of another student or visitor. Question strangers on your floor as to their purpose for being there.
- Report suspicious strangers to the Office of Student Life. Try to provide an accurate description of the stranger(s).
- Don’t walk or jog alone at night.
- Keep your room locked and don’t leave large sums of money or valuables unattended in your room or backpack around campus. Protect your checkbook and any credit cards. It is wise to leave your valuables at home.
- Heed announcements about crime occurring on campus and take proper precautions.
- Don’t duplicate your room key or lend your ID or proximity card or security/room key to others.
- Only residents and their invited guests are permitted in the living areas of the residence halls. It is the responsibility of all residents to ensure that his or her guest is aware of the College and Residence Hall policies. Residents are held accountable for the guest’s actions.
- Mark your property, clothing and valuables permanently in a place that is readily visible and difficult to remove. Mark textbooks in some unusual way that will aid in their identification.
- Keep an inventory of your property, how and where you marked it, as well as any manufacturer’s serial numbers on the items should be included in the inventory.
- Immediately report the loss of your room keys to your Residence Hall Area Coordinator.
- Report the loss or theft of any items to the Office of Student Life within 24 hours of their disappearance.

FURTHER THOUGHTS ABOUT CAMPUS SAFETY

• Hang up on obscene phone callers quickly and quietly.
• Keep fire doors closed at all times.
• DO NOT tamper with fire safety equipment in your living unit.
• DO NOT block or prop floor or Hall security doors.
• When walking or jogging:
a. Always go with someone.
b. Stay away from isolated areas.
c. Try to stay near street lights.
d. Hold your belongings tightly, close to your body.
e. A front pocket is safer for a wallet than a back one.
f. Dress sensibly. Tight pants, clogs, or heels make movement difficult.
• If you're being followed:
a. Cross the street or change directions.
b. Keep looking back so the person knows you can't be surprised.
c. Go to a well-lighted area. Enter a store, house, residence hall, class room, or library-anywhere there are people.
d. Notice and remember as much as possible about the person so you can give a good description later.
• Keep your keys:
a. Do not loan keys to anyone; their carelessness may lead to your loss.
b. Do not leave keys lying around or in unused clothing; duplicates can be made.
• When trying to describe a person, try to remember the following facts:
- How tall
- Type of clothing
- Wearing glasses
- Hair/Eye color
- Approximate age and weight
- Personal markings such as tattoo's, or piercings
- Vehicle color, make, model or license plate number

HOW TO REPORT SUSPICIOUS OR CRIMINAL ACTIVITY

Students and staff are always encouraged to report violations of the law such as murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft to the Forest City Police (911 or 641-585-2113) and to the Dean of Students (641-585-8161). Also, anonymous reports may be made to Area Coordinators, Director of Residence Life or the Dean of Students. Campus Pastors and Professional Counselors when acting as such are not considered to be campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Each residence hall area is supervised by a professional Residence Hall Area Coordinator (AC). In addition, each hall is staffed by student Resident Assistants (RA). Residence Hall Directors and Resident Assistants live in the residence halls. These individuals receive appropriate

instruction on safety and security, usually at the beginning of each academic year and periodically throughout the year. Residents are encouraged to report suspicious or criminal activity to RHDs and RAs.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY AND SECURITY

Each student receives a welcome packet at the beginning of the year during check-in, which includes information on safety and security. Students receive information on the Waldorf College Student Handbook and Residence Hall contract, which describes various housing and security regulations and their enforcement. In addition, campus programs as part of orientation include "Residence Living," "Substance Abuse" and "Acquaintance Rape." Each student and staff at Waldorf also receives information about Campus Security and Safety.

At the beginning of each semester, Residence Assistants discuss policies and procedures, including safety and security, with students living in the residence halls. Residents sign a residence hall contract which, like the Waldorf College Student Handbook, describes various housing and security regulations and their enforcement. Because 70 percent of Waldorf Students live in college residence halls, this brochure speaks to resources available to them in that setting. All policies and support services extend to commuter students as well.

MISSING STUDENT & NOTIFICATION

Members of the Waldorf community, friends or relative of Waldorf students that determine a student is missing (usually after 24 hours) should contact the local police department (641-585-2113) and the Office of Student Life and complete an incident report. This incident report can be filled with the Dean of Students, Director of Residence Life, an Area Coordinator or other Student Life Staff Member. Student Life can be contacted at 641-585-2450, 641-585-8161, 1-800-292-1903 or at studentlife@waldorf.edu

Each student living on campus in campus housing facilities has the option to register a confidential contact person to be notified in case the student is determined missing and only authorized campus officials and law enforcement officers in furtherance of a missing person's investigation may have access to this information.

CAR PROTECTION

More than a million cars were stolen in the United States last year and over a million more were vandalized. What can you do to protect your vehicle and be safe?

• Lock your car when you leave it unattended. Eighty percent of all cars stolen were unlocked at the time.
• Always close your car windows.
• Do not leave your key in the ignition. Remember to store spare keys in your wallet, not in the car.
• Mark your stereo, hubcaps, and other auto accessories in one obvious place, and one hidden location.
• Consider obtaining special locks for wheels, gas caps, and hoods.
• Lock all valuables in the trunk.
• Check the back seat before getting into a car.

• If you witness any accident, damage or vandalism, get a description of car, people, and license number if possible. Report all suspicious behavior to the Office of Student Life or the police.
• Note descriptions of strangers, or unusual behavior in the parking areas.
• Report any parking lot lights that are out to your Residence Hall Area Coordinator or Security.

CRIME STATISTICS FOR THE COLLEGE

The following statistics summarize reports received in the Office of Student Life from employees, students, campus visitors, RAs, ACs, Winnebago Security and the local police for on campus and the surrounding area. The College does not have any off campus student organizations with off campus facilities. Reporting time periods are listed below from January 1 to December 31 for the years 2006-2008.

	Number of Reports of Selected Crimes					
	2008		**2007**		**2006**	
Crime:	***Campus***	***Off***	***Campus***	***Off***	***Campus***	***Off***
Homicide						
Murder	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
Forcible	1	0	0	0	1	0
Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	3	2	2	2	0	0
Burglary	7	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Disciplinary action on campus for:	**2008**	**2007**	**2006**
*Alcohol Violation	34	39	30
Drug Violation	2	2	2
Weapons Violation	3	2	1

	Number of Arrests for Selected Crimes					
	2008		**2007**		**2006**	
Crime:	***Campus***	***Off***	***Campus***	***Off***	***Campus***	***Off***
Liquor Law Violations	0	U/K	0	0	0	U/K
Drug Violations	0	2	2	10	1	U/K
Illegal Weapons Possession	0	U/K	0	0	0	U/K
Hate Crimes	0	U/K	0	0	0	U/K

On the campus, it is a violation of the schools alcohol policy to use, possess, sell, distribute, or have access to alcohol. For the 2008 year, there were 34 reported violations of this policy on campus.

In 2006 and 2008, statistics were not collected for Arrests that occurred off campus indicated by U/K-unknown. This information was not released by the local law enforcement office after repeated requests.

"Off" campus for the sake of this report is the immediate vicinity surrounding campus (2 block radius) or reports from the Forest City Policy Department that involve Waldorf Students that reside off campus.

EMERGENCY RESPONSE AND EVACUATION PROCEEDURES

Waldorf College Emergency Response Plan (ERP)

This guide, developed by the Office of Student Life and in consultation with members of Waldorf's Emergency Response Team, provides vital information concerning emergency response practices and procedures at Waldorf College. All members of the campus community should familiarize themselves with the contents of this document and keep it easily accessible at all times.

Purpose

The purpose of the Emergency Response Plan (ERP) is to establish guidelines, assign responsibilities, and promote awareness in responding to emergencies that may affect the Waldorf community. Additionally, the plan is designed to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement the emergency communications plan and other plans that have been developed on the state, county, and city level.

Scope

The following guidelines apply to all students, employees, faculty, guests, and to the buildings and grounds that are owned and operated by Waldorf College. They are intended to enable the College to protect life, property and minimize the damage caused by emergency situations.

Definitions of an Emergency

Levels of Emergencies: This plan is designed to provide guidelines for responding to a variety of incidents and emergencies. Emergencies will require varying levels of response. Each incident will be evaluated on a case-by-case basis. Level 2 Major Emergencies and Level 3 Disasters will require notification of the Emergency Response Team. The College president or his /her designee(s) serve as the overall Emergency Director during any major emergency or disaster.

1. **Level 1 Minor Emergency –** A campus emergency with limited impact that does not affect the overall operation and function of the college. Examples include a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Emergency Response Team except through routine communications.
2. **Level 2 Major Emergency –** A local emergency that has disrupted or potentially may disrupt significant operation of the college or adversely impact a major population of the community. Examples include serious crimes on campus, major fires, death(s), or partial infrastructure failure.

3. **Level 3 Disaster** – A community-wide emergency that potentially disrupts the operations of the entire college and involves major damage or systems failure. Disasters impact not only the college, but possibly the surrounding community and beyond. Examples include tornadoes, widespread extended power outage, severe natural disasters, fast spreading disease or serious acts of violence or terrorism.

Activating the Emergency Response Plan

Initial Notification

1. Any campus community member who witnesses or receives information regarding an emergency is instructed to contact the Campus Information Center immediately at "0" or 641-585-2450 during regular business hours. In addition, 9-911 should be called and/or Winnebago security at (641) 585-6801.
2. If the incident involves a Level 1 Minor Emergency, the Campus Information Center will alert appropriate staff, facilities or Winnebago security and the appropriate department will take steps to remedy the situation.
3. If the incident involves a Level 2 Major Emergency or Level 3 Disaster, the Campus Information Center or Winnebago security will contact appropriate local police authorities (if they have not already been contacted) and members of the Emergency Response Team to activate the Emergency Response Plan.

Declaring an Emergency

1. The college president and/or members of the Emergency Response Team will discuss the incident and determine the level of emergency and whether to activate the Emergency Operations Center. The decision to declare an emergency will rest with the president or his/her designee.
2. Emergency Response Team members and their responsibilities during an emergency are outlined under "Preparing the Emergency Operations Center".
3. Any other appropriate members of the community deemed necessary will be contacted to respond.

Notification

1. Communications and Marketing along with the Office of Student Life will coordinate together through the communication plan and provide initial and ongoing notification to employees, students, parents and the public throughout campus emergencies.
2. The Waldorf Web site, the campus email system, the campus phone system, and the local broadcast media, and our text message campus emergency notification system will be utilized to notify Waldorf community members and other parent groups that signed up for the program of the emergency. Alternative communication plans to be used when electricity is not available and be coordinated by the Emergency Response Team.
3. The Campus Community will be notified once a year about our Emergency Response policies, process and practice drills.

Training

1. Training to effectively activate the Emergency Response Plan will take place a minimum of once each year.
2. Training will include information to appropriate departments on blood borne pathogens, CPR, defibrillator usage, emergency exits, fire extinguishers, first aid, floor plans, building mechanicals, etc.

Evacuation (Campus Building Evacuation)

Evacuation procedures may vary depending on the nature of an emergency. Buildings will be evacuated when an alarm sounds or with emergency personnel notification. Be prepared for the following:

1. Activate the building's alarm if emergency officials tell you to do so, or it is apparent people will be in harm's way if they do not leave (i.e. fire).

2. When the building evacuation alarm is sounded or when you are told to leave by emergency personnel, walk quickly to the nearest marked exit. Do not use elevators. Do not take time to shut down computers.

3. Once outside, move clear of the building.

4. Do not return to the evacuated building until advised to do so by emergency personnel.

5. Be ready to assist people with disabilities who may have difficulty evacuating.

6. When the building evacuation alarm is activated during an emergency, leave and alert others to leave by the nearest marked exit.

   a. Close but do not lock the doors.
   b. Leave the lights on.
   c. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. In case of fire or earthquake, do not use the elevators.
   d. Take any personal belongings that could conceal an explosive device with you (such as purses, lunches, packages).
   e. Wait for instructions.

7. Proceed to the designated outdoor assembly area. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Campus buildings and designated assembly areas are listed here.

Campus Evacuation

1. Evacuation of all or part of the campus will be announced by the Emergency Response Team or the appropriate agency.
2. All students, employees, and visitors are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.

Lockdown

Some emergencies may require students, faculty, staff and campus visitors to take shelter inside buildings. Incidents such as a hostile intruder, severe weather or a hazardous material release are examples of times the campus community might be asked to stay in a specific area. Waldorf Officials, Winnebago Security or law enforcement and emergency personnel will instruct you to evacuate or remain in place depending on the nature and context of the emergency.

In the event you are ordered to lock down an area:

1. All people should move to the closest building.

2. Subjects in affected buildings will be instructed to stay away from windows to minimize exposure

3. Close windows and lock doors

4. Turn off air conditioning, ventilation and lighting if possible.

5. Close window coverings.

6. Remain quiet and in place until notified by emergency personnel.

7. Silence cell phones and do not use them unless you are in contact with emergency personnel.

8. Barricade doors and take cover to protect yourself.

Evacuation of Persons with Disabilities

1. If you are unable to leave the building due to a physical disability:
    i. Go to the nearest inside area where there are no hazards.
    ii. Contact the Campus Information Center by telephone "0" using a campus phone or (641)585-2450 or use other means to advise them of the situation.
    iii. Be sure to give them the room number so they can send help to you.
    iv. If possible, signal out the window to on-site emergency responders.
    v. Try to establish a "buddy" system to have someone ready to assist you.
2. To assist visually impaired persons:
    i. Alert individual to the situation by touching or speaking.
    ii. Offer your arm for guidance; but do not grasp his/her arm, allow him/her to take yours.
    iii. Tell the person where you are going, obstacles you encounter. Give clear instructions.
    iv. When you reach safety, ask if further help is needed.
3. To alert people with hearing limitations:
    i. Turn lights on/off to gain the person's attention or alert individual to the situation by touch or eye contact.
    ii. Indicate directions with gestures, or write a note with evacuation directions.
    iii. Offer visual instructions about safest route or direction, such as pointing or a map.
4. To evacuate persons who are mobility impaired:
    i. Inform individual of situation.
    ii. Always ask how you can help.
    iii. Move debris if necessary/possible to allow safe escape route.
    iv. If cannot exit, move individual to as safe an area as possible and notify appropriate personnel of the individual's location.
    v. If in immediate danger and unable to move, notify appropriate personnel and remain with the individual.

To Implement an Evacuation

1. REMAIN CALM.
2. Alert others to assist with evacuation.
3. Communicate clearly and succinctly.
4. Example: "We have a _____ (type of emergency). Evacuate to _____ (location). Take your belongings. DO NOT use the elevators."
5. Assist persons with disabilities (see above section).
6. Check offices, classrooms, and restrooms.
7. Turn equipment off, if possible.
8. Close doors, but do not lock them.
9. Take emergency supplies, rosters.
10. Keep exiting groups together.
11. Instructors assist students.
12. Gather at the evacuation site and await instructions.
13. Account for faculty, staff, and students.

14. Exit the building via the nearest safe exit route. Walk; do not run. Do not use elevators to exit.
15. Move away from the building, report to the unit's designated evacuation point.
16. Do not reenter the building until emergency staff gives the "all clear" signal. (The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases, the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.)

Hostile Intruder/Active Shooter on or around College Property

This is a police response situation. Responding campus staff or in some cases Winnebago Security personnel may not be trained or equipped to confront an armed suspect, but they will make every effort to help with the local and county police response and take every action possible to assist with evacuation and intelligence on the situation.

When a hostile person(s)/active shooter is actively causing death or serious physical injury or the threat of impending danger, death, or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

1. Run away from the threat if you can, as fast as you can.
2. Dial 911 on a cell phone, 9-911 from a campus phone and call campus switchboard at "0" (campus phone) or (641) 585-2450.
3. Do not run in a straight line.
4. Stay behind vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s)/active shooter while you are running.
5. If you can get away from the immediate area of danger, summon help and warn others.
6. If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
7. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
8. If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands.
9. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

This emergency response plan cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

Hostile Intruder/Active Shooter in a Non-Residence Hall Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented. While the guide refers primarily to academic buildings, it

should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

1. Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
2. If communication is available, call the switchboard at “0” (campus phone) or (641) 585-2450 and 911.
3. **Do not sound the fire alarm.** A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
4. Lock the windows and close blinds or curtains.
5. Stay away from the windows.
6. Turn off lights and all audio equipment.
7. Try to remain as calm as possible.
8. Keep everyone together.
9. Keep classrooms secure until police arrive and give you directions.
10. If you are not in a classroom, try to get to a classroom or an office.
11. Stay out of open areas and be as quiet as possible.
12. If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
    a. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
    b. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
    c. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
    d. If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.
    e. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Hostile Intruder(s)/Active Shooter in a Residence Hall

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

1. Lock yourself in your room.
2. If communication is available, call the Campus Information Center switchboard at “0” (campus phone) or (641) 585-2450 and 911.
3. If away from your room, join others in a room that can be locked.
4. Don’t stay in the open hall.
5. **Do not sound the fire alarm.** A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
6. Barricade yourself in your room with desks, beds, or anything you can push against the door.
7. Lock your window and close blinds or curtains.
8. Stay away from the window.

9. Turn all lights and audio equipment off.
10. Try to stay calm and be as quiet as possible.
11. If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.
    a. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the dorm looking for more victims.
    b. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don't run in a straight line.
    c. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
    d. The last option you have if caught in an open area in the dorm may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
    e. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
    f. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Psychological Crisis

Psychological crisis exists when an individual is threatening harm to himself, herself, or to harm others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations, anxiety or uncontrollable behavior, or the person could be a walk-away from a nursing home or hospital.

If a psychological crisis occurs:

1. Never try to handle on your own a situation you feel is dangerous.
2. Notify Campus Information Center at "0" (campus phone) or (641) 585-2450 and 911. Clearly state that you need immediate assistance, and give your name, your location, and the area of campus involved.
3. Understand that it is important to deal with the actions of the person involved regardless of the underlying cause.
4. The counseling staff can be reached during normal business hours at (641) 585-6801.
5. Police are able to escort an individual to the emergency room against their will when they have probable cause that the person is a danger to himself/herself or others.

Preparing the Emergency Operations Center

If the emergency involves a large part of the campus, the Emergency Operations Center is to be set up in a "to be determined" building location. If this site is unavailable the emergency coordinator is to select an alternate location.

A separate marshaling area for outside and local media shall be established by the Office of Marketing. A conference room with facilities for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances, is desirable. Announcements will be made to local radio, newspaper and television stations. Offices

and departments may set up phone trees or other methods of communication as appropriate. Please refer to the Emergency Communications Plan for complete details.

Emergency Response Team (ERT)

The Emergency Response Team is comprised of the following staff members. Back up individuals are listed in parentheses.

1. College President (Vice President for Academic Affairs)
2. Director of Facilities (On-Call Facilities 641-590-4325)
3. Director of Winnebago Security
4. Vice President for Business Affairs (Chief Financial Officer)
5. Dean of Students (Director of Residence Life)
6. Academic Vice President (Faculty Chair/IT Director)
7. Vice President for Campus Operations
8. Marketing & Communications Director

Emergency Responsibilities

College President

1. Assesses the emergency and prepares the college specific response.
2. Declares and ends as appropriate the campus state of emergency.
3. Notifies and conducts activities with college administration, government agencies, etc.
4. Authorizes campus evacuation orders.
5. Approve all official communiqués.

Director of Physical Plant/VP for Campus Operations

1. Assists local, state, and federal agencies in damage assessment.
2. Maintain and provide access to blueprints and building plans.
3. Execute design work and the subsequent construction contracts to correct necessary repairs that are beyond the capability or resources of the campus employees.
4. Make assessment of any campus area susceptible to damage. An assessment of building safety will be made in coordination with campus security. Utilities will be secured if an unsafe condition exists; restoration of utility service will be made as needed.
5. Assess/direct efforts to control hazardous materials in conjunction with the fire department.
6. Make emergency repairs.
7. Remove debris.
8. Provide necessary support to other departments (heavy equipment, barricades, etc.)
9. Provide sanitation service during an emergency.
10. Assist with financial support or resources in response to crisis.

Winnebago Campus Security

1. Coordinate with off-campus emergency response resources.
2. Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personal safety.
3. Point of contact for assisting or coordinating agencies.

4. Consult with ERT leader about the development of the overall incident plan.
5. Develop plans for effective use of communications among various off-campus agencies and the ERT pre-emergency.
6. Determine evacuation routes and implement evacuation plans.
7. Direct access and security control.

Marketing/Public Relations Director

1. Coordinate Communications Plan with college president and information to be disseminated during and after crisis.
2. Maintain communication with media and others affected by the incident.
3. Provide input into all decisions related to communications and public relations.
4. Make appropriate plans for media.
5. Organize press conferences and releases.
6. Coordinate with other departments for cost recording.
7. In collaboration with the president, serve as the official spokesperson to the media.

Vice President for Business Affairs

1. Initiate a record keeping system for all expenditures associated with emergency operations.
2. Coordinate security of campus funds.
3. Initiate process for emergency purchases.
4. Assist in the coordinate the distribution of supplies.
5. Arrange for contract services and locate required equipment and supplies.
6. Arrange for a photo/video team to document damages for insurance purposes.
7. Initiate/process insurance claims.
8. Coordinate emergency purchases.
9. Coordinate with other departments for cost recording.
10. Provide budget accounts for emergency spending.
11. Identify funds available to meet emergency needs.

Dean of Students

1. Assess and respond to the impact of the situation on students and student life areas.
2. Supervise student life professionals' and Winnebago Security response.
3. Coordinate mental health and health service assistance to students and staff in coordination with nurse/counseling services.
4. Identify individuals with special needs and implement plans for assistance.
5. Coordinate with residence life staff and security procedures with residential facilities.
6. Assist in the communication plan with instructions and communications to students and parents.
7. Coordinate with facilities, health services and dinning services on secondary meal locations, residence halls and quarantined/treatment areas for students.

Vice President for Academic Affairs

1. Responsible for all academic issues that surface during crisis.
2. Arrange for temporary classrooms or workspace.

3. Coordinate with academic deans, registrar, director of fine arts center, etc.

Director of Instructional and Information Technology

1. Provide phone service for media relations.
2. Provide phone service for emergency operations center.
3. Re-establish affected networks.
4. Re-establish affected offices as needed.
5. Relocate affected offices if necessary.
6. Implement IIT emergency procedures and disaster recovery plan as needed.
7. Maintain network and computing operations.
8. Secure critical data and information resources.
9. Repair and restore network and computing facilities.

Director of Dining Services

1. Direct and arrange for emergency meals.
2. Request necessary food & liquid supplies.
3. Coordinate efforts with Red Cross and other agencies.
4. Coordinate with Director of Residence Life regarding meal procedures.

Health Services Nurse

1. Provide medical assistance in collaboration with local agencies and health providers.
2. Coordinate the identification of sources of contamination that would present a public health threat.
3. Maintain records on assistance provided.
4. Advise campus on water and food safety precautions.
5. Assist with coordination of staff/student hospitalization & communications
6. Coordinate with American Red Cross as necessary

Director of Residence Life

1. Responsible for the operation and maintenance of residence halls, apartments and theme houses.
2. Responsible for the coordination of emergency shelters and providing assistance with housing.
3. Responsible for Residence Life staff and the departments procedures with residential students.

Director of Counseling Services

1. Organize and implement appropriate mental health intervention in crisis situations.
2. Facilitate mental health debriefings with crisis team after crisis response.
3. Review department crisis plans to ensure adequate attention is given to mental health issues.
4. Advise the mental health referral list to secure appropriate community support in crisis situations.

Director of Human Resources/Benefits Coordinator

1. Arrange for expedited services of temporary employees when required.
2. Coordinate mental health assistance to faculty and staff in coordination with counseling services.
3. Coordinate with other departments for cost recording.
4. Assist faculty/staff where needed.
5. Coordinate any employee relations matters arising from emergency.

Procedures for Specific Emergencies

The following emergency procedures and safety information are listed on the college web site under "emergency safety and procedures". In addition, a copy of a college incident report is provided to anyone who may need to document an incident on campus relating to injury, security, safety or a crime.

Blood borne pathogens

Bomb threats (telephone)

Bomb threats (packages/ written)

Chemical spills/ fires

Disturbances or demonstrations

Evacuations

Explosions

Fire

Flooding and water damage

Infectious diseases

Medical emergencies

Power outages

Preventing crime

Safety procedures

Suspicious packages & envelopes

Tornado/ severe weather

Workplace violence

SAFETY INFORMATION

College Emergency Communication Plan

Latex allergy policy

Pandemic emergency plan (avian flu)

Important phone numbers

REPORTING EMERGENCIES

Calling from Campus Phone

9-911 for Emergency Dispatch

641-585-6801 for Winnebago Security

Calling from Non-Campus Phone

911 for Emergency Dispatch

641-585-6801 for Winnebago Security

RECEIVING EMERGENCY INFORMATION

• E-mail: Correspondence will originate from emergency@waldorf.edu

CAMPUS COMMUNICATIONS IN THE EVENT OF AN EMERGENCY

Emergency Notification

Depending on the origin and nature of a campus wide emergency, the campus community will be alerted by one or more of the following methods:

E-mail/Web page

Any correspondence from emergency@waldorf.edu should be opened immediately. This address is reserved exclusively for emergency information. The college website will be updated to reflect the most immediate information and instructions for our internal and external populations.

Media Inquiries

The Office of Marketing will be the source of official college information in a crisis situation. College employees should refrain from public comment and instead direct all media inquiries to the Marketing Office.

Reporting an Emergency

Calling from Campus Phone

9-911 for Emergency Dispatch

9-641-585-1794 for Winnebago Security

Calling from-Non Campus Phone
911 for Emergency Dispatch
641-585-1794 for Security

Non Emergency Forest City Police
641-585-2113

Student Life Campus Information Center
641-585-2450 or 641-585-8160

CRISIS COMMUNICATION PLAN

I. INTRODUCTION

The Office of Marketing has been charged by the President of the College with managing all information during a crisis. The President, the Vice President of Academic Affairs & Dean of the College, and the Vice President of Business Services have been designated as the official spokespersons for the College.

II. CRISIS SITUATION

A crisis is defined as any situation which:

- requires immediate and coordinated action, due to a health, safety or security emergency and/or
- will have a significant impact on the operation or the reputation of the College.

III. PURPOSE

Although each crisis or emergency will require unique public information responses, this crisis communication plan provides policies and procedures for the coordination of internal and external communications for Waldorf College in the event of a crisis. Upon determination that an emergency or crisis exists that necessitates a communications response this plan will be immediately implemented by the Office of Marketing as directed by the President.

IV. ACTION PLAN

To ensure that the College's internal and public information response to an emergency is quick, accurate, sensitive and responsible, the Office of Marketing will coordinate all crisis communications with campus and off-campus constituencies and media outlets. (Attachment A: List of constituencies)

During an emergency, the President, or the VP of Academic Affairs, or the VP of Business Services, or the VP of Marketing will serve as the College's spokesperson. Other media inquiries will follow guidelines set forth in the Media Directive. *(NOTE: See Attachment B: Media Directive.)*

A. Immediate Response

The President, VP of Marketing, or the Director of Marketing will determine if an official statement should be prepared and released.

- The Director of Marketing (VP of Marketing if necessary) will formulate the message with the assistance of one of the designated officials.
- The Director of Marketing will brief all College personnel who are assigned to answer the phone on appropriate responses to the crisis and/or emergency.
- The Director of Marketing will determine the most effective and efficient method of dissemination of statement(s) to on-campus and off-campus constituencies.
- The Director of Marketing or VP of Marketing will discuss statement(s) with the President prior to dissemination when possible.
- **Initial on-campus distribution will be to the Vice Presidents. Those administrators will be charged with forwarding this statement to staff, faculty, on-campus students, commuter students, and other constituencies**. *(NOTE: In cases involving employee or student injuries or deaths, the Office of the President will notify an immediate family member before the information is released to the public.*
- The Director of Marketing will coordinate off-campus distribution of information through media and the college web site. The Director of Marketing and Dean of Student Life (if a student(s) is involved) will coordinate information gathering from outside authorities.

B. On-Going Response

- The Director of Marketing will update College constituencies about changes to or additional details of the situation via available methods of communication, i.e. voice mail, e-mail, campus e-news, press conferences, media contacts, phone contact, newsletters/other publications.
- The Director of Marketing and/or the VP of Marketing will determine the frequency of updates based upon availability of facts and other immediate and long-term factors. The Director of Marketing will continue to collect and disseminate information until the College has recovered to its pre-crisis status.
- The Marketing Assistant will monitor coverage of the situation among constituencies as quickly as possible and relay information to the Director of Marketing and/or VP of Marketing.
- The Director of Marketing and/or the VP of Marketing will evaluate the effectiveness of plan and revise as necessary.

V. INCIDENT MANAGEMENT TEAM

This plan is designed to complement and enhance the College's Crisis Communication Plan, by providing communications strategies warranted by the situation. The Office of Marketing will work directly with the Incident Management Team to facilitate dissemination of information. *(NOTE: See Attachment B: List of Incident Management Team Members.*

VI. MEDIA RELATIONS

Often the only information some constituencies receive during a crisis is through the media; therefore, media relations is an essential element during crisis communications. Waldorf College seeks to always be honest and courteous when dealing with the media.

Members of the Incident Management Team will be available for interviews related to their specific areas. If team members are contacted directly by the media, they will immediately inform the Director of Marketing. Waldorf College employees are asked to refer media inquiries during a crisis to the Office of Marketing.

Attachment A:

Waldorf College Constituencies

Internal

Students

- Resident
- Commuter
- Evening
- International
- Students with disabilities (sometimes have special needs for evacuation or communications (hearing impaired, vision impaired etc.

Employees

- Faculty
- Staff

Visitors

- Groups using facilities
- Kids and summer camps
- Vendors of the College

External

Media—Print and Electronic

Families of Residents

Families of Non-Residents

Families of Employees

Families of Visitors/Groups/Camps

Regents

Alumnae

Donors

Community-At-Large

Prospective Students\

Vendors of the College

Attachment B:

Media Directive for Non-Crisis situations**:** The role of the Marketing Department is to work with the regional, national, and at times, international media to protect and enhance the reputation of the College. By helping members of the College handle media interest, the Marketing Department aims to ensure that coverage is accurate, fair, and whenever possible, positive.

This directive outlines how members of Waldorf College faculty and staff are to handle the media. This refers to all broadcast and print media available to the public, and excludes academic journals.

1. The only members of the College staff who are authorized to speak to the media on College issues are the President, the Vice-Presidents, the Director of Marketing, or specific staff members expressly nominated by the above. If faculty or staff receive any questions from the media about College policy (such as admission procedures, student life, or strategic initiatives), these must be referred to the Office of the President or the Vice President of Admissions & Marketing.
2. Any media requests which have security implications or which may be potentially controversial for the College must be referred, in the first instance, to the Office of the President and then to the VP of Admissions & Marketing.
3. The College welcomes positive publicity as this plays an important role in maintaining the excellent reputation and high profile we want. As such, academic staff members are encouraged to engage with the media about their areas of expertise. It is incumbent upon faculty to make the results of their research or presentations available to a wider public via the media, as this helps fulfill the College's mission of "service to others".
4. Faculty and staff are requested to inform the Marketing Department if they are publishing papers in high-profile journals or presenting research at major academic meetings. The Marketing Department is always excited to hear about good news stories on which to base press releases or website additions.
5. When faculty or staff is quoted in print or on television or radio, they should be referred to, in every instance, as being a member of faculty or staff of Waldorf College.
6. Faculty or staff who are contacted directly by journalists and who subsequently appear in the media are required to inform the Marketing Department. This will help the Department monitor media coverage.
7. Any requests to film on College property should be referred to the VP of Admissions and Marketing or the Office of the President.
8. Press statements and press releases regarding the College are issued from the Marketing Department. Any other department that wishes to issue a press release must seek authorization from the Director of Marketing or the VP of Admissions & Marketing.
9. In all cases where faculty or staff believes that the reputation of Waldorf College may be compromised or that the College may receive negative publicity, the Marketing Department and the Office of the President must be informed at the earliest opportunity.
10. Insofar as high profile visitors to Waldorf College may attract media attention, it is important that the Marketing Department be informed well in advance of any visits by politicians, media stars, or other VIPs.
11. Members of the faculty and staff are entitled to write letters to the press that relate to their area of study or work, using their College address and title. However, if the letter concerns a personal opinion on a non-academic topic, a private address without a connection to Waldorf College is required. Letters to the press reflecting upon or discussing College policy or status can only be sent after consultation with the President.

Attachment C:

Immediate Response Checklist

Step One—First Alert

☐ Alert proper authorities (police, fire, or ambulance)

☐ Alert Director of Marketing.

☐ Inform Campus Information Center to direct all media calls to Director of Marketing.

☐ Assess situation and level of impact.

☐ Decide to issue a written statement or to hold a press briefing.

☐ If necessary, decide location for press briefing.

☐ Alert switchboard and media to time and location of press briefing.

Step Two—Get the Facts

☐ Gather known facts.

☐ Verify nature and scope of incident with Dean of Student Life (if student(s) involved) and/or responding emergency agencies.

☐ Determine if injuries and/or fatalities (do not release names).

☐ Assess public health risk (if any).

☐ Determine what authorities must/should be consulted.

☐ Consult immediately with responding agencies to coordinate release of information.

☐ Begin to craft message for release to media.

☐ Begin to plan to inform internal and all stakeholder audiences.

Step Three—Verify and Keep the Information Moving

☐ Time code all information as it arrives.

☐ Verify all facts before releasing.

☐ Keep appropriate senior officials up-to-date.

☐ Keep in consultation with appropriate government and legal authorities.

☐ Begin plan to inform internal and all stakeholder audiences.

Step Four—Prepare for Media (Calls and Visits)

☐ Start media contact record.

☐ Brief and rehearse designated media spokesperson(s). Go through "What information media will want" list and rehearse what verified information will be made available.

☐ Discuss media inquiry strategy.

☐ Get approval for media statement (as handout or release).

☐ Designate officials who will read statements or speak during press briefing.

☐ Review guidelines for dealing with the media with each person.

Step Five—When Reporters Arrive

☐ Ask media for identification and to sign in.

☐ Inform reporters of restrictions on movement/photography/filming.

☐ Proceed with briefing.

☐ Advise media of time and place of next and future updates.

☐ Follow-up on additional media inquiries.

Step Six—Media Follow-up & On-going Media Relations

☐ Monitor media coverage.

☐ Assess and correct factual errors.

☐ Advise media of any significant new developments.

☐ Log all media contact.

☐ Evaluate effectiveness of plan and revise as necessary.

Attachment D:

What the Media Will Ask

Casualties

1. Number killed or injured or who escaped (use caution with initial numbers).
2. Nature of injuries received.
3. Care given to the injured.
4. Disposition of the dead.
5. Prominence of anyone who was killed, injured or escaped.

Property Damage

1. Estimated value of loss.
2. Description of property.
3. Importance of the property.
4. Other property threatened.
5. Insurance protection.
6. Previous emergencies in the area.

Causes

1. Testimony of participants.
2. Testimony of witnesses.
3. Testimony of key responders—the incident management team, police, fire, etc.
4. How emergency was discovered.
5. Who sounded the alarm?
6. Who summoned aid?
7. Previous indications of danger.
8. How the College responded (how quickly) and who responded

Rescue and Relief

1. The number of people engaged in rescue and relief operations.
2. Any prominent person in relief crew.
3. Equipment used.
4. Physically disabled persons rescued.
5. Care of involved after the incident.
6. How the emergency was prevented from spreading.
7. How property was saved.
8. Acts of heroism.

Description of the crisis or disaster

1. Extent of emergency.
2. Blasts and explosions.
3. Crimes of violence.
4. Attempts at escape or rescue.
5. Duration.
6. Collapse of structures.
7. Color of flames.
8. Extent of spill.

Accompanying incidents

1. Number of spectators, spectator attitudes and crowd control.
2. Unusual happenings.
3. Anxiety, stress of families, survivors, etc.

Legal actions

1. Inquests, coroner's reports.

2. Police follow-up.
3. Insurance company actions.
4. Professional negligence or inaction.
5. Suits stemming from the incident.

Attachment E:

Crisis Meeting Agenda

During an initial briefing about the crisis, the following specific agenda items will be reviewed:

1. Situation report:

   What appears to have happened?

   Confirmed facts (when crisis occurred and the immediately known facts).

   Scope of situation.

2. Initial response status:

   What is being done, why, by whom?

   Likely implementation time and hoped-for results.

3. Initial communications status:

   Who knows, who needs to know immediately and later on.

   Alert switchboard.

4. Short-term response requirements:

   Delegate crisis communications responsibilities.

   What must be done in the next several hours?

   What human and material resources are available or needed?

5. Short-term communication process:

   Staff, faculty, students, families, etc.

6. Requests from the public. Please refer to the Waldorf web page for updates.

Attachment F:
Communication Methods Worksheet

Audience	**Method of Communication**
Resident Students	
Commuter Students/International Students	
Evening Students	
Faculty	
Staff	
Campus Visitors/Vendors	
Media (Print/Electronic)	
Families of Resident Students	
Families of Non-resident Students	
Families of Employees	
Families of Campus Visitors	
Regents	
Alumnae	
Donors	
Community-at-large	
Prospective Students	

Attachment G:

Waldorf College Emergency Response Team-Responsible Administrator(s):

Dr. Dick Hanson/Dr. Joe Manjone, President, ext. 8130

Dr. Robert Alsop, Vice President of Academic Affairs, ext. 8133

Ms. Jessie Brown, Vice President of Marketing & Admissions, ext. 8114

Mr. Mason Harms, Vice President of Business Services, ext. 8137

Mr. Jason Ramaker, Dean of Student Life, ext. 8161

Mr. Al Eggebraaten, Director of Facilities, ext. 8174

Mr. Jim Amelsberg, Director of Counseling, ext 8160

Mr. Barry Bendickson, Director of Winnebago Security, (641) 585-1926

Mr. Momo Wolapaye, Director of Residence Life, ext 8160

Ms. Mary Mathiasen, Health Services, ext. 8157

Attachment H:

Dealing with the Media during a Crisis

A. Dos and Don’ts

During an emergency DO:

1. Release only verified information.
2. Escort the news media everywhere on the emergency site.
3. Have a designated spokesperson.
4. Keep accurate records and logs of all inquiries and news coverage.
5. Learn media deadlines and try to meet them.
6. Provide equal opportunities and facilities for print and electronic media.
7. Have a clear idea of what can and cannot be released.
8. Carefully coordinate planning and implementation of public relations activities with other aspects of the comprehensive emergency plan.
9. Carefully coordinate and communicate with response services (fire, police, ambulance, Winnebago Security) on appropriate follow-up
10. Communicate to the campus community as soon as possible to inform, alert facts, procedures and to prohibit panic or misinformation

During an emergency DO NOT:

1. Idly speculate on the causes of the emergency.
2. Speculate on the resumption of normal operations.
3. Speculate on the outside effects of the emergency.
4. Speculate on the dollar value of losses.
5. Interfere with the legitimate duties of news people.
6. Permit unauthorized spokesperson to comment to the media.
7. Attempt to cover up, or purposely mislead the news media.
8. Place blame for the emergency.

B. General Guidelines for Dealing with the Media during a Crisis

- The Director of Marketing will respond in the most expedient manner possible with information for media during a crisis.
- If media initiates contact prior to a crisis decision being made, the Director of Marketing will neither confirm nor deny the incident/issue; but will investigate and return the call.
- The Director of Marketing will always attempt to coordinate release of information with responding emergency agencies—so both parties release the same information.
- The designated spokesperson should always be thoroughly briefed and constantly updated on status of the incident.
- If the incident appears to be of short duration, an approved follow-up statement will be issued, including a summary of the incident only by the President or Director of Marketing/VP of Marketing.
- If it appears to be a major, prolonged incident, the Director of Marketing will arrange for regularly scheduled media update briefings. At each briefing there will be a recap of the incident and any new information provided.
- If there is important new information, it will be shared with the media as quickly as possible by phone, fax and/or special media briefing.
- If possible, coordinate with television/radio stations to come up with a mutually acceptable plan for interviews that will allow live coverage to be carried without giving preferential treatment.
- Clearly state at the beginning of initial briefing that all verified information will be passed on and there will be no information given off the record. All information will be provided at the press gathering.
- Waldorf College will prohibit release of an individual's name who has been involved in an injury or fatality until his/her family has been notified.
- Waldorf College will not give the media access to the families of anyone injured or killed, unless the families expressly grant permission.

- Waldorf College will release location(s) treating injured persons, i.e. Mason City Hospital. Hospital media professionals are trained to answer media questions regarding treatment and status of patients.
- Waldorf College will work in conjunction with hospital spokesperson when releasing any information regarding an injured person's current condition.

SUBSTANCE ABUSE POLICIES AND PROCEDURES
Complying with the Drug-Free Schools and Campuses Act
EDGAR (34 CFR PART 86)

At a minimum, each school must distribute to all students and employees annually:
• *Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school property or as part of any school activity.*
• *A description of the applicable legal sanctions under the local, State and Federal law for the unlawful possession or distribution of illicit drugs and the abuse of alcohol.*
• *A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.*
• *A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.*
• *A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.*
The law further requires an institution of higher education to conduct a biennial review of its program to:
• *determine its effectiveness and implement changes if they are needed.*
• *ensure that the sanctions developed are consistently enforced.*

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, the Board of Regents of Waldorf College has established the following policies and awareness program to ensure a drug-free campus environment for Waldorf students and employees.

Waldorf College prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by students and employees while on the college campus or in the immediate vicinity thereof, at any college function, on any college trip, or when in any way representing the college.

FOR EMPLOYEES

As a condition of employment, employees are given a copy of the Drug-Free Workplace statement and must abide by the terms therein. In addition, employees must notify the employer of any criminal drug statute conviction no later than five days after such conviction.

The dangers of drug abuse in the workplace include, but are not limited to:
personal addiction, physical and emotional injury to self and/or co-workers, and decreased job performance which could result in damage or destruction of college property.

Waldorf College recognizes its duty to address problems of drug use in such a manner as to safeguard to the greatest extent possible its capacity to carry out its educational mission with care and concern. Consequently, while discipline will be taken, the College's interest goes beyond a

disciplinary response to the problem. Therefore, the College will provide educational and informational help about drugs and the danger of their use and will require the use of counseling services and/or chemical dependency services that are available.

Waldorf College shall refer for prosecution, to the proper authorities, any individual caught violating the stipulations set forth in the information presented above, and may suspend the individual with or without pay during the ensuing legal process. Waldorf also reserves the right to immediately terminate employment upon notification of a conviction of any federal or state criminal drug statute. However, under certain circumstances, in lieu of dismissal, Waldorf may choose suspension and/or mandatory counseling.

FOR THE STUDENTS

The Waldorf College living guidelines clearly prohibit the unlawful possession, use, sale, or distribution of drugs and alcohol on campus or as any part of College activities. The sanctions for violation of the College alcohol and drug policies range from $50-$200 fine and an educational program to required assessments, probation or possible dismissal from the college. Please refer to the Waldorf College Student Handbook for more information about living guidelines and sanctions.

In order that an environment for healthy living, study and sleep may be promoted:
• Do not possess, use, sell, distribute, or have access to any illegal drug or drug paraphernalia. (Smell, haze in a room or area and other evidence that strongly leads one to believe that marijuana or other illegal drug was present, is grounds for a search).
• Do not use, possess or have access to alcoholic beverages while on college campus or in the immediate vicinity thereof; do not purchase alcohol for minors. (Empty containers constitute possession and intoxication constitutes violation). Suspicion of a violation may result in a search and confiscation of alcohol related paraphernalia and an incident report filled out.

IOWA ALCOHOL RELATED LAWS

- Open container in public - $175-$250 fine
- Disorderly conduct - $170-$240 and/or 30 days in jail
- Providing alcohol to minor - $500 - $1,000 and/or 1 year in jail
- Person under the legal age consuming - $314 fine

A SNAPSHOT OF ANNUAL HIGH-RISK COLLEGE DRINKING CONSEQUENCES

DEATH: 1400 college students die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
INJURY: 500,000 students are unintentionally injured under the influence of alcohol.
ASSAULT: More than 600,000 students are assaulted by another student who has been drinking.
SEXUAL ABUSE: More than 70,000 students are victims of alcohol-related sexual assault or date rape.
UNSAFE SEX: 400,000 students had unprotected sex and more than 100,000 students report having been too intoxicated to know if they consented to having sex.
ACADEMIC PROBLEMS: About 25% of college students report academic consequences of their drinking including missing classes, falling behind, doing poorly on exams and papers, and receiving lower grades overall.

HEALTH PROBLEMS/SUICIDE ATTEMPTS: More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.
DRUNK DRIVING: 2.1 million students drove under the influence of alcohol last year.
VANDALISM: About 11 percent of college student drinkers report that they have damaged property while under the influence of alcohol.
PEOPERTY DAMAGE: More than 25% of administrators from schools with relatively low drinking levels and over 50% from schools with high drinking levels say their campuses have a "moderate" or "major" problem with alcohol-related property damage.
POLICE INVOLVEMENT: About 5% of 4-year college students are involved with police or campus security as a result of their drinking and an estimated 11,000 students are arrested for an alcohol-related violation such as public drunkenness or driving under the influence.
ALCOHOL ABUSE AND DEPENDENCE: 31% of college students met criteria for a diagnosis of alcohol abuse and 6% for a diagnosis of alcohol dependence in the past 12 months, according to a questionnaire-based self-reports about their drinking.

(A Call to Action: Changing the Culture of Drinking at U.S. Colleges: Final Report of the Task Force on Changing Drinking)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance, 21 U.S.C. 844(a)

1st Conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2.500, but not more than $250,000, or both.

After 2 or more prior convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
a) 1st conviction and the amount of crack cocaine exceeds 5 grams.
b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7). Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a: Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a: Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g): Ineligible to receive or purchase a firearm.

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence or variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Sudden cessation of alcohol intake for the addicted person is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

RISKS TO SELF FROM SUBSTANCE ABUSE

Physical/Mental Risks
Injuries (accidents, fights)
Damage to heart, liver, brain, and digestive track
A contributing factor to cancer of mouth, throat, liver and stomach
Malnutrition due to poor eating habits
Fatigue
Hangovers (headaches, vomiting)
Blackouts (periods of memory loss)
Decreased mental alertness
Decreased muscle coordination

Behavioral Risks
Mood swings (can result in feelings of euphoria, depression, fear, anxiety, etc.)
Aggressive/impulsive actions (can result from uncontrolled anger)

Societal Risks
Relationship problems with roommates, family and friends
Legal problems – police arrests are lifetime records
Financial problems
Loss of job- careers are sometimes ruined
Reputation damage

Academic Risks
Absenteeism or poor attendance results in poor grades or failure
Poor concentration abilities and decreased academic motivation
Poor performance in sports, theatre and music due to reduced mental alertness and muscle coordination

RISKS TO OTHERS AS A RESULT OF SUBSTANCE ABUSE

• Verbal, emotional and physical abuse increased
• Injuries as a result of assaults, vehicle accidents, brawl, etc.
• The unborn children suffer when born with drug addiction and fetal alcohol syndrome
• Family stress – parents, children and spouses suffer because of broken relationships.
• Break-up of relationships with significant others.

RISKS TO PROPERTY AS A RESULT OF SUBSTANCE ABUSE

• Vandalism on campus is increased
• Crime on campus is increased
• Economic loss results from repairs and replacements of destroyed or damaged property is increased
• Common area damage in cases where offender is not identified and there is direct out of pocket expense for residents is increased

RESOURCES

The following materials are available from the National Institute of Alcohol Abuse and Alcoholism (NIAAA) by mail or through the NIAAA Web site (www.collegedrinkingprevention.gov):

Task Force Reports
• A Call to Action: Changing the Culture of Drinking at U.S. Colleges
• Final Report of the Task Force on Changing Drinking
Panel Reports
• High-Risk Drinking in College: What We Know and What We Need to Learn. Final Report of the Task Force on College Drinking's Panel on Contexts and Consequences.
• How to Reduce High-Risk College Drinking: Use Proven Strategies, Fill Research Gaps. Final Report of the Task Force on College Drinking's Panel on Prevention and Treatment.

Brochures
• What College Presidents Need to Know About College Drinking
• What Parents Need to Know About College Drinking
• What Peer Educators and Resident Advisors (RAs) Need to Know About College Drinking

Waldorf College Resources
• Counseling Office: Jim Amelsburg (641) 585-8461
email: amelsburgj@waldorf.edu
• Health Services: Mary Mathiasen, RN (641) 585-8157
email: mathiasem@waldorf.edu
• Office of Student Life: Dean of Students, Jason Ramaker, (641) 585-8161
email: ramakerj@waldorf.edu

Online Resources
• National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov
• NIAAA Leadership to Keep Children Alcohol Free
www.alcoholfreechildren.org
• Centers for Disease Control and Prevention
www.cdc.gov
• National Highway Traffic Safety Administration
www.nhtsa.dot.gov

• Substance Abuse and Mental Health Services Administration
www.samhsa.gov
• U.S. Department of Justice
www.usdoj.gov
• U.S. Department of Education
www.ed.gov
www.edc.org/hec

Off-Campus Resources
• Prairie Ridge Addiction Treatment Services
320 N Eisenhower, Mason City, IA 50401
(641) 424-2391
• North Iowa Mercy Health Center
1000 4th St. SW, Mason City, IA 50401
(800) 433-3883
• Mercy Family Clinic – Forest City
635 Hwy 9 East, Forest City, IA 50436
(641) 585-2904
• Albert Lea Medical Center – Mayo Health System
404 Fountain St., Albert Lea, MN 5007
507-373-2384
• National Substance Abuse Helpline
1-800-662-4357

SEX OFFENSES POLICY

Waldorf College is committed to maintaining an academic environment free from any form of sex offenses. Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person. Sexual assault can occur against males and females, regardless of sexual orientation, race, class, religion, age, or disability.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

• having sexual relations against the victim's will and without the victim's consent
• having sexual relations with someone who is drunk or high and therefore unable to give consent
• using physical force or threats of physical force to coerce the victim into sexual relations
• using emotional manipulation and/or threats to coerce the victim into sexual relations

FREQUENCY AND PREVALENCE

A sexual assault is reported about once every six minutes in the United States. Reported assaults represent only a fraction of the rapes that actually occur. In a national survey of college students, 90 percent of the victims never reported their assaults to the police; therefore, the frequency of an assault is grossly underestimated in law enforcement statistics.

College students of traditional age are vulnerable to being victims of sexual assault. The new setting coupled with sexual impulses and peer pressure may lead to dangerous experimenting with new freedoms. Acquaintance rape is prevalent on college campuses. Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from living in the same residence hall or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual contact when the victim is intoxicated is sexual assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

EMERGENCY PROCEDURES AND REPORTING OPTIONS

In the case that a sexual assault or sex offense occurs, the student has the option of notifying any or all of the following: residence life staff, counseling center staff, the Dean of Students, or the Forest City Police. Although the choices about who is notified rest solely with the accuser, he/she is encouraged to take the steps listed below. In the event that the accuser is physically or psychologically unable to make her/his own decisions, normal emergency medical and psychological procedures will be followed, including taking the victim to the hospital and calling a member of the Waldorf College counseling staff.

The following steps are those which Waldorf College encourages all victims to consider:
1. In order for the victim to feel supported, the victim is advised to immediately contact a friend, Resident Assistant (RA), Residence Hall Area Coordinator (AC), the Waldorf College Counseling Center staff, the Waldorf College Nurse, College faculty or staff, or someone with whom they feel safe.

2. In order to protect an individual's own health and to attend to any injuries, possible pregnancy, or infections (such as sexually transmitted diseases) that may arise from an assault, the victim is advised to seek medical attention at Hancock County Memorial Hospital in Britt, Mercy Medical Center-North Iowa hospital in Mason City, or another hospital of the victim's choice. Emergency room personnel are trained in the collection of physical evidence, which will be helpful and necessary if a person should choose, then or at a later time, to utilize the legal avenues available in prosecuting her/his case.

3. In order to preserve all evidence, the victim is advised to not change clothes, shower, bathe, or douche and if possible, to not urinate. In addition, victims are advised to save all clothing, linens, or other items that may have been touched by the assailant so that they may be given to the Forest City Police for evidence. All physical evidence, including seminal fluids, hair, blood types, and scrapings of flesh from the victim's fingernails may be used in Court.

4. In order to collect evidence and solicit clear recollections of facts and events, the victim is advised to contact the Forest City Police immediately following an assault. Institutional employees will assist the victim in notifying the authorities, if the student requests the assistance of these personnel. Once the assault is reported to the police, if the evidence warrants such action, the police will file charges.

5. In order to assure that the victim and other potential victims have a safe campus environment after an incident, the victim is advised to alert the appropriate administrative personnel of the

College of the assault as soon as possible. At Waldorf, this official is the Dean of Students. Reporting a sexual assault does not commit a victim to filing a complaint with the College. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual assault may be reported by the victim, or by another person who shall serve as a liaison with the Office of Student Life. The liaison could be any faculty, administrative or professional staff member at Waldorf. This person may assist the victim during any investigative proceedings. If the victim wishes, action will be taken to insure her/his safety. These actions could include: relocation to another room or residence hall, changing of room locks, contacting professors, adjusting class schedules, and assisting with filing a legal protection order against an assailant. The victim is advised to consider whether he/she wishes to file a formal complaint with College authorities.

6. In order that the victim receives the confidential help and emotional support necessary to cope with the incident, the victim is advised to utilize as many of the following services as will be helpful: the Waldorf Counseling Center, the Waldorf Health Service, Office of Student Life, a campus pastor, the Mason City Sexual Assault Center, and the Iowa Coalition for Sexual Abuse.

JURISDICTION

Waldorf College reserves the right to pursue adjudication of an incident of sexual assault apart from, and independent of, any legal recourse a student might choose. A student or employee who decides against filing a criminal complaint does not relinquish the right to an institutional investigation. Sanctions which might be imposed on an assailant by the College are not predicated upon, or limited to, those which might be administered through a court of law. The College makes no attempt to shield members of the Waldorf community from the law, nor does it initiate involvement in legal proceedings against a member of the community. Membership in the Waldorf community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Waldorf's policies.

Waldorf College also reserves the right to hold its students and employees accountable for acts of sexual assault at all times and places. The jurisdiction of the Waldorf College Sexual Assault Policy includes all campus property, as well as any College sponsored event which takes place off-campus (i.e. athletic event, concert tour, trip, conference, or retreat). The jurisdiction of this policy also includes any conduct which occurs off campus which is deemed to have a negative impact on the campus.

COLLEGE HEARING PROCESS AND DISCIPLINARY SANCTIONS

When a report of a sexual assault is filed with the Office of Student Life, the following hearing procedure will be followed:
1. The Dean of Students will make an in-depth investigation, which will include the solicitation of written statements from both the accused and the accuser and personal interviews with each party (and others who might provide pertinent information). The accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings.
2. At the accuser's discretion and only with her /his permission, notification will be given to pertinent professors that an individual may be missing classes, assignments, etc.
3. The decision will be rendered by the Dean of Students regarding the merit of the allegations, the judicial process that will follow and any sanctions that will be imposed by the institution.
4. Once the judicial process has been completed, both the accuser and the accused will receive written notification of these findings and of the sanctions imposed.

5. Because of the sensitive and unique nature of sexual assault and sex offense cases, any appeal of disciplinary decisions (either by victim or by the alleged assailant) may be made only to a special five member Appeal Panel. The members of this panel will include two faculty and two students trained in the area of sexual assault.
6. Sanctions may include but are not limited to any of the following: loss of housing contract, restitution, counseling, probation, relocation, suspension or expulsion

RIGHTS OF THE ACCUSER AND THE ACCUSED IN SEX OFFENSE CASE

In an effort to be sensitive to the needs of a victim of sexual assault, the following are basic rights to which every victim is entitled.
1. The right to be believed. Waldorf College and its staff are committed to listening to your situation and to take your complaint seriously.
2. The right to safety. If you feel you continue to be in a dangerous situation, Waldorf personnel will work with you to insure your safety.
3. The right to not be academically penalized. At your discretion (and with your consent), contact will be made with your professors to explain absences from class, missed assignments, etc.
4. The right to advocacy. Waldorf College offers staff members (Campus Counselors, College Nurse, and Residence Hall Area Coordinators) who are available to work as your advocate through judicial and recovery processes.
5. The right to confidentiality. All matters regarding sexual assault will be handled in a confidential and respectful manner.

IF YOU KNOW SOMEONE WHO HAS BEEN THE VICTIM OF SEXUAL ASSAULT

If you know someone who has been the victim of sexual assault, the following are suggestions of things that you can do to help.
1. Be supportive. Give the person the opportunity to express and talk about her/his feelings, fears, and reactions as he/she chooses.
2. Encourage the individual to seek medical attention as soon as possible. It is important to encourage an individual not to bathe, wash, or change clothes immediately following a sexual assault before seeking medical attention. Seeking medical attention is both to safeguard the health of the victim and to preserve
valuable evidence should he/she decides to report the attack and prosecute the assailant.
3. Suggest that the individual talk with someone trained to help sexual assault victims. The list of on-campus and off-campus resources can be found at the end of this document.
4. Encourage the individual to report the assault to both the Forest City Police Department and the Waldorf College Dean of Students.

EDUCATION AND PREVENTION PROGRAMS

Waldorf College takes very seriously the important role which education and prevention programs play in a safe campus environment. The College is committed to providing this type of programming for its community. This commitment is exemplified through an acquaintance rape/sexuality seminar during new student orientation, acquaintance rape prevention programming, the Waldorf College Sexual Harassment Policy, the Waldorf College Sexual Assault Policy, and the Student Handbook.

REPORTS

Waldorf College believes that a well informed community can better prevent the incidence of sexual assault. The Office of Student Life will give timely notice to the Waldorf community when an assault or attempted assault is reported on campus so that the community can take appropriate steps to prevent this type of activity in the future. The name of the victim will not be released by the Dean of Students in any notifications to the community members informing them of information pertaining to the offense. Also, such notifications will not include information that would cause the victim to be identified. Thus, the College will strive to balance its concerns for the privacy of victims of sexual assault with its duty to warn members of the Waldorf community when serious crimes are reported.

An annual report of the number of sexual assaults on campus will be prepared. Both the timely notice and the annual report are required components of the Student Right-to-Know and Campus Security Act. Individuals convicted of sex crimes are required to register with the law enforcement agencies. Information may be obtained about registered sex offenders on the Waldorf College web site under the Student Life section.

RESOURCES

The following individuals and agencies can be contacted for assistance in the event that a sexual assault occurs. The decision of who is called rests solely with the victim, although the College encourages victims to follow the emergency procedures detailed earlier in this policy in the section entitled, Emergency Procedures and Reporting Options.

On-Campus:
Student Life
641-585-8160
Counseling Services
641-585-8160
Dean of Students
641-585-8161
Director of Residence Life
641-585-8162
Residence Hall Area Coordinators
Ext. 8727, 8728, 8729
Residence Hall Area Coordinators
(evenings and weekends)
641-590-4318
Health Services
641-585-8157
Winnebago Security
641-585-6801
Emergency
9-911

Off-Campus Resources:
Emergency
9-911
Counseling, Crisis Intervention
Health and Human Services
9-211
Forest City Crisis Intervention Services
641-585-1050
Forest City Police
641-585-2113
Forest City Fire Department
641-585-2113
24 Hour Crisis Intervention Services
641-424-9133
Mercy Family Clinic-Forest City
641-585-2904
Hancock County Memorial Hospital
(Britt) 641-843-3801
Mercy Medical Center - North Iowa
(Mason City) 641-422-7000
Winnebago County Health Department
641-585-4763
Hancock County Health Services
641-843-5000
National Domestic Violence Hotline
1-800-799-7233
National Substance Abuse Helpline
1-800-662-4357