

**ANNUAL CAMPUS SECURITY/FIRE REPORT
WALDORF COLLEGE
2010-2011**

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INTRODUCTION

At Waldorf College, the safety, health and well being of our students, faculty, staff and guests are 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 641-585-8289.

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 and Student Life works with facilities to insure that our fire systems in all buildings 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 (optional sign-up) 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 and response 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 & EMPLOYEES 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 on campus 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 or office 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 ministry personnel 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 641-585-8289, 641-585-8160, 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. This information is collected as part of the

emergency contact information when the student checks in at the beginning of the year or semester. If the student has not designated a contact person, the local law enforcement will be notified that the student is missing. Students less than 18 years of age and not emancipated will also automatically have their parents or guardians notified in missing person situations.

Once an on campus student is determined to be missing, the following protocol will be followed.

- Parents will be notified
- Security and local police will be notified
- Student's faculty, coach, advisor and other associated employees related to the student will be notified.
- Roommates, RA and floor-mates or buildings as determined appropriate will be notified
- An attempt to secure a photograph of the students to share with employees, students and local emergency personnel for distribution
- As deemed appropriate, the college may further search into the students personal areas such as their room, vehicle, email account, use of campus ID, cell phones, or other devices that can be tracked to provide helpful information.

VEHICLE 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 2007-2009.

<u>Crime:</u>	Number of Reports of Selected Crimes					
	2009		2008		2007	
	<u>Campus</u>	<u>Off</u>	<u>Campus</u>	<u>Off</u>	<u>Campus</u>	<u>Off</u>
Homicide						
Murder	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
Forcible	0	0	1	0	0	0
Non-forcible	1	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	2	0	3	2	2	2
Burglary	13	1	7	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

<u>Disciplinary action on campus for:</u>	2009	2008	2007
*Alcohol Violation	23	34	39
Drug Violation	10	2	2
Weapons Violation	0	3	2

<u>Crime:</u>	Number of Arrests for Selected Crimes					
	2009		2008		2007	
	<u>Campus</u>	<u>Off</u>	<u>Campus</u>	<u>Off</u>	<u>Campus</u>	<u>Off</u>
Liquor Law Violations	0	4	0	U/K	0	0
Drug Violations	0	2	0	2	2	10
Illegal Weapons Possession	0	0	0	U/K	0	0
Hate Crimes	0	0	0	U/K	0	0
Larceny theft	-	-	-	-	-	-
Simple Assault	-	-	-	-	-	-
Intimidation	-	-	-	-	-	-
Destruction/damage	-	-	-	-	-	-
Homicide	-	-	-	-	-	-
Sex Offences	-	-	-	-	-	-
Robbery	-	-	-	-	-	-
Aggravated Asslt.	-	-	-	-	-	-
Burglary	-	-	-	-	-	-
Motor V. Theft	-	-	-	-	-	-
Arson	-	-	-	-	-	-

On the campus, it is a violation of the schools alcohol policy to use, possess, sell, distribute, or have access to alcohol. For the **2009** year, there were 23 reported violations of this policy on campus.

In 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 641-585-8289 or 641-585-8160 during regular business hours. In addition, 9-111 should be called and/or Winnebago security at (641) 585-6801. The after-hours number for on campus emergencies would be 641-585-4318.
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, the local broadcast media, our Waldorf College Emergency Hotline 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.
4. Waldorf College Emergency Hotline Phone Number 877-270-7333 (Voice updates and instructions only)

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.
3. Police, security and emergency personnel are invited on campus for tours of our facilities.
4. Police and security are invited to speak to our new students during fall orientation.

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 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 an outdoor assembly area across the street from the building. 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:
 - a. Go to the nearest inside area where there are no hazards.
 - b. Contact the Campus Information Center by telephone using a campus phone or (641)585-8289 or afterhours on call number at 641-590-4318 use other means to advise them of the situation.
 - c. Be sure to give them the room number so they can send help to you.
 - d. If possible, signal out the window to on-site emergency responders.

- e. Try to establish a “buddy” system to have someone ready to assist you.
2. To assist visually impaired persons:
 - a. Alert individual to the situation by touching or speaking.
 - b. Offer your arm for guidance; but do not grasp his/her arm, allow him/her to take yours.
 - c. Tell the person where you are going, obstacles you encounter. Give clear instructions.
 - d. When you reach safety, ask if further help is needed.
3. To alert people with hearing limitations:
 - a. Turn lights on/off to gain the person’s attention or alert individual to the situation by touch or eye contact.
 - b. Indicate directions with gestures, or write a note with evacuation directions.
 - c. Offer visual instructions about safest route or direction, such as pointing or a map.
4. To evacuate persons who are mobility impaired:
 - a. Inform individual of situation.
 - b. Always ask how you can help.
 - c. Move debris if necessary/possible to allow safe escape route.
 - d. If cannot exit, move individual to as safe an area as possible and notify appropriate personnel of the individual’s location.
 - e. 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 phone) or (641) 585-8289 or 641-585-8160.
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 641-585-8160 or (641) 585-8289 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 at 641-585-8289 or (641) 585-8160, Campus Security at 641-585-6801 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 641-585-8289 or (641) 585-8160, Campus Security (641) 585-3113 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.
12. Arrange or allow for overtime as needed.

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 dining 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	Infectious diseases
Bomb threats (telephone)	Medical emergencies
Bomb threats (packages/ written)	Missing Persons
Chemical spills/ fires	Power outages
Disturbances or demonstrations	Preventing crime
Evacuations	Safety procedures
Explosions	Suspicious packages & envelopes
Fire	Tornado/ severe weather
Flooding and water damage	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/text message: Correspondence will originate from emergency@waldorf.edu
- Waldorf College Emergency Hotline (877) 270 7333

(For updates and general information-no voice mail recording) CAMPUS COMMUNICATIONS IN THE EVENT OF AN EMERGENCY

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

641-585-6801 for Security

Non Emergency Forest City Police

641-585-2113

Student Life Campus Information Center

641-585-8289 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	Email, Residence Hall Notification, Mtgs, Text
Commuter Students/International Students	Email, Text Message, Phone call, web site
Evening Students	Email, Text Message, Webpage
Faculty	Email, Text Message, Emergency Meeting
Staff	Email, Text Message, Emergency Meeting
Campus Visitors/Vendors	Email, Signs on campus, Website
Media (Print/Electronic)	Website, Newspaper, Cable Announcement
Families of Resident Students	Email, Text Message, Website
Families of Non-resident Students	Email, Text Message, Website
Families of Employees	Email, Website
Families of Campus Visitors	Email, Phone Calls
Regents	Email, Website, Phone Call
Alumnae	Email, Website
Donors	Email, Website
Community-at-large	Radio, Press Release
Prospective Students	

Attachment G:

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

Dr. Joe Manjone, President, ext. 8130

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

Ms. Jessie McBride, 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.

PROPERTY 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
1-800-662-435

CAMPUS FIRE SAFETY REPORT

I. OVERVIEW

A. Campus Fires

According to the United States Fire Administration (USFA), a division of the Federal Emergency Management Agency (FEMA), there are approximately 1,700 documented fires in college residence halls, classroom buildings, fraternities, and sororities each year. Within the residence halls, the primary cause of fire is arson or suspected arson, which accounts for one-sixth of the fires. Arson is a "young person's" crime: Over half of those arrested for arson on all types of properties are males under the age of 18. Motives include peer pressure, a cry for help, and a struggle with the pressures of their environment. All of these conditions can exist in a college environment in which young people often encounter more pressure than they have ever experienced.

The potential threat of college residence hall fires is often not taken seriously enough by students until it is too late. Even with procedures in place, campus authorities and students have sometimes let their guard down because of the high frequency of pranks and false alarms. Sadly, on April 12, 1987, in Williams Hall of Wesley College, Dover, Delaware, and on April 28, 1987, in Frazer Dormitory of Longwood College, Farmville, Virginia, fires occurred that killed one student and injured 19. Both incidents show the importance of enforcing fire safety prevention and emergency procedures in residence halls, and encouraging use of 911 for reporting fire emergencies to the authorities.

While arson is the primary cause of fire in residence halls, cooking is the second cause, and smoking is the third. Candles are also a major cause. Furthermore, there is a link between fires and the use of alcohol: In cases where fire fatalities occurred on college campuses, alcohol was involved. Many factors contribute to the problem of residence hall housing fires. One is the improper use of 911 so that emergency response is delayed. Another is student apathy: Many students are unaware that fire is either a risk or a threat. Another is that evacuation efforts are hindered because either fire alarms are often ignored or there is a lack of preparation and preplanning. Other serious problems are smoke and fire alarms that have been either vandalized or improperly maintained, and the misuse of cooking appliances, overloaded electrical circuits, and extension cords.

B. Fire Facts

The USFA believes that fire deaths can be reduced by teaching people the basic facts about fire. Below are some simple facts that explain the life-threatening characteristics of fire.

1. **Fire is FAST.** In less than 30 seconds, a small flame can get completely out of control and turn into a major fire. Many fires occur when people are asleep. If someone wakes up to a fire, they will not have time to grab valuables: There may only be time to escape.
2. **Fire is HOT.** A fire's heat alone can kill. Room temperatures in a fire can be 100 degrees at floor

level and rise to 600 degrees at eye level. Inhaling this super hot air will scorch the lungs. The heat can melt clothes to the skin. In five minutes, a room can get so hot that everything in it ignites at once.

3. **Fire is DARK.** Fire starts bright, but quickly produces black smoke and complete darkness. If someone wakes up to a fire, they may be blinded, disoriented, and unable to find their way.
4. **Fire is DEADLY.** Fire uses up the oxygen needed for breathing and produces smoke and poisonous gases that kill. Breathing even small amounts of smoke and toxic gases can make someone drowsy, disoriented, and short of breath. The odorless, colorless fumes can lull someone into a deep sleep before the flames even reach their door. They may not wake up in time to escape.

In the event of a fire, time is the biggest enemy and every second counts. As with all life-threatening emergencies, prevention and education are the only avenues that can reduce risk. Thus, this document is designed as an educational tool to aid in fire prevention and emergency response. It is also designed to address requirements of the Occupational Safety and Health Act, standards set forth in NFPA 704, and OSHA Fire Protection 29 CFR 1910.1030.

II. FIRE PREVENTION PLAN

A. About our Local Fire Department

The Forest City Fire Department is a volunteer fire department. All fire fighters are classed as Fire Fighter 1, which means they have been trained to extinguish anything including chemical fires. They are available to perform pre-planning walkthroughs of all areas that present particular hazards, such as buildings that house flammable materials and are provided keys to any elevators or buildings. For their safety, records are normally supplied to them to inform them about types, amounts, and locations of all flammable materials. Typically the procedure used to extinguish chemical fires is to block off an area around the fire to prevent it from spreading, and then to let it bum itself out: Putting out a chemical fire with water is usually not an alternative.

A copy of this Fire Plan should be given to the Forest City Fire Department for their comments and suggestions. After incorporating their recommendations, they should be given a final copy. Any changes made to this plan later should only occur after their approval.

B. Campus Fire Hazards

1. Residence Halls and General Campus Workplaces

a. Electricity

Electricity is a common ignition source in campus fires. All electrical equipment and appliances used on campus are to be U. L. listed and used according to the manufacturers recommendations. The use of makeshift electrical equipment is not permitted except in experimental laboratories when its use is crucial to the research or

work being conducted and the lab personnel are qualified. All circuits should have over-current protection. Whenever a damaged appliance or power cord is found, it should be placed out of service immediately.

Extension cords and wall outlets are not to be overloaded. Cooking appliances should only be used in a completely uncluttered area away from drapes, clothing, papers, and other combustibles. Cooking appliances should not be used while other types of electrical appliances such as irons, TV's, or hairdryers, are being used: The number of appliances in use at anyone time should be limited. Appliances should be turned off and unplugged when not in use.

An open circuit breaker is an indication of a circuit overload. If a circuit breaker opens, the area that is serviced by that breaker should be inspected to determine the cause of the circuit overload, and have the problem corrected.

b. Flammable Materials

Mattresses and carpets should not be used as ironing boards. Hot irons should not to be placed on any flammable/combustible surface to cool, and they should never be left unattended.

All flammable liquids, including paint, are to be stored in approved containers or cabinets. They are not to be stored near heat or open flame, and they are never to be used near open flames. Rags or papers that have been used with paint or oil should be removed from the building immediately after use.

Good housekeeping is always an important safety measure. Combustible waste should be discarded as soon as possible. Overcrowding of materials in storage rooms should be avoided. Such areas should be kept as clean and orderly as possible.

c. Open Flames

Open flames, whether in a laboratory, kitchen, or shop area, should always be attended. Open flames should be kept away from combustible and flammable materials. A "Hot Works Permit" should be obtained from Facilities whenever working with open flames outside of designated labs or shop areas.

Matches or used smoking materials should not be discarded in waste baskets or on floors or carpets.

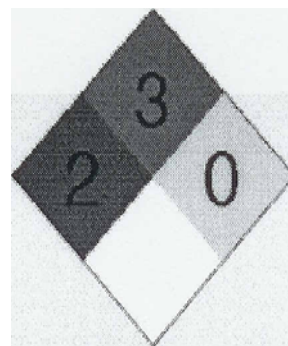
Students, employees and visitors are not allowed to smoke on campus and especially not in residence hall rooms. Waldorf College is a smoke-free campus (Iowa Law). All matches and smoking materials need to be thoroughly and properly extinguished before an area is left.

2. Other Campus Workplaces that Use Flammable Materials

All areas on campus that house flammable materials are to have signs on the door(s) to the areas that give

names, work phone numbers, and after-hours phone numbers of the persons responsible for the areas. There are to be two emergency contacts: a primary and a secondary emergency contact. A list of these persons will be kept at the Campus Information Center. In case of a fire emergency in these areas, the contacts are expected to be on-call and be available for consultation with members of the Fire Department.

All buildings and rooms that house flammable materials, whether they are solids, liquids, or gases, shall be marked with NFPA "fire diamonds", as shown below. All containers of materials that could be hazardous in a fire shall also be labeled with NFP A fire diamonds. The fire diamonds are designed for firefighters, not as a general hazard labeling system. Thus, the characteristics of a substance listed in each diamond section (fire, health, reactivity, water reactivity) are defined on the basis of the hazard of the substance exposed to fire, not under ordinary conditions. One section of the diamond is a warning about water reactivity because water is the most common fire-extinguishing agent.



In addition to labeling all containers that contain flammable materials, a computerized database and hardcopy list of these materials is to be updated annually and supplied to Facilities, in accord with the Waldorf College Fire Plan. Facilities will provide this list which will be responsible for giving the list to the Fire Department.

a. Housekeeping

Flammable liquids used by the housekeeping staff create a severe fire and explosion hazard. All flammables are to be kept in approved flammable liquids storage cabinets or approved storage rooms. The only refrigerators approved for storage of flammables are those that are manufactured for that purpose and labeled as such on the front of the door. The amount of flammable material taken out of storage should only be that needed for the day. Sources of ignition should be eliminated when using flammables, including static electricity, friction, and heat from an oven.

b. Laboratories and Art Studios

All flammable materials are to be kept in approved sealed containers in flammable liquids storage cabinets or approved storage rooms. The only refrigerators approved for storage of flammables are those that are manufactured for that purpose and labeled as such on the front of the door.

c. Personnel Responsible for Control of Hazards

Employees who are the immediate supervisors over a particular physical or administrative area are the personnel responsible for the control of the hazards in that area. Their responsibilities include guaranteeing that

all fire prevention measures associated with the hazard is followed, and maintaining all records that are associated with that hazard.

d. Training of Employees and Students

1. General Employees

Educational programs geared toward fire prevention and fire survival should be a part of an annual training program for all employees. This is particularly important because employees will be the primary personnel who are responsible for the safety of students and others in case of fires, and the minimization of property damage.

A training program should include viewing the video entitled *Ready to Respond*, which was developed by the University of Maryland under a grant from the USFA. It explains the value of a multi-pronged approach to fire safety involving fixed suppression and detection, coupled with fire prevention and occupant training. The employee educational programs should also include a review of the procedural materials in this document and participation in fire drills (described below under "Students"). Training should also include the use of fire extinguishers, the types of fires that can be extinguished by the different types of fire extinguishers, and fire extinguisher locations.

2. Residence Hall Staff

Residence hall staff has significant responsibilities during a fire because of the dangers associated with fires at night when everyone is asleep and responses are slower. Thus, they may require additional training in fire prevention and emergency response procedures. These prevention procedures should include having the residence hall staff:

1. Ensure that the following materials are present, readily available, and in good condition at Residence Hall Office Areas.

Air horns

Flashlights

A firewatch binder and spare copies of forms, signs, and checklists.

2. Establish an *Evacuation Assistance List* that contains the names, addresses, and phone numbers of residents who have permanent or temporary mobility limitations and who will require assistance from emergency personnel in order to evacuate in case of a fire. Each staff member would be responsible to create/compile the list for his/her building(s). The *Evacuation Assistance List* should be readily available and provided to emergency personnel when needed.

3. Confirm that Residence Hall Assistants know to add temporarily disabled or injured residents to the list, and know how to remove them if and when they no longer require assistance.

4. Confirm that each room or suite/apartment unit contains an "In Case of Fire" notice posted by the door.
5. Develop a fire safety communication plan and evacuation route for each floor or unit.
6. Establish an assembly area away from the residence hall to meet during an evacuation so that a roll-call or head-count can be taken.
7. Throughout the year, help keep fire doors closed. Fire doors that are located in hallways and stairwells slow down the spread of smoke and fire significantly, but only if they are closed. (Fire doors are rated to withstand fire for up to 90 minutes.)
8. Read and become familiar with the procedures and rationale contained within this document.
9. Review the fire emergency procedures/evacuation routes with all members of your floor/hall and post information on floor bulletin boards.

3. Students

Students should be educated in fire prevention and emergency procedures so that they take fire alarms seriously and can respond in a calm manner.

a. Freshman Orientation

All incoming students should have as part of Freshman Orientation a short-course in fire prevention and emergency procedures. This should include watching the video entitled *Get Out and Stay Alive* that was developed by the Eau Claire, WI Fire Department. It is targeted towards students and carries a number of important fire safety messages, as well as testimonials from parents who have lost children in fires at colleges and universities. This video is packaged with a brochure and a facilitator's guide. (The brochure can be downloaded from the USFA web site at <http://www.usfa.fema.gov/about/press/99-184.htm>).

b. Fire Drills

Fire exit drills are an important training tool to prevent loss of life and property during a fire emergency. The drills are conducted in residence halls and academic buildings at least once per semester. They also should be conducted annually in all buildings that house materials that could be hazardous in a fire: These are the buildings that contain materials that carry the NFPA fire diamonds.

Fire exit drills are designed to prepare everyone, and particularly students, for an actual fire. They also can be used to evaluate residence hall staff performance and readiness. The drills should therefore not be announced in advance to either residence hall residents or front-line staff. They also should not be conducted at predictable times so that residents "learn" to ignore the fire alarms. It is essential that employees take particular responsibility for ensuring timely and complete exit from a building and that they make it clear that such drills are serious business.

The Office of Student Life will be responsible for conducting and evaluating the fire exit drills. The pass/fail evaluation should be based on the following factors:

1. Speed and safety at which occupants evacuate, via the stairwells, when the fire alarm begins to sound. Occupants should be directed to predetermined assembly points. Employees should monitor doorways from outside to prevent reentry. A headcount will not likely give a definitive answer to whether anyone remains inside, and thus it would be better to ask the occupants if anyone is missing.
2. The performance of employees in performing their duties as listed in the "Fire Emergency Plan" section of this document.
3. The availability of the *Evacuation Assistance List* to be provided to emergency personnel.

Buildings that fail fire exit drills should be reported to the Office of Student Life for additional training or other appropriate action.

A few weeks before an unannounced drill, it would be helpful to send a memo from the Office of Student Life to remind employees of the significance of such drills to lend credibility and importance to the exercise. This can also be a time when faculty reminds students of an upcoming drill and what to do if they are in either the classroom or laboratory. At the time of the drill, everyone must exit promptly after turning off experiments, extinguishing flames, and turning off hoods and lowering sashes. Checking rooms for occupants and unlocking doors also can be helpful if this can be done at zero risk.

c. Laboratories and Art Studios

Students who enroll in science and other laboratories and art courses that involve the use of flammable materials need special instruction in safety procedures as part of the course. This instruction should include discussion of the location of all exits and all fire safety equipment, and the procedures to be followed in case of a fire in the laboratory or studio. Completion of this instruction should include an agreement signed and dated by the student that he/she understands all the safety procedures and knows the location of all safety equipment and exits.

E. Fire Prevention Equipment, Facilities, and Maintenance

Maintenance of all fire prevention equipment and facilities is performed by Facilities. All rooms and buildings on campus should be regularly inspected for fire hazards. Exit doors and windows should be inspected to ensure that they are working properly.

Detailed floor plans of buildings should be created or updated so that they can be made available to emergency personnel, residence hall staff, and residence hall residents. These maps should identify any significant hazards in various rooms, where each building has sprinklers, if there are standpipes (usually in stairwells), and where any fire department connections (FDCs) are on the outside of the building that support sprinkler and/or standpipe systems.

1. Equipment and Facilities

a. Exits and Stairwells

Every building is provided with exits sufficient to permit the prompt escape of occupants in case of a fire or other emergency. Exits are marked by visible, illuminated EXIT signs.

Exit doors and signs are to be kept clear of obstructions and maintained at the minimum required width of 44 inches of access to exit doors. The required exit access may be more than 44 inches depending on the occupant load and the configuration of the space. Enclosed stairways provide safe passage to the outside in the event of an emergency. Stair doors are to be kept closed to prevent the spread of fire and smoke, and stairwells are to be kept clear of storage.

b. Fire Alarms, Sprinklers, Extinguishers, and Smoke Detectors

Most campus buildings are equipped with fire alarms that can be activated by pull stations, smoke detectors, and sprinklers. These devices are to be kept free of obstructions. When activated, the alarm will sound throughout the building to initiate evacuation of building occupants.

Sprinklers should have 18 inches of space beneath the deflector in order to function properly. Partitions are not to be erected in a sprinkler space: The new wall may interfere with sprinkler and/or fire alarm coverage.

Smoke alarms are installed in every residence hall room and every level of housing facilities. They are maintained and regularly tested each semester. The batteries are replaced once a year.

All fire extinguishers are checked and serviced annually. All other fire equipment is to be kept in operational order. After any fire exit drill or any fire alarm, all fire equipment is to be immediately reset to working order.

All laboratories and art studios that deal with flammable materials are to be equipped with fire protection equipment that is clearly visible and labeled. The equipment will include one or more carbon dioxide fire extinguishers, fire blankets, first aid kits, and an eyewash/shower station. Each piece of equipment is to be checked and serviced annually.

c. Facilities for Persons with Disabilities

Special emergency equipment/facilities may be needed for individuals who have varying degrees of mobility impairments, visual or hearing impairments, or temporary impairments such as a broken leg or a sprained ankle. All such individuals should be consulted about their specific limitations and how best to provide assistance during an emergency.

In general, however, the following recommendations can be made regarding facilities for persons with disabilities.

1. Persons who use wheel chairs are to have residence hall rooms on the ground floor.
2. Persons who use wheel chairs cannot access manual fire-alarm pull-stations. In recent years, codes have been revised to require that these manual pull-stations be mounted at a height to be within the reach range of 48" to 54" for a person in a wheel chair. Thus, any residence hall that houses a wheel-chair bound person should have an ADA-compliant fire-alarm pull-station on the ground floor.
3. Any residence hall room that houses a person who is hearing-impaired will be equipped with a fire-alarm strobe and horn.
4. Any residence hall that houses a person who is visually-impaired will be equipped with exit signs that flash and sound internal horns when activated by the building fire alarm system.

2. **Equipment in Need of Service and Firewatch**

All fire equipment is to be kept in working order. The Facilities Department should be called immediately whenever any safety equipment is seen to be non-functional. This includes missing or burned out EXIT signs, missing or discharged fire extinguishers, fire doors that do not completely self close and latch, fire windows that are not ready for use, and any damaged or malfunctioning fire alarm or sprinkler system.

In cases in which the fire protection system cannot be repaired or brought on line immediately, a firewatch should be established. The employees who have supervisory positions over the area will be assigned to the firewatch. The entire building should be toured at least one time during each hour of the firewatch. The Campus Information Center should be notified each hour that the watch has been performed. The firewatch should be maintained at all times that the building is occupied until the fire protection system is repaired.

Fire Safety Rules/Guidelines For The Residence Halls:

1. In order that a safe environment may be maintained:
 - Do not tamper with fire prevention equipment or fire alarms or play with fire. (Violators will be reported to the police.)
 - Vacate a building after a fire alarm sounds or at the direction of a college official.
 - Possess no weapons including ... explosives, incendiary devices or firecrackers.
2. Smoke-Free Campus. No smoking allowed on campus grounds.
 - All residence halls are smoke-free. This means that students, guests, and staff may not smoke tobacco anywhere in the residence halls.
3. In an effort to keep the halls safe, students are to:

- Not possess any open coil devices or machines that produce large amounts of heat. These include toasters, space heaters, and halogen lamps. Any violation will be kept by the building's AC until it can be removed from the hall by the student.
- Live Christmas trees are not allowed; artificial trees must be fire resistant.
- Not possess fog machines, deep-fat fryers, electric skillets, electric woks, barbecue grills, coffee pots, and large power tools.
- All cords should be UL or ETL approved, no longer than six feet, and should not be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding (covered cords capture heat and can result in fire), or be cracked or worn.
- Candles are not allowed in campus housing. There will be a \$10.00 fine for each candle found and confiscated. Candles will not be returned.
- Fuse boxes and the fuses inside are not to be tampered or touched. Only college employees, including RAs, are allowed to have access to the fuses.

Note on Guidelines:

- Microwaves, coffee pots with an automatic shut-off, electric tea kettles, rice cookers, and crock pots are generally the only cooking appliances allowed in student rooms.
- Kitchens with stoves and other cooking appliances are provided in some residence halls.

Fire Safety Training for Students, Residence Hall Staff and Facilities:

- Professional and student staff for Residence Life are provided training in use of fire extinguishers, building evacuations, and general fire safety.
- All residents are shown a fire safety video at the beginning of the year. (*Get Out and Stay Alive* in 2009)
- Fire drills are conducted every month in each residence hall.
- Fire extinguishers are inspected monthly by student staff.
- Smoke detectors in student rooms are checked and batteries changed semiannually

Recommendations for changes to policies and facilities:

- Connect student room smoke detectors to building's fire alarm system.
- Connect current fire alarm system to the Forest City local Police/Fire Department alert system.
- Ban the possession of petroleum distillates (gasoline, lighter fluid, etc.) in campus housing.
- Require all extension cords to have a circuit breaker.

III. FIRE EMERGENCY PLAN-PROCEDURE FOR EVACUATION

A fire emergency exists whenever:

1. A fire alarm sounds.
2. An uncontrolled fire or imminent fire hazard occurs anywhere on campus.
3. There is either smoke or the odor of burning.
4. There is either spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or an uncontrolled flammable liquid spill.

A. General Expectations of All Building Occupants

1. **Sound the Alarm:** If smoke or fire is seen, pull the nearest fire alarm pull-station. Fire-alarm pull-stations activate alarm bells throughout the building to alert other occupants of the fire emergency. Pulling the fire alarm station saves lives; however, **pulling the fire alarm does NOT alert the local fire department.**



2. **Use the Nearest Exit or Exit Stairwell:** Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit.

3. **Do not wait for confirmation of an actual fire** or assume the alarm is a false alarm. Evacuate immediately, even if fire and smoke are not apparent.

4. **Do not use the elevator.** Elevators enter into a "fire service" mode and may not respond to calls when the fire alarm system has been activated. Occupants may become trapped in elevators.

5. **Do not attempt to locate the fire.**

6. **Do not attempt to fight or extinguish the fire unless you are an employee (see below).**

7. **Do not re-enter the building** until the Fire Department gives authorization.

8. **Call 911 or 9-911 from campus phone: Once safely outside, call 911** from an outside phone. Emergency personnel will not be aware of the fire emergency unless they are called. Give your name, the proper name of the building and room number, floor, or other specific area. Do not hang up until released by the dispatcher.



9. **Once Out, Stay Out.** Never go back into a burning building for any reason. If someone is missing, tell the firefighters. They are equipped to perform rescues safely.

10. **Meet the Fire Department outside** and direct them to the emergency.

11. **All fires, even if extinguished or found extinguished must be reported.** All fire alarms, even if suspected to be false or accidental, must be reported to the Fire Department.

12. **No one shall restrict or impede the evacuation.**

13. **No one may shut off any fire protection or alarm system** during a fire emergency without the permission of the Fire Department officer in charge.

14. **It is the responsibility of Facilities and Security** to reset or repair any fire protection or alarm system after an emergency incident when notified by the Fire Department in charge. The Facilities Department shall inspect each such system immediately after every emergency incident and immediately place the system in serviceable condition.

15. **The Fire Department may reset an alarm system** only if there is no damage to the system and when it is within their technical capabilities to do so.

B. Other Procedures: How to Survive a Major Fire

1. Heat and many hot toxic gases rise: **A survivor crawls** to avoid breathing a toxic atmosphere.
2. **A survivor takes short breaths**, breathing through his/her nose, through a wet rag if available. A survivor does not gulp large lung-fulls of smoke.
3. **A survivor never opens a hot door:** A survivor checks to see if a door is hot by placing the back of his/her hand on the door panel above his/her head. If the door does not feel hot, the survivor opens it slightly, bracing the door with hip and foot. The survivor places his/her hand across the opening to determine the temperature of the air. If the air is hot or if there is real pressure against the door, a survivor closes the door because it is too late to exit.
4. **A survivor who is trapped puts any room with a closed door between him/her and the fire or smoke.** A trapped survivor waits at a window for rescue, opens the window at the bottom or breaks it out if needed, and shouts for help. If a phone is available, a survivor calls 9-911 and reports his/her location to the Fire Department; however, a trapped survivor does not provide oxygen to a nearby fire by opening a window.

C. Additional Employee Procedures

1. Medical Coordinator: Definition and General Duties

The Medical Coordinator is the Campus Nurse who will be available during a fire emergency to supply first aid that could include eyewashes or other equipment for drenching or flushing if there is any risk of exposure to corrosive materials. The Campus Nurse will also be available after a fire emergency for consultation and advice on matters of employee and student health.

2. Emergency Response Coordinator: Definition and General Duties

The Emergency Response Coordinator (ERC) in any fire emergency is the employee who is the immediate supervisor of an area in which a fire starts. This could be a faculty member who is teaching a science lab, a faculty member who is teaching an art class, a member of the housekeeping staff who is the supervisor of a building or a Residence Hall Area Coordinator. The role of the ERC is to provide "ADE":

1. **Assess** the situation and determine whether an emergency exists that requires activating the emergency procedures.
2. **Direct** all efforts in the area including evacuating personnel and minimizing property loss.
3. **Ensure** that outside emergency services such as fire departments and medical aid are called in if necessary.

The Emergency Response Coordinator will be expected to be able to perform some additional duties to minimize loss of life and property.

a. General Procedures

1. When a fire alarm sounds, the ERC should try to shut off all equipment in the immediate area and close, but NOT lock, the doors. If possible, all interior doors should be closed but UNLOCKED to prevent fire spread. All fire doors that separate hallways and stairwells should be closed.
2. If a fire starts in a science laboratory, efforts should be made to turn off all hot plates and gas jets, and turn off the hood ventilation systems and lower the hood sashes.
3. If a fire starts in an area where the ERC is present, AND the ERC has been trained in the use of fire extinguishers, AND the fire is small, an attempt can be made to extinguish the fire. **However, no attempt should be made to extinguish the fire if the fire is large, is rapidly spreading, or if the fire poses a clear threat to the personal safety of the ERC. If an ERC cannot retrieve and properly use an appropriate fire extinguisher within 30 seconds, it is likely that the fire will be sufficiently developed to exceed the capacity of a fire extinguisher.**
4. The ERC should have access to a map of the building to confirm the architecture and building layout for use by the Fire Department. These maps should identify any significant hazards in various rooms, where the building has sprinklers, if there are standpipes (usually in stairwells), and where any fire department connections (FDCs) are on the outside of the building that support sprinkler and/or standpipe systems.
5. For everything except the most trivial fires, such as an unexpected flame in a lab, the ERC should ensure that the Fire Department has been called.
6. The ERC should never reenter a building for any reason, particularly to be a hero. Fires can behave in unexpected ways, and in science labs, there is the additional risk of explosion. Extreme heat, smoke, toxic gases, and a low-oxygen environment are life-threatening conditions, and these conditions can develop very rapidly in some fires. For someone without protective gear and a breathing apparatus, the likelihood of serious injury or death is very high.
7. If, after calling 9-911, the fire is extinguished, the ERC needs to call 9-911 again to update the situation.
8. The ERC needs to ensure that everyone has been evacuated so that the Fire Department does not go into their high-risk rescue mode.

b. Residence Halls

Safe evacuation of all residents is the primary concern of a residence hall staff ERC. In addition to the above procedures, these steps may be needed in the case of residence hall fires.

1. If the ERC is informed of a fire in a room, he/she should immediately pull the fire alarm, or have the student who is reporting the fire pull the alarm, before going to investigate.
2. If a fire is validated, the ERC should instruct a student or another helper to call 9-911 immediately.
3. If the fire CAN be extinguished safely with a fire extinguisher as described above, efforts should be made to extinguish it. If it is extinguished, 9-911 should be called again to apprise the Fire Department of the situation. After the fire is safely extinguished, the ERC should call the Residence Hall Area Coordinator and the Dean of Students to apprise them of the emergency that has been safely controlled.
4. If the fire CANNOT be extinguished, the ERC should immediately locate the *Evacuation Assistance List* and ascertain if there are any residents who need help in evacuation. The ERC then should guarantee that all occupants evacuate the building. If the evacuation is expected to extend beyond 30 minutes, or if weather

conditions are poor, residents should be directed to an indoor assembly area, such as the Student Center. After all residents are evacuated to a safe location, the ERC should call the Residence Hall Area Coordinator and the Dean of Students to apprise them of the ongoing emergency.

5. The ERC should remain outside to give the Fire Department details of the fire and its location.
6. The ERC should make the keys to locked circuit breaker panels and boiler rooms available for the Fire Department. If emergency personnel need access through a locked door, the ERC should open it for them and/or provide them with a key ring and/or access card.
7. The ERC should help keep residents out. Residents may interfere with emergency personnel and put themselves in danger by attempting to reenter to obtain valuables or assist in the fire-fighting efforts. No one may reenter the building until authorized to do so by the Fire Department.
8. When the incident is over, the ERC should check and secure exterior doors, and report any damaged fire doors and/or other damaged fire equipment to the Facilities Department.
9. The Fire Department may secure the fire scene until their investigation is completed. In some cases this could take hours, or even days. The ERC should speak with emergency personnel to determine the likely length of their investigation and work with the Office of Student Life to find accommodations for residents who have been displaced.
10. It is possible that police and fire investigators will need to speak with anyone who was in the area at the time of the fire and with the person who reported the fire. If the fire was in a bedroom or suite/apartment, investigators will need to talk to the residents.
11. The ERC should contact the Facilities Department for clean up and repairs. The Facilities Department needs to be aware of the extent of any damages so they can begin to clean up the water used to extinguish the fire, and make repairs to the fire scene.

3. IT: Data Backup and Computer Issues

In a fire, damage can occur to computer hard drives and other equipment simply from smoke particles. Thus, it is important that all important college data be backed-up routinely and often. The backups should be kept in a building location that is away from the computers so that a fire will not destroy both the computers and the backups. Further, if a fire occurs in an area that can cause smoke damage to computers or other equipment, the computers/equipment need to be shut down as soon as possible.

Thus, if a fire occurs in an area that can impact college-wide computer resources, members of College IT need to be called so that they can take whatever action is needed to minimize damage to the resources.

D. Persons with Disabilities

The presence of persons with either temporary or permanent disabilities in a fire emergency requires some additional procedures. This includes people using wheelchairs or having other obvious mobility disabilities, others with temporary mobility conditions such as a sprained ankle or a broken leg, ones with either a hearing or visual impairment, and those with other conditions such as asthma or pregnancy that can reduce stamina to the point of needing assistance when moving down several flights of stairs. Allowances for visitors also must be made.

1. Visually Impaired

If a person with a visual impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective:

1. The helper should announce his/her presence, speak naturally and directly to the individual and NOT through a third party. Shouting is to be avoided.
2. The helper should offer assistance, but the person should explain what help is needed.
3. The helper should describe the action to be taken in advance.
4. The helper should let the individual grasp his/her arm or shoulder lightly, for guidance. He/she may choose to walk slightly behind the helper to gauge the helper's body reactions to obstacles. It is important to mention stairs, doorways, narrow passages, ramps, etc.
5. If leading several individuals with visual impairments at the same time, they should be asked to hold each other's hands.
6. After exiting the building, all individuals with impaired vision should not be abandoned, but led to a place of safety where someone will remain with them until the emergency is over.

When evacuating **persons who have a guide dog**, there are some other basic rules:

1. The dog should not be petted or offered food without the permission of the owner.
2. When the dog is wearing its harness, he is on duty. If the helper wants the dog not to guide its owner, the owner should remove the dog's harness.
3. The dog **MUST** be evacuated with the owner.
4. In the event that the helper is asked to take the dog while assisting the individual, it is recommended that the helper hold the leash and not the dog's harness.

2. Hearing Impaired

If a person with a hearing impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective:

1. The helper should establish eye contact with the individual, even if an interpreter is present. The helper should face the light, and not cover or turn his/her face away. Gum should never be chewed.
2. The helper should use facial expressions and hand gestures as visual cues.
3. If the helper needs to give instructions, the helper can use a pencil and paper to write slowly and let the individual read as instructions are written. Written communication may be especially important if the person's speech is difficult to understand. It is important to not allow others to interrupt or joke while conveying the emergency information. It is also important to be patient because the individual may have difficulty comprehending the urgency of the message.

4. The individual should be provided with a flashlight for signaling their location in the event that they are separated from the rescuing team or helper and to facilitate lip-reading in the dark.

3. **Mobility Impaired**

If a person with mobility impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective. It is important to remember that someone with mobility impairment will need their crutch, cane, or wheelchair after they are evacuated.

1. Someone using a crutch or a cane might be able to negotiate stairs independently by using one hand to grasp a handrail while using the other hand to use a crutch or cane. In this case, it is best NOT to interfere with this person's movement; however, a helper might be of assistance by offering to carry the extra crutch. Also, if the stairs are crowded, the helper can act as a buffer and "run interference."

2. Wheelchair users are trained in special techniques to transfer from one chair to another. Thus, depending on their upper body strength, they may be able to do much of the work themselves in manipulating themselves through fire doors and in simpler evacuations.

3. To assist in moving a wheelchair downstairs, a helper should stand behind the chair grasping the pushing grips. The chair is then tilted backwards until a balance is achieved. The chair is to descend frontward, NOT backward. The helper should stand one step above the chair, keeping their center of gravity low, and the back wheels should be gradually lower to the next step. Care should be taken to keep the chair tilted back. If possible, another person should assist by standing in front of the wheelchair on a lower step, and holding the frame of the wheelchair and pushing upwards from the front to keep the wheelchair from accidentally being let go. However, the chair should never be lifted by the person in front, as this places more weight on the individual behind.

4. A wheelchair user should NEVER be carried slung over a shoulder in the "fireman's carry". This puts pressure on the person's extremities and chest. Such pressure might cause spasms, pain, and even restrict breathing. Carrying someone like this is like sitting on their chest and poses danger for individuals who fall within some categories of neurologic and orthopedic disabilities.

4. **Other Impairments**

There are some other impairments that may cause a person to need some help during a fire evacuation.

1. Pregnancy is not usually considered a disability, but it can result in reduced stamina or impaired mobility, especially in negotiating stairs. In these cases, a helper can offer to walk with the woman and be of support both emotionally and physically. The helper should remain with her until safety has been reached and she has a safe, warm place to sit.

2. Respiratory disorders, such as asthma or emphysema, can be triggered by stress, exertion, or exposure to small amounts of dust or smoke. In these cases, the person needs to be reminded to bring their inhalation medication along with them during the evacuation.

3. Cardiac conditions also require the person to bring their medications along with them. They should be

offered assistance in walking because they may have reduced stamina and may require frequent rest periods.

5. After Hours

Most office fire fatalities occur outside of normal working hours because fires can grow unnoticed and persons working alone can be cut off from their normal egress route. Further, only a few people may work late and thus they will have no one to help them in case of a fire. For example, a person with a mobility impairment who has relied on an elevator for access may need help getting down the stairs, but no one will be available.

Thus, anyone who has a disability that could impact their ability to evacuate a building during a fire emergency is required to alert building security upon entering the building. Security will then be ready to search for and help the individual to safety, if needed. The person, however, should not wait for security to arrive before taking action. The person should immediately dial 9-911 and alert the Fire Department as to their location.

E. Information Released to the Media and Public

The Director of Marketing is the only person who is authorized to discuss fires with either the media or the public. No other College agency or employee may release official statements regarding the cause, origin, or nature of campus fires. Please refer to the Emergency Communication Plan.

IV. OTHER NATURAL DISASTERS AND FIRE

The following is a list of fire hazards that may arise either during or after an earthquake, flood, lightening strike, tornado, or winter storm.

1. Leaking gas lines, damaged or leaking gas propane containers and leaking vehicle gas tanks could explode or ignite.
2. Electrical wires and utility lines may be down: Pools of water or even appliances can be electrically charged.
3. Debris can easily ignite, especially if electrical wires are severed.
4. Appliances that have exposed to water can short and become a fire hazard.
5. Flammable liquids like gasoline, lighter fluid, and paint thinner may have spilled. Other chemicals in science laboratories may have spilled.
6. Lightning associated with thunderstorms generates a variety of fire hazards. The power of lightning's electrical charge and intense heat can electrocute on contact, splitting trees and causing fires.

The following is a list of procedures that can be used if any of the above is seen:

1. Thoroughly clean any small chemical spills and place containers in a well-ventilated area.
2. Keep combustible liquids away from heat sources.

3. Turn off electrical power if possible if you can safely get to the main breaker box.
4. Assume all wires on the ground are electrically charged. This includes cable TV feeds. Do not go near the wires.
5. If you think you smell a gas leak, immediately leave the area and leave the door(s) open if you are indoors. Never strike a match.
6. Report downed or damaged power lines to the utility company or emergency services.
7. Stay away from standing water and debris.

V. FIRE LOG

Waldorf College 2009 Fire Log					
No.	Date	Time	Filed By	Location	Brief Description
1	2/26/09	7:30 a.m.	Student	Smith Theatre	Small electrical fire in Theatre
2	8/6/2009	Unknown	IA Dept. of Public Safety	Tanner Residence Hall	Inspection by IA Dept. of Public Safety. Notes: Fire alarm not in accordance with NFPA 72. Fire alarm not labeled and not mechanically protected.
3	8/6/2009	Unknown	IA Dept. of Public Safety	Hanson Fieldhouse	Inspection by IA Dept. of Public Safety. Notes: Non-functioning Exit sign in Training room #104. Locker rooms were not completely equipped with fire alarm visible strobes.
4	8/6/2009	Unknown	IA Dept. of Public Safety	Luise V. Hanson Library	Inspection by IA Dept. of Public Safety. Notes: Fire alarm was not in accordance with NFPA 72. Fire alarm breaker was not labeled and was not mechanically protected. Smoke detectors were within 3 feet of HVAC system on both floors of Library and inside small study rooms.
5	8/6/2009	Unknown	IA Dept. of Public Safety	Breen Residence Hall	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. Fire alarm was not in accordance with NFPA72. Fire alarm breaker was not labeled and was not mechanically protected. A smoke detector in the hallway near room #105 was missing the cover/censoring unit.

6	8/6/2009	Unknown	IA Dept. of Public Safety	Campus Center	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. The emergency light in the back kitchen hallway was not working. Missing outlets/switch covers were missing throughout the cafeteria. Cafeteria was in the process of painting.
7	8/6/2009	Unknown	IA Dept. of Public Safety	Johnson/London Residence Hall	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. Mechanical room emergency light was not functioning at the time of inspection. A gas grill was being stored and used against the building in the main entrance to the building.
8	8/6/2009	Unknown	IA Dept. of Public Safety	Nilssen-Boe Science Building	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. The fire alarm was not in accordance with NFPA 72. The fire alarm breaker was not labeled and was not mechanically protected. Provide an emergency shut-off and label the gas shutoff in all science rooms/labs. The heat detectors need to be installed in the science classrooms/labs. These are considered to be hazardous.
9	8/6/2009	Unknown	IA Dept. of Public Safety	Odvin Hagen Music Building	Inspection by IA Dept. of Public Safety. Notes: A broken outlet on the north wall of the north tunnel mechanical room. Outlet had a vacuum cleaner plugged into it and the outlet was rusted, broken and missing the cover. Outlet was missing the bottom outlet and female outlet connections were exposed along with wiring. Remove and discontinue the use of extension cords throughout the campus. Room #20 had an extension cord and was being used for a microwave, refrigerator and copy machine. These appliances need to plug directly into the wall outlet.
10	8/6/2009	Unknown	IA Dept. of Public Safety	Ormseth & Rasmusson Residence Halls	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. The exit sign of the 3rd floor main stairway of Ormseth was not functioning. Assure all exit signs are operating and maintained. Fire alarm was not in accordance with NFPA 72. Fire alarm breaker was not labeled and was not mechanically protected. An open electrical octagon box was missing a cover which was located along the side of the stairs in the boiler room.

11	8/6/2009	Unknown	IA Dept. of Public Safety	Salveson, Thorson & Voss Halls, Atrium	Inspection by IA Dept. of Public Safety. Notes: Public restrooms were not equipped with fire alarm visible strobes. The exit sign in the hallway next to room #217 in Salveson was obstructed by a light fixture. Fire alarm to Voss Hall was not in accordance with NFPA 72 and fire alarm breaker was not labeled and was not mechanically protected. Repair the emergency lightning to illuminate the means of egress in the hallway next to room #300 of Salveson. Repair the emergency lightning in the Admissions Office south wall. The sprinkler head box was missing the sprinkler wrench in the Atrium. The sprinkler head box contained only one sprinkler head used in the Atrium.
12	8/17/2009	Unknown	Gullickson Electric Company	Breen Residence Hall	Fire alarm inspected. All tests performed functional. Didn't test fixed heat. Dorm room detection maintained by College.
13	8/17/2009	Unknown	Gullickson Electric Company	Rasmusson Residence Hall	Fire alarm inspected. All tests performed functional. Didn't test fixed heat. 2 - ROR heats non-functional replaced. Dorm room detection maintained by College.
14	8/18/2009	Unknown	Gullickson Electric Company	Luise V. Hanson Library	Fire alarm inspected. All tests performed functional. Dialer non-functional.
15	8/18/2009	Unknown	Gullickson Electric Company	Ormseth Residence Hall	Fire alarm inspected. All tests performed functional. Dialer non-functional. Dorm room maintained by College.
16	8/18/2009	Unknown	Gullickson Electric Company	Johnson/London Residence Hall	Fire alarm inspected. All tests performed functional. Dialer non-functional. 3rd Floor Johnson 2 beauty rings gone. 4th Floor London 1 beauty ring gone.
17	8/19/2009	Unknown	Gullickson Electric Company	Hanson Fieldhouse	Fire alarm inspected. All tests performed functional. Didn't test fixed heats. No detection: 1st floor storage room in weight room, 2nd floor all offices, conference room, athletic dept., multi-purpose room, restrooms.
18	8/19/2009	Unknown	Gullickson Electric Company	Admissions Office	Fire alarm inspected. All tests performed functional. Notes: 2 pull stations east corridor out of old panel in Marketing. Old panel in Marketing in alarm closes wood door in Atrium. Old panel in Marketing needs to be tied in to Admissions panel. Heat sensor hanging from ceiling new Admissions room. No detection: Bookstore closet, east corridor, closet by mechanical room, back room in new Admissions. No test on fixed heat.

19	8/19/2009	Unknown	Gullickson Electric Company	Thorson Hall	Fire alarm inspected. All tests performed functional. Notes: 3rd floor corridor east smoke detector didn't work, east south door drags. All three connecting link floors have bad heat detectors.
20	8/20/2009	Unknown	Gullickson Electric Company	Atrium	Fire alarm inspected. All tests performed functional. Notes: Windows, link lets go, but windows stay, on door on west side needs adjustment.
21	8/20/2009	Unknown	Gullickson Electric Company	Nilssen-Boe Science Building	Fire alarm inspected. All tests performed functional. No detection, all floors, classrooms, offices, corridors, restrooms.
22	8/20/2009	Unknown	Gullickson Electric Company	Salveson Hall	Fire alarm inspected. All tests performed functional. Notes: Resistor in NAC circuit for potential trouble. No detection: 1st floor-kitchen, and offices, academic offices. 2nd floor-business offices, printer room, rooms 203, 204, 205, 209, 215.
23	8/20/2009	Unknown	Gullickson Electric Company	Campus Center	Fire alarm inspected. All tests performed functional. Notes: Stand alone elevator, 4 smoke detectors, elevator recall, dr holds all tested and functioned. No detection on all floors.
24	8/20/2009	Unknown	Gullickson Electric Company	Odvin Hagen Music Building	Fire alarm inspected. All test performed functional. Notes: Fan does not shut down in alarm. No detection in band room and panel wire closet on main floor.
25	8/20/2009	Unknown	Gullickson Electric Company	Timberland Apartments Residence Hall	Fire alarm inspected. All test performed functional. Notes: Battery operated detection maintained by College.
26	9/14/2009	9:30 PM	Residence Life Staff	Johnson/London Residence Hall	Alarm sounded and tested.
27	9/14/2009	7:30 PM	Residence Life Staff	Ormseth Residence Hall	Alarm activated by RA, reset by RA. 8 persons evacuated.
28	9/14/2009	9:00 PM	Residence Life Staff	Breen Residence Hall	Activated by RA, reset by AHD. 29 persons evacuated.
29	10/12/2009	7:20 PM	Residence Life Staff	Ormseth Residence Hall	Alarm activated by AHD, reset by RA. 19 persons evacuated.
30	10/12/2009	8:50 PM	Residence Life Staff	Breen Residence Hall	Activated by RA, reset by RA. 53 persons evacuated.
31	10/12/2009	9:50 PM	Residence Life Staff	Johnson/London Residence Hall	Alarm sounded and tested.

32	10/28/2009	Evening	Residence Life Staff	Timberland Apartments Residence Hall	Alarm sounded and tested.
33	11/9/2009	7:20 PM	Residence Life Staff	Ormseth Residence Hall	Alarm activated by RA, reset by AHD. 16 persons evacuated.
34	11/9/2009	8:45 PM	Residence Life Staff	Breen Residence Hall	Alarm activated by RA, reset by RA. 42 persons evacuated.
35	11/23/2009	7:00 PM	Residence Life Staff	Timberland Apartments Residence Hall	Alarm sounded and tested. 15 students were evacuated.
36	11/23/2009	9:15 PM	Residence Life Staff	Johnson/London Residence Hall	Alarm sounded and tested. 45 students were evacuated.
37	12/7/2009	7:30 PM	Residence Life Staff	Ormseth Residence Hall	Alarm activated by RA, reset by AC. 24 persons evacuated
38	12/7/2009	9:00 PM	Residence Life Staff	Breen Residence Hall	Alarm activated by AHD, rest by RA. 55 persons evacuated.

FIRE STATISTICS BY RESIDENCE BUILDING

	Unintentional Fire	Intentional Fire	Undetermined Fire	Deaths	Injuries	Property Damage
Breen	0	0	0	0	0	0
Johnson/ London	0	0	0	0	0	0
Ormseth	0	0	0	0	0	0
Rassmus -son	0	0	0	0	0	0
Timber land at Village	0	0	0	0	0	0
Warrior House	0	0	0	0	0	0
Columbia House	0	0	0	0	0	0
Immanuel House	0	0	0	0	0	0

Tanner Residence Hall (not open 2009)
VERITAS Lux Theme House (not open 2009)
Olson Theme House (not open 2009)

REFERENCES AND ACKNOWLEDGMENTS

Parts of the procedures for Fires were prepared from data, recommendations, and policies found in the following:

1. College Fire Safety Forum, Final Report, United States Fire Administration, National Fire Protection Association Final Report, September 24, 1999.
2. United States Fire Administration Technical Report Series, *College Dormitory Fires in Dover, Delaware and Farmville, Virginia*. Federal Emergency Management Agency, United States Fire Administration, National Fire Data Center, Federal Emergency Management Agency, Report 006 of the Major Fires Investigation Project.
3. The University of Maryland, Department of Environmental Safety, Fire Safety Policy.
4. FEMA Guide for All-Hazard Emergency Operations Planning September 1996 SLG 101: *Guide for All-Hazard Emergency Operations Planning*. Federal Emergency Management Agency United States Fire Administration, *Emergency Procedures for Employees with Disabilities in Office Occupancies*.