

HOOD THEOLOGICAL SEMINARY

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President



Annual Security & Annual Fire Safety Report 2023

Office of Campus Safety & Security

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Chief of Security

Table of Contents

Purpose and General Directions for Safety and Security	3
COMBINED ANNUAL SECURITY & ANNUAL FIRE SAFETY REPORTS 2023.....	4
CAMPUS SECURITY AND LAW ENFORCEMENT.....	5
REPORTING CRIMINAL OFFENSES ON CAMPUS.....	5
INSTRUCTIONS FOR CALLING 911- EMERGENCY.....	6
CRIME RESPONSE PROCEDURES.....	6
CRIME PREVENTION TIPS.....	6
SAFETY FOR PERSONS WITH DISABILITIES.....	7
POWER FAILURE PROCEDURES.....	7
PERSONAL INJURY or SERIOUS MEDICAL CONDITION PROCEDURES.....	8
TORNADO WARNING and INCLEMENT WEATHER POLICIES.....	8
INCLEMENT WEATHER PROCEDURES.....	9
ON-CAMPUS RESIDENCE BUILDINGS.....	9
ANNUAL FIRE SAFETY REPORT 2022.....	10
Fire Safety Policies For On Campus Residential Buildings.....	10
FIRE EVACUATION PROCEDURES FOR RESIDENCE BUILDINGS.....	11
Fire Safety Statistics.....	11
REPORTING FIRE OR EXPLOSION.....	12
BOMB THREAT ON CAMPUS.....	13
MISSING STUDENT NOTIFICATION.....	14
TIMELY WARNINGS ON and OFF CAMPUS.....	14
EMERGENCY RESPONSE and EMERGENCY NOTIFICATION POLICIES.....	15
EMERGENCY NOTIFICATION.....	15
ALARM SYSTEMS.....	15
SECURED CAMPUS BUILDING/ROOM LOCK-DOWN.....	15
SUICIDE PREVENTION ON CAMPUS.....	16
ACTIVE SHOOTER VIOLENT INTRUSION RESPONSE POLICY.....	17
ON CAMPUS HOSTAGE SITUATION.....	19
HAZARDOUS LEAKS and SPILLS.....	19
SEXUAL ASSAULT AND REPORTING AWARENESS.....	20
CONTACT LAW ENFORCEMENT PERSONNEL IMMEDIATELY.....	20
PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL ASSAULT.....	20
THINGS YOU SHOULD KNOW ABOUT SEXUAL ASSAULT.....	21
SEX OFFENDERS ON CAMPUS.....	21
ALCOHOL and DRUG POLICY ON CAMPUS.....	21
ON CAMPUS FIRE SAFETY.....	22
OPEN FLAMES and ELECTRICAL APPLIANCES.....	23
ON CAMPUS EMERGENCY EVACUATION.....	23
MANDATORY FIRE DRILLS/EVACUATIONS IN RESIDENTIAL BUILDINGS.....	23
Mandatory Fire Drills/Evacuations In Administration Buildings.....	24
ON CAMPUS LIMITED EVACUATION.....	25
ON CAMPUS SMOKE FREE BUILDING POLICY.....	25
CAMPUS-WIDE EVACUATION.....	26
ON CAMPUS SECURITY AWARENESS and CRIME PREVENTION.....	26
ON CAMPUS WEAPONS POLICY.....	26
HOOD THEOLOGICAL SEMINARY COVID-19 RESIDENCE HALLS POLICIES.....	27
EMERGENCY CONTACT PHONE NUMBERS ON-CAMPUS.....	28

Purpose and General Directions for Safety and Security

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

An important part of the Seminary's emergency preparedness plan is the HTS Campus Security personnel, Physical Plant, and Administrative Staff. These areas work together in assuming the responsibility of taking the lead in responding to emergency situations, such as building evacuation, seeking shelter in an area inside a building, or administering first aid to an injured person. The role of Campus Security is to help the Seminary community by distributing procedures that explain how to respond in the event of any emergency, lead them to a place of safety, and to stay calm in emergency situations.

Students, faculty, and staff members taking personal responsibility for their own safety will enable the Seminary community to be responsive and safe in the event of an emergency.

James E. Milton, II
Chief of Security

COMBINED ANNUAL SECURITY & ANNUAL FIRE SAFETY REPORTS 2023

This combined report is in compliance with the campus security and safety reporting requirements specified by the Federal Government referencing The Clery Act. Federal regulations, under the Clery Act and newly amended Higher Education Act, require all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics and fire statistics for the on-campus student housing facilities. The Annual Fire Safety statistics added in 2010 are now required to be reported with the Annual Security statistics. The following is Hood Theological Seminary's combined 2020-2022 Annual Security Report and Annual Fire Safety Report.

The reports contain policy and procedure information regarding safety and security, covering incidents of campus crime and fire in student housing during the 2022 calendar year. The statistics have been compiled by the Chief of Security, James E. Milton. These statistics are for the Seminary campus including the residential facilities. We cannot determine if the statistics obtained from local law enforcement agencies are for our Clery geography.

Criminal Offenses 2020- 2022 (On-Campus)

<u>Offense</u>	2020	2021	2022
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Violation of Liquor Laws	0	0	0
Violation of Drug laws	0	0	0
Illegal Weapons Possession	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0

CAMPUS SECURITY AND LAW ENFORCEMENT

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

The Office of Safety and Security is staffed with 13 campus security officers including the line supervisor. James E. Milton is the Chief of Security. The security staff operates 24 hours a day, seven days a week to include holidays and Seminary closings. **Contact numbers for Campus Security is 704-798-0978 or ext. 100 from a Seminary phone.** HTS security officers are responsible for overseeing camera monitors, entrance gates, conducting foot patrols of campus, securing buildings and property, issuing parking violations, escorts, and enforcing Seminary policies and regulations.

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

REPORTING CRIMINAL OFFENSES ON CAMPUS

All students, faculty, staff, and guests of the Seminary are asked to report emergencies and criminal activity to the Office of Safety and Security or the Salisbury Police Department. Once a report is filed an investigation will be initiated. **Security can be contacted by dialing 704-798-0978 or ext. 100 from a Seminary phone/Salisbury Police Department non-emergency number which is 704-638-5333. Call 911 whenever an emergency situation occurs such as a crime in progress, medical emergency or working fire.** In any emergency situation time is critical. After making a 911 emergency call, make a second call to Campus Security to inform the on-duty campus security officer of the emergency situation and location. If desired, security personnel can assist in notification and reporting to the police.

Appropriate policies in conjunction with personal responsibility and vigilance of all members of the Seminary community are necessary to maintain a safe environment.

INSTRUCTIONS FOR CALLING 911- EMERGENCY

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

CRIME RESPONSE PROCEDURES

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

CRIME PREVENTION TIPS

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

SAFETY FOR PERSONS WITH DISABILITIES

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

The following are procedures and reminders regarding helping people with disabilities during an emergency:

- **If there is a disabled person in a classroom or residence building, HTS Security, faculty, and staff are responsible for coordinating efforts (using fellow students and staff as necessary) to get disabled persons to safety as quickly and safely as possible.**
- Persons with hearing disabilities may not be able to hear alarms, and those with visual disabilities may not be able to see strobe light warnings; and should be assisted accordingly.

POWER FAILURE PROCEDURES

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

- If in a windowless room or the outage occurs at night, go to the nearest room where there is a window or a battery-operated light.
- If in a residence building remain where you are and await instructions from Resident Director or Campus Security.
- An announcement will be made by a Seminary official or Physical Plant Manager in person as soon as possible with instructions regarding what to do next, and the cause and duration of the power outage if this information is available.
- If possible, turn off computers, lamps, coffee pots, fans, heaters, etc. in your office or residence room.
- HTS Campus Security or Physical Plant Manager will contact Duke Energy as soon as possible to determine the nature and duration of the power failure. This will then be communicated to the Seminary community.
- **Do not light candles when power fails unless permission has been granted by the Resident Director.**

PERSONAL INJURY or SERIOUS MEDICAL CONDITION PROCEDURES

Time is critical in the event of medical emergencies involving personal injury or serious medical conditions. Injured or ill people need medical treatment in order to stabilize their conditions and transported to a nearby hospital. Try to make them as comfortable as possible without causing any further injury or discomfort until emergency personnel arrives on the scene:

- **If needed, call 911 (9-911 from a Seminary phone) Salisbury Fire/ Rescue Paramedics/Rowan EMS to handle all medical emergencies.**
- Ask someone to go out and meet the emergency responders to bring them to the scene of the incident.
- **Remain calm.**
- Look for a medical alert bracelet or necklace for information regarding the victim's medical health.
- **Call the Seminary security phone number (704-798-0978 or ext. 100) to request assistance.**

TORNADO WARNING and INCLEMENT WEATHER POLICIES

When a tornado warning is issued by the National Weather Service it means that a tornado has been sighted in the area or indicated on radar. The following procedures will assist in getting to the safest shelter or take cover as soon as possible: (Designated safe place is building 600)

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

INCLEMENT WEATHER PROCEDURES

- Each person should assess their personal travel safety situation for their geographical location and make decisions accordingly during inclement weather.
- For a storm occurring overnight, a Seminary closure decision is usually made prior to 6:00 a.m. by the President of the Seminary and called in to radio and television stations. **Closure information may also be on the phone system, website, and by calling Campus Security 704-798-0978.**
- Seminary community communications will be available phone system and websites.
- Exercise extreme caution during inclement weather.

ON-CAMPUS RESIDENCE BUILDINGS

There are 57 rooms in the residence buildings (Bldgs. 400 & 500) with upper and ground level floors accommodating approximately 90-95 students. The campus residences in each of the two buildings are individual, self-contained units with their own exterior locking doors and each room is equipped with a smoke/fire detector and sprinkler. When a smoke/fire detector is activated by smoke or fire it will activate the buildings' fire alarm systems with strobe lights and audible alert tone. The fire alarm system panel will indicate which room has activated the alarm system in the event of fire and assist Campus Security and Resident Director in locating the area where a possible fire may have started or be in progress. **Fire alarm pull stations are located on each level of the residence buildings.**

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

ANNUAL FIRE SAFETY REPORT 2022

Fire Safety Policies For On Campus Residential Buildings

All HTS students, faculty, staff, and guest residents should assume responsibility for ensuring fire safety in the 400-500 residential buildings. Violation of fire safety policies include, but is not limited to the following:

1. Setting a fire.
2. Sounding a false alarm, including
 - Falsely reporting fire, bomb threats, severe injury, or any other emergency.
 - Intentionally or negligently activating a fire alarm when no fire is present.
 - Tampering with a fire alarm pull station or fire control system.
3. Using a fire extinguisher in a non-emergency situation.
4. Not evacuating the building during a fire alarm.
5. Tampering with a smoke detector, sprinkler heads, or other fire safety equipment.
6. Using or possessing cooking appliances in residential building rooms (except in the designated cooking area located in the 500 residential building). Hot plates, electrical heaters, halogen lighting, extension cords or similar electrical equipment are prohibited.
7. Leaving cooking items unattended while stove is in use. (500 Residential Bldg.)
8. Using candles, incense, or any open-flamed device.
9. Smoking tobacco or using vaping devices.
10. Blocking of any inside or outside exit.
11. Storage of explosive or flammable materials.
12. Obstructing, tampering, or blocking fire doors, corridors, hallways or excessive clutter inside residential building rooms with limited space.

FIRE EVACUATION PROCEDURES FOR RESIDENCE BUILDINGS

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

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

Students residing in building 500 on the upper level should exit rooms and locate the nearest stairwell leading to the ground level. Once on the ground level, move towards the center parking area of building 100 near the upper entrance gate to assemble to take an account of students from building 500. **Students residing on the ground level in building 500 should follow the same procedures after exiting rooms. If a student from your building is missing inform the Resident Director or Campus Security as soon as possible.**

Fire Safety Statistics

	2020			2021			2022		
Facility Name	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
HTS 400 Residential Building	0	0	0	0	0	0	0	0	0
HTS 500 Residential Building	0	0	0	0	0	0	0	0	0

REPORTING FIRE OR EXPLOSION

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

- If you witness a fire or explosion in a building, pull the nearest fire alarm station.
- **Call Campus Security immediately 704-798-0978 or ext. 100 from a Seminary phone.**
- **Assist in evacuation of others, if possible, especially if disabled people need help.**
- If the fire is not large, try to use the appropriate fire extinguisher, but do not put yourself at risk.
- If at night put your shoes on, and take your room key, wallet, or purse. If this cannot be done quickly and safely as possible, just leave the room.
- When leaving a room, check the door for heat and open the door slowly.
- If you are unable to leave your office or room, try to exit through a window or yell for help.
- **Stay away from the building and wait for the all-clear given by Salisbury Fire Department authority or Campus Security.**
- The Dean of Students and Physical Plant Manager will be notified of all reported fires on campus.

BOMB THREAT ON CAMPUS

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

- **If you receive a bomb threat by telephone, call 911 on a landline phone as soon as possible, then the Seminary security number (704-798-0978 or ext. 100).**
- Until you have the opportunity to call for outside assistance, ask questions of the caller making the threat and try to get information about the bomb's location.
- **Ask the caller making the bomb threat the following questions if possible:**

Where is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb - Why? _____

Try to determine the following:

Gender of caller: _____

Age of caller: _____

Speech pattern or accent of caller: _____

Any background noises: _____

Caller's number (Caller ID digital readout) _____

Date and time of call: _____

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

MISSING STUDENT NOTIFICATION

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

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

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

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

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

TIMELY WARNINGS ON and OFF CAMPUS

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

Timely warnings can be issued through the following sources:

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

EMERGENCY RESPONSE and EMERGENCY NOTIFICATION POLICIES

In the event of an emergency or dangerous situation involving immediate threat to HTS campus community, HTS Campus Security, and administrative staff will respond to the scene and determine the type of emergency, severity, and appropriate response to the situation. **In certain instances, police, fire, or medical assistance may be immediately requested based on received information prior to response to the scene by HTS Campus Security.**

EMERGENCY NOTIFICATION

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

Those responsible for carrying out this process will, without delay, and considering the safety of the HTS campus community, determine the severity of the notification and initiate the notification system, unless doing so will compromise efforts to assist victims.

Each notification based on the event will be issued by various means including alarms, campus-wide phone system (Intercom), campus-wide e-mail, and HTS Campus Security (in-person).

ALARM SYSTEMS

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

SECURED CAMPUS BUILDING/ROOM LOCK-DOWN

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

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

- **Instructors:** Take charge of classrooms and lock doors and move students from windows immediately.
- **Other faculty and staff:** Follow directives of HTS Campus Security either to remain in work area or be led by Campus Security to a designated building for safety.
- **Keep quiet and away from doors and windows.**

- **If a gunshot or explosion is heard, lie on the floor immediately.**
- **Remain in the secured room until notified by Salisbury Police Department or Seminary personnel.**
- Instructors and Campus Security: Account for all persons which you are responsible for and report any who are missing to the Seminary administration.
- **Only authorized persons can be granted entry during a lock-down procedure on campus.**

DANGEROUS or SUSPICIOUS PERSONS ON CAMPUS

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

- If the person is asking for money or a similar handout, they should be directed to the Rowan Helping Ministries of Salisbury for assistance.
- If they refuse to leave campus call **HTS Campus Security 704-798-0978.**
- If the person needs medical assistance call **911.**

SUICIDE PREVENTION ON CAMPUS

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

Take the following steps:

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

ACTIVE SHOOTER VIOLENT INTRUSION RESPONSE POLICY

A violent intruder is defined as any person reasonably perceived to be an imminent physical threat. In the event you are confronted with an active shooter/violent intruder, get to a safe location, and call 911. Afterwards call security from any campus phone by dialing extension 100 or from your personal phone by dialing 704-798-0978. Determine the most reasonable way to protect life and remain as safe as possible in a safe location until emergency assistance can arrive on the scene.

Evacuate **Get Out!**

- Plan an escape route.
- Evacuate even if others don't agree to follow.
- Leave belongings and properties behind.
- Assist others in evacuating, if possible.
- Prevent people from entering the danger zone, if possible.
- Keep your hands visible to police/first responders as you exit. Remember they do not know who the perpetrator is.
- Follow all instructions given by the police.
- Do not attempt to move injured persons.
- If you have not already done so, call 911 and Security when safe.

Hide-Out

- If you can or must hide out, get yourself and as many others to a safe location as quickly as possible.
- Place as many barriers as possible between you and the violent intruder.
- Lock all doors; turn out lights, and silence cell phones.
- If doors do not lock, barricade them and/or use an improvised locking device (such as a foot wedge or tie off).
- Get down on the floor or under a desk or other solid furniture. Stay away from windows and doors.
- Call 911 and Security when safe to do so. Monitor your phone for text message updates.
- Do not leave your hiding space for fire alarms or any other reason unless your location becomes unsafe, or you are told it is safe to leave. (Fire alarms may be activated and the "all clear" may be given by the violent intruder to get you out in the open.)
- Place signs in an exterior window to notify first responders of your location.

Take Out

- As a last resort, when there are no other options, attempt to incapacitate the violent intruder. You must be 100% percent committed to this action if taken.
- Act as aggressively as possible against the violent intruder. Coordinate your actions with others.
- Use improvised weapons such as fire extinguishers, chairs, books, and other furniture. Yell, scream, and throw items at the violent intruder.
- If you have not already done so, call 911 and Security when safe.

Area Of Safe Haven

In the event of the need for an area of safe haven or rallying point due to evacuation/relocation for Seminary community members during an emergency of an Active Shooter/Violent Intruder on campus is listed below:

(Rally Point)

**Parking Lot Lutheran Nursing Home at Trinity Oaks
820 Klumac Road Salisbury, NC 28144
704-633-1002**

The Salisbury Police Department will coordinate and work in conjunction with the HTS Office of Safety and Security in the event of an on campus Active Shooter/Violent Intruder emergency situation.

ON CAMPUS HOSTAGE SITUATION

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

Take the following steps:

- **If you observe a situation where a person or group is being taken hostage, call 911 immediately, then HTS Campus Security at ext. 100 or 704-798-0978.**
- **Follow closely any instructions you receive from the 911 operator.**
- If possible, secure classrooms or safe-area rooms by locking doors.
- Do not allow yourself to be seen by the hostage taker(s) or hostage(s).
- Make mental notes of everything you see and hear.
- **(If you are a hostage)**
- Remain Calm.
- **Follow the instructions of the hostage taker.**
- Try to keep others calm and under control.
- Speak to others in a calm tone, but firm voice. Do not shout.
- Speak calmly with the hostage taker.
- **Do not force the issue with the hostage taker physically or mentally.**
- Calmly inform the hostage taker regarding any special needs of others.
- Keep a distance between yourself and the hostage taker if possible.
- Do not make any sudden moves. Ask for permission before moving around.
- Make mental notes of everything you see and hear.
- Use time to try to deescalate the situation.
- **Wait for help to arrive and do not panic.**

HAZARDOUS LEAKS and SPILLS

Spills, leaks, and odors from ventilation systems should be reported immediately to HTS Campus Security 704-798-0978 or ext. 100 from a Seminary phone. Campus Security will contact the Physical Plant Manager for assistance in cleaning up of any hazardous spill or leak. Do not try to clean up spills and provide answers to the following questions:

- What is the location of the spill or odor?
- What chemical(s) are involved, or what does the odor smell like?
- What is the quantity of the chemicals involved?
- What is the extent of the problem?
- Follow the directives of the Physical Plant Manager and Campus Security.
- **If necessary Physical Plant or Campus Security will call 911 and evacuate the building(s).**
- **Check for adverse medical symptoms (shortness of breath, fainting, etc.) of any person(s) close to the problem.**
- Call for medical assistance if determined necessary or requested by person(s) involved.

SEXUAL ASSAULT AND REPORTING AWARENESS

The HTS Office of Safety and Security promptly assumes the responsibility in providing awareness information on sexual assault and reporting to students, faculty, and staff of the seminary community. **Sexual Assault is a very serious criminal offence which is punishable by NC State Law General Statute 14-27.2-14-203.44(b).** Reports made by victims of sexual assault should never be received lightly, but with urgent response and professional assistance as soon as possible. Obtaining assistance after a student, faculty, or staff person is sexually assaulted or stalked, or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty, and staff including the HTS Office of Safety and Security, Student Affairs, and Counseling Services. Each provides different forms of assistance which together address many of the needs of victim(s).

CONTACT LAW ENFORCEMENT PERSONNEL IMMEDIATELY

Hood Theological Seminary urges any student, faculty, and staff who have been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the HTS Office of Safety and Security. The HTS Office of Safety and Security will contact the Salisbury Police Department to report a criminal offence of sexual assault. If the incident took place off-campus you will be provided with a list of emergency contact numbers as a part of its orientation and training programs. These numbers are listed on the seminary website (My Hood) and in our Crisis Management Plan (HTS Safety & Security Policy-Procedures Manual.)

SEXUAL ASSAULT IS NEVER YOUR FAULT

A Victim of sexual assault should never be ashamed of what has taken place and should never feel that it was their fault. No one deserves to be raped or sexually assaulted in any way. If you are assaulted or raped, you should report it immediately. Any sexual action that is unwanted is considered a sexual assault no matter who commits it. Alcohol and drugs can impair your ability to make clear decisions as well as lower sexual inhibitions, but they are not excuses for sexual assault. Even people that are married need to give consent to each other. Silence is not consent be sure you and your potential partner clearly communicate your intentions to each other. Stop if you are receiving conflicting messages. You cannot assume that your date wants to have sex even if you have before. **The other person has a right to say no, no matter what.**

PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL ASSAULT

Whenever sexual assault occurs always remember that time is of the essence. Seek immediate medical attention. It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual in particular, immediate treatment and the preservation of evidence of the attack (**i.e., retain the clothing worn during the attack and do not shower**) it is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination. Drugs only remain in a person's system for a short period of time. In all other circumstances, HTS Safety and Security personnel can assist the victim in obtaining medical care. Medical attention is critical not only to treat internal and external injuries but to combat the possibilities of sexually transmitted infections and/or pregnancy. Treatment also collects evidence that

can be used against the alleged perpetrator. It is vital to ongoing safety and recovery that victims receive emotional support and professional counseling as soon as possible after the attack.

THINGS YOU SHOULD KNOW ABOUT SEXUAL ASSAULT

- Make sure you have a working cell phone, and it is charged.
- Make sure you have enough money to take a taxi when you go out on a date or with friends.
- Be aware that drinking alcohol and doing drugs can impair your ability to make a clear decision.
- If you are going on a date or going out be sure to let friends know where you are going and with whom.
- Do not accept drinks from people you do not know or trust.
- Set up a password with your friends if you feel unsafe for any reason.
- If you leave a drink unattended do not drink it when you return, you should discard it.
- If a situation seems suspicious and or uncomfortable leave immediately and go to a safe place.
- Communicate your sexual limits firmly
- Know that you have a right to say no, no matter what.

Any victim of sexual assault occurring anywhere in the state of North Carolina can contact the North Carolina Rape & Sexual Assault Resources <https://www.aardvarc.org/sexual-assault-rape>. Any sexual assault occurring on the campus of Hood Seminary will be reported to the Salisbury Police Department immediately.

If you are sexually assaulted call HTS Campus Safety and Security (704-798-0978)

If an assault is witnessed in progress call 911 emergency immediately then campus security.

When calling 911 emergencies give the address location of 1810 Lutheran Synod Drive and number of the building (100, 200, 300, 400, 500, and 600)

SEX OFFENDERS ON CAMPUS

Registered sex offenders employed by or attending HTS are required by law to register with the **Rowan County Sheriff's Office 704-636-1011. Sexual Offenders information may be obtained by accessing the NC Sex Offenders Website at <https://www.ncsbi.gov/Services/Sex-Offender-Registry.aspx>.**

ALCOHOL and DRUG POLICY ON CAMPUS

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

ON CAMPUS FIRE SAFETY

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

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

- When a fire alarm is activated, building evacuation is mandatory. Learn the locations of fire exits.
- Do not use elevators during a fire evacuation.
- Stay clear of the building once you have exited.
- Do not re-enter a building until an all clear is given by emergency personnel or Seminary Official.

In the case where a fire may have occurred but is not active a report should be made to HTS Campus Security or Administration. For non-emergency fire inquiries, you may contact the HTS Campus Security office at **704-798-0978** or **Administration at 704-636-7611.**

OPEN FLAMES and ELECTRICAL APPLIANCES

Candles are permitted in residence rooms with permission of the Resident Director.

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

ON CAMPUS EMERGENCY EVACUATION

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

ON CAMPUS BUILDING EVACUATION

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

MANDATORY FIRE DRILLS/EVACUATIONS IN RESIDENTIAL BUILDINGS

The HTS Office of Campus Safety/Security conducts mandatory fire drills in compliance with the State of North Carolina's Fire Code for all institutions that provide on-campus housing. Fire drills are conducted four times a year (2 per semester) for all on-campus housing facilities. The Residential Hall Director works in conjunction with the HTS Safety Officer/Inspector and is responsible for educating the occupants on fire evacuation procedures and the location of the safe place to assemble for accountability. Participation in evacuations is mandatory and all rooms will be checked by Residence Hall Director and Campus Safety/Security personnel, or appropriate fire personnel. Students must promptly evacuate the building and go to their designated meeting locations.

When the fire alarm sounds, fire policy mandates that everyone evacuate the building. Room doors must be closed, **but do not lock the doors as you leave**. If you see smoke or flame, or the alarm sounds notify HTS Campus Safety/Security as soon as possible or dial 911 to report a fire. **In the event that 911 is called, the location must be given as 1810 Lutheran Synod Drive and specify the building number as well.**

- If you see smoke or a flame, pull the fire alarm as you exit.
- During evacuation, exit the building using the nearest safe exit.
- Do not attempt to gather personal property.
- If smoke is present, keep low to the floor.
- Once outside, move away from the building and go to your building's designated meeting location.
- Follow the directions of HTS staff members and on scene fire personnel.
- Take accountability as soon as possible of occupants who left the evacuated building.
- Occupants of HTS Residential Buildings 400-500 have a designated safe place in the field area near the 600 building. In the event of inclement weather, the corridor between the chapel and library will be the designated safe place for accountability.
- No occupants may return to residential building or room until an "all clear" sign is issued by HTS staff members or on scene fire personnel.

Mandatory Fire Drills/Evacuations In Administration Buildings

The HTS Office of Campus Safety/Security is responsible for scheduling fire drills and evacuation directions for administration buildings 200, 300, and 600 building (refectory). Occupants should anticipate building emergencies, some of which will require immediate or delayed evacuation. Advanced notification of fire drills/evacuations will be given at least two-weeks prior to the actual date of occurrence and coordinated with key administrative staff/personnel and HTS Safety Officer/Inspector.

In the event of fire or fire drills/evacuations, occupants in administration buildings are directed to do as follows:

If you see smoke or a flame, or the alarm sounds notify HTS Campus Safety/Security as soon as possible or dial 911 to report a fire. **In the event that 911 is called, the location must be given as 1810 Lutheran Synod Drive and specify the building number as well.**

- Exit the building using the nearest safe exit.
- If smoke is present, keep low to the floor while exiting the building.
- Do not attempt to gather personal property, time is crucial.
- Once outside, move away from the building and go to the designated safe place to assemble for occupant accountability.
- Follow directions of the HTS staff members and on scene fire personnel.
- Take accountability as soon as possible of all occupants who evacuated the building.
- Occupants of the 200 Administration Building have a designated safe place and assembly point for accountability located in the field area near the Lutheran Center.
- Occupants of the 300 Faculty/Staff Building have a designated safe place and assembly point for accountability located in the field area directly behind the 300 building.
- Occupants of the 600 Building (refectory) have a designated safe place and assembly point for accountability located in the field area directly behind the 300 building.

ON CAMPUS LIMITED EVACUATION

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

ON CAMPUS SMOKE FREE BUILDING POLICY

Due to the negative health effects associated with inhaling second-handed smoke, the Seminary is a smoke-free building. Our smoke-free environment includes all enclosed indoor areas of the buildings. Smoking is not permitted on the campus grounds.

No smoking signs or the international “no smoking” symbol must be clearly and conspicuously posted at each entrance. Ash trays and other smoking paraphernalia must be removed from all smoke-prohibited areas. Smoking paraphernalia means any equipment, apparatus, or furnishing, that is used in or necessary for the activity of smoking. **Individuals smoking in violation of this policy should be asked to smoke outdoors. If the individual continues to smoke, the incident should be reported to HTS Administration.**

CAMPUS-WIDE EVACUATION

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

ON CAMPUS SECURITY AWARENESS and CRIME PREVENTION

HTS Campus Security will sponsor security and crime prevention awareness programs in conjunction with the Salisbury Police Department. The cooperation, personal support, and involvement of students in the campus safety programs are essential to its success. Students must assume responsibility for their own personal safety and security of their personal belongings by taking simple, common-sense precautions.

Resident students will be informed of services offered by HTS Campus Security during the orientation period. They are also informed about crime on campus and in the surrounding neighborhood. Brochures on crime prevention and personal safety are readily available.

ON CAMPUS WEAPONS POLICY

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

- HTS Campus Security officers do not carry firearms.
- Only authorized law enforcement officers are permitted on campus with firearms in the performance of their duties.
- Salisbury Police Department will be notified immediately if any person(s) is found or reported to be in violation of this policy.
- **Weapons violations should be reported to HTS Campus Security 704-798-0978 or ext. 100 from a Seminary phone.**

HOOD THEOLOGICAL SEMINARY COVID-19 RESIDENCE HALLS POLICIES

Students, employees and guests of Hood Theological Seminary (HTS) who have been in close contact with an individual who tests positive should follow current CDC guidelines.

If you are a resident student and test positive for COVID-19, regardless of vaccination status.

Hood Theological Seminary is not providing separate housing to those who need isolation.

- If you live on campus, it is strongly recommended that you complete your isolation at home.
- You may also choose to isolate in your residence hall room, leaving HTS campus only to receive medical care.
- During the isolation period, you should not eat or drink in the campus dining locations. **Students living on HTS campus can arrange for Wellness Meal Pick-ups that are coordinated through Campus Security.**

If you test positive for COVID-19, regardless of vaccination status, even if you don't have symptoms, please follow these instructions:

- **Stay home** as soon as you receive your positive test result, **isolate** per CDC's guidelines, and **monitor** for symptoms.EC.
- **If you tested off campus, report your test result to the seminary.** If you get tested on-campus, you DO NOT need to submit your results as these are automatically provided to the seminary.
- Be sure to **report your positive test results to the seminary** if you tested positive using **an at-home test**.
- **Review CDC's** guidance for precautions to take for 5-10 days after your positive test result, including when to wear a face covering and when you can leave isolation and return to campus.
- **If you become concerned about your symptoms, contact your healthcare provider.**

EMERGENCY CONTACT PHONE NUMBERS ON-CAMPUS

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

Chief of Security	704-202-1447
Assistant Chief	704-798-0858
Dean of Students	704-636-6077
Resident Director	704-798-0978
Exec. Admin. Assistant to the President	704-636-6823

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

EMERGENCY CONTACT PHONE NUMBERS

HTS Campus Security 24/7/365	Ext. 100 (from a Seminary phone) 704-798-0978
Salisbury Police Department	704-638-5333
Family Crisis Council of Salisbury-Rowan 131 West Council Street Salisbury, NC 28144	704-636-4718
Non-Emergency - Emergency -	9-911 (From a Seminary phone)
Salisbury Fire Rescue/Medical Emergency	9-911 (From a Seminary phone)
Rowan Regional Medical Center - Hospital 612 Mocksville Ave. Salisbury, NC	704-210-5000
Salisbury-Rowan Rape/Family Abuse Crisis Council	704-636-4718
National Poison Control	1-800-222-1222
Duke Energy 24-Hour Electrical Emergency	1-800-769-3766
Piedmont Natural Gas Emergency (Leaks)	1-800-356-2593