

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Bethany Lutheran College is a dynamic, growing institution that offers a values-based Christian education that aims to produce well-educated and spiritually grounded students. Our graduates are prepared to be leaders in their chosen vocations and in their communities and churches. Bethany has an outstanding faculty that focuses solely on the undergraduate student. Whether it is an academic, personal, or spiritual concern, the Bethany faculty is committed to educating the whole student.

Bethany is located in Mankato, Minnesota, a community of approximately 35,000 residents. The College enrolls approximately 600 students, some 450 of whom live on campus in College-owned residence halls and apartments. The remainder live off campus in the community. Bethany Lutheran College employs about 175 non-student employees as members of the faculty, staff, and administration.

In accordance with the Higher Education Act of 1965 and The Jeanne Clery Disclosure of Campus Security Services Policy and Campus Crime Statistics Act, Bethany Lutheran College provides the information and statistics given below to College students and employees and to others upon request. This report was developed in cooperation with Campus Security Services, Student Services, and Human Resources.

Questions or concerns about any of the policies or procedures outlined in this report may be directed to the Coordinator of Security Services (507-344-7889) or to the Dean of Students (507-344-7745).

SECURITY

Campus Security Services Office

The office of Campus Security Services is housed in 115 Old Main. In addition to having an on-duty security officer during the day, Bethany Lutheran College has contracted with Securitas, Inc., to provide evening, night, and weekend security coverage throughout the year.

Campus Security Services focuses on the protection and safety of persons and property on campus by patrolling buildings and grounds, issuing security alerts, providing escort services, conducting daily security checks, and reporting safety hazards and repairs. Campus Security Services also responds to campus incidents and calls for assistance and enforces the College's policies and regulations, including parking.

Campus Security Services officers work closely with city police and other officials who are called to campus to assist with emergencies, to investigate crimes, and to apprehend those involved in criminal activity. It is the policy of Bethany Lutheran College to report all Part I and Part II crimes (as defined by the FBI Uniform Crime Reporting systems) and known violators of state or federal laws to appropriate law enforcement authorities. Violations of College policies are handled according to the policies and processes outlined in the student guidebook and employee handbooks.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Campus Safety and Security General Information

The cooperation and involvement of students and employees in their own safety and security is essential. Members of the campus community must assume responsibility for their personal safety and the security of their belongings by taking simple, common sense precautions:

- Security measures—such as alarms, door locks, or key access systems—should never be over-riden or circumvented.
- Bicycles should be secured with effective locks.
- Students and employees must park in designated areas, and should keep their valuables secured in the trunk.
- Suspicious-looking individuals or unusual incidents on campus should be reported immediately to Campus Security Services, members of the College staff, or to the Mankato Department of Public Safety (911; 9-911 from on-campus telephones).

Student and employees are also instructed to:

- Call the police (911) when there is a medical emergency, fire, or some other emergency or situation they believe requires police or medical assistance. Also, call Campus Security Services (888) as well to assist emergency personnel before and after their arrival and for documentation.
- Lock office and residence hall doors to remove any temptation and opportunity for theft. When possible, store valuables in residence halls apartments or offices; otherwise, place valuables in the trunk of a vehicle or out of sight.
- Carry College IDs at all times to provide identification when requested by Campus Security Services or College staff.

Bethany Lutheran College is a private educational institution owned by the Evangelical Lutheran Synod (ELS); therefore, the campus, facilities, and other holdings are private property. All individuals on our campus must abide by College regulations. Non-compliance may result in being asked to leave the campus. Bethany will exercise its right to ban non-compliant, disruptive individuals from the campus, with assistance from the Mankato Department of Public Safety as needed.

Residence Halls Security

Student housing at Bethany is provided in three residence halls (two for men; one for women), two apartment buildings (women only), and satellite housing units as needed.

The residence halls are staffed by resident managers (RMs) and resident assistants (RAs). Resident assistants, who are juniors or seniors, assist students and maintain order and safety. The managers guide, comfort, listen to, and otherwise support the Resident Assistants and students. Both the RMs and RAs function to promote a Christian atmosphere in the residence halls and on the campus in general. They help students attain their highest potential, academically, socially, and spiritually. Students are encouraged to seek out their help whenever necessary. The resident staff is also responsible for enforcing College policies and regulations.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Bethany Campus Security Services patrols each campus building on a regular basis. Procedures are in place in the Campus Security Services office to address security issues that arise.

Residence halls and apartment buildings are locked 24 hours a day for resident safety. Door alarms and surveillance cameras are also in place. Students are required to carry their assigned access FOBs to enter the building at any hour. Students are advised to be careful when passing through security doors so that strangers are not allowed to enter.

Visitors are allowed in the residence halls and apartment buildings as follows:

Monday – Thursday	7-11 p.m.
Friday	7 p.m.-midnight
Saturday	1 p.m.-midnight
Sunday	1-11 p.m.

All visitors or delivery personnel must be met in the lobby entrances by the person they are visiting. Telephones are available in the entryways for guests to contact residents upon their arrival; however, student directories are intentionally not posted in common areas. In addition, Bethany Campus Security Services does not give out student directory information at any time.

Off-Campus Housing Facilities Security

Bethany Lutheran College does not provide security services to off-campus housing facilities. However, Bethany Campus Security Services does provide assistance with reporting criminal activity on the public streets adjacent to College property. All criminal activity that occurs off-campus falls under the jurisdiction of local law enforcement.

Campus Facilities Access

During normal business hours, College facilities (excluding residence halls and apartments) are open to students, parents, employees, contractors, guests, and invitees. The exterior doors of public buildings are locked at 9 p.m. During non-business hours, College facility access is by key or FOB or by admittance by Campus Security Services or residential life staff in the case of residence halls. Students are not granted access to secure areas (offices, storerooms, etc.) during non-business hours.

The Sports and Fitness Center, Memorial Library, Communication Center, Ylvisaker Fine Arts Center, and Meyer Hall may have hours that vary at different times of the year. In these cases, the facilities are secured according to schedules developed by the department responsible for the facility.

Security considerations: Because of the College's size and location, a formal policy for identification and admission of visitors has not been necessary. However, Campus Security Services and College employees have the authority to ask persons for identification while on Bethany property and to determine whether they have lawful business at the College.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

All crime victims and witnesses are strongly encouraged to report the crime immediately to Campus Security Services and the appropriate police agency. Prompt reporting assures timely warning notices on-campus and timely disclosure of crime statistics.

Campus Security Services officers are non-sworn personnel who are trained to perform their assigned duties. Officers have the authority to ask individuals for identification and to determine whether they have lawful business at the College. Criminal incidents are referred to the Mankato Department of Public Safety which has full jurisdiction on Bethany's campus. Campus Security Services maintains a highly professional working relationship with the Mankato Department of Public Safety.

Campus Security Services officers have the authority to issue parking tickets to students, faculty, staff, and visitors.

Vehicle Assistance

Campus Security Services officers are trained and equipped with vehicle lock-out tools. They will be able to unlock most cars. There is no charge for this service. Owners of the vehicles assume responsibility for any possible damage.

Campus Security Services officers can also provide a jump-start for vehicle battery. This is a free service but, again, owners assume responsibility for any damage. Bethany Campus Security Services offers these services on-campus, not city-wide.

Facilities and Grounds Safety

Bethany Campus Security Services and Building Monitors monitor the campus for irregularities (locks and alarms) and needed repairs of maintenance in facilities, grounds, and lighting.

Support for On-Campus College-Sponsored Events

Campus Security Services provides parking and traffic control services for on-campus College-sponsored events and handles emergency situations that may arise. The College also contracts officers from the Mankato Department of Public Safety for special events as needed.

Campus Community Notification of Threats (timely warnings)

In the event that a situation arises, either on- or off-campus, that the Coordinator of Security Services or his designee views as an on-going or continuing threat, Campus Security Services will issue timely security alerts or warnings through campus e-mail announcements, *Daily Bulletin*, campus mailboxes, postings around campus, Security Services website (<http://www.blc.edu/security>), on-campus emergency notification system, or other appropriate means.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Missing Person Notification

Bethany Lutheran College is committed to providing a safe environment in which students can live and pursue their academic studies. In keeping with the Higher Education Opportunity Act, Bethany Lutheran College has implemented the procedure given below to be used when notice must be given that a student living on campus is missing.

Providing missing person contact information

Students can provide confidential contact information for a “missing person” contact who will be notified by the College in the event the student is officially reported as missing or for other emergencies. This information should be given to the Registrar’s Office: 229 Old Main, 344-7309; maryjo.starkson@blc.edu or linda.smith@blc.edu. Students are responsible for making sure that the contact information is current.

Reporting a missing person

To file a missing person report, contact any of the individuals listed below:

Bethany Campus Security Services	344-7888
Mankato Police Dispatch	911
Resident Assistant or Manager	
Anderson Hall Manager	344-7362
Anderson 3rd floor RA room 332	344-7541
Anderson 4th Floor RA room 404	344-7545
Anderson 4th floor RA room 416	344-7559
Anderson 4th floor RA room 427	344-7558
Anderson 5th floor RA room 509	344-7807
Anderson 5th floor RA room 521	344-7845
Anderson 5th floor RA room 528	344-7813
Edgewood Place Manager	344-7727
Larson Hall Manager	344-7447
Teigen Hall Manager	344-7450
Teigen 2nd floor RA room 202.....	344-7464
Teigen 2nd floor RA room 210.....	344-7472
Teigen 3rd floor RA room 302.....	344-7482
Teigen 3rd floor RA room 310.....	344-7490
Teigen 4th floor RA room 402.....	344-7500
Teigen 4th floor RA room 410.....	344-7508
Gullixson Hall Manager	344-7600
Gullixson 2nd floor RA room 218	344-7619
Gullixson 2nd floor RA room 220	344-7620
Gullixson 3rd floor RA room 318	344-7639
Gullixson 3rd floor RA room 320	344-7661
Gullixson 4th floor RA room 420	344-7682

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Residential Life staff must notify Campus Security Services immediately after they learn of a report of a missing person. They must also complete and file a Residential Life incident report.

Campus Security Services will notify the Coordinator of Security Services (or his designee) immediately after they take a report of a missing person. A security incident report must be completed and filed before the completion of the officer's shift. Campus Security Services will also file a report with the Mankato Police within 24 hours of when the student is determined missing.

The **Coordinator of Security Services** (or his designee) will notify the Dean of Student Services or the Vice President for Student Affairs of the missing person report.

Confirming missing person report

Bethany officials may use any of the following sources of information to determine whether, when, or why a person may have gone missing:

- Roommate(s) of missing person
- Friends (if known) of missing person
- Resident Manager where the missing person resides
- Resident Assistant assigned to where the missing person resides.
- Professors/Advisor (attendance)
- Food Service meal plan use
- Library material use
- IT records "log in" on Bethany account of missing person
- Controlled Access Software (assigned fob use of missing person)
- Coordinator of Student Counseling (when authorized)
- Employee work timecard records
- Supervisors
- Parking enforcement software (citation history on a missing persons registered vehicle with the College)
- Security cameras
- Assigned Bethany cell phone records

Notifying missing person contact

When it has been determined that a missing person report has been filed and that the student has been missing for more than 24 hours, Campus Security Services and the Dean of Student Services will work together to notify the following individuals within 24 hours of the determination:

- Notify the "missing person" individual identified by the student to be contacted.
- If the student is under 18 years old, notify the "missing person" individual identified by the student to be contacted in this circumstance and a parent or guardian on record with the College.
- In cases where the student is over 18 and has not identified a person to be contacted, file a report with the Mankato Police Department.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Awareness and Crime Prevention Programs

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their personal security and the security of others.

Guest Speakers

The College may invite guest speakers to campus to speak on various issues related to crime awareness and prevention.

Security Awareness Programs

During fall semester orientation, students are told about services offered by the Campus Security Services Department. A presentation by the Coordinator of Security Services outlines ways to maintain personal safety and residence hall security. Students are told where to obtain security information on-campus. Similar information is given to new employees during orientation. This information also included in the Student Guidebook and Faculty and Administrative and Staff Handbooks.

Crime Prevention Programs

Crime prevention and sexual assault prevention information is offered on a continual basis by Campus Security Services and Student Services. Crime prevention tips and measures are also included in the Student Guidebook and Faculty and Administrative and Staff Handbooks.

Campus Escort Service

Campus Security Services provides students, employees, and visitors with an escort to and from any location on campus outside of business hours. Escorts may be requested by phoning extension 888 (507-344-7888).

Security Lockers

Lockers designed for the temporary security of personal belongings are located in the lower level of Old Main and in the locker rooms in the Sports and Fitness Center. Individuals who use these lockers must provide their own locks. The lockers are cleared out and locks are removed at the end of each semester in Old Main and at the end of the academic year in the Sports and Fitness Center.

Emergency Phones

Emergency phones are located in the student parking lots; on the second floor of the glass entry of Anderson Hall; inside the glass entry of Teigen Hall, Gullixson Hall, Edgewood Place; and outside the upper entrance to Larson Hall. Dial 888 (507-344-7888) for Campus Security or 911 (9-911 from campus telephones) for police and fire. Additional phones are available at all building monitor locations on campus.

Lost and Found

Found items are typically turned in to the building managers who then send the items to the Information Secretary in Old Main. Campus Security stores items for the duration of the academic year and then disposes of them through recycling, donation to thrift store, or however the College sees fit.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Theft

Students and employees are asked to keep their vehicles locked at all times and to remove any valuables. Most car prowlers look for vehicles with valuables in plain sight and, within a matter of seconds, smash a window, grab items, and leave.

Common items taken from vehicles include purses, checkbooks, stereo equipment, cash, athletic equipment, sunglasses, CDs, tools, backpacks, etc. Safeguard valuables by keep them in residence hall rooms/apartments or employee offices. At a minimum, stow personal items out of sight in the trunk or under seats.

Report all crimes immediately to Campus Security Services (507-344-7888).

Consider marking valuables and keeping track of make, model, serial number, and value of equipment. Recovered stolen property is then traceable to the owner and gives police the ability to enter stolen property in the computer to later charge suspects with possession of stolen property. Bethany Lutheran College is not responsible for stolen items or damage to vehicles.

Drug-Free Schools Act

Standards for the Bethany Community

Webster describes community as “a group of people living together as a smaller social unit within a larger one, and having interests, work, etc. in common”—a college community. Individuals living in such a community bear responsibility for their behavior as it affects not only themselves, but other individuals as well as the community as a whole. Standards and policies are implemented to safeguard the satisfaction and well being of the individual as well as the entire community. In the Bethany community, those standards and policies are formulated under the following guidelines:

- Federal, state, and local laws
- College rules and regulations as stated in the employee and student handbooks
- The answer given by Christ himself when asked for the greatest commandment:
“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.” (Matthew 22:37-40)

While a strict adherence to numbers one and two above would ensure order, the overriding guide in the Bethany community is the third, the law of love as expressed in the Scriptures. This standard, admittedly of the highest degree, is set toward achieving the goal of creating an optimal learning and living environment for the Bethany student while equipping him/her for a life of love and service to the larger community.

In any instance, Bethany students will be expected to evaluate their actions and decisions in the light of such questions as: Does this glorify God and/or benefit my neighbor? Are my actions in accord with God’s loving will as revealed in the Holy Scriptures? Has this or will this harm myself, another individual, or the community as a whole?

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Drugs and Alcohol

Violations of Bethany Lutheran College's standards of conduct concerning drugs and alcohol include:

- Possession, use, or being in the presence of alcohol on-campus by any student.
- Illegal use, possession, distribution, or sale of alcohol off campus by any student.
- Intoxication of any student on- or off-campus.
- Illegal use, possession, or distribution of drugs on- or off-campus or being in the presence of such use, possession, or distribution.

Bethany will impose sanctions on a student (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution for violations of the standards of conduct. A student may also be required to attend a drug and alcohol treatment program and/or to seek special counseling at the student's expense if it is determined that the student has a dependency or abuse problem. Such a program or counseling may be required as a condition for continued enrollment.

Information will annually be distributed that includes the following:

- Health risks associated with the use of illicit drugs and the abuse of alcohol.
- Applicable legal sanctions under state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students.

Several community facilities, programs, or counselors can provide drug and alcohol counseling, assessment, treatment and/or rehabilitation programs:

- Addiction Recovery Technologies of Mankato, 2116 Mankato Place; 345-4670
- Alcoholics Anonymous and Alanon, 1430 Fifth Avenue; 507-388-8989
- House of Hope; 507-625-4373
- Mankato Family Focus; 507-625-3372
- Smart Recovery; 507-344-3571
- Alano; 507-387-2772

Bethany Lutheran College conducts an annual alcohol and drug awareness program and will conduct a biennial review of this program to determine its effectiveness. The College will implement changes if they are needed and ensure that the sanctions are consistently enforced.

Sex Offender Registry

Information on registered sex offenders in the Mankato area is distributed by the Mankato Department of Public Safety. Bethany Lutheran College posts information received on the Security Services bulletin board and at <http://www.blc.edu/students/services/security/notifications/>. Additional information may be obtained from the Mankato Law Enforcement Center at 710 Front Street South, Mankato, MN 56001.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Sex Offense Policies and Procedures

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sexual violence. The College's policy regarding sexual violence applies to all employees, student employees, and students who participate in both on- and off-campus College-sponsored activities.

Employees and students are not to be penalized for proper use of the sexual violence complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

Definitions

Sexual violence is any act of violence or force committed against a person, without his or her consent, for the purpose of satisfying sexual or aggressive impulses.

Sexually violent acts include, but are not limited to, contact with a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas, or the use of threat or force or coercion which requires the person to commit or submit to any kind of attempted sexual act. This includes a physical act that is sexual or aggressive in nature, is intentional, and is committed either by

1. physical force, violence, threat or intimidation;
2. ignoring the objections of another person;
3. causing another person's intoxication or impairment through the use of drugs or alcohol in order to take advantage of that person; or
4. taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Consent is words or overt actions indicating a freely given present agreement to perform a particular sexual act with the initiator. In this context, present means at that particular time.

Consent can only be given or implied by someone who acts freely, voluntarily, and with knowledge of the nature of the act involved.

Consent cannot be given by someone who is 1) incapacitated by drugs or alcohol, 2) coerced into submission, 3) not conscious, or 4) physically or mentally incapacitated. Consent cannot be inferred from 1) permission for one particular act (a less intimate sexual act does not imply permission for a more intimate sexual act); 2) a prior sexual, romantic, or marital relationship; or 3) an existing sexual, romantic, or marital relationship.

Policy

Sexual violence is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual violence is also unlawful and will not be tolerated by Bethany Lutheran College.

Human Resources and Student Services will undertake educational efforts to inform employees and students of their responsibilities regarding such behavior, as well as how to identify and

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

eliminate potential sexual violence, and what steps can be taken if instances of sexual violence are experienced.

Individuals (employees or students) who violate this policy by committing acts of sexual violence against others are guilty of gross misconduct and are subject to disciplinary action and sanctions as outlined below:

Students: Sanctions that may be imposed if a finding is made that sexual violence has occurred include the following as published in the College's Student Guidebook:

1. Warning: A warning may be in the form of an oral or written warning or reprimand.
2. Probation: Probation is a status with condition imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any Institutional regulation during the probationary period.
3. Required compliance: Required compliance means satisfying College requirements, work assignments, community service, or other discretionary assignments.
4. Confiscation: Confiscation means confiscation of goods used or possessed in violation of College regulations or confiscation of falsified identification or identification wrongly used.
5. Fines: Fines mean monetary payment to the institution.
6. Restitution: Restitution means making compensation for loss, injury, or damage.
7. Restriction of privileges: Restriction of privileges means the denial or restriction of specified privileges, including but not limited to access to an official transcript for a defined period of time.
8. Housing suspension or expulsion: Housing suspension means separation of the student from campus housing for a defined period of time. Housing expulsion means permanent separation of the student from campus housing.
9. Suspension: Suspension means separation of the student from the College for a defined period of time, after which the student is eligible to return to the College. Suspension may include conditions for readmission.
10. Expulsion: Expulsion means the permanent separation of the student from the College.
11. Withholding of diploma or degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
12. Revocation of admission or degree: Revocation of admission or degree means revoking a student admission to the College or revoking a degree already awarded by the College.

Disciplinary action may also include communication with parents and/or referral for mandatory counseling. The Dean of Student Services may convene a Dean's Advisory Committee to assist in determining level of responsibility and/or sanctions. Criminal behavior may also be referred to the police department for investigation.

The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's previous disciplinary history, and other factors as appropriate.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Administrative and Staff Employees: Bethany Lutheran College may exercise its discretion to utilize forms of corrective action and/or discipline depending upon the individual case. Examples of corrective action and/or discipline include oral warnings, written warnings, probationary status, suspension, demotion, and termination. Although one or more of these forms of corrective action/discipline may be taken in connection with a particular employee, no formal order or process is necessary for appropriate action. The College may also terminate the employment relationship without following any particular series of steps whenever it determines, in its own discretion, that such action should occur.

Faculty: Dismissal for cause is the process by which the College terminates for cause a faculty member to whom a right to continuation has been granted. The By-Laws of the College, Article VIII. A. Guidelines for Discipline, as amended at the 2006 Synod convention, give the president of the College original jurisdiction over cases of discipline involving faculty in accordance with the College's policies and processes as set forth in the Faculty Handbook. The Vice President for Academic Affairs shall consult with the President of the College to determine whether the faculty appointment should be terminated.

All employees and students are expected to cooperate with sexual violence investigations. Any employee or student who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment or expulsion from the College.

All charges will be handled as discreetly as possible, although the College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged aggressor is entitled to answer the charges, particularly if discipline, termination, or expulsion is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

The College will assist any employee or student who believes that he or she has experienced or witnessed sexual violence, as noted below.

Reporting Procedure

Employees and students who believe they have experienced sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should:

1. Get immediate help. Go to a safe place; call 911 or Campus Security Services (507-344-7888).

Campus Security Services will call the Mankato Department of Public Safety. A law enforcement officer will respond and speak with survivors about their options for making a formal report of the incident.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

2. Report the assault to one of the persons listed below as soon as possible.

Ted Manthe

Dean of Student Services
Office: 344-7745

Don Moldstad

Director of Spiritual Life/Chaplain
Office: 344-7312
Home: 387-5456

Patti Reagles

Coordinator of Student Counseling
Office: 344-7306
Cell-phone: 304-0464

Paulette Tonn Booker

Manager of Human Resources
Office: 344-7840

Resident Managers

Heidi Harland 344-7362
Greg Holzhueter 344-7450
Ben/Emily Wiechmann 344-7600

Apartment Managers

Paul/Meredith Gunderson 344-7727

3. File criminal charges with the Mankato Police Department, if desired. The College, through its designated personnel, will help the employee or student in reporting the assault to the police and/or in filing a criminal charge. Designated staff members will also accompany the victim to the police station upon request.

The College will assist the employee or student, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with the incident, and in preserving any materials relevant to a College disciplinary proceeding.

The College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged aggressor, including transfer to alternative classes or alternative College-owned housing, if these options are available and feasible. Requests for transfer to alternative classes should be directed to the Registrar; requests for transfer to alternative College-owned housing should be directed to the Dean of Student Services.

Employees and students also have the right to obtain assistance from the Crime Victim Justice Unit:

Crime Victim Justice Unit
Office of Justice Programs
Bremer Tower, Suite 2300
445 Minnesota Street
St. Paul, Minnesota 55101
1-800-247-0390, extension 4
Website: www.ojp.state.mn.us (help for crime victims)

The Minnesota Crime Victims Reparations Board can also be contacted for assistance with out-of-pocket non-property-related expenses if the crime occurs in Minnesota and has been reported to the police. More information about this assistance can be obtained by calling 1-888-622-8799.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Employees and students who believe they have witnessed sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should call 911 and/or Campus Security Services (507-344-7888) when immediate help is needed, or one of the persons listed above as soon as possible.

Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible sexual violence are required under this policy to take prompt action. Minimally, this means offering assistance to the person, calling 911 and Campus Security Services (507-344-7888) if needed, and reporting the incident to Dean of Student Services (student) or Manager of Human Resources (employees) as soon as possible.

Resolution

All charges of sexual violence will be promptly investigated by the College. In general, the following individuals will conduct the investigation and determine what, if any sanctions will be imposed. The process may be adjusted as dictated by circumstances.

Situation

- student against student
- student against faculty or staff
- faculty against student
- staff against student

Investigator/Decision Maker

Dean of Student Services
Dean of Student Services
Vice President for Academic Affairs
Senior administrator in charge of department

Situations involving faculty or staff as the accused will be governed by the appropriate employee handbook.

The victim and the accused each have the right to participate, in the presence of the victim's attorney or other support person, at any campus disciplinary proceedings concerning a sexual violence complaint.

Both the complainant and the accused will be informed of the outcome of any campus disciplinary proceeding brought alleging sexual violence.

Appeal procedure

Students: If the student feels that the sanction is inappropriate or unfair, the student has the right to appeal in writing to the Vice President for Student Affairs within one (1) week of the pronounced sanction.

In cases where a suspension or expulsion is being appealed, the student has the right to request a hearing before an advisory committee. Members of the advisory committee will be selected by the Vice President for Student Affairs and will be representative of the campus community. At the hearing the student will have the opportunity to address any evidence used in making the decision to suspend or expel. The student may also call witnesses to provide information relevant to the evaluation of the suspension or expulsion.

Within one (1) week from the date of the hearing, the advisory committee will submit to the Vice President for Student Affairs a written statement outlining the findings and/or recommendations.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Employees: Employees can register an appeal as instructed in the grievance process found in Appendix G of the Administrative and Staff Handbook as follows:

The grievant and respondent have the right to appeal the administrator's decision, with the exception of vice presidents or chief officers named in the grievance as noted above.

The written appeal, including the basis for the appeal, must be submitted to the Grievance Process Coordinator within 5 business days (employees) or 5 class days (students) after the grievant and respondent are notified of the administrator's decision. If the notification occurs during the last 5 class days of the academic year, a 5 business-day timeframe will be used.

A copy of the appeal will be sent to the grievant or respondent, as appropriate. The grievant or respondent will be given an opportunity to respond in writing and to provide additional evidence.

The Grievance Process Coordinator will forward the appeal and response to the senior administrator who will review the file. The administrator may elect to appoint an Advisory Committee consisting of five employees from various departments. The Committee would review the Grievance Process Coordinator's findings and recommendations and submit its findings and/or recommendations in writing to the senior administrator in a timely manner. At the discretion of the senior administrator and/or the request of the Advisory Committee, the Grievance Process Coordinator may be asked to provide additional information.

Upon review of the file and Advisory Committee findings/recommendations (when used), the senior administrator(s) will render a decision and notify the grievant and respondent in writing in a timely manner. The administrator will also give a copy of the notification to the Grievance Process Coordinator.

The senior administrator's decision shall be final.

Faculty: Faculty members may appeal a dismissal decision as follows:

Appeal to the President of the College

1. The dismissed faculty member may request a meeting with the President of the College and the Vice President for Academic Affairs at which time he/she will be allowed to advocate for his/her retention. The request must be made in writing and submitted to the Vice President within ten business days of the date of the dismissal notice.
2. The dismissed faculty member may also request the appointment of a review committee whose tasks will be to: 1) review documentation provided by the Vice President for Academic Affairs and by the dismissed faculty member; 2) form an opinion as to whether cause exists; and 3) submit its written opinion concerning the dismissal to the Vice President for Academic Affairs. The committee may request additional documentation or information concerning the reasons for the dismissal. It is within the sole discretion of the Vice President for Academic Affairs as to whether the requested documentation or information will be furnished to the committee.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

The request for appointment of a review committee must be in writing and submitted to the Vice President concurrently with the request for a meeting with the President.

The committee will consist of one Bethany faculty or administrator selected by the dismissed faculty member and two other faculty members selected by the chairperson of the Faculty Assembly (total of three committee members).

The committee's opinion as to whether dismissal for cause is warranted, and the reasons for the opinion, must be submitted in writing to the Vice President for Academic Affairs within fourteen business days of the appointment of the review committee.

3. The President and Vice President for Academic Affairs will schedule a meeting with the dismissed faculty to be held within ten business days of the receipt of the committee's opinion. The review committee may attend the meeting if requested to do so in writing by the dismissed faculty member.
4. The President and Vice President for Academic Affairs will, after the meeting has concluded, render a decision, and the President will notify the faculty member of the decision in writing within five business days of the meeting.

Appeal to the Board of Regents

The dismissed faculty member has the right to appeal the decision of the President and the Vice President for Academic Affairs to the Board of Regents in accordance with any procedures set forth by the Board.

Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of alleged harassment or inappropriate workplace or academic environment behavior or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact one of the individuals listed under Reporting Procedure above.

Counseling

Seek counseling, if desired. Students may contact the College's Coordinator of Student Counseling (507-344-7306) for a confidential referral if one is needed. Employees may contact the Human Resources office (507-344-7840).

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Severe Weather/Tornado Preparedness

Before a Tornado

Be familiar with the weather service alert and siren system; the city of Mankato conducts a “test” of its emergency broadcast system the first Wednesday of every month at 1 p.m.

If a warning is issued or if threatening weather approaches, students and employees should move to a designated shelter (listed below) or an interior room or hallway on the lowest level and away from windows.

- Tweit Hall - restrooms, additional space in Gullixson Hall basement if necessary
- Edgewood Place - basement
- Gullixson Hall – basement
- Honsey Hall – tunnel, lower level restrooms and classrooms, posted hallway
- Larson Hall – lower level laundry room
- Memorial Library - tunnel, lower level interior halls
- Meyer Hall - tunnel, computer labs on lower level
- Old Main/Anderson Hall/Luther Hall - Chapel tunnel, first floor restrooms by the Viking Village, base of steps by the Viking Village
- Presidents Hall - basement
- Sports & Fitness Center - north gym locker rooms, first floor restrooms
- Teigen Hall - first floor interior hall and restrooms; laundry room
- Trinity Chapel - tunnels, lower level restrooms and classrooms
- YFAC - first floor restrooms, basement (NOT in the theater!)

During a Tornado

- Proceed to the designated shelters, if possible.
- Seek safety in an underground basement or in an interior part of the lowest level (closets, bathrooms, hallways). Get under something sturdy.
- If in a multi-level building, go to an interior hallway on the lowest floor possible. Remain away from outside walls. Assume a crouched position with arms over your head.
- Stay away from windows, particularly on the windward side, and avoid shelter in large rooms with large, unsupported roof spans.
- If outside in an automobile, do not try to out race a tornado. Drive at right angles away from the tornado’s path. If there isn’t time or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation or ravine.

After a Tornado

- Wear sturdy shoes to protect your feet from possible broken glass.
- Check for injuries. Apply first aid. Do not attempt to move anyone seriously injured.
- Check for fire.
- Check utilities for damage and evacuate the building if a gas leak is present. Do not light matches or turn on electricity until you are certain there are no gas leaks.
- Avoid downed power lines.
- Check for structural damage; clear blocked exits.
- Check radio and phones and monitor official broadcasts. Do not use the phone except for emergencies.
- Use extreme caution when close to masonry structures.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

- Do not call the security, police, or fire departments except in the case of an emergency (fire, severe injury or a gas leak). A delay in response time may be expected.
- Telephone a designated out-of-state person who can call other family members and friends to advise of your location and condition.

Emergency Response Plan

Bethany Lutheran College is committed to supporting the welfare of its students, faculty, staff, and visitors. The Emergency Response Plan is fashioned in accordance with appropriate laws, regulations, and policies, and reflects the best and most current thinking in this area.

The Emergency Response Guide is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods, the City of Mankato, and Blue Earth County. The Guide is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

Copies of the Emergency Response Guide can be obtained from the Campus Security Services office by calling 507-344-7000.

Firearms - Weapons Policy

Bethany Lutheran College bans guns on its premises. It prohibits the possession or use of any cannon, gun, ammunition, pistol, or other firearm, bow and arrow, firecracker, rocket or other fireworks, air gun, air rifle, or other similar device commonly referred to as a BB gun. Other prohibited dangerous weapons include explosives of any kind, sling shot, Chinese throwing star, nanchaku, sand club, metal knuckles, any dagger, dirk, stiletto, or other similar device of the type commonly known as a 'switch blade' knife, spring blade knife, push button knife, butterfly knife, any double-edged knife or sword, knives with a blade four inches long or longer, hatchets, axes, decorative weapons, or any dangerous article or substance for the purpose of being used unlawfully, to harm another or to use as a weapon against another. Toy guns or replicas of any of the above are also banned from the premises. It is the student's and employee's responsibility to make arrangement for the off-campus storage of any above mentioned weaponry. Questions may be directed either to the Dean of Student Services or the Manager of Campus Security Services.

Reporting a Crime

Students, faculty, staff, and guests are encouraged to report all crimes and public-safety-related incidents to Campus Security Services and the Mankato Department of Public Safety in a timely manner.

To report a crime or an emergency on campus, call 911. Also contact Campus Security Services (507- 344-7888; 888 from an on-campus telephone) as soon as possible so that a Campus Security Services Officer can take the information as well as assist the Police

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Department where necessary. To report a non-emergency security or public-safety-related matter, contact Bethany Campus Security Services.

Police officers will ask for a description of the offender(s), including sex, age, race, hair, clothing and distinguishable features, as well as a description and license number of any vehicles involved. Note the direction taken by the offender(s) or vehicle(s) and report these to Campus Security Services or city police.

Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime scene until authorities arrive.

Crimes must be reported to the Campus Security Services Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Reporting: Bethany Lutheran College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Dean of Student Services or other senior administrators for review. All reports made to the Dean or other senior administrators will be investigated. Pastoral counselors and the Coordinator of Student Counseling are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, however, to tell individuals being counseled about the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Crime Statistics

Crime statistics for the three previous calendar years are published annually on the United States Department of Education, Office of Post Secondary Education webpage (<http://ope.ed.gov/security>; OPE ID#: 00233700).

These statistics follow the uniform crime reporting procedures of the Federal Bureau of Investigation. They should be considered in relation to the occurrences of crime in society in general and to college demographics and statistics from other institutions of similar description. Crime statistics for the most recent three-year period are compiled from information obtained from the Campus Security Services office, Mankato Department of Public Safety, and Dean of Student Services office. The Campus Security Services office is responsible for the sorting, tabulation, and dissemination of Campus Security Services Act Incidents information.

Crime incidents are broken down into four geographic locations for reporting purposes:

On-campus

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

Dormitories or other student residences

A subset of “on campus” crimes which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Non-campus buildings or property

Any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property

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

The crime statistics include the following types of crime as taken from the Federal Bureau of Investigation Uniform Crime Report (UCR) Handbook:

- Aggravated assault
- Arson
- Burglary
- Drug abuse violations
- Hate crime
- Liquor law violations
- Motor vehicle theft
- Criminal homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
- Robbery
- Sex offenses - forcible
 - Forcible rape
 - Forcible sodomy
 - Sexual assault with an object
 - Forcible fondling
- Sex offenses – non-forcible
 - Incest
 - Statutory rape
- Weapons law violations

Additional information regarding these statistics is available from the Campus Security Services office, 700 Luther Drive, Mankato, MN 56001.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Campus Resources

Counseling and Guidance Services

For those seeking personal counseling, Patti Reagles heads the Student Counseling Center. Her office is located in Trinity Chapel 112; 507-344-7306. The campus Chaplain is also available for counseling those students seeking spiritual guidance (Trinity Chapel 111; 507-344-7312). More information can be found at www.blc.edu/counselingservices.

Health Services

Student Health Services, Luther Hall 111, is staffed by a licensed registered nurse and is open on Mondays, Wednesdays, and Fridays during the times designated near the office door. The campus nurse provides free-of-charge general health care to students, performs assessments, and makes referrals as needed.

The campus nurse refers students to Mankato Clinic Express, located in the River Hills Mall near the Target department store wing. The Express performs lab work, prescribes medication, and diagnoses minor illnesses. Hours of operation are Monday through Saturday, 10 a.m. to 9 p.m., and Sunday, 11 a.m. to 6 p.m.; 507-389-8536. Insurance is accepted, and office visits as well as lab work are discounted.

Student Health Services also has a board-certified physician at the Mankato Clinic who serves as its consultant. The physician and his staff are available to assist with student health needs as deemed necessary by the campus nurse.

In addition, residential life staff are trained in CPR and first aid. All residential life staff have access to first aid kits in each residence hall. There is also a first aid kit by the Information Secretary in the Main Office.

Community Resources

Emergency

CALL 911 (9-911 from on-campus telephones). The Emergency Department at Mayo Health Systems is located a few blocks east of the College on Marsh Street.

Emergency, but not life-threatening

The following facilities can treat sinus infections, bladder infections, fever, back pain, ear infections, sprains, lacerations, minor burns, etc. They will also perform sports physicals, blood work, throat cultures, etc. No appointment is necessary. Most insurances are accepted.

- **Mankato Urgent Care** (507-389-8680) adjoins the Mayo Health Systems on the south side (same facility as Mankato Clinic). Walk-in appointments:

Monday-Friday	5:30 - 9 p.m.
Saturday	8 a.m. - 5 p.m.
Sunday	12 - 5 p.m.

- **NOW Care Medical Center** (507-625-7684) is located at 1809 Adams Street (strip mall).

Monday-Friday	8 a.m. - 9 p.m.
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Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Saturday-Sunday 9 a.m. - 5 p.m.

Non-emergency

- **Mankato Clinic** (507-625-1811) adjoins Mayo Health Systems on the south side. An appointment is recommended.

- **Pregnancy Counseling Birthright** offers confidential and free service, including pregnancy testing, counseling and referrals. It is located at 105 North 5th Street (507-387-7818).

County Services

Blue Earth County has a number of different human services, including medical assistance for students without health or hospital insurance. For more information call 507-389-8335 or 507-389-8319, or talk to the Dean of Student Services (507-344-7745

FIRE SAFETY

Education and Training

All Residential Life staff receive annual fire safety training at the beginning of each academic school year. In addition, emergency and evacuation procedures are reviewed with the occupants of each respective residence hall at the beginning of each semester.

Each resident is given a copy of the Residence Halls Safety and Security Brochure, which includes information on fire safety and appropriate actions to take during a fire alarm or fire emergency.

Fire Drills

Fire drills are conducted a minimum of two times a year in all residential halls. Additional drills may be added based upon scheduled summer events involving long-term, overnight guests. For the 2010 calendar year, a total of 6 fire drills was conducted.

Policy Governing Appliances, etc.

Students living on campus must abide by the following rules:

- Only one refrigerator per room (3 cubic feet or less and rated no more than 2.5 amps)
- Electrical appliances **not allowed**: microwaves*, hot plates, space heaters, halogen lamps, popcorn poppers, toasters*, toaster ovens, grills including the George Foreman type*, bread makers*, and air conditioners (*permitted in Edgewood Place apartments)
- Electrical appliances **allowed**: radios, stereos, lamps, TVs, and computers
- Flammable materials, such as tapestries and parachutes, may not be hung from the ceiling
- Burning of candles, incense, etc. are prohibited
- Natural Christmas trees and trimmings are prohibited; only fire-proof Christmas decorations and U.L. listed fire-retardant Christmas tree lights may be used
- Only U.L. approved outlet strips with a circuit breaker are allowed as multiple outlets

Safety Inspections

There will be periodic inspections of all student rooms to ensure that the rooms are in accord with local health and fire regulations and school policies. These inspections will not necessarily be announced. A room inspection will not involve the search of a student's personal property.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

Fire Safety System

Residential halls (Anderson Hall, Edgewood Place, Gullixson Hall, Larson Hall and Teigen Hall) are completely covered by an integrated automatic sprinkler and fire alarm system which is monitored 24 hours per day, 7 days per week.

Report a Fire

1. Call 911 and Campus Security Services at 888 (507-344-7888); give name, address, location, and extent of the fire. Resident and apartment managers should notify Campus Security Services of fires that are reported to them.
2. Calmly alert people in the building and evacuate by following the EXIT signs. DO NOT USE THE ELEVATORS.
3. Remain outside the building at a safe distance.
4. Meet Campus Security Services or fire personnel upon arrival to direct them to the fire. Inform Campus Security Services and fire personnel of any special chemicals, biological, or radiological hazards involved.
5. Evacuation Procedures

Floor maps are displayed on every floor of every building on campus. These floor maps provide information regarding the location of evacuation routes (exits), fire pull stations, fire extinguishers, severe weather shelter areas, nearest AED (Automated Emergency Defibrillator), and courtesy phones.

Students and employees are to leave their buildings immediately by the nearest safe exit when an alarm sounds or if they are instructed to do so by a college representative. Additional evacuation instructions may be given through the Emergency Notification System (ENS) and (for students) by residential life staff as described next.

Resident Managers and Resident Assistants are expected to use the following evacuation instructions:

1. In a fire drill situation:
 - a. Announce "Fire Alarm – everyone out."
 - b. Notice who came out of their rooms and who did not.
 - c. Knock on their doors and announce "Fire Alarm - everyone out."
 - d. Resident managers and assistants may key the rooms to ensure compliance.
 - e. Note any students with special needs (e.g., hearing impairments, etc.).
 - f. Note any violators and report them to the Resident Manager.
2. In a fire situation:
 - a. Direct all students to the nearest exit and toward the designated meeting area for the buildings as listed below.
 - b. Look and smell for smoke; feel closed doors for heat before opening them.
 - c. Close windows and doors upon leaving, if able to do so safely.
 - d. Communicate with other residential staff to coordinate efforts.
3. Residents may return to the building only after the Student Services representative has given the "all-clear."

Bethany Lutheran College
Annual Security and Fire Safety Report
 September 2011

Designated Rally Places

Anderson Hall	green area on the north side of the Ylvisaker Fine Arts Center
Edgewood Place	Tweit Hall
Gullixson Hall	practice soccer field on the north side of the building
Larson Hall	stairs leading up to the main campus
Teigen Hall	green area on the west side of Sports and Fitness Center

Fire Statistics

	<u>2009</u>	<u>2010</u>
Anderson Hall		
Number of fires	0	0
Number of persons treated	0	0
Number of deaths related to fire	0	0
Value of property damage caused by fire	0	0
Edgewood Place		
Number of fires	0	1
Number of persons treated	0	0
Number of deaths related to fire	0	0
Value of property damage caused by fire	0	\$0-\$99
Gullixson Hall		
Number of fires	0	0
Number of persons treated	0	0
Number of deaths related to fire	0	0
Value of property damage caused by fire	0	0
Larson Hall		
Number of fires	0	0
Number of persons treated	0	0
Number of deaths related to fire	0	0
Value of property damage caused by fire	0	0
Teigen Hall		
Number of fires	0	0
Number of persons treated	0	0
Number of deaths related to fire	0	0
Value of property damage caused by fire	0	0

The College will make older portions of the fire log available within two business days of a request for public inspection. Contact Jon Moldstad, Coordinator of Security Services; 507-344-7889; jon.moldstad@blc.edu.

Review

The College reviews its fire safety plan annually and revises the policy and procedures as needed.

Bethany Lutheran College
Annual Security and Fire Safety Report
September 2011

More Information

College officials are happy to discuss any remaining questions or concerns that you may have about safety and security at Bethany Lutheran College. Please contact Jon Moldstad, Coordinator of Security Services; 507-344-7889; jon.moldstad@blc.edu.