

Emergency Procedures and Campus Policies Handbook

Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose

mission is to equip men and women to serve with:

*a passion to **Know** God,*

*a passion to prepare for His **Ministry**,*

*a passion to live and teach the message of **Biblical** holiness,*

*and a passion to evangelize and disciple the world for **Christ**.*



This handbook is designed to help the Faculty, Staff, and Student Body become familiar with campus emergency and safety policies and procedures.

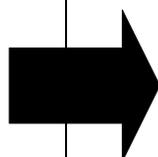
As the Dean of Students serves as the liaison of this material, please feel free to contact the Dean with any questions: 606-693-5000, ext 180 or e-mail at jnelson@kmbc.edu.

November, 2015

**Kentucky Mountain Bible College
Emergency Procedures
& Campus Policies Handbook**

**For Medical Emergencies, Crimes in
Progress, or Fire,**

Please Call 911,



*then notify the Dean of Students (180 or 752),
the Academic Dean (150 or 707),
KMBC's Plant Manager (110 or 724), or
Maintenance Head (115 or 730).*

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Timely Warning Policy

Timely warning will be issued in response to reported crimes committed either on campus, or, in some cases, off campus that, in the judgment of the college, constitute an ongoing or continuing threat to students, staff, and faculty.

Anyone with information believed to warrant a Timely Warning should promptly report the circumstances to the KMBC's Business Office or one of the Dean's.

College officials will, on a case by case basis, determine whether a Timely Warning should be issued. They will make their determination on available facts, the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement officials.

Timely Warning's are considered for the following: criminal homicide, sex offenses, domestic violence, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Timely Warning's may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.

When a determination is made that a Timely Warning should be issued the Police Department will be notified. The notification of all college students and personnel will incorporate the use of campus phones, texts, emails, and/or physical contact, as well as the posting on campus doors and bulletin boards.

Crime Reporting:

Contact the Dean of Students

Any crimes* observed in the following locations must be reported to the Dean of Students within two (2) days of sighting:

1. On campus or in campus buildings
2. On campus in non-campus buildings
3. On public property on or adjacent to and accessible from the campus.

The crime report should include the following:

1. Nature of the crime
2. Date and time crime occurrence
3. General location of crime
4. Disposition of the complaint, if known.

Crimes included are: Criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate** crimes.

** **Hate crimes** are those that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Crimes which must be reported include those listed above, as well as larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury.

Missing Student Notification Policy:

Contact the Dean of Students and/or the Academic Dean

If a student is determined to be 'missing' by KMBC, the following measures will be taken:

- The Dorm Supervisor and Dean of Students will be notified.
- The designated contact person (if there is one) will be notified.
- The parents or guardian of students under 18 years of age will be notified.

If the student has been missing for more than 24 hours, local law enforcement personnel will be notified.

Note: All students have an option to identify an individual that KMBC can contact no later than 24 hours after the time the student is determined missing.

Emergency Response/Evacuation:



Contact the Dean of Students and/or the Academic Dean

In the case of a **terrorist attack/activity** on campus, the following procedures are to be engaged:

1. Notify the Dean of Students, Academic Dean, and/or Dorm Supervisor ASAP.
2. A 'Constant Bell' will be sounded, as well as text messaging to notify the campus of a possible threat.
3. All students and staff are to barricade themselves in their classrooms, offices, dorm rooms, or whichever room they are occupying when the alarm sounds.
4. Local law enforcement personnel will be notified immediately.
5. When safety is restored, a 'pulsing bell' will signal the "All clear" signal.

In the case of an **emergency situation** (other than Medical, Crime in progress, or Fire) occurring on campus the following procedures are to be engaged:

Notify the Dean of Students (180 or 752), the Academic Dean (150 or 707), KMBC's Plant Manager (110 or 724), or Maintenance Head (115 or 730), who will then disseminate appropriate information to the entire

campus community by phone, texting, and/or personal contact.

When the danger is past, the Dean of Students or Academic Dean is responsible to notify the campus community.

Fire Safety: 

Contact the Dean of Students and/or the Academic Dean

In the event of a fire, our primary concern is to protect lives.

Fire alarm pulls are located close to every exit. The sounding of the fire alarm will automatically implement KMBC's Fire Evacuation Procedures.

The following guidelines should be taken very seriously, whether the alarm is a drill or not:

When you retire have a bathrobe, shoes, and flashlight handy.

Close all windows before leaving rooms.

Close the door to the room you leave.

Leave the building immediately and silently.

Walk briskly but do not run.

Get away from the building for which the alarm has been sounded

[Congregate in defined safety areas as designated by Dorm Supervisor].

The Dorm Supervisor is to take roll of each dorm immediately.

Anyone missing should be reported to the office or fire department upon arrival. 

KMBC's Drug and Alcohol Policy

KMBC is a Christian institution with a strong emphasis on academic excellence and holy living. Because of this unique purpose the institution has established guidelines for the development of discipline and spiritual growth. The guidelines specified herein apply to all full and part-time students, both resident and commuter.

In addition to the unique guidelines peculiar to KMBC, the federal government requires institutions who receive federal financial student aid to have in force a drug policy. In compliance with the Federal Drug - Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Kentucky Revised Statutes (KRS 189, 189A, 218A, 222, 525, 242), and Local Option Laws of Breathitt County, KY, KMBC has adopted in accordance with its purposes the policy that illegal drugs, alcoholic beverages, and the use of tobacco in any form are strictly prohibited.

The medical profession has identified many health risks associated with the use of illicit drugs, alcohol, and tobacco including: heart attack, stroke, high blood pressure, immune system impairment, kidney failure, and pulmonary damage as well as damage to physiological processes, mental and emotional health, and even death. The information about health risks makes the use of illicit drugs by any person a dangerous choice.

As Christians, we believe usage of alcohol, tobacco, and illicit drugs should not even be considered. Therefore, students are to exercise total abstinence from alcohol, tobacco, or illicit drugs, whether on or off campus.

KMBC students have access to a drug and alcohol treatment program. Inquiries should be directed to the Dean of Students. Strict confidentiality of student initiated inquiries will be maintained except when the Dean of Students considers it essential to consult with the Student Relations Committee.

The college reserves the right to initiate searches, drug testing, or civil procedures for any student when a reasonable cause exists. Violators may be subject to college, criminal, or civil proceedings. Penalties for violating federal, state, and local substance abuse laws range from a minimum of \$20 fine to a maximum of 15-20 years in prison. In addition to college and civil penalties, students who violate this policy, risk loss of federal financial aid.

KMBC's Campus Crime Policy

In compliance with Public Law 101-542, Title II of Public Law 102-26, now amended and named the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics*, the college prepared a report detailing KMBC's action relating to this law. A detailed report is on file in the Dean of Student's office and is available for inspection. Individual copies of the full report are available upon request. In continuation of this compliance, KMBC reports to the Federal Campus Crime and Security Survey each year. In 2007 KMBC also began reporting to the Kentucky *Minger Act* survey of campus crime statistics.

While KMBC may seem remote and untroubled by issues of personal safety and security, we believe education and prevention contribute to our success in protecting members of the campus community. On campus, dormitory doors are locked at 10:00 p.m. Designated students check all doors to buildings that are to be locked at night. The responsibility for prevention must be shared jointly by all members of the college community. The possession or use of alcoholic beverages on campus is prohibited. The use, possession, or sale of illegal drugs in any form are strictly forbidden on campus.

Also, possession in one's vehicle of any of the objects referred to above and including firearms and explosives of any kind is forbidden, and will be considered a violation of campus policy and "possession on campus" if the vehicle is parked on school property.

Incident Statistics

| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

KMBC's Internet Use Policy

- KMBC attempts to filter client Internet access for inappropriate content. However, our filter may not catch everything. The client agrees to allow KMBC to monitor all network use and take appropriate action if the client is in violation of KMBC Internet policies. If violation is confirmed by the administration of KMBC, the client computer may be confiscated for the duration of the semester, and other disciplinary action may be taken. Upon confirmation of violation, the client will be required to pay for research charges including internal log audits and external activity verification. (Wireless fees will not be returned under such conditions.)
- KMBC will NOT be held liable for any activity or actions of the client if the client is found to be using Internet/network access for illegal purposes. The client hereby assumes full responsibility.
- The client system is to be used only by the client. Friends and neighbors are not allowed to use the client system. Under special circumstances, the administration may allow an exception to this rule. However, this approval must be obtained through the IT Director. The client assumes all responsibility for activity occurring on his/her system.
- The use of up-to-date Anti-Virus software is required.
- Use of KMBC network access requires the client to agree to abide by the KMBC Student Handbook Internet Use and Network Security policies. Further, KMBC reserves the right to take disciplinary action if the client is in violation of any of these policies.
- Internet access through the KMBC network will be provided to the client. However, time restrictions may be placed on network and/or Internet use as KMBC deems appropriate. Currently, Internet service is not to be used between 11:30 P.M. and 6:00 A.M.

Personal discipline must be exercised regarding content and time spent on the Internet. The college reserves the right to regulate the use of its computing and telecommunications equipment in a manner that is consistent with its mission. We want everyone to use our information services in a way that honors Christ and His Kingdom.

Although the college provides for a filtering service across the network, be advised that some information that may be accessible may be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. The College does not condone the use or distribution of such materials. Employees or students who knowingly access, download, or distribute

such materials through surfing, E-mail or other Internet activity will be subject to disciplinary measures which may include the loss of Internet and E-mail privileges, other restrictions, fines, and/or termination or expulsion.

SPAM is defined as unsolicited E-mail sent to persons who do not wish to receive the message. KMBC discourages all such activity.

Faculty, staff, or students may not install software on campus computers without permission from the IT Department. If there is a need for a software installation, please inform the IT Department.

Specific Guidelines:

- No non-academic video, whether downloaded, uploaded, or live, is allowed to be accessed by Dorm Students through the use of the KMBC network including wireless and the Computer Lab. The IT Director may grant appropriate access to on-line video if deemed necessary on an individual basis for certain assignments.
- KMBC seeks to maintain network integrity, and as a result, excessive use may be regulated in order to maintain quality of service.
- Students are not to use office computers for Internet access or personal use.
- KMBC Students are required to use KMBC's network for Internet access unless authorized otherwise by the college's IT Department. Failure to abide by this requirement (which includes cellular devices) may result in the forfeiture of equipment and/or loss of internet privileges altogether.
- If a student connects to the internet at any off campus site, the college requires them to abide by KMBC's handbook policies nonetheless.

KMBC's Network Security Policy

- **Controlled Network Access (Network Security Policy)**
In order to maintain a secure and safe network, KMBC requires authentication in order to access the college network. This may be through a variety of means including user names and passwords. For the computer lab, each faculty, staff, or student may be issued their own log-in name and password and is not allowed to let others use them. If you have any question about the security of your log-in name or any other security issue, please report this to the IT Director.
- **Network Monitoring**
In order to ensure that users comply with current policy and to maintain a quality network, KMBC reserves the right to track and monitor users, equipment, systems, and traffic on or associated with the KMBC network. Users agree to allow KMBC to monitor all network use and take appropriate action if the user is in violation of the KMBC Internet Use and Network

Security policies. Users should be aware that any data sent through or stored on the KMBC network or KMBC equipment should be considered property of the college.

- **Unlawful Access to a Computer or Data**

Unlawful access to a Computer is a legal offense. Federal and state law prohibit unlawful access to computer systems. Such activity is defined in Section 434.840-860 of the Kentucky Code as follows:

1. A person is guilty of unlawful access to a computer when she/he knowingly and willfully, directly or indirectly accesses or attempts to access any computer software, data, computer system or network to defraud or damage another computer system, program or network. (KRS 434.845)

2. A person is guilty of misuse of computer information when she/he receives, conceals, or uses or aids another in doing so, any books, records, documents, property, financial instrument, computer software, computer program, or other material, property, or objects, knowing the same to have been used in or obtained from a violation of KRS 434.845.

Unlawful access to a computer will result in cancellation of privileges as well as other disciplinary action which may include fines and termination/suspension. Specific acts of computer tampering include, but are not limited to, changing the network configuration of your computer, uploading or creating computer viruses or password cracking programs, attempting to use any account or computer system without proper authorization, attempting to intercept network data, or in any way effect a security breach. You agree that you will be fully responsible for your actions and access.

- **General Network:**

Unauthorized network access is prohibited. Equipment that is not owned or installed by KMBC is not to be connected to the network without special written permission from the IT Director. Examples of such equipment could include routers, switches, and network sharing devices. No users are allowed to share network access without special permission. Hosting services are handled by the IT Department. Anyone wishing to provide hosting services on or through the KMBC network must receive special written permission from the IT Director.

- **Results of Inappropriate Use:**

Results of inappropriate use may include access limitation or termination, disciplinary action, fines, research fees (including internal and external audits), legal consequences, and termination or expulsion. Student violations confirmed by the Administration of KMBC may result in the confiscation of the computer of the offender for the duration of the semester.

The use of KMBC's Internet or network access requires agreement to the KMBC Internet Use and Network Security Policies.

Title IX

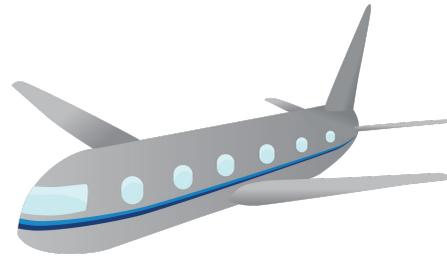
KMBC's Title IX Campus Coordinators are Bob England (bengland@kmbc.edu or 693-5000, ext 125) and Beth Bagby (bbagby@kmbc.edu or 693-5000 ext 219). They have been trained to help those facing sexual harassment and sexual violence issues to:

- * Understand their options in registering a complaint,
- * Be aware of the available medical, legal, and counseling resources,
- * Guide them through the necessary grievance procedures to insure a discrete, timely and appropriate addressing of the issues,
- * Facilitate support during an investigation,
- * Address any retaliatory issues arising from a complaint and/or investigation,
- * Coordinate a safe and non-hostile environment.

Because of their training and experience, we recommend (but do not require) the individual who has experienced sexual violence or harassment contact one of the two Title IX coordinators.

Upon receiving information regarding sexual harassment or sexual violence, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion.

An overview of your rights, when and how to report an incident, and available resources can be found in the brochure "Sexual Violence & Harassment" or on line on the bottom of KMBC's web site under "Consumer Information," then click "Title IX.



PERSPECTIVE

I will lift up my eyes to the hills ---
from whence comes my help?
My help comes from the LORD,
who made heaven and earth.

He will not allow your foot to be moved;
He who keeps you will not slumber.
Behold, He who keeps Israel
shall neither slumber nor sleep.

Psalm 121:1-4

Unless the LORD builds the house,
they labor in vain who build it;
Unless the LORD guards the city,
the watchman stays awake in vain.

Psalm 127:1

And they overcame him by the blood of the Lamb
and by the word of their testimony,
and they did not love their lives to the death.

Revelation 12:11

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HIS PROMISE:

“For He satisfies the longing soul,
and fills the hungry soul with goodness.”

Psalm 107:9

Isn't that a beautiful thing?