



Emergency Procedures and Campus Policies Handbook

Revised September 2025

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

The Vice President for Student Success serves as the liaison of this material. Please feel free to contact with any questions: 606-693-5000, ext 138 (office), 606-718-0008 (home) or e-mail at dlorimer@kmbc.edu.

Kentucky Mountain Bible College Emergency Procedures & Campus Policies Handbook

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

- 1. Call 911**
- 2. Explain the problem and location to the Officer**
- 3. Do not hang up until told to do so**

*then notify the Vice President for Student Success (138 or 733),
the VP of Business Affairs (190 or 722),
or one of the Deans (181 or 727).*

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Campus Emergency Contact List

VP of Business Affairs

Office (Ext. 190)

Home (Ext. 722)

Cell (859-556-4995)

VP of Student Affairs

Office (Ext. 138)

Home (Ext. 754)

Maintenance

Home (Ext. 742)

Cell (641-330-4995)

Dorm Supervisor (Men)

(Ext. 350)

Dorm Supervisor (Women)

(Ext. 727)

Campus Counselor

Office (Ext. 220)

Home (Ext. 746)

Title IX Coordinator

Office (Ext. 214)

Home (Ext. 751)

Timely Warning Policy

A 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. When a Timely Warning is issued the Police Department will be notified. College personnel and students will be notified through the use of campus phones, texts, emails, and/or physical contact.

Timely Warnings are considered for the following: criminal homicide, sex offenses, domestic violence, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Timely Warnings 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.

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 based 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.

Crime Reporting

KMBC encourages students, employees, community members, and guests to report all crimes, emergencies, and public safety-related incidents accurately and promptly when the victim of a crime elects to, or is unable to make such a report. Crimes should be reported to the Vice President for Student Success for purposes of assessing the crime for distributing a potential timely warning notice and for disclosure in the annual crime statistics.

Any crimes observed in the following locations must be reported to the Vice President for Student Success 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 may include: 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 that 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

In accordance with the Clery Act, KMBC provides an option for students to identify a confidential contact for the purpose of notification if a student is reported missing and has established procedures to make and respond to reports of missing students.

This policy applies to all KMBC employees and students residing in on-campus housing.

Students residing on campus have the option to identify a Missing Student Emergency Contact. Missing Student Emergency Contact(s) can be designated in the students' Populi profile. The contact information will be registered confidentially through the Assistant Student Life Director and will be accessible only to authorized campus officials.

If KMBC receives a report of a missing on-campus student and determines that the student has been missing for 24 hours, KMBC will initiate the following procedures.

- The Dorm Supervisor and Vice President for Student Success will be notified.
- The designated contact person (if there is one) will be notified.
- The parent(s) or guardian(s) of students under 18 years of age will be notified, and of students over 18 years of age if listed as an emergency contact.
- Local law enforcement will be notified.

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

Medical Emergency

If a medical emergency occurs, call 911 and report the emergency.

Provide the following information:

- Location of the victim
- Condition of the victim
- Type of emergency
- Any dangerous conditions at the scene

Remember the following steps if you witness or need assistance for a medical emergency:

1. Call 911
2. Make sure the scene is safe before you attempt to assist the individual
3. If you are trained in First Aid or emergency medical response, render only the care that you are trained to provide
4. Do not attempt to move the injured person unless they are in immediate danger
5. Clear the area of unnecessary people
6. If the situation allows, contact and inform a member of Student Life or any other staff.
7. If possible, have someone meet and escort first responders to the individual.
8. After the person's immediate needs have been met, check with the first responders before leaving the area.

Psychological Crisis

A psychological crisis exists when an individual poses a physical threat to himself/herself or others or cannot seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested.

If a psychological crisis occurs and there is concern for immediate harm to the person or others (e.g., someone with a weapon threatening to use it on self or others; someone putting him/herself in harm's way), do the following:

1. Remove yourself from any immediate threat
2. Call 911 and provide the following information
 - Name
 - Your location
 - The potential danger
3. Follow the instructions given by the emergency dispatch
4. If the situation allows, contact Student Life/Campus Counselor or any other staff and provide information regarding the crisis.

If the psychological crisis appears to have no sign of immediate danger, do the following:

1. Notify Student Life/Campus counselor and provide the following information
 - Your Name
 - Location
 - Name of Individual (if known)
 - Description of Symptoms
2. Until help arrives, be pleasant, patient, considerate, and understanding to avoid escalating the situation.
3. Do not argue with the individual. Be accepting of the individual's point of view. Do not confront or try to detain a violent individual.

4. If another person is available and able to leave the area, have that person meet the Student Life Staff/Campus Counselor and provide up-to-date information.

TITLE IX

KMBC's Title IX Coordinator is Rick Brookens (rbrookens@kmbc.edu or 606-693-5000, ext 751 or ext 214). He has 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 ensure 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 to contact the Title IX coordinator.

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 online at the bottom of the KMBC website under “Consumer Information,” then click “Title IX.”

General Evacuation Procedures

1. Building evacuations will occur when the fire alarm sounds continuously and/or when notified by campus personnel.
2. Know the marked exits for the building.
3. Leave the building immediately if an alarm sounds or if directed to do so by campus personnel. Avoid Running.
4. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
5. Do not use elevators in case of fire.
6. Once outside, move to a clear area a safe distance from and within sight of the building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by campus or emergency personnel.

Fire

Fire alarm pulls are located near every exit. The sounding of a fire alarm will automatically initiate KMBC's Fire Evacuation Procedures.

In the event of a fire or the sounding of the fire alarm

1. Pull Fire Alarm (unless already active). Evacuate and close windows and doors as you go without locking them.
2. Evacuate the building immediately using the most direct route and nearest exit. Walk quickly, but do not run.
3. Move away from the building to a safe location.
4. Call 911 and provide the location of the fire.
5. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
6. Notify the VP of Business Affairs, VP of Enrollment, or any staff member.
7. Wait in the designated area until the Dorm Supervisor or other authorized staff member has taken roll. Do not reenter the evacuated building unless KMBC personnel instructs you to do so.
8. Should you become trapped in a location, call 911 and inform emergency personnel of your location. If a window is available, place the largest and most visible piece of material available outside the window.
9. Do not use elevators in case of fire.

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

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

Bomb Threats

1. If you observe a suspicious object, which may be a potential bomb on campus, do not handle the object. Clear the area, immediately call 911, and contact the VP of Business Affairs.
2. Any person receiving a telephone call or other notice that a bomb or other explosive device has been placed on campus should obtain as much information as possible.
 - Time of call and phone line the threat was received.
 - Description and the location of the bomb.
 - Perceived personal characteristics and gender of the person.
 - Noticeable speech pattern, accent, etc.
 - Description of any background noise.
 - Reason a bomb was placed on campus.
3. The emergency personnel will conduct a detailed bomb search. Do not touch any suspicious objects.
4. If building evacuation alarms sound or you are instructed to leave by campus personnel, leave by the nearest marked exit and alert others to do the same. Assist the persons with disabilities in exiting the building.
5. Do not use elevators in case of fire.
6. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
7. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency

personnel. Do not return to an evacuated building unless directed to do so by campus personnel.

Active Shooter Protocols

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s), and there is no pattern or method to their selection of victims.

Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

KMBC Alert Procedures:

If KMBC is aware of a threat, a 'constant bell' will be sounded, and text messaging and Facebook group chat will be used to notify the campus of a possible threat. A campus warning alarm may also sound from the steeple.

When safety is restored, a 'pulsing bell' will signal the 'all clear' signal. Communication will be sent out via text message and Facebook group chat.

ACTIVE SHOOTER RESPONSE GUIDE

RUN (If you can)

- Get out if you can, even if others insist on staying
- Leave belongings behind
- Your life is more precious than "things"
- Once out, call 9-1-1



HIDE (If you need)

- If you can't get out, find a place to hide
- Barricade or lock doors
- Hide behind large objects
- Turn out lights and silence your phone



FIGHT (If you must)

- Attempt to incapacitate the shooter
- Act with aggression
- Improvise weapons
- Commit to your actions



If you hear shots fired on campus, if you witness an armed person shooting or threatening people (active shooter), or if the KMBC alert procedures are activated:

Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “RUN, HIDE, or FIGHT” protocol.

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.

- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire, such as a brick wall, large trees, or buildings.
- Remain in place until you receive notification from law enforcement or KMBC personnel that the situation is resolved.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area, such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident:

- Wait for local law enforcement officers to assist you out of the building if you are inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.

- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force, or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.

Weather Emergencies

Winter Weather

In the event that weather conditions delay the start of the work and class day or require the closing of the college, the following will occur:

The President, in consultation with the administration, will make the decision about campus-wide class cancellations, late starts, or early closures.

Students may work with Student Life or the Vice President for Academic Affairs about their personal needs regarding weather circumstances.

Personnel may work with their supervisors about their personal needs regarding weather circumstances.

Information relating to campus closure or delayed start will be sent to students, faculty, and staff via messenger or Populi announcement.

Tornado

1. Note: The local area does not have tornado sirens. We recommend ensuring that tornado alerts are set up on your phone.
2. If a tornado is sighted, KMBC staff will notify the students and all campus residents as quickly as possible using the KMBC emergency notification plan.

3. If indoors, go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.
4. If outdoors, go to the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.
5. After the tornado has passed, evaluate the situation, and if emergency help is needed, call 911. Be aware of dangerous structural conditions. Report damaged facilities to the VP of Business Affairs. Note: Gas leaks and power failures create special hazards. Do not light a match or smoke. Refer to the section on utility failure.
6. Notify emergency personnel of persons with disabilities who are in the building and are not able to evacuate.
7. Do not use elevators in case of fire.
8. Once outside, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Campus Safety or public safety personnel.

Flood

In the event of a local flood, the VP of Business Affairs will inform the campus community of the severity of the flood and any restrictions this may create on travel and campus life.

Utility Failure

1. If an electrical failure occurs, notify Maintenance or VP of Business Affairs.
2. Emergency lighting is installed in all stairwells, major hallways, and some restrooms. In the event of utility failure, remain in place unless directed to leave the building.
3. If there is immediate danger to the building occupants, call 911.
4. Notify emergency personnel of persons with disabilities who are in the building.
5. If directed to leave the building, move to a clear area a safe distance from and within sight of the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless KMBC personnel instructs you to do so.

Electrical/Light Failure

During daylight hours, proceed to an area lighted by natural light. During hours of darkness, stay in the affected area until lighting is restored. It is advisable to have a flashlight and portable radio available for emergencies.

Elevator Failure

If you are trapped in an elevator, activate the elevator alarm or call using the elevator phone. Never attempt to exit an elevator stopped between floors.

Plumbing Failure/Flooding

Cease the use of all electrical equipment. Notify Maintenance or the VP of Business Affairs. If necessary, vacate the area.

Gas Leak

Vacate the area. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Notify Maintenance or the VP of Business Affairs. Do not smoke, light matches, or use a lighter.

Ventilation Problem

If odor comes from the ventilation or equipment, vacate the area and notify Maintenance or the VP of Business Affairs.

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 developing 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 the 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 Vice President for Student Success. Strict confidentiality of student-initiated inquiries will be maintained except when the Vice President for Student Success 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 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 a violation is confirmed by the administration of KMBC, the client's computer may be confiscated for the duration of the semester, and other disciplinary action may be taken. Upon confirmation of the violation, the client will be required to pay research charges, which will include 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.

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.

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 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 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:

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 personal use.

If a student connects to the internet through another provider or 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. Unauthorized network access is prohibited. Personal devices are expected to connect to the KMBC network through wireless access “KMBCwifi”.

Device registration is required. Equipment that is not owned or installed by KMBC is not to be physically 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. Users are not allowed to host any content or services through the KMBC network.

Network Security:

The use of up-to-date Anti-Virus software is required. Use of KMBC network access requires the client to agree to abide to the KMBC Internet Use Agreement and Network Security policies. KMBC seeks to maintain network integrity, and as a result, excessive use may be regulated in order to maintain quality of service. Faculty, staff, or students may not install software on KMBC computers and devices without permission from the IT Department. If there is a need for a software installation, please inform the IT Department. Students are not to use office computers for Internet access or personal use.

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.

Disclaimer:

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 all responsibility for activity occurring on, from, or to his/her system.

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. Violations confirmed by the Administration of KMBC may result in the confiscation of the device of the offender for the duration of the semester.