2011 Annual

Security and Fire Report

Washington Bible College/Capital Bible Seminary

Lanham, Maryland

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From The Director of Safety and Security

Jeanne Clery was a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986. The Jeanne Clery Act is a federal law that requires Title IV Colleges and Universities to report information about crime on and around their campuses.

The Office of Safety and Security (OSS) of Washington Bible College/Capital Bible Seminary is committed to ensuring that WBC/CBS is among the safest educational institutions in America. WBC/CBS employs security officers who are committed and dedicated to serving the needs of the campus community.

OSS has the primary responsibility for crime prevention, emergency prevention, fire prevention, emergency planning and law enforcement on campus. Your safety is our concern.

Our goal is not just to provide a safe, orderly and secure environment for those we serve, but also to educate students, faculty, staff and visiting public as how, in cooperation with the Prince George's County Police, they can be better prepared to protect themselves and their property.

The purpose of the 2011 Annual Security Report is to provide information about services and statistical information in compliance with the Jeanne Clery Act. If you have any questions of suggestions concerning this report, please contact the Washington Bible College Office of Safety and Security at (301) 366-3105.

Brian P. Smith
Dean of Students
Director of Security

2011 Annual Security Report

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, Title IV institutions must publish an annual security report. The annual security report includes crime statistics for the previous three years as well as various safety and security policies. This report is compiled by the Director of Campus Security who is responsible for ensuring that the institution's security policies are actively implemented as prescribed. The report is made available to all students, prospective students, and staff members. The Office of Safety and Security also maintains a Daily Crime Log which is viewable upon request.

WBC/CBS Security Department Telephone Directory

EMERGENCY – 911 (Dial 9911, if calling from campus telephone)

CAMPUS

Any extension	301-552-1400 x (extension)
Guard's cell phone	301-366-3105 (24 hours)
Guard House	x1249 (effective Nov 2012)
Director of Security office	301-366-3104 (cell)
Help Desk	x1236
Switchboard	0 or 301-552-1400

POLICE

Maryland State Police Department	410-653-4200, 410-486-0677 TDD
Prince George's County Police Department	301-333-4000, (non-emergency)
Prince George's County Sheriff's Department	301-883-7000
Federal Bureau of Investigation	410-265-8080 (Baltimore field office)

FIRE

West Lanham Hills Fire Department	301-883-7748 (non-emergency)
Other Prince George's County Fire Departments	301-583-2200 (non-emergency)

HOSPITAL

Doctors Community Hospital 8118 Good Luck Road Lanham, MD 20706	301-552-8665
Bowie Health Center 15001 Health Center Drive Bowie, MD 20716	301-262-5511

Prince George's Hospital Center 3001 Hospital Drive Cheverly, MD 20785	301-618-2000
Laurel Regional Hospital 7300 Van Dusen Road Laurel, MD 20707	301-725-4300 410-792-2270
Hospital & Nursing Center 2900 Mercy Lane Cheverly, MD 20785	301-618-2010

TTY NUMBERS

Fire and Ambulance Emergency	911
Police Emergency	911
Maryland Relay Service	800-735-2258
PG County Information	301-925-5167 (TDD)

UTILITIES

Allegheny Power	800-255-3443
Baltimore Gas & Electric	800-685-0123**
PEPCO	202-833-7500
Washington Gas & Electric	888-941-HEAT**
WSSC	800- 828-6439 x4002 **

** Indicates utility companies used by the Lanham Campus

EMERGENCY NUMBERS- Northern VA

POLICE, FIRE, AND AMBULANCE	911

POLICE

Fairfax County Police	703-691-2131 (non-emergency)
West Springfield District Station	703-644-7377 (non-emergency)
Federal Bureau of Investigation	703-762-3000 (VA field office)

FIRE

Annandale Fire Station 8	703-256-2552 (non-emergency)

TTY NUMBERS

Police, fire, and ambulance	911

Criminal Emergencies

If you witness a violent crime or criminal behavior:

- If the crime is still in progress, call 911
- Notify Campus Security immediately (301-366-3105)
- Do not attempt to apprehend or interfere with the criminal except in case of self-protection
- If safe to do so, stop and take time to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model and color. It is important to give as much information as possible, so be prepared to give the following information and remain available to assist officers by supplying them any additional information available:
    1. Your name.
    2. Location of incident.
    3. Nature of incident.
    4. Number of persons involved.
    5. Descriptions of person(s) involved.
    6. Description of vehicle involved.
    7. Descriptions of property involved.

Medical Emergencies

General Emergency Procedures:

- Dorm students should contact their RCL
- The RCL should contact Campus Security who will either contact Brian Smith to administer first aid or arrange for transportation to the nearby Emergency Room at Doctor's Hospital
- Commuter students should contact Campus Security (301-366-3105)
- If Campus Security is not reached, call 911. Keep in mind that students calling from dorm rooms must dial 911.

When talking with emergency dispatchers:

- Specify whether you need Police, Ambulance or Fire
- Have the following information available - Building Name/Address and Room Number

Fire Emergencies

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and call Campus Security (301-366-3105) who will notify the Fire Department.

Immediate Action

For the person discovering the fire:

- Call 911, then Campus Security at 301-366-3105 or OSLD at ex.1236
- Extinguish only if you have been trained to do so safely and quickly

- If you do not have the training and are not able to extinguish the fire safely and quickly, evacuate the building.

Evacuation Procedures

General:

- Confine the fire by closing the doors
- Pull the nearest fire alarm
- Evacuate the building via the nearest exit
- Assist others in exiting the building
- Avoid smoke filled areas
- Call Campus Security (301-366-3105)
- Gather at a safe distance from the building (100 ft.) in a grassy area

For persons evacuating from the immediate fire area:

- Feel door from top to bottom. If it is hot DO NOT proceed; go back
- If door is cool, crouch low and open the door slowly
- Close door quickly if smoke is present so you do not inhale it
- If no smoke is present, exit the building via the nearest stairwell or exit
- If you encounter heavy smoke in a stairwell, go back and try another stairwell
- The residents in Steiner Hall will assemble in the field bellow the mailroom parking lot
- The residents of Miles Hall will assemble on the soccer field
- Resident Community Leaders will determine those who are present and those absent
- Under no circumstances is anyone to reenter the building
- Fire drills will be conducted periodically and the results will be evaluated
- When the fire alarm sounds, assume it is a real fire emergency and follow proper evacuation Procedures

Section 1: Crime Statistics

The Director of Security keeps a record of crimes occurring at and near institutional locations. This record contains all Clery Act crimes for the previous three calendar years. This is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are compiled from reports made to the Office of Safety and Security, designated campus officials (deans, faculty advisors to student organizations, athletic coaches), and the following law enforcement agencies:

Lanham Campus - Prince George's CO, MD PD
Various Extension Sites - Ann Arundel CO, MD PD; Fairfax CO, VA PD, Baltimore County, MD PD

Crime Log

The Director of Campus Security maintains a Daily Crime Log of every crime reportedly occurring on campus. The Crime Log contains the nature, date, time, general location and disposition (if known) of

crimes reportedly occurring at or near institutional locations. This log is available to the public and can be viewed by appointment at the Director of Security's Office.

Section 2: In The Occurrence of a Crime

Reporting of Crimes

Students, faculty, staff, and guests are strongly encouraged to make timely and accurate reports of all criminal incidents to representatives of the Office of Safety and Security and/or to the Prince George's County Police Department. The accurate and timely reporting of crimes will aid the Department of Security in issuing timely warnings of potentially serious threats to the campus community and in maintaining accurate campus crime statistics. Reports of criminal incidents made to the Office of Safety and Security will be included in the Daily Crime Log.

To report a crime, contact the Office of Safety and Security. Crimes may also be reported to any of the following Campus Security Authorities who are instructed in their responsibilities as such and overseen by the Director of Security:

Brian Smith – Dean of Students, Director of Security, Compliance Officer
Paul Moak – Lead Security Officer
David Swan - Faculty advisor to Seminary Student Council
Linda Loring – Faculty advisor to College Student Council
Dr. Ed Curtis - Academic Dean of College
Dr. Neil Holliker – Academic Dean of Seminary
Kathi Haley – Administrator, VA Extension

Confidential and Anonymous Reporting

If you are the victim of a crime or a witness to a crime and do not want to pursue disciplinary action within the WBC/CBS judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the campus security authorities listed above can file a report on the details of the crime without revealing your identity. Incidents reported in this manner will be counted and disclosed in the WBC/CBS annual crime statistics survey. Such reports will help the Office of Safety and Security keep an accurate survey of campus crime and to issue necessary timely warnings to the staff and student body. Confidential crime reports however, cannot be made to The Prince George's County Police Department.

Crimes may be reported anonymously by calling the Director of Security's Office at 301-552-1400 ext. 1236 and giving the details of the crime to the Director or by filling out an "Anonymous Incident Report" on the web at the link bellow. If you desire to make a truly anonymous report, make sure you are not logged in to the website before filling out the report. www.bible.edu/security/security.

Counseling Situations

Campus "Pastoral Counselors" and Campus "Professional Counselors," according the Clery Act, when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Assault, Sexual Harassment, and Sexual Offense

Information on Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act went into effect in Oct. 2002 and requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. This act also mandates that an institution must inform members of the campus community of the means by which they can obtain information about registered sex offenders who may be present on campus. The regulations clarify that institutions must include this new disclosure in their annual security report. The following is the link to access the sex offender registry for the state of Maryland: http://www.dpscs.state.md.us/onlineservs/sor/
The following is the link to access the national sex offender registry: http://www.nsopr.gov/

Assault Policy: Employee Handbook Fall 2011

If any employee is assaulted, including sexual assault, they must report the assault to Campus Security, Human Resources, and the Office of the President. At the time of a report of an assault, the victim must be informed of the right to file criminal charges with the Prince George's County Police Department.

For sexual assaults the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit is the Sexual Assault Center of Prince George's General Hospital, 3005 Hospital Drive, Cheverly, MD (301-618-3158). This center also provides counseling.

Campus personnel must provide full and prompt cooperation in obtaining appropriate medical attention including transporting the victim to a hospital of the victim's choosing such as Doctor's Hospital, across Good Luck Road from the campus. Counseling assistance of the Victim is available through the counseling department of WBC/CBS. However, if more extensive and long-term intervention is needed, a referral to another Counseling Center can be identified. Every effort will be made to due diligence in caring for the needs of the victim while preserving their confidentiality throughout this process.

Harassment: Employee Handbook Fall 2011

It is the policy of WBC/CBS to strictly prohibit any conduct that constitutes harassment, including sexual harassment, and to discipline any employee guilty of committing such conduct. This policy is based on

the biblical principles of the worth and dignity of each individual and on Title VII of the 1964 Civil Rights Act and Court decisions.

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other conduct of a sexual nature including sexually explicit language and jokes.

An individual who believes that he or she has been subjected to sexual harassment should make it clear to the offender that the behavior is offensive to him or her. If the behavior continues, he or she shall immediately report the conduct to the Department of Human Resources, located in Miles Hall, Room 203. WBC/CBS's policy prohibits retaliation against anyone for reporting harassment, assisting in making a complaint or cooperating in a harassment investigation. To the fullest extent practicable, the complaint and the terms of its resolution will be kept confidential. If the investigation confirms that a policy violation occurred, corrective action will be taken, up to and including dismissal.

The following procedure will be followed to investigate complaints of sexual harassment:

1. Complainant reports behavior to Human Resources
2. Complainant files a written statement with Human Resources
3. Within ten (10) working days after receiving the written statement, Human Resources will conclude an investigation of the harassment allegation(s).
4. Following the investigation, the accused will be informed within five (5) working days and will be advised of future procedures if any are necessary.

WBC/CBS accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. WBC/CBS will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Hazing: Community Guidelines 2011

No form of hazing or destructive conduct to other students is permitted. Hazing is defined as an act which endangers the mental or physical health or safety of a student. Destructive conduct is described as fighting with the intent of injuring another.

Threats and Violence: Community Guidelines 2011

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is strictly prohibited.

Sexual Offense Prevention and Procedures

In accordance with Section 485 (f) of the Higher Education Act (HEA), WBC educates the student body about sexual assault and rape awareness through new student orientation and residence hall meetings.

Information will be also disseminated among students in the form of pamphlets made available through the Nurse's Office or the Office of Student Life and Development.

A sexual offense or assault is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Students will report a sexual assault to the Dean of Students or to the Dean of Women, who will keep the President informed. Cabinet members, faculty, and staff will report the assault either to Human Resources or to the Office of the President. At the time of a report of an assault, the victim must be informed of the right to file criminal charges with the Prince George's County Police Department. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. School officials will inform the victim of their option in filing a report with the Director of Campus Security, and or to the Prince George's Police Department and will assist the victim in filling out such reports. Reports filed with the security department will be held in strict confidence; however police reports are a matter of public record. Ideally a victim of a sexual assault should not wash, use the toilet, or change clothing prior to a medical exam. The nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit is the Sexual Assault Center of Prince George's General Hospital, 3005 Hospital Drive, Cheverly, MD (301-618-3158). The center also provides counseling.

Campus personnel must provide full and prompt cooperation in obtaining appropriate medical attention including transporting the victim to Doctor's Hospital, across Good Luck Road from the campus. Counseling of the victim is available through the counseling department of the Washington Bible College or the Capital Bible Seminary. At the victim's request, every effort will be made to transfer the individual to alternative classes or housing.

In any disciplinary proceeding resulting from an alleged sexual offense, both the accused and the accuser are entitled to have others present. WBC will inform both the accused and accuser of the result of any disciplinary proceeding. Such a disclosure is not a violation of FERPA regulations. Anyone found guilty of committing a sexual offense is subject to immediate dismissal.

Institutional Response

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Security, constitutes a serious or continuing threat to students, staff, and faculty on the WBC/CBS campus, a campus-wide "timely warning" will be issued. Timely warnings are intended to give notice to students of potential danger on the WBC/CBS campus. The warning will be issued through campus e-mail to students, staff, and faculty, as well as through any campus publication or e-mail newsletter. Timely warnings will also be posted on campus bulletin boards as well as in the residence halls. The Director of Campus Security will be responsible for issuing any timely warnings.

Section 3: Crime Prevention and Safety Promotion

Access Control

During business and class session hours, the College and Seminary buildings (excluding certain housing facilities) will be open to students, parents, employees, guests, invitees, etc. During the breaks from classes, all office and classroom buildings will be locked at the close of business. After 10:00 pm, guests are not permitted unless possessing a legitimate purpose to be on campus. When school is in session, classrooms and the gymnasium are locked from 10:00 pm until 6:00 am.

The Steiner dormitory is locked 24 hours a day, seven days a week. Access is by a computerized key card. Access to individual suites and rooms is by individual keys. The Collamore apartment building is accessed by individual keys as well.

The entire campus is surrounded by a chain link fence, and the Office of Safety and Security performs surveillance of the WBC/CBS campus facilities 24 hours a day, 7 days a week by patrol. While on patrol, security officers make note of and alert supervisors to potential security risks such as burnt out lights, broken window locks, or improperly functioning electronic locks.

Keys: Employee Handbook Fall 2011

The Maintenance Department makes all keys for locks on campus. Upon employment, supervisors will give employees keys to access office space as well as other keys as needed. On termination of employment, employees are to return keys to their supervisor. Lost keys are subject to a replacement fee.

Solicitation: Employee Handbook Fall 2011

Outsiders will not be permitted to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus without permission. Student Council sales of items are authorized by the Office of Student Life and Development. Employees may sell items for personal ministry or gain provided it is done on a low-key, small scale, and before or after normal working hours. If there are complaints about perceived pressure to purchase, an increase in the scope of sales, or increase use of employee time, the privilege will be ended.

Identification Card: Community Guidelines 2011

All students are granted ID cards which should be carried at all times. They must be used for entrance into the dining room and are required in the Wagner Center and Library or by Security staff for campus access. There is a $20 non-refundable fee to replace a lost or damaged card. Contact the Help Desk at the Office of Student Life and Development for more details.

Room Entry: Community Guidelines 2011

The institution reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness, essential maintenance work, and illegal items. The student will be notified of the search thereafter and confronted if anything against institutional policies is found. The staff member will knock and identify him or herself before entering.

Keys: Community Guidelines 2011

In order to protect the safety of the community and property, students are not allowed to have duplicates made of any keys that are given to them. Students must pay $20.00 to the Office of Student Life and Development for replacement of lost room keys. Please do not leave your keys unattended.

Overnight Guests: Community Guidelines 2011

Resident students may arrange for same gender guests to stay in their rooms for up to two nights through the Office of Student Life and Development. The student is responsible for completing a dorm guest form. Students may request reservations for opposite gender guests or guests who are staying more than two nights through Hospitality Department.

Educational Programs and Support Services

Security Personnel Policies and Procedures

The Washington Bible College/Capital Bible Seminary Office of Safety and Security is staffed by the Dean of Students, a lead security officer, and student security officers. The Office of Safety and Security is not a police force; neither security officers nor the Dean have the power to arrest, nor do they carry firearms. Campus Security Officers do have the authority to ask persons for identification and to determine whether individuals have legitimate business on the WBC/CBS campus. Security officers also have authority to enforce campus parking and traffic regulations, issue citations, and to immobilize or have towed vehicles of repeat offenders of such violations. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Office of Safety and Security maintains a working relationship with the Prince George's County Police Department which responds to criminal incidents on campus and provides crime statistics upon request. The Director of Security receives regular information concerning local criminal activity from the County and local Community police.

Contact Numbers for the Office of Safety and Security:

24 hour emergency number - 301.366.3105
Director's office in Miles Hall - 240.387.1211
Guard Booth @ Good Luck Rd. entrance - 240.387.1249 (as of November 2012)

Security awareness will be communicated to new and returning students in new student orientation and residence hall meetings. New students will receive information concerning safety and security procedures as part of the orientation process prior to both the Fall and Spring semesters. It is the duty of the resident community leaders to address security awareness in dormitory meetings at the beginning of each semester. Resident community leaders will discuss issues pertaining to safety and security, discuss emergency procedures, and inform residents of any actual or potential threats to campus security.

Although WBC/CBS makes every effort to provide adequate security, no measures can remove all danger. Security awareness as well as crime and theft prevention is the personal responsibility of each student and staff member.

Safety Rules: Employee Handbook Fall 2011

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all WBC/CBS activities. We want to protect you against industrial injury and illness as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately (who will report them to the appropriate individuals), as well as anything that needs to be repaired or is a safety hazard. See also Workers' Compensation, page 37.

Security: Employee Handbook Fall 2011

Maintaining the security of WBC/CBS buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible. Money should be counted in an enclosed area.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise. Call 911 to report a fire.
- When opening any letter, box, or package, you should continually be sensitive to anything unusual in the wrapping or sounds. If you have any question about the contents, take the unopened parcel to Campus Security (OSLD) for assistance.
- When you leave WBC/CBS's premises, make sure that your office is properly locked and secured. If you are the last to leave the area, be sure all entrance are locked and windows are closed.
- Keep a record of all serial numbers of valuable items (including jewelry, cameras, and electronic equipment).
- Lock your car and take your keys when you park. Remove valuable property from plain view, including stereo faceplates and cell phone chargers. Place them in the trunk or out of sight.

WBC/CBS hires security guards to be on duty in the evening and weekend hours for the protection of life and property of faculty, staff, students, relatives, and friends who are on campus. Any suspicious-

looking individual (not associated with the institution) who is loitering on the campus or involved in suspicious or questionable actions should be reported to Campus Security during business hours or to security guards at other times. At any time, any employee may request a security escort to one's car or to any point on the campus.

There are two entrances to the institution's main campus, one is 8401 Good Luck Road and the other is 6511 Princess Garden Parkway. The Good Luck entrance is accessible 24 hours a day with the security guard maintaining watch and access during the night. The Princess Garden gate is open from 7a.m. to 7p.m. daily.

Campus Safety: Community Guidelines 2011

The purpose of the Washington Bible College/Capital Bible Seminary security department is to maintain an atmosphere of safety on our campus as well as to protect our students and property. The department is staffed by the Dean of Students, a lead Security Officer and student security guards. Services include: Security guards patrol the campus 24 hours a day. Security guards provide surveillance and escorts, observe and report illegal or suspicious and activity, investigate incidents and write up incident reports, and provide timely response to emergencies. To contact Security, please call 301-366-3105.

Section 4: Various Institutional Polices

Drug and Alcohol

- Alcohol and Drug Education: Information pamphlets focusing on education and prevention will be distributed to students and employees through the school nurse's office or the Office of Student Life and Development.
- Counseling and Treatment Services: WBC/CBS recognizes that students and/or employees may have alcohol/drug abuse problems. The college can require counseling for those who have such a problem. WBC/CBS may refer students or staff to the CBS counseling program or to an outside agency. A list of counseling and treatment services in the metro DC area that offer counseling for alcohol or drug abuse problems is available through Human Resources or Office of Student Life and Development.

Substance Abuse Prevention: Policy Employee Handbook Fall 2011

WBC/CBS seeks to be a drug/alcohol -free campus, and as such seeks to prevent the use and abuse of chemical substances. Faculty and staff are expected to abstain from all forms of the use of tobacco, drinking of alcohol (except where prescribed by a physician or taken as part of the Lord's Supper), or the use of drugs (Except as prescribed by a physician) whether or not on the institution's campus (including extension locations). Possessing, buying, selling, and/or manufacturing of these substances are also

prohibited. WBC/CBS will not accept the risk or the performance problems which drug or alcohol abuse can create. Anyone who violates this policy will be subject to disciplinary action up to and including dismissal.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. It is also illegal to sell, furnish or provide alcohol to a person under the age of 21; the possession of alcohol by anyone less than 21 years of age is illegal. Those in violation of such laws will be subject to criminal prosecution.

As condition of employment, each employee must abide by the terms stated above. Each employee must also notify the school within 5 calendar days, if he or she is convicted of a criminal drug violation committed in the workplace.

Personal Habits: Community Guidelines 2011

The Lord expects those involved in a leadership capacity to be godly examples to the flock in all areas of life. For this reason, students must assiduously avoid using their Christian liberty in any way that would cause another to stumble (Rom 14:13). WBC/CBS students are asked to be very discriminating in the type of amusements (dancing, movies, music, television, etc.) in which they participate so as not to promote a sensual or worldly lifestyle.

WBC/CBS students are encouraged to refrain from participating in any questionable practice which might bring criticism on the student or the College/Seminary, or more importantly, the name of Christ. This includes adhering to rules set by governing authorities such as rules prohibiting:

- Underage drinking (currently 21; see http://www.mudpc.org/laws.html for more details)
- Using, manufacturing, possessing, or distributing illegal substances or drug paraphernalia.
- Students are expected not to abuse the use of legal prescriptions.
- Gambling (see http://www.gambling-laws-us.com/State-Laws/Maryland/ for complete details)
- This also includes actions associated with guidelines that the Bible establishes such as:
    - Drunkenness (Deu 21:20; Luke 21:34; Rom 13:13; 1 Cor 5:11; 1 Cor 6:10; Eph 5:18; 1 Th 5:7)
    - Sexual activity Outside of Marriage (2 Tim 2:21-22; Phil 4:8; 1 Cor 6:9)
- Alcohol and tobacco are strictly prohibited on campus or teaching locations. Being found involved in the above as described may result in immediate dismissal from the College and/or Seminary. In addition, the Administration reserves the right to notify parents of students involved in illegal activities (Underage drinking, gambling, etc.).

Vehicles and Traffic

Automobile Registration: Employee Handbook Fall 2011

All vehicles parked on campus must be registered. The Office of Safety and Security gives each faculty/staff member a parking permit for each vehicle. Faculty and staff are to observe the same traffic rules on campus as students and are subject to fines for violating campus regulations.

Parking Lots: Employee Handbook Fall 2011

Parking spaces through campus are designated for specific groups of people. If you are not parked in a space designated for faculty/staff, you are eligible to be ticketed. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor. WBC/CBS does not assume any liability for any loss or damages you may sustain.

Vehicles: Community Guidelines 2011

Ample parking is available on the campus and at extension locations. On the Lanham campus, at registration, each student must provide current vehicle insurance information. All student vehicles parked on the Lanham campus must be registered and a parking permit purchased and displayed as instructed. Permits are valid only for students who are currently enrolled. Cars that do not have the proper paper work and permit from Campus Security will be ticketed. All posted parking restrictions on campus are in effect 24 hours a day, 7 days a week except where otherwise publicly indicated.

Traffic and Parking Regulations: Community Guidelines 2011

Safety, fire, and insurance regulations make traffic control a necessity. The following regulations are expected to be observed by all faculty, staff, students, and patrons. On campus driving and parking are privileges, not rights.

- All automobiles are to be registered at the Offices of Student Life and Development (OSLD), where a nontransferable permit will be issued. This permit is to be hung from the mirror.
- All vehicles on campus MUST have up-to-date tags and a WBC/CBS parking permit. Vehicles without current tags will be towed.
- Those granted parking privileges must park only in designated spots. At no time is a student to park in a Faculty/Staff parking space.
- The campus speed limit is 15 miles per hour.
- Normal driving procedures are to be observed on campus. All traffic signs are to be obeyed.
- Reckless driving, driving under the influence of alcohol or while intoxicated, drag racing, and excessive use of the horn are prohibited. Cases of these kinds will be judged by the state and county traffic laws.
- Mechanical work performed on vehicles is to be limited to minor repairs that do not detract from the function or beauty of the campus.
- No parking on grass unless specifically directed for special functions.

- No double parking.
- Traffic and parking violations will incur a $25 fine for the first time offense with the exception of handicapped violations which are $50. Fines are to be paid or contested within 24 hours to the Office of Student Life and Development.

Firearms and Weapons

Firearms and Weapons: Community Guidelines 2011

Firearms and weapons (including but not limited to guns, BB guns, paintball guns, knives, etc.) are prohibited on campus, and violations will result in appropriate discipline. No fireworks are permitted inside any of the College/Seminary buildings. In addition, students are expected to adhere to Maryland State Law (see http://www.firemarshal.state.md.us/fworks.htm for full details.

Theft

Theft and Respect for Property: Community Guidelines 2011

Attempted or actual theft of, or damage to, property of WBC/CBS or property of a member of the WBC/CBS community or other personal public property is strictly prohibited. Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destructions of property belonging to others. Examples of behaviors which constitute a violation of this standard include, but are not limited to:

- Unauthorized taking or possession of another's property
- Using another person's ID card or allowing another to use one's ID card for entrance to residential facilities or to obtain meals
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to college property or the property of others.
- Any intentional act of destruction of college property will result in the perpetrator(s) facing disciplinary action by the institution and/or civil authorities.

Further instructions for preventing theft can be found in the Community Guidelines Fall 2010.

Fire Safety and Prevention

Emergency Response: Employee Handbook Fall 2011

Training for what to do including prevention measures, preparation measures, and what to do in the case of a fire or fire alarm is given to faculty and staff through the Employee Handbook and faculty-staff meetings.

Fire Regulations: Community Guidelines 2011

The fire exits and halls must be kept clear at all times. The fire doors are not to be propped open at any time. Information and instructions concerning fire drills and procedures in case of a fire will be provided during the course of the year.

Fire: Community Guidelines 2011

Anyone who is found to have caused a fire maliciously or recklessly (no matter how small), who tampers with fire fighting/life protecting equipment, initiates a false alarm, or fails to comply promptly with requests from the administration, faculty, or staff, puts the lives of other people at risk. Anyone conducting such acts will jeopardize his or her student status at WBC/CBS.

Missing Student Notification

Policy

Federal law (Section 488 of the Higher Education Act of 2008) requires colleges and universities to establish a missing student notification policy. The policy states that students must be given the option to provide confidential emergency contact information in the event that he or she is reported as missing. If that occurs, WBC/CBS will use the information on the emergency contact information for the following purposes:

- Notify the missing student's identified emergency contact
- Notify a student's parent or guardian if the student is under 18
- Notify the appropriate law enforcement officials in the event no contact information is supplied.

This policy and procedure establishes a framework aimed at locating and assisting WBC/CBS students who are reported missing.

A student living on campus shall be deemed missing when he or she is reported absent from WBC/CBS for more than 24 hours without any known reason. All reports of missing students shall be directed to the Director of Security who shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility must identify an individual to be contacted by WBC/CBS in case of emergency, including notification not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by WBC/CBS.

Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form.

If a missing student is under 18 years of age, and not an emancipated individual, WBC/CBS is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by the Director of Security that the student is missing.

WBC/CBS Security may also notify the Prince George County Police and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If WBC/CBS Security has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, WBC/CBS will initiate the emergency contact procedures in accordance with the student's designation.

The Dean of Students shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure

Notification:

- Any report of a missing student, from whatever source, should immediately be directed to the
- Director of Safety and Security. When a student is reported missing the Director of Security shall:
    - Initiate an investigation to determine the validity of the missing person report;
    - Contact the Dean of Students and the Crisis Emergency Response Team (CERT) to make a determination as to the status of the missing student
    - Notify the Prince George County Police or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.
- Once the Director of Security and CERT determines that the student is missing, the Dean of Students (or presidential appointee) will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, the Dean of Students (or presidential appointee) will notify the student's custodial parent or guardian as listed in the WBC/CBS records within 24 hours of the determination that the student is missing .

Student Contact Information:

Students residing on-campus shall register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers

in furtherance of a missing person investigation may have access to this information. If a resident is less than 18 years of age, the custodial parent or guardian must be the contact person.

Students will complete the "Contact Emergency Information" Form before they move into WBC/CBS campus housing. The "Contact Emergency Information" Form must be completed and resubmitted at the beginning of each lease term. It is the responsibility of the student to update any changes to Contact Emergency Information.

CONTACT INFORMATION FORM

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
If the resident student is under 18 years of age, and not an emancipated individual, you must complete this form and your emergency contact must be a custodial parent or guardian.
Student's Name: _____ Student's Num. _____
Date of Birth __/__/_____ Campus Housing Assignment: _____

IN CASE OF EMERGENCY
Contact _____ 2nd Contact _____
Address _____ Address _____
City, State, Zip _____ City, State, Zip _____
Home Phone _____ Home Phone_____
Work Phone _____ Work Phone _____
Cell Phone _____ Cell Phone_____
E-mail Address _____ E-mail Address _____
_____ I do not wish to identify an emergency contact person in accordance with the Missing Student Notification Policy.

I have read the Washington Bible College/Capital Bible Seminary Missing Student Policy and understand that the individual listed above will be contacted should I be deemed missing for more than 24 hours.

Name _____ Date _____

Crime Stats for Lanham Campus

Crime statistics for 2011, if any, will be available on the on the US Department of Education website after October 15, 2012. To access the crime statistics, go to http://www.ope.ed.gov/security/InstList.aspx and click on the link to "Main Campus" in the Institution/Campus column

Criminal Offense	Year	On Campus Property	Residential Facilities	Non-Campus Property	Public Property	Total
Murder/Non-Negligent Homicide	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Negligent/Manslaughter	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses, Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses, Non-Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Robbery	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Aggravated Assault	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Burglary	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Motor Vehicle Theft	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Arson	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Liquor Law Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Liquor Law Violations/ Disciplinary Referral	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Drug Law Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Drug Law Violations/ Disciplinary Referral	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Illegal Weapons Possessions Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Illegal Weapons	2009	0	0	0	0	0

Possession Violations/ Disciplinary Referrals	2010	0	0	0	0	0
	2011	0	0	0	0	0
Hate Crimes	Year	On-Campus Property	Residential Facilities	Non-Campus Property	Public Property	Total
Murder/Non-Negligent Homicide	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Negligent/Manslaughter	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses, Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses, Non-Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Robbery	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Aggravated Assault	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Burglary	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Motor Vehicle Theft	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Arson	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Liquor Law Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Liquor Law Violations/ Disciplinary Referral	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Larceny-Theft	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Intimidation	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	2009	0	0	0	0	0
	2010	0	0	0	0	0

	2011	0	0	0	0	0
Fires on Campus	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	1	1	0	0	1
Drug Law Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Drug Law Violations/ Disciplinary Referral	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Illegal Weapons Possessions Arrests	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Illegal Weapons Possessions Violations/ Disciplinary Referral	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0

Annual Fire Safety Report

Fire Safety – Procedures and Documentation

The Clery Act for 2010 requires all institutions that maintain an on-campus student housing facility to collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." WBC/CBS complies with all fire regulations per the Prince George County Fire Marshal's Office. All fires should be reported to the Prince George County Fire Department (9-911) and to campus security (301 366-3105). A log is maintained at the office of the Director of Security of all fires and can be viewed during normal business hours (Monday through Friday 9:00 a.m. to 4:30 p.m.).

Drills

The purpose of the drills conducted by WBC/CBS is to let resident students practice safe evacuation procedures and to evaluate staff performance of our written crisis/emergency plan. They need to understand how our plan works in a real crisis or emergency.

Our goal is to examine the responsibilities, roles, and task associated in a real-life emergency and makes the necessary adjustments. WBC/CBS conducts the following drills:

- One unannounced and one announced fire drills per semester
- One unannounced and one announced table top exercise for the President's Cabinet per semester
- Monthly crisis/emergency training for faculty and staff

Fire Statistics

The following statistics must be collected and reported, both in the annual fire safety report and the Department of Education's web-based data collection system, for each on campus student housing facility.

WBC/CBS is required to show the number of fires and the cause of each fire. The cause categories to be used are:

- Unintentional Fire
    - Cooking
    - Smoking materials
    - Open Flames
    - Electrical
    - Heating equipment
    - Hazardous products
    - Machinery/Industrial
    - Natural
    - Other

- Intentional Fire/Undetermined Fire
    - The number of deaths related to the fire.
    - The number of injuries related to the fire that resulted in treatment at a medical facility.
    - The value of property damage related to the fire.

Remember that arson is a Clery reportable crime. Therefore, any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.

WBC/CBS had one fire problem (unintentional cooking fire) which resulted in 1 injury to resident to report in the 2011 Calendar Year.

Campus Safety System for On-Campus Student Housing					
Residence	Type	Smoke Detector – Each Room	Fire Extinguisher	Sprinkler System	Fire Alarms in Hall
Miles Hall	Rooms	X	X		X
Steiner Hall	Suites-Rooms	X	X		X
Collamore	Apartments	X	X		X
Wagner Center	Rooms	X	X	X	X

Fire Policies for On-Campus Student Housing Facilities

Portable Electrical Appliances

The use of Portable Electrical Appliances (PEA), including space heaters, has contributed to many industrial and residential fires. The uncontrolled use of a PEA has caused many problems; e.g. overloading electrical circuits, shutting down computer circuits causing loss of data. The use of PEAs will be permitted when approved by the Office of Compliance or Director of Maintenance.

Hot plates and halogen lamps are prohibited in WBC/CBS residence. They pose a threat of electrical overload and/or fire.
Space heaters may only be used when approved by the Office of Compliance of Director of Maintenance, under the following minimum requirements:

- U.L. listed.
- The unit must be in excellent working condition with a cord in excellent condition.
- Ceramic or Radiant heaters, or heat panels only will be approved.
- Heater must shut down automatically when the unit is accidentally tipped over.
- Heater must be cool to the touch.
- Heater must be thermostatically controlled and shuts down when it reaches the correct temperature.
- The electrical cord is the 3-prong, grounded type, or internally grounded 2 prong types.
- The heater shall not be plugged into the same electrical circuit as the computers.
- Low Amperage (3 to 12 amps)
- The heaters are to be placed only on the floor when in operation.
- Combustible materials are to be kept at least 3 feet from the unit, or separated by a fire resistant barrier.
- The space heater is to be turned off when you leave the area for more that 30 minutes and at the end of each day.
- Only extension cords approved by the Maintenance Department or the Office of Compliance may be used with space heaters. These cords must be UL tested and marked as either 14 AGW or 12 AGW. Higher numbers (16 +) mean a lighter duty cord and may overheat, causing a fire.

Caution should be taken to prevent fire hazards resulting from excessive use of appliances and overdependence on power strips and extension cords.

Lamps

The use of halogen lamps is prohibited.

- Carefully read all safety instructions and warnings that accompany any lamp.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instruction.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keeps lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.

Smoking

SMOKING is not permitted in buildings – WBC/CBS is a smoke-free Bible College and Seminary!

Open Flames

Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, incense and candles are prohibited in residence. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/substances is prohibited in residences without staff supervision.

Before starting a fire (Collamore residents), remove all combustible materials from the area and be sure the flue is open. Do not use liquid fuel starter and when using paper, limit the amount to avoid quick acceleration that could cause a flare up.

Fire Alarm Evacuation Procedure

When the fire alarm is heard, all personnel are to leave the building using the nearest exit and travel a safe distance from the building. DO NOT USE ELEVATORS!

Assist all persons with impaired mobility to the nearest illuminated exit or stairwell to await rescue by trained personnel. Faculty and Staff should notify security of any known student or visitor with impaired mobility that is unable to independently exit the building.

Department Directors are responsible for having a plan to account for employees and to notify security of those missing who may be trapped in the building. TREAT EVERY ALARM AS A POTENTIAL FIRE.

State and local regulations require all occupants to leave the building if a fire alarm occurs. Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

In The Event of a Fire

Sound the “pull station” fire alarm located near each exit on each floor. Rescue any person in immediate danger. Call 9-911 to report the fire to the fire department. Give the address as 8401 Good Luck Road, and name the building that is on fire. Then, call security and give the same information. Security will call the Security Director as he assumes a position at the Good Luck Road gate and will direct the firefighters to the fire. The Director of Security will notify the Crisis Emergency Response Team (CERT) who will initiate the crisis/emergency response.

When the fire alarm sounds, everyone should evacuate the building immediately using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 250 feet).

Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat. If the closest exit is

blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but watch for broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

- Stay calm; fire fighters are on the way.
- Move as far away from the fire as you can, closing every door between you and the fire.
- Hang or wave an object from a window or outside the door to attract the attention of rescuers.
- If smoke enters under the door or around vents, stuff the opening with towels, drapes, or anything available. Soak them with water if possible.
- Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl if necessary.

IF YOU DECIDE TO FIGHT THE FIRE:

- Do not let the fire get between you and the exit.
- Avoid breathing smoke or fire gases.
- Use the proper fire extinguisher. Do not use water on an electrical fire.
    - Pull the pin.
    - Aim the nozzle at the base of the fire.
    - Squeeze the handle.
    - Sweep from side to side.

Responsibilities of the Office of Compliance:

The Compliance Officer has overall responsibility for the Fire Prevention Plan (FPP). A paper copy of the plan can be obtained from the Office of Compliance, located at the Helpdesk Miles Hall during normal business hours.

The FPP communicates to students, faculty and staff, policies and procedures to follow when fires erupt. This written plan is available, upon request, to students, faculty and staff, their designated representatives, and any OSHA officials who ask to see it.

If, after reading this program, you find that improvements can be made, please contact the Compliance Officer at 301.552.1400 ext 1236 or at the Helpdesk in Miles Hall. All suggestions are encouraged because WBC/CBS is committed to the success of the FPP. Clear understanding, safe behavior, and involvement in the program from every level of the campus are the objective of the Office of Compliance.

Fire Protection Equipment

The following fire detection, notification and suppression equipment is installed, inspected and maintained in operational condition in campus facilities.

- Fire extinguishers are in place and in accordance to NFPA standards in all campus buildings.
- Smoke detectors are installed in relevant campus areas and are inspected on an annual basis.

Future Improvements

WBC/CBS continues to upgrade and improve fire systems in its buildings and will continue to enhance existing systems or install new systems as necessary. In addition, policies and procedures will continue to be reviewed for safety improvements and situational or legal (fire code) changes.

Fire Log 2011

Building	Nature of Fire	Date Fire Reported	Time of Day	Location of Fire
Miles Hall	None	None	None	None
Steiner Hall	None	None	None	None
Seminary Bldg	None	None	None	None
Wagner Center	None	None	None	None
Collamore Hall	Grease			Apartment Kitchen
Linton Hall	None	None	None	None