



BEULAH HEIGHTS

UNIVERSITY

Facilities,
Maintenance
and Security
Policy Manual

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MATERIALS AND SUPPLIES – REQUESTING

Effective: 01/99

Revised: 07/10

Purpose: To provide employee a method of obtaining supplies and materials needed to function in their area of service.

Explanation of Policy Change:

This policy was amended to reflect the change in personnel and responsibly of employee to better serve the institution.

Policy: All Staff and Faculty members should complete a requisition form listing the supplies needed, special instruction as needed, and the date by which supplies will be needed. Immediate supervisor should initial the requisition. The requisition is then submitted to the Business Office for purchasing/ordering.

The Director of Facility and Maintenance will submit a requisition form for Maintenance and Lawn Care for large projects to allocate funds for such projects. For all other material and supplies the Director of Facility and Maintenance will work with the business office for day to day operations to obtain materials and supplies in the following ways:

- a) Director of Facility and Maintenance will E-Mail the Business office and President's office with expected expenses for the week with approximate cost when necessary.
- b) Director of Facility and Maintenance will E-Mail the Business office and President's office at the end of the week with actual cost from receipts for all materials and supplies used for the week when necessary.
- c) For all emergencies the Director of Facility and Maintenance will E-Mail the Business office and President's office the following business day with cost of repairs when necessary.

MAINTENANCE

Effective: 01/02

Objective: To effectively maintain the buildings on campus, student dorms, family housing and facilities in an orderly and efficient manner.

Explanation of Policy Change:

Due to title changes and employee responsibility, this policy was amended to reflect the changes in personnel and responsibly of employees to better serve the institution.

Policy: All damages, breakages, or needed repairs in the student dorms, family housing or campus building as well as any part of the facilities shall be reported to the Director of Facility and Maintenance.

All work orders are to be submitted to the Director of Facility and Maintenance by the institutions web site. Students are to go to www.beulah.org, then choose Student Life, and then choose Maintenance Request. Once it is filled out then click on the submit button. The form will be sent to the Director of Facility and Maintenance. Staff and Faculty Personnel will need to go to www.beulah.org, and then log in to the web site. Once logged in to the web site, go to the Staff page and choose Maintenance Request. Fill out the form and click the submit button. The form will be sent to the Director of Facility and Maintenance.

The Director of Facility and Maintenance will then inform the Business Office of all items needing repair or attention. The Director of Facility and Maintenance shall then facilitate the needed repairs.

JANITORIAL

Effective: 01/02

Purpose: To provide timely janitorial services to the campus facilities.

Explanation of Policy Change:

Due to title changes and employee responsibility, this policy was amended to reflect the change in personnel and responsibly of employee to better serve the institution.

Policy: Regular routine janitorial cleaning will be done by the janitorial crew on staff. For any special needs, the Director of Facility and Maintenance should be notified. Unusual dorm needs should be brought to the attention of the Resident Assistant (RA) for that dorm on the weekends and after office hours. The RA should then notify the Director of Facility and Maintenance if janitorial assistance is needed.

All occupants of the student dorms and family housing are responsible for the cleaning of the student dorm or family house that they are living in. When the Director of Facility and Maintenance, V.P. For Student Life, or his representative inspects the student dorms or family housing and it is not kept properly cleaned, a notice will be issued that the area needs to be cleaned. If upon re-inspection the area is still not properly cleaned, a warning letter will be issued and the Janitorial Staff will clean the area and the residents of the Student Dorm or Family housing will be charged \$250.00 attached to their student accounts! In the case of student dorms the charges will be dispersed to all the residents living in that dorm. If it is an individual dorm room the student will be charged \$50.00 for cleaning of their room.

Lawn Care

Effective: 07/05

Purpose: To effectively maintain the grounds for the campus buildings, student dorms, family housing and facilities in an orderly and efficient manner.

Policy: The Lawn Care Specialist shall regularly maintain the grounds, shrubs, flower beds, and landscaping of the campus. He/she is responsible for beatification projects and landscaping of the campus grounds. He/she is to report to the Director of Facility and Maintenance.

The Lawn Care Specialist shall submit any request for funds to the Director of Facility and Maintenance. The Director of Facility and Maintenance will then inform the Business Office of all items needed for Lawn Care. The Lawn Care Specialist shall then administrate the needed work.

SECURITY

Effective: 01/06

Revised: 07/10

Purpose: To Provide a safe and secure environment for employees, students, and campus residents.

Explanation of Policy Change:

This policy was amended to reflect the change in personnel and responsibly of employee to better serve the institution. The policy has also been updated to reflect current upgrades with regards to technology and techniques for security and law enforcement agencies to provide better service and safety for the institution, employees and students.

Policy: Security guards are employed to keep watch over the campus during various hours.

All crimes committed on the campus of BHU of which students or employees have knowledge are to be reported to campus security personnel, the Director of Facility and Maintenance, the Director of Public Relations, The Executive Vice President, or President. Weekend or nighttime emergencies should be reported to campus security personnel or resident assistant.

Emergency phone numbers are posted in student dorms and family housing. If there is an obvious emergency, individuals should call 911 immediately. After reporting the emergency to 911, then report it to campus security or Directory of Facility and Maintenance.

Campus security personnel do not possess law enforcement (arrest) authority. The primary function is to serve as a watch person. Local law enforcement agencies are to be contacted when needed.

Security policies and procedures will be reviewed during student orientation meetings.

Any areas needing additional lighting should be reported to the Director of Facility and Maintenance.

Security continued:

Any upgrades to the campus facility's in regards to security to insure the safety of Students and Property will be directed to the Director of Facility and Maintenance.

In the event that a violent crime of any kind should occur on campus and the person or persons responsible should not immediately be apprehended, a notice will be provided to the campus in the following ways:

- 1) The Director of Facility and Maintenance, Director of Public Relations, Executive Vice President, or President will notify Resident Assistant (RA).
- 2) The Director of Facility and Maintenance, Director of Public Relations will be responsible to personally notify dorm or family housing residents.
- 3) The Director of Facility and Maintenance, Director of Public Relations, Executive Vice President, or President will notify personnel in the classroom building, library, and administration offices.
- 4) A questionable activity on campus should be reported immediately to campus security personnel or any University administrator. BHU strictly prohibits the possession, use, or sale of alcohol, illegal drugs, or firearms on University property
- 5) Firearms are only permitted by authorized personnel that have been given written permission by the President's office, or Law Enforcement personnel.
- 6) Offenses of a sexual nature including rape, date rape, and other offenses (forcible or non-forcible) will not be tolerated on the campus of BHU. Should a sexual offense occur please observe the following:
 - a. Call 911 immediately.
 - b. Contact the Resident Assistant, Campus Security, Director of Facility and Maintenance.
 - c. Preserve any evidence that might serve as proof of an offense has occurred.
- 7) In the event that an accusation of sexual assault is made, it is the policy of BHU that:

- a. A full disciplinary hearing will be held before the discipline committee.
- b. Both accuser and the accused are entitled to have others present during the disciplinary hearing.

Security continued:

- c. Students who suffer sexual assault have the right to notify the police if they so desire, and if they need assistance in doing so, such assistance will be provided by the resident assistant or any University Administrator. Anyone who would like counseling concerning sexual assault may contact a University Administrator. Professional services are available at a reasonable cost. Should a student experience some form of sexual assault which, in their opinion, necessitates a change in living arrangements, such information should be communicated to the Vice President for Student Affairs. Every effort will be made to remedy the situation, providing that a suitable alternative is available.

FACILITY USE

Effective: 06/03

Revised: 07/10

Purpose: To provide scheduling for the individual and organizational use of University facilities in an orderly and controlled manner.

Explanation of Policy Change:

This policy was amended to reflect the change in personnel and responsibly of employee to better serve the institution. The policy has also been updated to include procedures for renting and using university facilities.

Policy: Individuals or organizations seeking to use any University facility must submit a completed request form to the Director of Facility and Maintenance. Preference will be given to University functions and contractual agreements. All requests are subject to approval by the Director of Facility and Maintenance.

For rental of the facility prices are listed on the web and are subject to change without notice.

If one wants to rent a part of the campus the forms are available on line at www.beulah.org. Then choose about BHU, then Facility Usage form. Once filled out click on the submit button and it will be sent to the Director of Facility and Maintenance for his/her review.

For staff and faculty members wishing to use the facilities, the forms are available on line at www.beulah.org. They will need to log on to the web site and go to the staff tab and choose Maintenance Request – staff. Once the form is filled out click on the submit button and it will be sent to the Director of Facility and Maintenance for his/her review.

EQUIPMENT USE

Effective: 07/04

Revised: 07/10

Purpose: To insure that those who use BHU equipment have the proper training required.

Explanation of Policy Change:

The policy has been updated to reflect current upgrades and future upgrades with regards to use of technology that is available to provide better service to the institution, employees, and students. This policy was also ammended to reflect changes in local regulations and for safety of the institution, employees, and students. You can reference 29 CFR 1910 OSHA (Occupational Safety and Health Administration). The OSHA reference may change as new versions are published.

Policy: All specialized equipment – personal computers, computer terminals, tape duplicators, CD duplicators, video equipment, tools, etc. has been trained properly and is being used only by the person that is assigned to the equipment.

All personnel should wear personal protective equipment (PPG) for the equipment one is operating. They should follow all OSHA regulations in accordance with the equipment. All personnel should follow all regulations and procedures that are printed in the owner’s manual for that particular equipment that they are using. Any personnel that do not follow the regulations and procedures assume responsibility for their actions and any harm/injury that may result.

Parking

Effective: 01/11

Purpose: To insure that Staff, Faculty, and Students who park on BHU property have a clear understanding of where to park and where not to park.

Policy: The following policy explains the proper locations to park and/or not to park on campus. This policy will also encompass the student housing parking areas.

- 1) Campus parking lots
 - a. Staff and Faculty are allowed to park in the Staff and Faculty designated parking areas as well as the student parking lot located behind the U-Building.
 - b. Staff and Faculty that have assigned parking on campus are permitted to park in their reserved parking spots.
 - c. Staff and Faculty that do not have a reserved parking spot are allowed to park in unmarked Staff and Faculty Parking area, or student parking lot located behind the U-Building.
 - d. Students are permitted to park in the student parking area located behind the U-Building, in front of the Library building and next to the Chapel.
 - e. Students are allowed to park in the Staff and Faculty Parking area starting at 6:00 o'clock PM if there is no parking available in the student parking areas.
 - f. No one is allowed to park in Fire lanes that are marked with red parking lot paint.
 - g. All handicap parking is reserved for handicap Staff, Faculty or students that have one of the following permits on or in their Vehicle.
 1. Handicap Permit hanging on rearview mirror.
 2. Handicap Sticker on back window/bumpers.
 3. Handicap License plate that is valid and registered.
 4. Handicap Disabled Veterans License plate that is valid and registered.
 - h. All Staff, Faculty, and Students are required to register their vehicles with Facility Management. For all students a registration fee will be assessed to the student's account.
 - i. If a student is parked in a restricted area, fire lane, reserved parking, or impeding the flow of traffic, the student can be given a ticket by security or Facility Management with the fine being attached to student's account.

Parking continued:

- j. If a student is parked in a restricted area, his/her vehicle is subject to be towed and the student is responsible for all fees. Additionally, a ticket may be issued for wrongful parking.
- 2) Campus Housing Parking
- a. Students that live in student housing are required to park in the parking lot at the designated house that he/she is assigned to. They are to park either in the parking lot or on the street. If they park on the street they must park in a manner that is in accordance with the state and city ordinances. All vehicles must be parked on the correct side of the street facing the correct way.
 - b. Students are not allowed to park on the grass in student housing.
 - c. All students are not allowed to park in such a way as to impede another student or person from parking, leaving the parking areas or drive ways.
 - d. Residents that live in student dorms are not allowed to have more than one vehicle on campus.
 - e. Residents that live in family housing are not allowed to have more than two vehicles at their residence on campus.
 - f. Residents are not allowed to park their vehicle on the main campus over night without written permission from Security, Director of Facility and Maintenance, or VP for Student Life and Enrollment.
 - g. Residents are not allowed to park their vehicle in the staff and faculty area over night at all.
 - h. If a student is parked in a restricted area, impeding the flow of traffic, or blocking a drive way, he/she may be issued a ticket by security or Facility Management and any unpaid fine may be attached to the student's account.
 - i. Students that live in dorms and family housing are required to register all vehicles that are being parked at or on BHU housing property.
 - j. Guest vehicles cannot stay at housing parking without written permission from VP for Student Life and Enrollment (Campus Housing) or the Director of Facility and Maintenance.
 - k. Guest vehicles cannot block or impede traffic in or out of the campus housing areas.

Emergency Direction and Control

Effective Date: 01/93

Purpose: To provide step-by-step emergency response guide in case of emergency including but not limited to evacuations, reporting and closures.

Policy

Beulah Heights University has approved and disseminated these safety procedures to assist individuals in an emergency situation. When emergency situations occur, the institution is committed to protecting the lives and health of the members of the institution as its first priority. In the event of an emergency, it is the institution's intent that the steps provided in this plan, when practicable, would maximize the safety of all individuals. These policies should serve as a guide for faculty, staff, and students.

It is the responsibility of each individual to take appropriate and reasonable steps to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the President or in his or her absence a designee. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

1. Evacuation Policy and Procedure

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exit, which are identified by exit signs above the door, and evacuate to the assembly points identified in Appendix A. A copy of the evacuation route is located in all administrative offices and in each classroom.

The fire alarm will be used as the primary source of notifying building occupants, when possible. If the fire alarm is unavailable, all supervisors and faculty members will direct students and guests to evacuate the building.

The following steps should serve as a guide to all individuals for the evacuation process:

- i. Once notified of the situation, proceed to the nearest exit and assembly point.
- ii. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. **(See policy bomb threat policy (2))**
- iii. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

2. Bomb Threat

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the following procedures when a bomb threat is received via the telephone.

- i. Remain calm, listen, and take notes of what the caller is saying.
- ii. Record the displayed number if caller ID is provided.
- iii. Try to inform someone else to notify another individual that you are handling a bomb threat call.
- iv. Get as much information as possible through asking the caller some of the following information.
 - a. Where is the bomb?
 - b. Which building, location, etc.?
 - c. When is it scheduled to go off?
- v. What does the bomb look like?
- vi. Why is this bomb located at the institution?
- vii. Record a description of the caller's voice:
 - a. Is the caller a male or female?
 - b. Does the caller sound like a juvenile or an adult?
 - c. Is the caller calm, angry, loud, soft, crying, or laughing?
- viii. Listen and record any background noises such as railroads, streets, aircraft, voices, etc.
- ix. Notify the Office of Student Development who will dial 911 and notify emergency officials. If for any reason the Office of Student Development can not be reached, immediately dial 911 and inform them of the threat.

Once the institution has received a bomb threat, all buildings should be evacuated using the procedures in section 200.1. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. All individuals should remain in a secure location until they receive further instruction from personnel handling the emergency.

3. Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. In the case of a civil disturbance, some suggested steps to follow are listed below.

- i. All individuals should relocate to a secure location, when possible.
- ii. Contact 911 and inform the operator of the situation.
- iii. All individuals should remain in a secure location until the disturbance is resolved and emergency personnel have authorized individuals to return to the location of the incident.
- iv. Notify the Office of Student Development

4. Fire Safety

Fire prevention and safety guidelines are established to reduce the possibility of fires. A fire drill is conducted on an annual basis to better prepare members of the institution. All staff, faculty, and students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

1. Woods Hall
 - Library
 - Main Hall on 1st level
2. U-Building
 - Faculty Offices
 - Activity Center
 - Hallway near room 104
 - Book Store
3. Administration Building
 - Atrium
 - North Hallway
 - South Hallway
4. Samuel R. Chand Auditorium
 - Foyer
 - Offices

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, verbally yell fire.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you're not sure if you can control it, evacuate the building immediately using the evacuation procedures in this document and contact 911 from a safe location. (See policy 200.1)
3. If your clothes catch on fire, stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
 - If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.
 - If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting fire fighters of your presence.
 - Do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. If you must exit through smoke, crawl low under the smoke to your exit. Heavy smoke and poisonous gases collect first along the ceiling.
6. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.
7. Dial 911 and report the fire.

5. Medical Emergencies

In the event of a medical emergency, individuals must use their own judgment in deciding whether or not they are qualified to assist the victim through rendering first aid or CPR. First Aid equipment and supplies can be obtained from the Administration building. Some suggested methods of assistance that individuals may provide to the victim include:

1. Remove any furniture or miscellaneous items that could be harmful away from the victim. Do not attempt to move the victim as it could cause further injury to the victim.
2. Contact 911 as soon as possible if the individual needs emergency medical services. Provide the operator with any available information regarding the nature of the emergency, age, gender, symptoms, and current health conditions (if known).
3. At his/her own discretion, an individual may render first aid and/or CPR to the victim, if necessary.

4. Notify the instructor or supervisor of the situation as soon as possible.

6. Personal Safety

Beulah Heights University encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment- it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community should call attention to conditions or situations which threaten the safety and security of others by contacting the Student Development office. Some suggestions that individuals may take to protect themselves include:

- Be aware of your surroundings.
- Walk only in well lighted areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available administrator, supervisor or faculty member, when possible.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests, and contact 911 as soon as you can get to a secure location where a telephone is accessible.
- Dial 911 to request emergency assistance.

7. Emergency Plan for Persons with Disabilities

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance. Faculty, staff, students, and the individual with a disability should practice the plan using all available escape routes and methods of evacuating the building.

As with able-bodied individuals, wheelchair users must evacuate a building using the stairs rather than the elevator. It might not always be possible for emergency personnel to assist in the evacuation; therefore, other individuals must be ready to assist the individual when necessary. Wheelchair users should be able to tell the volunteers how many individuals will be necessary to carry them and how they prefer to be carried.

Visually impaired individuals will need a guide to assist them in evacuating. Individuals assisting visually impaired individuals should stay with them as long as necessary and acclimate them to their surroundings once they have relocated. The individuals will need to be aware of any obstacles they may encounter in their new environment.

Hearing impaired individuals may be unaware an emergency exists and will need to be shown what action they should take. Some suggested ways of getting their attention are writing notes, turning lights on and off, or making gestures that indicate an emergency exists.

When assisting a person with a disability, individuals providing assistance should always tell the person what they are going to do. Practicing evacuations with the disabled individual and an alternate person, who would be available to provide assistance, should significantly reduce confusion during an actual emergency situation.

8. Natural Disasters

During adverse weather, individuals should access information on a regular basis from commercial radio stations WSB 750 am and WGST 640 am or local television stations channels 2-5-11. The President of the institution, or in his or her absence, a designee, will make decisions regarding the closure of the institution or the dismissal of classes. (See policy 400.2) When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

1) Tornadoes and Other Strong Storms

A. Tornado Watch

A tornado watch is issued by the national weather service when conditions favor the formation of tornadoes, for example, during a severe thunderstorm. When a tornado watch is issued, members of the institution will be notified through the intercom system. At times, tornadoes can form rapidly, without time for a tornado warning to be issued, and without a thunderstorm in the vicinity. During a tornado watch, the following steps should be followed:

1. Be alert for approaching storms. If you see any revolving funnel shaped clouds, report them to an instructor and/or supervisor, when possible, and take shelter immediately.
2. Watch for tornado danger signs:
 - Dark, often green sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train

3. Be prepared to take shelter immediately.
4. Monitor radio and television stations.

B. Tornado Warning

A tornado warning is issued by the national weather service when a tornado funnel is sighted or indicated by the weather radar. During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Stay away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a supervisor or faculty member has provided further instruction.

2) Floods

A. Flood Watch

A flood watch is issued by the national weather service when flooding is possible in an indicated area. Individuals should be prepared to move to higher ground if it becomes necessary. In addition, a flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

B. Flood Warning

A flood warning is issued by the national weather service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances a flash flood warning is issued by the national weather service. If a warning is issued, individuals should take shelter and remain in a secure location until the flooding has passed or it is safe to relocate to another location.

When flooding is possible or imminent, individuals should take the following steps and/or precautions:

1. If standing water occurs within a campus building, move to a higher level or relocate to another building at a higher elevation when possible.

2. Do not walk through moving water. Six inches of moving water can knock you off your feet. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of water will wash away almost all vehicles. If floodwaters rise around your car, abandon the car and move to higher ground, if you can do so safely. You and your vehicle can be quickly swept away as floodwaters rise.

If standing water occurs within a campus building, an instructor or supervisor will advise individuals as to where they should relocate.

9. Supervisory/ Faculty Procedures

Faculty members and/or supervisors should be aware of all emergency and safety procedures. Faculty members are encouraged to review emergency procedures at the beginning of each semester. Supervisors are encouraged to review emergency procedures with their subordinates on a regular basis, but particularly during orientation.

A. Evacuation

Faculty members and supervisors should attempt to provide leadership in evacuating buildings in a timely and orderly fashion. The following steps should be taken during an emergency situation and evacuation.

1. Contact office of Student Development informing them of the emergency and that they sound the evacuation alarm.
2. Instruct individuals in your department or classroom to the nearest exit and assembly point.
3. Always keep your class role or department list with you when evacuating. Once you have reached the nearest assembly point, make sure all individuals are accounted for. Report any missing individuals to emergency personnel as soon as possible.
4. Remain with the individuals from your department or class until the emergency situation is resolved and further instruction is provided from emergency personnel.

B. Media

When an institution related crisis occurs, the President, or in his or her absence a designee, should handle all media relations regarding the situation. Members of the institution should direct any inquiries to the President's office.

C. School Closure

A decision to dismiss classes or close a campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio and television stations. These stations should be monitored to serve as the principal source of information when a potential widespread emergency condition is present. Local channels 2-5-11 and local radios stations WSB 750 A.M. and WGST 640 A.M. will be the primary stations notified.

D. Safety and Security Awareness

Security procedures, crime prevention, and fire safety are topics covered during student orientation and in other programs throughout the academic year. In an effort to reduce crime through awareness and safety education, members of the institution are notified about potential security problems in a timely manner through mailings, announcements posted throughout the campus, and in chapel services.

10. Other Emergencies

There may be emergencies that are not detailed within these procedures. In the event such an emergency occurs, it is recommended that you use judgment and reasonableness to protect yourself. If the situation requires emergency services, dial 911 and then notify the Office of the President.

Injury to individuals or property should be reported to the Office of Student Development as soon as practicable.



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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.