







**Annual Report of VAWA (Violence Against Women Act) Offences**

Type of Offense	On Campus			Residence Halls			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0

**Trinity Baptist College  
Policies Concerning Campus Security  
Published October 1, 2018**

Trinity Baptist College (hereafter referred to as TBC) is committed to the safety and protection of its students, faculty and other constituents. Our goal is to provide students with a campus environment in which they can feel safe and protected while engaging in the learning process.

To this end, TBC has developed the following policies concerning campus safety in compliance with the *Clery Act*.

**Current Campus Policies Regarding Procedures for Students and Others to Report Criminal Actions or Other Emergencies Occurring on Campus**

TBC employs campus security personnel 24 hours a day, 365 days a year. A security officer can be reached at any time by dialing 596-2444. Security officers are equipped with two-way radios which allow for immediate contact at all times. Anytime a students or faculty member witnesses a crime, suspicious behavior, or other emergency situation on campus, Security should be notified immediately.

**Below is a list of persons to whom criminal actions or emergencies should be reported:**

**Director of Security- (904)-596-2444**  
**Campus Security- (904)-596-2444**  
**Dean of Students- (904)-596-2300**  
**Cell (904)-859-7771**

While security officers are always on duty, a student or faculty member may choose to dial 911 instead in the event of an emergency. An event is considered an emergency if life or property is in immediate danger. If the situation allows, campus security should also be notified anytime a student or faculty member calls 911 for an emergency on the TBC campus. It is important to note that if you are calling out from a phone on the campus network you must dial "9" in order to access an outside line.

Students should also contact an appropriate dean whenever an emergency situation is encountered on campus. TBC also using tracking software which notifies appropriate individuals such as a dean and/or campus security whenever 911 is dialed from a campus phone. In addition, security should always be notified, if possible, anytime police, fire/rescue or emergency medical personnel are called to campus.

### **Timely Warnings**

If the administration of Trinity Baptist College is ever made aware of a **Clery** reportable crime which has occurred on or near the campus of TBC, then a "timely warning" will be issued to all students, faculty and staff members involved in the campus community. Other reported offences or items considered to be worthy by the Administration may also result in a timely warning.

The purpose of the timely warning is to alert all individuals connected to TBC of potentially threatening situations and is an attempt to prevent the same types of crime from reoccurring.

The issuing of a timely warning will be determined by the President, Senior Vice President, and/or the Dean of Students. The Director of Campus Security may also issue a timely warning if circumstances warrant. The messaging for a timely warning will include appropriate details that will serve to warn the college community and will provide enough information to promote the safety and personal protection of all individuals receiving the warning. This messaging will withhold the names of victims as confidential.

The issuing of a timely warning may be accomplished through any one of the following mediums or a combination thereof: the Emergency Notification System, an update on the college website, emails sent to all student/faculty addresses, chapel announcements, placement of flyers in college mailboxes, posting of flyers in obvious locations around campus.

Local law enforcement officials have the contact numbers for our institution and will often provide information to the college Administration concerning crimes that may be occurring or have occurred in the immediate geographical area of our campus. The receipt of this type of information may also necessitate a timely warning.

### **Procedures for Confidential Crime Reporting**

In order for TBC to remain in compliance with certain aspects of the Clery act it is imperative that any crime occurring on campus be reported to the appropriate authority as quickly as possible. This reporting will ensure that all crimes are documented in the Annual Crime Report prepared by the Dean of Students.

Provision has been made for confidential crime reporting in the event that a student wishes to remain anonymous. If you wish to report a crime anonymously you must contact the Security officer on duty and state that you have either witnessed or been a victim of crime and that you wish to report the crime but remain anonymous. The Security officer will then request your name for investigative purposes but will not include your name on any official documentation related to the incident.

If you are the victim of a crime and do not want to pursue action within the disciplinary system of TBC or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Security officer or the Dean of Students can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## **Policy Regarding Pastoral Counselors and Professional Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into 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.

It is important to note that if you are a pastor or professional counselor you must be functioning within that scope in order to not be considered a campus security authority. Otherwise, you are obligated to report crimes relayed to you by a student.

## **Security of and Access to Campus Facilities**

During business hours, the campus of TBC (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Campus Security Department or an appropriate representative of the Student Services Office such as a Resident Assistant.

Residence halls are secured 24 hours a day. Some facilities may have individual hours, which vary at different times of the year such as the campus Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas of campus which pose a security risk are reviewed annually and the Dean of Students remains in regular contact with the Facilities Director, Grounds Director, and Head of Campus Security in order to ensure that areas related to the safety of students are addressed.

## **Campus Law Enforcement Policies**

The campus of Trinity Baptist College is monitored 24 hours a day 7 days a week by our Campus Security department. Campus Security officers may be reached at any time by calling 904-596-2444. These officers are responsible for maintaining general order on campus as well as monitoring all buildings and grounds in an attempt to ensure the safety of our students.

The officers of our Campus Security department do not have the authority to make arrests and are very limited in any action they take to detain a suspect. The primary function of our officers is to maintain control on campus by communicating with the Student Services office in instances where students are involved in general disorder or destruction of college property. Officers can also contact Student Services if students are observed behaving in any way which violates the Student Handbook.

Campus Security Officers will also contact local law enforcement in regards to any situation they deem necessary. Our Campus Security Department does not have any written working relationship with local or state law enforcement offices.

Any student, faculty or staff member of Trinity Baptist College who is witness to any crime committed on or near the campus of TBC is encouraged to promptly report this information to the Campus Security Office and to appropriate law enforcement agencies.

TBC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TBC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Emergency Response and Evacuation Procedures**

The potential of disastrous fires, bomb threats, and other emergency situations have intensified concerns for the safe and rapid evacuation of occupants and students from either areas involved or an entire building. This is coupled with the necessity of being able to quickly and safely alert all members of the Trinity Baptist College community if such an event were to occur.

Any potential emergency situation should be reported promptly to the Director of Campus Security or a Security Officer and also to the Dean of Students. Immediately upon the confirmation of a significant emergency or disastrous situation involving an immediate threat to the health or safety of students or employees on the campus of TBC, the campus community will be notified.

Trinity Baptist College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus Security and/or the Dean of Students will confirm that there is a significant emergency based upon their understanding of the situation. The Director of Campus Security will also contact local law enforcement officials if necessary to assist in making this decision. Once a decision has been made by the Director of Campus Security and/or the Dean of Students, they will notify any necessary personnel appropriate to the type of emergency being dealt with.

The Director of Campus Security and the Dean of Students will then be responsible to contact the Communications Director in order to initiate the Emergency Notification System. The Director of Campus Security, Dean of Students and Communications Director will be responsible for the determining the content of the notification and activating the Emergency Notification System.

**This is a list of the persons responsible for carrying out this process:**

**Director of Campus Security**  
**Dean of Students**  
**Director of Communications**

The Procedures for disseminating emergency information to the larger community is as follows. Trinity Baptist College uses the Emergency Notification System which is a mass notification system. This system will alert all students, faculty and staff of TBC who have provided appropriate contact information via the following mediums: Text messaging, automated message to both cell phone and/or land lines, and email.

All students, faculty, and staff members are advised that it is their personal responsibility to ensure that the appropriate contact numbers and email addresses are on file and that all necessary information is accurate so that they will be promptly notified by the Emergency Notification System.

If a student, faculty, or staff member wishes to update contact information or ensure the accuracy of their personal information they may visit the Student Services office during regular business hours Monday- Friday.

This Emergency Notification System will be tested annually and description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced will be documented in the Student Services office.

This annual testing will include a mock fire drill and/or campus lock down situation. The procedures for the Emergency Notification System along with campus evacuation procedures are published in the Student Success Guide.

## **General Procedures for Reporting a Crime or Emergency**

Students and faculty are encouraged to report any and all crimes or emergency situations to the proper authority in a timely manner. When reporting crimes and/or emergencies it is important to provide accurate information. The Jacksonville Sheriff's office can be reached by dialing 911. Remember that if you are calling from a campus phone you must dial 9 to get an outside line.

TBC does not have a campus police authority. A Security Officer is on duty 24 hours a day 365 days a year and may be reached at (904)-596-2444.

## **Off-Campus Criminal Activity or College Sanctioned Student Groups**

Trinity Baptist College does not have any college sanctioned student groups operating off-campus residences. Additionally, TBC does not provide any security patrol for any off-campus events held in conjunction with college sanctioned events or activities.

## **Missing Student Notification**

In an effort to identify when a student is missing and to notify proper personnel in a timely manner the following procedures have been set into place for all resident students.

- 1.) All resident students are required to be in the Residence Halls at or before curfew each night. The curfew times can be found in the Student Success Guide.
- 2.) If a student cannot return to the Residence Halls by curfew because of a conflicting work schedule the following process must take place:
  - the student must report their normal work schedule to their Resident Assistant (RA) and must also advise the RA if there is any significant change to the reported work schedule
- 3.) If a student cannot return to the Residence Halls due to staying off campus overnight, then the student must complete an online curfew notification form. This form is automatically emailed to the RA and Dean of Men/Women. Full procedures concerning these permissions can be found in the Student Success Guide.

- 4.) At curfew each night the RA ( or selected representative) for each floor of the Residence Halls will complete a "Curfew Sheet" which is a list of each person residing on a particular floor. This sheet requires that each name be checked off as the RA visually confirms that each student can be accounted for.
- 5.) If a person cannot be visually identified, the RA must confirm if this individual has reported a work schedule, which requires them to remain off-campus beyond curfew or check to see if the student has completed a curfew notification.
- 6.) If in the process of completing the Curfew Sheet a RA cannot visually confirm the presence of a student and that student has not reported late work hours and/or completed a curfew notification form then the RA must take the following actions:
  - a.) The RA must attempt to contact the student in order to verify his/her status. If there is no contact number available then the RA would move to the next step.
  - b.) The RA must notify one or more of the following individuals via a phone call.

-Dean of Men/Women and/or Dean of Students

- 7.) If for any reason a Dean cannot be reached and the student has been missing for a period of at least 24 hours then the RA must report the missing student to local law enforcement officials.
- 8.) Upon a Dean receiving word that a student has not been identified at the curfew check the following actions must be taken within 24 hours:
  - a.) An attempt must be made to reach the student in question.
  - b.) If no response is gained from the missing student within a 12 hour time-frame then the parent(s) or guardian(s) of the student will be notified.
  - c.) If a student is over the age of 18 then no parents/guardians will be contacted. If the student is over 18 years of age and has registered a confidential contact person to be notified in the case that he/she is missing then that individual will be contacted at this time.
  - d.) After a student has been missing for a period of at least 24 hours then an appropriate Dean will contact local law enforcement authorities and file a missing persons report.

## **Related Items:**

- 1.) Any student over the age of 18 who resides on campus has the option of registering a confidential contact person who will be notified in the event that he/she has been determined to be missing. Only authorized college officials and law enforcement officers involved in the investigation of the missing person in question will have access to this information. Students over 18 years of age wishing to register a confidential contact person may do so in the Student Services Office.
- 2.) All students should be advised that even if they have not registered a contact person local law enforcement officials will be notified if a student is missing.
- 3.) Parents or guardians of any student reported missing who is under the age of 18 will be notified.
- 4.) Official missing student reports must be referred immediately to campus security and/or local law enforcement with jurisdiction in the area of 800 Hammond Blvd. Jacksonville, FL.
- 5.) If it has been determined that a student who resides on campus has been missing for at least 24 hours, the following actions must be taken. These same actions may be taken if a student has been missing for less than 24 hours if the institution deems it necessary.
  - a.) Campus Security and local law enforcement officials must be notified.
  - b.) A parent/guardian of the missing student must be notified if the student is under the age of 18. If the missing student is over the age of 18 then any registered confidential contact person must be notified.

The following is a list of persons to which individuals should report that a student has been missing for 24 hours.

**Campus Security Director  
Dean of Men/Dean of Women  
Dean of Students**

## **Alcohol/Drug Abuse Policy**

Trinity Baptist College includes as one of its fundamental operating policies that it offers a drug-free environment. The program listed below is in place to enact this policy.

Each student interested in pursuing enrollment at Trinity Baptist College, or a former student who is returning, will be required to complete a screening questionnaire. No student will be permitted to enroll who has had association with drugs or drug users or has received community or school discipline for drug-related offenses. Shielding such knowledge is grounds for non-enrollment or immediate dismissal. An exemption to this procedure regarding enrollment may be granted by the Pastor of Trinity Baptist Church or the President of Trinity Baptist College. Such exemption shall be based on student behavior, character reference, negative drug testing, and probationary enrollment.

As a pledge of cooperation, the student understands that Trinity Baptist College in the interest of nurturing the school atmosphere and spiritual goals strictly enforces its policy regarding the possession, use or distribution of drugs or alcohol on or off campus. This policy can be found in the Student Success Guide. If the judgment of the Trinity Baptist College administration is determined that a student should be tested, the student must agree to be tested by an appropriate medical provider approved by Trinity Baptist College to conduct such a drug test. If the student is unwilling to permit such a drug test or release the results of such test to Trinity Baptist College, the student shall withdraw from Trinity Baptist College and thereby waive all rights of any recourse.

Each student is provided with access to the Student Success Guide each year. The pledge of cooperation included in the handbook requires that each student sign a statement indicating that they have read and understood the handbook. Trinity Baptist College takes an aggressive posture toward maintaining a drug-free environment. We will work diligently to provide our patrons with a school atmosphere that honors our Lord and Savior and keeps the school strongly distinctive.

The possession, sale and use of alcoholic beverages on the TBC campus is strictly forbidden. In addition, TBC will strongly enforce all Florida state laws associated with underage drinking. Violations of such laws will result in immediate dismissal from TBC in addition to being subject to criminal prosecution, fine or imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or place open to the public is illegal.

The TBC campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. TBC will strictly enforce such laws and violators are subject to immediate dismissal. In addition, all synthetic substances which mimic the effects of illegal drugs are strictly prohibited and will be treated the same as illegal drugs in terms of disciplinary action by TBC.

### **Description of Drug and Alcohol Abuse Education Programs**

All students and employees are required to provide agreement/consent with the TBC Standard of Conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student or employee whether on or off campus.

In addition, students and employees will be given handouts each year describing the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol. These handouts will also provide a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol along with a description of the drug and alcohol counseling, treatment and rehabilitation programs available to employees and students.

Trinity Baptist College will impose sanctions on students and employees (consistent with local, State, and Federal law) which for students would include immediate dismissal for any violation of the zero tolerance policy on drug use.

## **Policies Concerning Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

TBC prohibits the offences of domestic violence, dating violence, sexual assault, and stalking.

Florida Statute 741.28 defines domestic violence as, "... any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member."

Florida Statute 784.046 defines "dating violence" as, "...violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship."

Florida Statute 786.046 defines sexual assault as, "... any one incident of:

1. Sexual battery, as defined in chapter 794;
2. A lewd or lascivious act, as defined in chapter 800, committed upon or in the presence of a person younger than 16 years of age;
3. Luring or enticing a child, as described in chapter 787;
4. Sexual performance by a child, as described in chapter 827; or
5. Any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

Stalking is defined in the State of Florida as "willfully, maliciously, and repeatedly following, harassing or cyberstalking" another. Stalking behaviors can consist of many things-actual physical following of a person, continuously calling or texting, e-mailing, leaving notes or sending letters, leaving or sending objects or "gifts"...essentially, a pattern of unwanted behavior with malicious intent. Stalking involves a pattern of behavior that causes substantial emotional distress to a specific person with no legitimate purpose. (See Florida Statute 786.048)

<http://www.sa18.state.fl.us/page/stalking.html>

Florida Statute 800.04 defines consent, in reference to sexual activity, as, “intelligent, knowing, and voluntary consent, and does not include submission by coercion. “Coercion” means the use of exploitation, bribes, threats of force, or intimidation to gain cooperation or compliance.”

Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual include but are not limited to:

1. Contacting Campus Security or Local Law Enforcement
2. Dial “911”
3. Be aware of your surroundings
4. Take mental note of individuals perpetrating a crime such as descriptions or identifying marks of the perpetrator, the vehicle of the perpetrator or any other items that may be useful to report to Campus Security or local law enforcement.

Annual training addressing the subjects of domestic violence prevention, dating violence, sexual assault, and stalking is conducted on campus at TBC. All resident students are required to attend this training and all commuter students are encouraged to attend. This training is conducted through the Jacksonville Sheriff’s Office and seeks to raise awareness in the minds of the students concerning the dangers of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking as well as measures they can take in preventing these crimes. These programs are conducted in compliance with Section 485(f) of the Higher Education Act.

In the event that a student has been a victim of domestic violence, dating violence, sexual assault or stalking, the student should follow the procedures outlined below:

5. During normal office hours Monday-Friday any student who is a victim of the above mentioned crimes should contact the Student Services Office immediately and notify an appropriate Dean and/or the Dean of Students. The Student Services Office will immediately notify the Director of Security who will in turn notify the proper police authorities in order to report the offence and call for emergency medical assistance if needed.
6. The Director or Security will work in conjunction with the Dean’s in order to secure the scene and preserve any evidence that may be available. It is extremely important that these measures are taken and that all possible evidence is preserved until proper police authorities arrive on the scene.

7. The Director of Security will work with local Police in order to coordinate a proper investigation and will also coordinate with the Dean of Students and Director of Communication in order to properly notify other students if there is a risk of further attacks.
8. After normal business hours or on Saturday-Sunday, victims should immediately call the Security Officer on duty (904)-596-2444 who will then contact the Director of Security. The Director will contact the Dean of Students and Police/Emergency Services and act to secure the scene until the Dean of Students and/ or Police arrive.

Additional Information:

1. Students should be advised that they have the option to immediately notify law enforcement authorities directly themselves if they so desire. TBC will assist the student with notification of the authorities if desired. The victim always has the option to report or not report the crime to police. TBC does highly encourage any victim of domestic violence, dating violence, sexual assault or stalking to prosecute to the fullest extent of the law anyone who commits such a crime.
2. Any student who is a victim of domestic violence, dating violence, sexual assault, or stalking will have access to counseling by qualified staff and/or faculty members. TBC will also refer students to off-campus professional counseling if necessary.
3. TBC is committed to the protection of the confidentiality of victims of domestic violence, dating violence, sexual assault, or stalking and will not attach the names of victims of such crimes to any publicly-available recordkeeping to the extent permissible by law.
4. TBC will assist any student who is a victim of domestic violence, dating violence, sexual assault, or stalking and make available option for and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.
5. A student or employee who reports to TBC that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offence occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options as described in the above policies.

## **Procedures for Institutional Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

1. All proceedings shall provide a prompt, fair, and impartial investigation and resolution.
2. All proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. In the case of domestic violence, dating violence, sexual assault, or stalking, accuser and accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Also, accuser and accused must be simultaneously informed in writing of:
  - a.) the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged offence and any sanction that is imposed against the accused.
  - b.) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding.
  - c.) any changes to the results that occurs prior to the time that such results become final.
  - d.) when such results become final
5. If in the case of an alleged instance of domestic violence, dating violence, sexual assault, or stalking a student of TBC is found to be guilty of such a crime by way of any institutional disciplinary council, that student will be immediately dismissed from the institution with no opportunity for re-admittance. In addition, TBC will fully cooperate in the criminal investigation and prosecution of that student. The standard for making judgment in such cases will be clear and convincing evidence as determined by a reasonable adult(s). This will be handled through the disciplinary council.

6. A current list of registered sex offenders in Duval County and/or in the near vicinity of the TBC campus is made available and maintained through the Florida Department of Law Enforcement (FDLE) and can be found by accessing the following website or calling the number listed below:

<http://offender.fdle.state.fl.us/offender/homepage.do>

FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234

The TBC campus address is:

**800 Hammond Blvd  
Jacksonville, FL 32221**

### **Crime Prevention and Security Awareness**

Students and employees of TBC are encouraged to constantly be aware of their surroundings and watch out for themselves and for each other in relation to crime and security issues. No program or policy can do more for crime prevention than each member of the TBC community being diligent to look for crime or potential security risks and promptly reporting these items to the appropriate authorities.

TBC Prohibits the offences of domestic violence, dating violence, sexual assault, and stalking, this applies to both students and employees.

TBC provides information to students each year during orientation concerning crime prevention and ways to maintain personal safety on campus. Similar information is provided to new college employees. In addition, Sexual Assault Prevention courses are conducted through the Jacksonville Sheriff's Office on an annual basis.

Information is also passed along to students and employees concerning security alerts through campus email or announcements made at weekly chapel sessions.

## **Fire Safety Report**

There are currently two on-campus student housing facilities owned and operated by Trinity Baptist College. These two facilities are named Gartenhaus Hall and Gray Hall. They are both equipped and protected with fire alarm equipment. This fire alarm equipment is not monitored by any outside alarm company and therefore a RA or appropriate college personnel must dial 911 in order to gain assistance from the local fire department in the event of a fire.

The burning of candles, potpourri, or any flammable item is forbidden in the Residence Halls. In addition, hot plates and other electrical appliances used in the preparing of food may not be used in Residence Halls. For safety's sake, curling irons, irons, and blow dryers must be unplugged after each use.

Smoking is not allowed inside of any building or anywhere on the campus of Trinity Baptist College.

### **Fire Evacuation Plan for Residence Halls**

#### **In Case of Fire**

1. Pull the fire alarm.
2. Evacuate the building immediately
3. Call 911
4. If the fire is small, use the fire extinguishers located on each floor of the Residence Halls to extinguish the fire. Should the attempt to extinguish the fire fail, leave the building immediately.

#### **When the Fire Alarm Sounds, All Students Must:**

1. Make sure everyone is out of the room, turn out the lights, close the door and leave the building.

2. Follow the FIRE EVACUATION ROUTE as posted in every room.
3. Once outside the building, male students must move across the main road in front of Gartenhaus Hall. Females must go to the far west end of the parking lot near the college trash dumpster. These have been designated as “safe areas”.
4. Residents of each room are encouraged to stay together until a RA has accounted for everyone. RA's have a student checklist in their possession to assist with this activity.
5. These procedures must be adhered to during fire drills as well as actual fires. There are no exceptions.
6. Students should not question as to whether the fire alarm is sounding as part of a drill or an actual fire before evacuating the building.

**Related Information:**

There was one fire drill conducted during the 2014 calendar year which was unannounced.

Any fire or the sounding of a fire alarm in the Campus Residence Halls should be reported to the following individuals:

Resident Advisor  
Dean of Men/ Dean of Women  
Dean of Students

Each year, our RA's are given a presentation from the campus Maintenance Department which includes training on the fire alarm systems in the Residence Halls as well as information they can use in the event of a fire in these buildings. Students are also instructed on evacuation procedures during Orientation annually.

Trinity Baptist College is committed to the safety of our students in every aspect including the potential danger of fires. Therefore, we will continually assess our campus housing facilities, fire alarm systems, and evacuation procedures in an effort to ensure the best possible safety of our students.

### Annual Report of Fires Reported

<b>2016</b> Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

<b>2017</b> Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

<b>2018</b> Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0