

# Presentation College Aberdeen Campus



## 2022 Annual Security and Fire Safety Report

This report is prepared in compliance with the Drug Free School and communities Act of 1989, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Higher Education Opportunity Act of 2008.

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## **Introduction**

### Annual Security Report

Office/individual responsible	Executive Vice President for Campus Operations
Location where documents are kept	Dean of Student Life
Date information was last updated	September 2022

### Statistics from Local Law Enforcement Agencies

Office/individual responsible	Dean of Student Life
Location where documents are kept	Dean of Student Life
Date information was last updated	September 2022

Presentation College is committed to the safety and security of our students, faculty, staff and guests are of upmost importance. The safety of everyone on our campus requires the involvement and cooperation of all members of our campus community and the Aberdeen Police Department to help enforce community, state and federal laws, and providing education and prevention programs.

This report includes campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety minded. Statistics are reported for students attending Presentation College and found on the College's website or by request in the Campus Safety Office.

## **Jeanne Clery Report Background**

### Campus Security Authorities

Office/individual responsible	Dean of Student Life
Location where documents are kept	Dean of Student Life
Date information was last updated	September 2022

This report is prepared in cooperation with the Office of the Executive Vice Presidents for Campus Operations, Presentation College Facilities, local law enforcement agencies, and campus security authorities. A campus security authority is recognized, under federal policy, as an individual responsible for appropriately communicating potential Clery Act incidents. At Presentation College, individuals with responsibility for campus security include officials with significant knowledge and/or oversight of student events and activities, and campus life. These include:

- Community Advisors
- Housing Coordinator
- Dean of Student Life
- Executive Vice President for Campus Operations
- Student Activities Coordinator
- Athletic Director & Coaching Staff
- Title IX Coordinator or any Title IX Deputy
- Faculty/Staff Advisor to Student Organization

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 for crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Dean of Student Life's office serves as the primary resources on educational efforts and programs. A campus committee consisting of Student Affairs representatives and the Title IX Coordinator meet to review the Annual Security Report statistics and compile the report. Campus crime, arrest and referral statistics include those reported to designated campus officials, and other local law enforcement agencies. Annual notification on the availability of this report is made via e-mail to all enrolled students, faculty and staff.

Notification on the availability of this report is made via a link on the Presentation College webpage. A paper copy of this report may be obtained by contacting the Dean of Student Life at 605-229-8366.

### **Geography**

Office/individual responsible	Dean of Student Life
Location where documents are kept	Annual Security Report
Date information was last updated	September 2022

The Clery requires the College to define its geographical borders for the purpose of crime reporting. The borders are defined in three distinct ways:

1. On campus: any building or property owned or controlled by the institution within the same reasonably contiguous geographic area.
2. Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
3. Non-campus buildings: any building or property owned or controlled by a student organization that is officially recognized by the institution that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

(Please see the campus map located on the next page)





- Public property
- Presentation Sisters'
- On Campus boundaries



## Timely Warnings

Office/individual responsible	Executive Vice President for Campus Operations
Location where documents are kept	Executive Vice President for Campus Operations
Date information was last updated	September 2022

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Presentation College issues timely warning reports to notify the campus community of Clery Act crimes that the College determines represent a serious and ongoing threat to the campus.

The College may distribute timely warning reports using a variety of means, including e-mails, the Presentation College website and the Campus Emergency Notification System (SchoolMessenger).

Anyone with information about a potential Clery Act crime that may warrant the issuing of a timely warning should immediately contact:

- Executive Vice President for Campus Operatins, 605-229-8492, 8:00AM-5:00PM, Monday-Friday
- Campus Safety, 605-228-0818, Monday – Friday, 8AM-12AM, Saturday & Sunday 6AM-10PM (*on-call*)
- Community Advisor on duty, East Suites Phone, 605-228-0308, North Suites Phone,605-228-0652
- 9-911 anytime from an on-campus landline phone or 911 from a cellular phone

A. What circumstances require issuing a timely warning?

Timely warnings are issued on a case-by-case basis for Clery Act crimes reported to campus officials that pose serious and ongoing threats to students and employees on campus or in the immediate campus community. In deciding whether to issue a timely warning, the College considers the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the following Clery Act crimes:

- Murder/non-negligent manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Sexual Assault

B. When will timely warnings be issued?

The College will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community.

C. What department or individual is responsible for issuing the timely warning?

The following offices or individuals are authorized to issue a timely warning:

- Executive Vice President for Campus Operations
- Dean of Student Life
- Director of Human Resources/Title IX Coordinator
- Director of Marketing and Public Relations

D. What is included in a timely warning?

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Date and Time of the incident
- Information to help students/staff to protect themselves from other similar crimes
- Other relevant information

E. Reporting procedures

All campus community members and guests are strongly encouraged to report all crimes or other safety concerns to Campus Safety in a timely manner. This can be done by contacting 605-228-0818. Crimes can be reported anonymously and can be reported through this link:

<https://www.presentation.edu/student-life/health-and-wellbeing/care-team> on the Health & Wellbeing tab on the College website. Other non-emergency crimes can be reported to the Aberdeen Police Department via Brown County Dispatch at 605-626-7911. Crimes such as murder, rape, robbery, aggravated assault or motor vehicle thefts should be reported to the Aberdeen Police Department, 605-626-7911 or 911 and the Campus Safety Office.

### **Local Law Enforcement**

Campus Safety provides staff to supervise the campus to provide regular patrol of buildings, grounds, and parking lots. Campus Safety personnel respond to issues involving the safety and security of the campus and its students, staff and faculty. The Aberdeen Police Department and Brown County Sheriff's department are readily available when services are needed.

### **Crimes Involving Student Organizations at Off-Campus Locations**

The Aberdeen Police Department monitors and records off-campus criminal activity involving Presentation College Students. This information may be provided to the Dean of Student Life's office for any action or follow-up that may be required upon request.

Campus Safety	605-228-0818
Emergency Dispatch Services (Medical, crime, or fire reporting)	911 (or 9-911 from an on-campus phone)
Aberdeen Police Department 114 2 <sup>nd</sup> Ave SE	605-626-7911 (non-emergency)
Aberdeen Fire Department 121 SE Second Ave	605-626-7048 (non-emergency)



Brown County Sheriff's Office  
22 Court St #1

605-626-7100 (non-emergency)

SD Highway Patrol  
5316 W. 60<sup>th</sup> St North  
Sioux Falls, SD 57107

1-800-637-3255 (non-emergency)

### **Emergency Response Warning and Evacuation Procedures**

Office/individual responsible	Office of Student Affairs
Location where documents are kept	Crisis Management Handbook
Date information was last updated	September 2022

During an emergency on campus, a designated official will alert the campus community:

- Executive Vice President for Campus Operations
- Dean of Student Life
- Human Resources Director/Title IX Coordinator
- Campus Safety

A designated official may contact local law enforcement. Upon confirmation of an emergency affecting campus, the designated official(s) will initiate a notice to the entire campus via the Campus Emergency Alert System (SchoolMessenger), which is available to all students and employees. This service allows Presentation College to send emergency alerts to cell phones and landlines. In the event the emergency may affect the larger community the Director of Marketing and Public Relations will notify the proper media outlets.

Taking into account the safety of the community, designated officials will, immediately determine the content of the notification (type of situation, perceived level of severity, who may be impacted, health/safety concern for the College community) and initiate the campus alert system to the appropriate parties immediately. A delay in notification may occur if, in the professional judgment of the responsible authorities, issuing the notification will compromise efforts to assist the victim or to contain, respond to, or otherwise mitigate the emergency. Presentation College will test the emergency procedures during the fall and spring semesters. Fire evacuation procedures are addressed in the Presentation College Housing Handbook. A copy of the Handbook can be obtained by going to the Student Life page on the Presentation College website, contacting the Dean of Student Life office, or calling 605-229-8366.

Presentation does two tests of the Emergency Notification System each academic year. The system has the capability of reaching faculty, staff, and students via phone and text message if provided by the students or employees. Presentation College tests this system during the fall and spring semesters. Presentation College publicizes its emergency response and evacuation procedures. Presentation College utilizes the SchoolMessenger notification system. Notifying students, staff and faculty via email stating a description of the exercise and the date and time then document the test. These tests are unannounced.

Dates of Recent Tests:  
September 17<sup>th</sup>, 2021  
February 18<sup>th</sup>, 2022



Future test Time Frame:  
September 21<sup>st</sup>, 2022  
January 2023

The notification system provides information about the method of contact and the time the message was received. All Presentation College students, staff and faculty phone numbers are enrolled in the system. Testing is unannounced. PC follows up as needed or requested with other communication piece that helps troubleshoot or provides additional means of communication method.

Two times a year, once a semester, Presentation College Housing staff conducts a fire drill in the suites. After each drill, the Housing staff sends a fire drill follow-up report to the Dean of student life. The Presentation College Housing Handbook states there are two unannounced fire drills that are conducted each semester and that all residents are expect to evacuate the building during these drills. A copy of the Housing-Handbook can be obtained by contacting the Dean of Student Life, or visiting the Presentation College Website.

### **Reporting a Crime/Suspicious Activity**

Office/individual responsible	Office of Campus Safety
Location where documents are kept	Student Handbook and Housing Handbook
Date information was last updated	September 2022

Whether a victim or a witness to a crime; students, employees, and visitors are encouraged to report all crimes and public safety related incidents in a timely manner. To report a crime in progress or an emergency on PC's campus, call 911 (or 9-911 if using a campus phone). To report a non-emergency security or public safety related matter, resident students should contact Campus Safety (605) 228-0818 or Campus Safety Authorities.

Campus Safety Authorities include:

- Campus Safety Officers
- Executive Vice President for Campus Operations
- Dean of Student Life
- Housing Coordinator
- Student Activities Coordinator
- Athletic Director and Coaching Staff
- Community Advisors

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 for crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics.

If a crime occurs on campus, an investigation will be initiated. All parties will be advised as to the policy and procedures with regard to the subsequent investigation. The following list which is not comprehensive, is representative of possible steps and resources.

- Contact the Aberdeen Police Department
- Contact the Aberdeen Fire Department
- Issue a Timely Warning

- Implement Interim Measures
- Convene CARE Team or Crisis Management Committee
- Provide Victim Resources

Crimes should be reported to any Campus Security Authority to ensure inclusion in the annual crime statistics report, and to aid in providing timely warning notices to the community, when appropriate.

### **Missing Student Notification**

Office/individual responsible	Housing Office
Location where documents are kept	Student Handbook and Housing Handbook
Date information was last updated	September 2022

A student is missing when the student’s whereabouts are unknown and unexplained for a period of time that would be regarded as highly usual or suspicious by persons familiar with the student’s plans, habits, or routines.

It is not necessary to wait until the student is missing for twenty-four (24) hours before making a report. Any person may report a student missing by filing a report with Campus Safety 605-228-0818, Housing 605-229-8556, Dean of Student Life 605-229-8366 or the Executive Vice President for Campus Operations at 605-229-8492.

Depending on the circumstances and information provided, the parents of the student may be notified that the student is missing. In these instances, the Executive Vice President for Campus Operations will make the notification.

Each year, students who live in college housing are able to designate contact information in case of an emergency. They will have the option of designating an additional and confidential contact person should they be considered missing. This information is confidential and will only be accessible to authorized campus officials. It can only be disclosed to law enforcement personnel in furtherance of their missing person investigation. Federal Law mandates Presentation College notify the students’ custodial parent or guardian within 24 hours if the student is under the age of 18 and not emancipated. Federal law further mandates that Presentation College will notify the confidential contact person, should the student designate one, within 24 hours of determination that the student is missing.

When a report of a missing student is received, the following information will be gathered:

- Name of the person making the report and their relationship to the student.
- Time, date and location the student was last in contact.
- The general routine of the student (classes, work, study, athletics, extra-curricular activities) as well as any changes in demeanor.
- Contact information for the student including cell phone number and possible social media account information.

Campus Safety will take any and all of the following steps during their investigation:

- Calling the student

- Going to the student's room
- Talking to the student's roommates, CA, teachers, coaches and friends to confirm the change in routine and missing status
- Secure a current photo ID of the student
- Call and text the numbers of the student or any other numbers on record for the student
- Check all on campus locations the student may be at including the library, café, CLC, Wellness Center, Winter Dome, etc. In some instances, Housing staff may be asked to assist in order to check areas more quickly.
- Checking the student's social media accounts for indications of demeanor or location status changes.
- Ascertain the mobility of the student. For example, checking for a registered vehicle and the parking lots for that vehicle. Also checking with friends and suitemates to see if they borrowed a vehicle.
- Technology staff may be asked to obtain logs to determine when the student last logged onto Presentation's network.

Once all the steps have been taken and information gathered, Campus Safety will notify the Executive Vice President for Campus Operations (or designee) of the situation. Aberdeen Police may be contacted to take over the investigation. Federal law mandates that Presentation College will file a missing person report within 24 hours of determining a student is actually missing. Should, at any time, violence or foul play is suspected, the Aberdeen Police Department will be contacted immediately.

### **Access to Campus Facilities**

The college administrative and educational buildings are open to students, faculty, staff, parents, contractors, and invitees during the hours of 7:00am to 9:00pm. The Strode/Wellness Center are open to students, faculty, and staff during posted hours. These hours may vary at different times of the year. Some campus facilities may have individual hours which can vary according to the time of year. Access to Presentation College buildings outside of these hours is by key or proximity card, if issued, or by Campus Safety Officers.

The North Suites and East Suites are only available to students and their guests. Students registered and living in the suites have access only to their suite and room as well as common areas of the building. Access to the suites by vendors and contractors is controlled through Housing and Campus Safety staff. Over extended breaks doors to the suites are secured around the clock and proximity card readers will be deactivated. Only authorized individuals will have access during these times.

Campus Safety can grant access to college buildings on an as-needed basis to faculty and staff outside of normal hours of operation when proper identification is provided.

### **Security Considerations Pertaining to Facilities**

Presentation College has several features to promote the safety of its community members. Convent Maintenance and Facilities Department has installed lighting throughout the campus. External lighting on sidewalks, surrounding buildings and in parking lots promotes safety. In addition to lighting, Facilities and Maintenance have planted and maintains an attractive campus landscape while keeping shrubbery and flowers well-trimmed and at appropriate heights. This is especially true around the residential suites.

Campus Safety and Facilities routinely check all buildings for safety hazards and promptly respond to concerns of safety and security. Housing staff also periodically conduct safety and wellness checks of the suites. All entities work closely to ensure that life safety systems such as the fire alarm system are in working order and in compliance with local codes. Each year a random fire evacuation drill is conducted.

There are numerous security cameras strategically located throughout the campus to provide an additional eye and layer of security.

### **Security Awareness and Prevention Programs**

Educational events concerning personal safety and security are sponsored by Presentation College’s Campus Counseling. PC has identified a variety of program offerings to students, staff and faculty. PC is committed to providing on-going training to students and employees regarding various campus security, safety and crime prevention procedures and practices, which include but are not limited to: Title IX, Sexual Assault, Bystander Intervention, Drug and Alcohol Prevention, Fire Safety, Personal Safety Awareness. Below is a table of various trainings and delivery methods.

Program Title	Topic	Method of Delivery	Target
The Do’s and Don’ts of College – How to Maximize Success and Minimize Failure in Relationships	Healthy Relationships	Presentation – Campus Counseling	Students
Maintaining your Mental Health Wellness	Domestic Violence/Dating Violence	Emails	Faculty, Staff, and Students
Domestic Violence	Domestic violence	Tabling Event	Faculty, Staff and Students
Sexual Assault Awareness	Sexual Assault	Tabling Event	Faculty, Staff and Students
Title IX Safe Colleges Training	Title IX	Online training	Faculty, Staff and Students

### **Alcohol and Drug Policy**

Presentation College has a zero-tolerance policy as it relates to alcohol, illegal drugs, and narcotics or the misuse of prescription medications.

The sale, use or possession of any alcoholic beverage or any alcoholic beverage containers is strictly prohibited on campus or on any property controlled by Presentation College. The sale, use or possession of an illegal drug or substance is strictly prohibited on campus or on any property controlled by Presentation College. The misuse of any prescription medications is strictly prohibited on campus or on any property controlled by Presentation College.

Being present while alcohol, or any illegal drug or substance is being used on campus or while it is brought onto campus, or any property controlled by Presentation College is prohibited.

The institution alcohol policy and the laws of the State of South Dakota govern the possession, sale or furnishing alcohol on the Presentation College Campus. The enforcement of the laws on campus are primarily the responsibility of Campus Safety and Housing. In some instances, enforcement will be deferred to the Aberdeen Police Department or other local law enforcement agencies.

The use, possession, manufacturing, sale or furnishing of drugs or any controlled substance is illegal under both state and federal laws. All suspected violations are referred to the Aberdeen Police Department or other local law enforcement agencies for investigation and enforcement.

Violators are subject to College disciplinary action and possible criminal prosecution, which could include fines and imprisonment. Organizations in violation of this policy could face sanctions by the College.

Each year, Presentation College offers substance abuse educational programs and promotions for students. A list of these programs include:

Program Title	Topic	Method of Delivery	Target
Safe Colleges	Drug and Alcohol Conduct	Online	Students
Insight	Drug and Alcohol Conduct	In-Person	Students

### **Sexual Assault and Violence against Women Act (VAWA) and Policy**

Office/individual responsible	Human Resources/Title IX Coordinator
Location where documents are kept	Student Handbook and Employee Handbook
Date information was last updated	September 2022

Each year Presentation College provides workshops to promote the awareness of rape, acquaintance rape and other non-forcible sex offenses. Further, students are required to participate in the educational tool through online training – Safe Colleges. Other informational items are available in the Student Affairs Office.

The FBI defines a sex offense 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."* Presentation College also looks to South Dakota Codified Law 22-22 for guidance.

Presentation College prohibits sexual acts or contact with others which can involve compelling one to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair one's power to give consent, engaging in acts when there is reasonable cause to believe one suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where one is under 16 years of age. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Examples of prohibited behavior include, but are not limited to the following:

- Acquaintance Rape
- Stranger Rape
- Indecent Exposure
- Sexual Contact
- Attempted sexual acts through verbal and non-verbal threats
- Sexual Acts with someone incapable of consent due to influence of alcohol or other intoxicants

A victim of a sexual assault on campus should make their first priority getting to a place of safety and then obtaining medical treatment. Campus Safety strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Safety or to a Housing representative.

A student reporting a sexual assault or CSA with knowledge that a sexual assault/rape has occurred may report it by notifying:

- Director of Human Resources/Title IX Coordinator  
605-229-8350



- Campus Safety  
605-228-0818
- Dean of Student Life  
605-229-8366
- Campus Counselor  
605-229-8524

The student will be provided information on the option to notify local law enforcement to include Campus Safety 605-228-0818, the Aberdeen Police Department 605-626-7911 or the Brown County Sheriff's Office 605-626-7911. If the student chooses to make a notification to local law enforcement, College personnel will assist in the notification process if requested by the student. Filing a report with the police will ensure that a victim of a sexual assault receives medical treatment and tests at no expense to the victim. It will provide the opportunity to collect evidence helpful in a prosecution (ideally a victim will not wash, douche, use the toilet or change clothes prior to a medical exam). It will also assure the victim has access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

College personnel will also advise students of counseling services available in Aberdeen including, but not limited to the following entities:

- Campus Counselor  
605-229-8524
- Safe Harbor  
605-226-1212  
2005 S Merton St  
Aberdeen, SD 57401
- Northeastern Mental Health  
605-229-1000  
14 South Main Street  
Aberdeen, SD 57401

Presentation College will adapt the academic and living situation on-campus for any student involved in a sexual assault upon request and provide other courses, classrooms, and living situations when they are available.

The accused and complainant may choose to have separate hearings conducted by the Office of Student Rights & Responsibilities and may have a support person present for all proceedings. Both the accused and the complainant will be informed of the outcome of the hearing. A student found guilty of the sexual misconduct policy could face discipline up to and including expulsion from Presentation College.

The South Dakota Division of Criminal Investigation is responsible for maintaining the sex offender registry. A list of all registered sex offenders can be obtained at [www.sor.sd.gov](http://www.sor.sd.gov). Presentation College is located in Brown County, SD and the zip code is 57401.

## VAWA Programing

Program Title	Topic	Method of Delivery	Target
Sexual Assault Awareness	Sexual Assault	Tabling Event	Faculty, Staff and Students
Title IX Safe Colleges Training	Title IX	Online Training	Faculty, Staff and Students
The Do's and Don'ts of College – How to Maximize Success and Minimize Failure in Relationships	Healthy Relationships	Presentation – Campus Counseling	Students
Maintaining your Mental Health Wellness	Domestic Violence/Dating Violence	Emails	Faculty, Staff, and Students
Domestic Violence	Domestic violence	Tabling Event	Faculty, Staff and Students
Mental Health Nursing	Substance Abuse Sex Trafficking How to Care for the Victim of Abuse	Lecture, Presentations, Simulations	Students

## Crime Statistics

### **Criminal Offenses – On Campus**

Numbers indicate total occurrences on campus per year

Criminal Offense	2019	2020	2021
<b>Murder/Non-negligent manslaughter</b>	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0
<b>Rape</b>	0	0	0
<b>Fondling</b>	0	0	0
<b>Incest</b>	0	0	0
<b>Statutory rape</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated assault</b>	1	0	2
<b>Burglary</b>	0	0	0
<b>Motor vehicle theft</b>	0	0	0
<b>Arson</b>	0	0	0

### **Criminal Offenses – On Campus: Student Housing Facilities**

Numbers indicate total occurrences in residence facilities per year

Criminal Offense	2019	2020	2021
<b>Murder/Non-negligent manslaughter</b>	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0
<b>Rape</b>	0	0	0
<b>Fondling</b>	0	0	0
<b>Incest</b>	0	0	0
<b>Statutory rape</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated assault</b>	1	0	2

<b>Burglary</b>	0	0	0
<b>Motor vehicle theft</b>	0	0	0
<b>Arson</b>	0	0	0

### Criminal Offenses – Non-Campus

Numbers indicate total occurrences in or on non-campus buildings or property per year

Criminal Offense	2019	2020	2021
<b>Murder/Non-negligent manslaughter</b>	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0
<b>Rape</b>	0	0	0
<b>Fondling</b>	0	0	0
<b>Incest</b>	0	0	0
<b>Statutory rape</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor vehicle theft</b>	0	0	0
<b>Arson</b>	0	0	0

### Criminal Offenses – Public Property

Numbers indicate total occurrences on public property per year

Criminal Offense	2019	2020	2021
<b>Murder/Non-negligent manslaughter</b>	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0
<b>Rape</b>	0	0	0
<b>Fondling</b>	0	0	0
<b>Incest</b>	0	0	0
<b>Statutory rape</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor vehicle theft</b>	0	0	0
<b>Arson</b>	0	0	0

### Hate Crimes – On Campus

Numbers indicate occurrences of hate crimes per year; categories of bias are for crimes reported in 2019-2021

Criminal Offense 2019	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>Murder/Non-negligent manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0
<b>Statutory rape</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Larceny theft</b>	0	0	0	0	0	0

<b>Intimidation</b>	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>	0	0	0	0	0	0

Criminal Offense 2020	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>Murder/Non-negligent manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0
<b>Statutory rape</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Larceny theft</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>	0	0	0	0	0	0

Criminal Offense 2021	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>Murder/Non-negligent manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0
<b>Statutory rape</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0
<b>Larceny theft</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>	0	0	0	0	0	0

**Hate Crimes – On Campus: Student Housing Facilities**

Numbers indicate occurrences of hate crimes per year; categories of bias are for crimes reported in 2019-2021

Criminal Offense 2019	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>Murder/Non-negligent manslaughter</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0
<b>Statutory rape</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0	0	0

Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Criminal Offense 2020	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Criminal Offense 2021	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

### Hate Crimes – Public Property

Numbers indicate Occurrences of hate crimes per year; categories of bias are for crimes reported in 2019-2021

Criminal Offense 2019	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0



Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

Criminal Offense 2020	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

Criminal Offense 2021	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

### Hate Crimes – Non-Campus

Numbers indicate occurrences of hate crimes per year, 2019-2021

Criminal Offense 2019	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0

Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

Criminal Offense 2020	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

Criminal Offense 2021	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0

### Arrests -- On Campus

Numbers indicate arrests per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0

<b>Drug abuse violations</b>	2	0	0
<b>Liquor law violations</b>	1	0	0

### Arrests – On Campus Student Housing Facilities

Numbers indicate arrests per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	2	0	0
<b>Liquor law violations</b>	1	0	0

### Arrests – Non-Campus

Numbers indicate arrests per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	0	0	0
<b>Liquor law violations</b>	0	0	0

### Arrests – Public Property

Numbers indicate arrests per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	0	0	0
<b>Liquor law violations</b>	0	0	0

### Disciplinary Actions – On Campus

Numbers indicate persons referred for disciplinary action per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	1	2	0
<b>Liquor law violations</b>	8	14	1

### Disciplinary Actions – On Campus: Student Housing Facilities

Numbers indicate persons referred for disciplinary action per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	1	2	0
<b>Liquor law violations</b>	8	14	1

### Disciplinary Action – Non-Campus

Numbers indicate persons referred for disciplinary action per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	0	0	0
<b>Liquor law violations</b>	0	0	0

### **Disciplinary Action – Public Property**

Numbers indicate persons referred for disciplinary action per year

Crime	2019	2020	2021
<b>Weapons, carrying, possessing, etc.</b>	0	0	0
<b>Drug abuse violations</b>	0	0	0
<b>Liquor law violations</b>	0	0	0

### **VAWA Offenses – On Campus**

Crime	2019	2020	2021
<b>Domestic Violence</b>	0	0	1
<b>Dating Violence</b>	0	0	0
<b>Stalking</b>	0	0	0

### **VAWA Offenses – On Campus: Student Housing Facilities**

Crime	2019	2020	2021
<b>Domestic Violence</b>	0	0	1
<b>Dating Violence</b>	0	0	0
<b>Stalking</b>	0	0	0

### **VAWA Offenses – Public Property**

Crime	2019	2020	2021
<b>Domestic Violence</b>	0	0	0
<b>Dating Violence</b>	0	0	0
<b>Stalking</b>	0	0	0

## **Annual Fire Report**

The Higher Education Authority requires Presentation College to publish an annual fire report. The report must contain information about the fire practices for all on campus housing, including information about fire drills, education, and evacuation procedures.

### **Fire Log**

Presentation College Campus Safety maintains a daily fire log. This log is combined with the Daily Crime Log. A copy of the log is available by request during normal business hours in the Campus Safety Office.

### **Fire Drills**

Each year, Presentation College holds one fire drill at each on campus housing location. The drill requires all students to evacuate the building.

### **Fire Safety Systems**

Both on campus student housing facilities are protected by fire and smoke detectors, a sprinkler system and fire alarm system as well as fire extinguishers. The fire alarm system includes strobe lights and horns.

The fire system is monitored around-the-clock by a monitoring system and will notify Campus Safety of any anomalies or alarms. Any fire will be dispatched directly to the Aberdeen Fire Department.

### **Open Flames, Electrical Appliances and Smoking in Student Housing**

Presentation College prohibits smoking on campus.

No open flames are permitted in student housing. Candles and incense are not allowed to be burned in campus housing. Candle warmers are allowed; however, they must be turned off when not in use and when no one is available to monitor them. Candles being used in the warmer must have the wick removed.

Small electrical appliances are allowed in the suites as long as they comply with fire safety standards. The Housing Office reserves the right to inspect the appliances at any time and may approve/deny their use.

### **Fire Safety Education**

Fire safety and emergency evacuation plans are available in each of the classrooms at Presentation College.

### **Fire Evacuation Procedures**

Students, faculty, and staff are provided access to emergency procedure manuals and should follow the guidelines specifically set out in the manual.

Whenever an alarm sounds, evacuation of the building is mandatory.

- Evacuation will take place in an orderly fashion
- Exit through the nearest stairway/doorway. Do not use elevators
- Check the door/door handles for heat prior to entering hallways
- Students, faculty, and staff will remain outside until clearance is given by either Campus Safety personnel or staff of the Aberdeen Fire Department
- If you are in your room and cannot leave
  - Move as close to the floor as possible
  - Stuff wet towels at the base of the door
  - Move to the windows- do not jump from the windows unless there is no other option
  - Hang a sheet or other object from the window to alert responders

### **Reporting Fires**

Fires should be first reported to the Aberdeen Fire Department by using 911.

Campus Safety at 605-228-0818 and Housing at 605-229-8382 will also be notified of the fire.

When notifying anyone about the presence of a fire, ensure that as much information is provided. Be specific to location and type and/or cause of the fire as well as to the size of the fire.

### **Future Improvements**

Presentation College plans on providing more training to students, faculty and staff regarding fire, fire safety and fire prevention each year.



## Fire Statistics

### On Campus Housing Fire Safety Systems

Facility	Fire Alarm Monitoring On Site	Sprinkler System	Evacuation Plans	Smoke Detection	Fire Extinguisher	Number of Fire Drills
<b>North Suites</b>	x	x	x	x	x	1
<b>East Suites</b>	x	x	x	x	x	1

### On Campus Housing Fire Logs

#### 2019

Facility	Total Fires	Number of Injuries	Number of Deaths	Value of Property Damage	Cause of Fire
<b>East Suites</b>	0	0	0	0	N/A
<b>North Suites</b>	0	0	0	0	N/A

#### 2020

Facility	Total Fires	Number of Injuries	Number of Deaths	Value of Property Damage	Cause of Fire
<b>East Suites</b>	0	0	0	0	N/A
<b>North Suites</b>	0	0	0	0	N/A

#### 2021

Facility	Total Fires	Number of Injuries	Number of Deaths	Value of Property Damage	Cause of Fire
<b>East Suites</b>	0	0	0	0	N/A
<b>North Suites</b>	0	0	0	0	N/A

## **Presentation College** **Emergency Preparedness Plan**

### **Expectations:**

In order for the Emergency Preparedness Plan to work, it takes the cooperative effort of all members of Presentation College. Faculty and staff are leaders and will be looked upon by students and visitors for guidance in the event of an emergency.

In most cases, the members of the Crisis Management Team will respond to emergency situations. However, in order for the plan to work as effectively as possible:

- All employees and faculty are expected to be familiar with, and follow the emergency preparedness plan.
- All employees and faculty are expected to participate in drills and training when required.
- Know where hazardous conditions may be more likely to occur. This would include areas with flammable, biological, chemical or other hazardous materials.
- Know and be familiar with evacuation routes, emergency exits, and shelter areas.
- Know the locations of fire extinguishers, AEDs and know how to use them.
- Be able to inform and orient students and visitors to the procedures to be followed in an emergency event.

### **Crisis Management Team:**

The Crisis Management Team is the core group from the College and Convent that will respond to all major emergencies and disasters. This team is responsible for response, determining resource needs and for notification of appropriate College and Convent personnel for each incident. This group plans responses, conducts after action debriefs as appropriate and provides after action reports.

The Crisis Management team consists of:

- Executive Vice President for Campus Operations
- Director of Human Resources
- Dean of Student Life
- Faculty Representative
- Director of Marketing and Public Relations
- Housing Coordinator

### **Emergencies and Declarations of Emergencies**

The Crisis Management Committee has identified several possible emergencies. It recognizes that emergency situations are all different in type and scope and are rapidly evolving events. In an effort to ensure the safety of students, faculty and staff, the Crisis Management Team has assessed and anticipated for a variety of situations. In order to best serve the needs of the College and its members, the Crisis Management Team has defined the following types of incidents.

### **Minor Emergency:**

Minor emergencies disrupt only a portion of campus and are limited in scope and severity. Minor emergencies do not seriously affect the overall functioning of the College and can normally be resolved with existing resources or limited outside aid.

A minor emergency involves only the local area affected and does not require the Crisis Management Team to convene. Campus Safety or designee will work directly with the impacted area and personnel to address and resolve the situation. Examples of minor emergencies may include, but are not limited to: odors, local chemical spills, plumbing leaks, or temporary power outages.

### **Major Emergency:**

Major emergencies disrupt, or have the potential to disrupt, a significant portion of the College and can disrupt the overall functioning of the College. Major emergencies are much larger in scope and severity and will require the aid of outside resources.

Major emergencies will require the activation of the Crisis Management Team. An incident command post will be activated and an incident commander will take charge to address the situation and activate the appropriate resources while major policy and administrative decisions will be made by College administration.

Major emergencies could have serious consequences to critical functions of the College and loss of property, as well as the possibility of serious injury or loss of life exists. Major emergencies can include severe crimes on campus, fires, infrastructure failure, shootings or flooding.

### **Disasters:**

Disasters involve the entire campus and portions of the surrounding community. Disasters will severely alter or halt the regular functioning of the College. Disasters are extremely wide in severity and scope and most likely would require the aid of several outside agencies.

Disasters cause, or have the potential for mass casualties and severe property damage.

Disasters will require the activation of the Crisis Management Team. An incident command post will be activated and an incident commander will take charge to address the situation, make decisions regarding the response of resources and a course of actions. College administration will consider and make policy decisions regarding the operations of the College.

Disasters include major flooding, tornados and other natural disasters, acts of terrorism or widespread acts of violence, and quickly spreading disease.

### **Activation of Emergency Response Plan**

Any member of the Presentation College campus community who has information regarding an emergency should contact Campus Safety at 605-228-0818. In all life-threatening emergencies, 911 should be contacted immediately with follow-up phone calls to Campus Safety. Campus Safety may assess the information and choose to notify emergency responders.

If the incident is a minor emergency, Campus Safety will notify the appropriate staff and faculty including Facilities and Convent Maintenance. Campus Safety and the departments involved will take appropriate steps to resolve the situation.

If the incident involves a major emergency or disaster, Campus Safety will contact the appropriate responding agencies through use of Brown County Dispatch and the 911 system. Additionally, members of the Crisis Management Team will be notified and the emergency response plans will be utilized.

Notifications of any emergency will follow Presentation College policy and information may be disseminated through the use of School Reach, emails, text messages, postings across campus and social media.

### **Declaration of an Emergency**

The authority to declare a campus emergency rests with the College President or designee.

The President will be briefed on the type and scope of the emergency. Factors that will be considered are:

- The safety of students, faculty and staff
- Threat to the structural integrity of any structure on the grounds
- The ability of College personnel to mitigate the emergency as well as the possibility of compromising mitigation

Once the President or designee declares an emergency, the Crisis Management Team will be notified/activated. An emergency operations center will be activated also. Once this happens the Crisis Management Team will have flexibility to respond operationally to the situation as they deem appropriate based on the unique aspects of that situation.

Upon declaration of an emergency, access to the College, its grounds, buildings and technology, may be limited. Those unable to provide proof of identity and who do not have a legitimate reason for their presence on the grounds at that time, may be asked to leave campus. Unauthorized persons on the grounds may be subject to arrest.

### **Emergency Operations Center**

In the event the emergency situation calls for the activation of the Emergency Operations Center (EOC) it is to be set up in a "To Be Determined" location on Campus. In the event the emergency calls for the closure of campus, the EOC may be moved to an off-campus location.

If needed, there may be a separate area designated for outside media and/or emergency response personnel.

The Emergency Operations Center will allow the following people:

- Incident Commander- this person will not necessarily be a member of College administration. The Incident Commander sets the incident objectives, strategies and priorities and has overall responsibility for the incident. The main priority of any incident is the overall safety of the members of the College community. The Incident Commander may appoint deputies as needed.
- Operations Chief- Conducts operations to reach incident objectives by establishing tactics and directing operational resources.
- Planning Chief- Supports the incident action planning by tracking resources, collecting and analyzing information and maintaining documentation.
- Logistics Chief- Arranges resources and services needed to support the achievement of the incident objectives
- Finance and Administration Chief- Monitors costs related to the incident by providing documentation of accounting, procurement of resources, time recording and analysis of costs.

All incidents will have an Incident Commander. Depending on the scope and severity of the emergency, the incident commander may appoint the deputy commanders, chiefs and other positions as needed. These members will be taken from the Crisis Management Team.

## **Priorities of Responses**

All emergencies are different. However, in every situation there are tasks that must be accomplished in order for an emergency to be resolved with limited loss. At all times, the safety of both the responders and the members of the college community will take precedence over any property loss.

### **Immediate Priority (site of the incident)**

- Insure the safety of staff, students, faculty and visitors to the college. This should take place first in the immediate vicinity and then move outward. Provide medical aid.
- Determine the nature and severity of the situation
- Shutdown any dangerous utilities such as electrical, gas or shut fire doors
- Notify emergency responders if needed
- Apply fire suppression measures if safe enough to do so
- Control any hazardous substances if needed and if safe enough to do so
- Notify college administrators for emergency notifications
- Initiate Search and rescue if safe

### **Secondary Priority (through the determination of the EOC)**

- Dissemination of information
- Determine extent of suspension of business
- Survey of facilities and utilities
- Establish liaisons with outside agencies which may include hospitals, health departments, and local governments
- Need of media notification and to who
- Control of access to campus
- Provisions of psychological assistance

### **Tertiary Priorities (determined at EOC in order to close EOC)**

- Survey of valuable materials
- Survey of records, documents and data collected during the event
- Survey of departmental needs
- Determination and consideration of financial concerns
- Determination and consideration of legal and liability concerns
- Acquisition of replacement supplies and equipment
- Determination of resumption of normal schedule
- Any notifications needed

## **General Emergency Procedures**

Each incident is unique and may require flexibility depending on the nature of the incident as well as other factors such as weather. People will evacuate when an alarm sounds, through an emergency notification expressing the need for evacuation or through the order of emergency personnel.



## Evacuation

Upon alarm or notification:

- Walk quickly to the nearest exit. Do not use elevators and do not take the time to shut down computers, pack and carry backpacks or other property. Close doors and leave lights on.
- Move clear of the building. Do not stand in roadways or other areas that would compromise the response of emergency responders and their equipment (fire trucks, ambulance, police)
- Do not return to an evacuated building until told to do so by a Campus Safety Officer
- Be ready and provide assistance to those that may have difficulty evacuating (sick, injured or disabled)
- Follow all the instructions of college officials or emergency personnel

## Lockdown

Some emergencies may require students, faculty, staff and visitors to take shelter inside buildings. These emergencies may include hostile intruders, shootings, or severe weather. Lockdowns are a necessary and effective way to ensure safety.

If necessary, the lockdown will be initiated through the Crisis Management Team and/or the President's Office. College administration will notify the campus community through the use of School Reach.

- Communication is key in any lockdown situation. Therefore, do not use and silence cell phones unless you are in direct communication with emergency personnel.
- Close and lock windows and doors. Pull down blinds and close them.
- Turn off lighting and if possible any ventilation.
- Stay away from windows in order to minimize your exposure.
- Move to a corner of the room that cannot be seen from the hallway door.

In the event a fire alarm would sound during a lockdown, the lockdown will continue. Campus Safety or other responding personnel will assess the situation and determine if evacuation is necessary. If there is an actual fire, evacuation will take place following normal procedures and the evacuated people are secured elsewhere.

A lockdown will be lifted once it is deemed safe. Campus Safety or members of the Crisis Management Team will take the necessary steps to communicate that the lockdown is over and normal operations may resume.

The people responsible for locking down exterior doors are:

- **Administration Building:** Campus Safety/Facilities Staff
- **South East Building:** Faculty
- **Strode/Wellness Center:** Athletic Training Staff
- **East Suites:** Housing Staff/On- Duty CA or Housing Coordinator
- **North Suites:** Housing Staff/On- Duty CA or Housing Coordinator
- **Convent:** Convent Maintenance

Campus Safety will assist in the locking of doors throughout campus depending on the situation and their availability.

## Event Specific Procedures

### FIRE

KNOW THE LOCATION OF THE NEAREST FIRE EXTINGUISHERS, FIRE EXITS, AND ALARM SYSTEM PULLS IN YOUR AREA AND HOW TO USE THEM.

According to the US Fire Administration there are approximately 3,800 fires on college and university campuses each year. Cooking is the cause of 88% of these fires with arson, careless smoking, unattended candles and overloaded outlets, power strips and extension cords following behind.

The National Institute of Standards Technology point out the following facts:

Fire Is Hot: Fire can reach temperatures over 600° C (1112°F) at which point surfaces that are exposed to fire gasses reach ignition temperature simultaneously. In perspective, human skin will suffer first degree burns at 48° C (118°F) and will be instantly destroyed at 72° C (162°F).

Fire is Fast: Although each fire is unique based on the location, fuels available, and response time, a general rule of thumb is that a fire can double in intensity every minute.

Fire is Deadly: The heat alone from a fire can kill. The smoke and poisonous gasses given off by a fire can scorch lungs or cause death. It is estimated by the NFPA that each year more children are killed by fire than by firearms.

In the event of a fire alarm sounding, regardless of the presence of an actual fire, the following steps and action must be taken:

#### **Administration Building, South East Building and Strode/Wellness Center:**

All persons will exit the building using the doors closest to their location. If not safe to use the closest exit, persons will exit on the secondary route. At some locations, the secondary route may be a window.

- If the fire appears uncontrollable, contact 911 immediately and then contact Campus Safety. Provide as detailed information as possible providing the location of the fire, and, if known the cause.
- In a small, controllable fire, use the fire extinguisher directing the retardant at the base of the flame. Do this only if safe.
- Close doors to confine the fire and reduce oxygen. Do not lock the doors.
- Assist the disabled, injured and sick. Use the stairways; do not use elevators.
- Move at least 300 feet away from the building. Exits and locations will need to be flexible based on the severity and location of the fire as well as weather conditions. In all instances, make sure that you locate your faculty or designated staff person to ensure that everyone has left the building and is accounted for. Do not leave the area until told to do so by Campus Safety or a member of the Crisis Management Team.
- Take care to not stand in the way of emergency response units or block their ability to perform their job functions.
- Administration Building:
  - South exit- move across the street into the green.
  - East/main exit- move into the green between the Strode Center and the South East Building
  - North Exits: move into the green between the Strode Center and the South East Building
- South East Building
  - South Exit- move across the street into the green
  - East Exit- move into the green on the north side of the building

- North Exit- move into the green on the north side of the building
- West Exit- move across the street into the green
- Strode/Wellness Center
  - South exit- move into the green between the Strode and South East Building
  - West Exit- move into the soccer fields
  - North Exit (from football locker room)- move into the soccer field
  - East Exit- move into the green between the Strode and South East Building

### **North Suites and Student Center**

Initial evacuation points will be the parking lot. Roommates should ensure the safety of their fellow roommates by either in person verification or via cell phone. Secondary evacuation point from the suites would be to the Student Center.

### **East Suites**

Initial evacuation points will be the east parking lot for the east exits and the soccer fields for the west exits. Roommates should ensure the safety of their fellow roommates by either in person verification or via cell phone.

In the event a student is trapped in their room, close the doors and put wet towels at the base of the door. Stay near the floor to avoid the hazardous heat and fumes. Hang a blanket or other object from the window to indicate to fire response personnel your location.

Keep in mind not to block or hinder the response of emergency responders. This includes not standing in roadways, in front of exits, on walkways or near fire hydrants/hoses.

In the event of an actual fire and/or conditions do not allow to remain outside for longer than a short period of time, Campus Safety or members of the Crisis Management Team will determine secondary evacuation and check in points. This will be communicated to faculty and staff and it is important to follow these directions closely.

## **HOSTILE INTRUDER/ACTIVE SHOOTER**

These situations require a police response. It is important to understand that while Campus Safety staff or other staff, may attempt to intervene, Campus Safety staff may not be trained or equipped to confront an armed intruder. Campus Safety will make every attempt to help with the response of local law enforcement.

In the instance an intruder is actively causing death or serious bodily injury to those on campus or provide the threat of immediate death or serious bodily injury, Presentation College provides the following information and considerations. Each situation is different and these considerations cannot provide a response for every situation.

- **RUN** away from the threat as fast you can. Do not crowd against the walls of any concrete bricked hallway. Leave your belongings behind and keep your hands visible.
- Dial 911 and notify law enforcement of the danger. Warn others if possible. **DO NOT SOUND THE FIRE ALARMS**
- If possible, use objects as cover. It is important to understand that there are very few objects that will stop bullets. However, the use of cover is useful and comes in many different forms such as vehicles, bushes or trees.
- If you choose to **HIDE** and stay in a room, lock doors, cover windows and take cover in a corner away from the doorway and windows.

- If you decide to hide, take into consideration the area in which you are hiding. For example, how easy could you be found, do you have an escape route and do you really want to stay hidden here?
- If you are caught in a hallway and cannot run, take shelter in a room that can be secured.
- If you hide or take shelter in a room, be prepared to break windows which can provide escape. In life threatening situations you may need to jump.
- If you choose to **FIGHT**, do so as a last resort or if your life is in imminent danger. Fight with conviction and active physical aggression. Attempt to incapacitate the shooter, yell loudly or throw objects. Moving targets are harder to hit.
- Once law enforcement arrives, obey their commands. This may mean that you are ordered to put your hands in the air, ordered to the ground and even handcuffed. This is done for your safety, the safety of the officers, and the safety of the rest of the college community.

It is important to understand that these are guidelines. Each situation is different, each assailant is different and each situation will evolve differently. Essentially, each individual will have to decide for themselves what course of action to take. This may include running, hiding or fighting.

## **BOMB THREATS**

Bomb Threats can come in a variety of forms: through standard mail, special delivery services such as UPS or FedEx, or via a phone call.

It is important for everyone to be aware of their surroundings. If something looks suspicious or out of place or has been left unattended for some time, report it to Campus Safety at 605-228-0818 immediately.

Be aware of suspicious packages. Suspicious packages come in many forms. Some things to look for are:

- |                                                                                                                                                                                                        |                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ No return address</li> <li>▪ Excessive postage</li> <li>▪ Stains</li> <li>▪ Strange odors</li> <li>▪ Strange sounds</li> <li>▪ Unexpected delivery</li> </ul> | <ul style="list-style-type: none"> <li>▪ Poorly handwritten</li> <li>▪ Misspelled words</li> <li>▪ Incorrect titles</li> <li>▪ Foreign postage</li> <li>▪ Restrictive notes</li> </ul> |
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It is important that if you are aware of a suspicious package, do not handle it. Notify Campus Safety immediately and keep people away from it as much as possible.

If you are aware of a threat or are the recipient of a threat, **remain calm.**

If you receive a threat via telephone, refer to the bomb threat checklist and:

- Remain calm
- Try to get as much information as possible by asking questions. Sample questions may be:
  - Where is the bomb located?
  - When will it go off?
  - What type of explosive is used?
  - What does the bomb look like? What is it in?
  - Why are you calling me- specifically?
  - Why did you set the bomb?
  - What is your name?
  - Where are you?
- Other information that should be gathered:

- Male/Female voice
  - Background noises
  - Specific wording of the threat
  - Any accents or odd words used
- Notify Campus Safety immediately and then call 911. Stay on campus, because you will be the first person law enforcement needs to talk to when they respond.

If you receive the threat via mail or other delivery means:

- Remain calm
- Once you realize what it is, do not continue to touch or manipulate the threat
- Do not continue to open the parcel/letter
- Contact Campus Safety
- Contact 911
- Leave the immediate area

### **HAZARDOUS LEAKS/SPILLS**

Any hazardous chemical leak or spill should be reported immediately to Campus Safety 605-228-0818 who will notify Campus Facilities. This should happen no matter how small.

If the chemical/toxin touches the skin of a person, flush the affected area and remove clothing if needed. Any other first aid should be administered at once.

In the case of a larger spill instructors/faculty should supervise the evacuation of the immediate area. This will include closing doors and sealing the affected area to minimize contamination. Campus Safety should be notified and will take steps to notify responders.

If appropriate contact 911.

Always err on the side of caution and start evacuation procedures if appropriate.

In the case of a natural gas leak evacuate the area immediately. Do not use light switches or other electrical items that can cause a spark. Contact Campus Safety immediately.

Do not enter buildings until told to do so by members of Campus Safety or the Crisis Management Team.

### **SEVERE WEATHER**

Severe weather is always a possibility in South Dakota. Severe Weather can include thunderstorms, flash floods, tornados or straight line winds, blizzards or ice storms.

A Severe Weather Watch occurs when conditions exist that have the potential for a specific type of severe weather.

A Severe Weather Warning occurs when severe weather is actually occurring in the area and danger is imminent.

In the case of a Severe Weather, the Crisis Management Team will monitor the weather. If a warning occurs during the academic year, the Crisis Management Team through College administration will determine if notification needs to take place. This may include emails or text messages through SchoolMessenger.

In the case of a tornado, shelter should always be in the lowermost floor away from windows. Stay away from glass doors, exterior walls, or other walls with windows.



- The hallways of the first floor of the administration building is a storm shelter.
- In the East Suites take cover in the bathrooms of the suites.
- In the North Suites take cover in the lower floor hallways of the suites
- In the South East Building take cover in the hallways
- In the Strode/Wellness Center take cover in the gym.

## **MEDICAL EMERGENCIES**

For instances that are life threatening such as seizures, choking, difficulty breathing, serious bleeding or chest pain call 911 immediately. A follow up to Campus Safety is warranted.

Provide your name, location, and nature of the emergency. Be specific.

If possible, get someone to assist emergency personnel to the victim.

Render aid as you are able. Do not move the victim as it may cause more severe injuries. If you can, staunch the bleeding, provide CPR, or keep the person warm.

AED devices are located in the following areas:

- **Administration Building**- second floor beside Student Accounts
- **South East Building** - west wall of NU26
- **Strode/Wellness Center**- On the east wall of the lobby by the trophy case



## **Bomb Threat Checklist**

When a bomb threat is made by telephone remain calm and gather as much information as possible. Record as many details as you can using this checklist for guidance. Once the call is completed, contact Campus Safety immediately at 605-228-0818.

**Time of Call:** \_\_\_\_\_ **Date of Call:** \_\_\_\_\_ **Number on Caller ID:** \_\_\_\_\_

### **The exact wording of the threat:**

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### **Questions to ask:**

- When will it go off?
- Where is it located?
- What type of bomb is it?
- What type of explosive is it?
- Did you place the bomb?
- Why are you doing this?
- What does it look like?

**Was the voice:** Male Female Adult Child **Accent:** Yes No **What Kind:** \_\_\_\_\_

### **Speech Observations:**

Slow Rapid  
Normal  
Excited  
Loud  
Foul  
Broken  
Sincere

Accented  
Intoxicated  
Impeded  
Soft Pitched  
High Pitched  
Deep  
Calm

Angry  
Throaty  
Coughing  
Cracked Voice  
Deep Breathing  
Disguised  
Lisp

Nasal  
Ragged  
Raspy  
Slurred  
Stutter

### **Background Noises:**

Music  
Talking  
Laughing  
Typing

Machines  
Traffic  
Factory  
Trains

Quiet  
Television  
Animals  
Kitchen

Street Noises  
PA Systems  
Motors  
Static

### **Threat Language:**

Incoherent  
Message was read

Taped Message  
Irrational

Profane  
Well-Spoken

