

**2011 South University - Novi
Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Report**

INTRODUCTION

South University is providing the following information to all of its employees and students as part of South University's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Dean of Student Affairs, Melissa Schultz of the Office of Student Affairs, (248)675-0247.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

South University – Novi's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via faculty/staff mailboxes. The report is distributed to all students through the student handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting Dean of Student Affairs, Melissa Schultz of the Office of Student Affairs, (248)675-0247.

Reports are kept in a secure location in the Office of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of South University - Novi that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around South University - Novi facilities to the Dean of Student Affairs, Melissa Schultz or the staff person at the front desk, either in person or by calling 248-675-0200. If a representative of the Office of Student Affairs or a staff person at the front desk is not available, you may contact President Ted Blashak and/or dial 911 for the Police Department. Novi's non-emergency Police Department's number is 248-348-7100.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Office of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Novi Fire Department by dialing 911 and then notify the Dean of Student Affairs, Melissa Schultz (248)675-0247 or the front desk.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is submitted to the Office of Student Affairs. Reports are kept in a secure location in the Office of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Office of Student Affairs.

SECURITY AND ACCESS TO THE CAMPUS FACILITIES

It is the policy of South University - Novi that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to South University - Novi policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty in Novi may be asked to show their valid identification card to gain access to campus facilities.

ACCESS TO ACADEMIC BUILDINGS

Students, staff and faculty may be asked to show their valid identification card to gain access to campus facilities. Unauthorized individuals are questioned and asked to leave the campus. Vehicles of students, staff and faculty are required to have decals/hang tags. All students have been issued student identification cards. After hours, the buildings are protected with electronically locked security doors and devices including security cameras and burglary and fire alarm systems. Exterior lighting is provided around the buildings and parking lots. Shrubs and hedges are kept low for safety reasons.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

South University - Novi is located in Novi, Michigan, which is part of Oakland County. South University - Novi maintains a close working relationship with the Novi Police Department with periodic contact initiated by the Office of Student Affairs to ensure that the University is aware of criminal offenses and arrests occurring on or near the campuses so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided via email, campus posters, notices placed in faculty and staff mailboxes, and announcements read in class.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY AND THE PREVENTION OF CRIMES

All new South University employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans on campus and procedures for reporting any criminal activity or emergency. Students and employees are also given a safety brochure which gives safety tips for the home, while driving a car, while walking and while on campus. The safety brochure also includes a list of emergency telephone numbers. The university has a policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis to the Office of Student Affairs for inclusion in the annual disclosure of crime statistics report. Names of victims or

witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Office of Student Affairs in a secure location.

IMMEDIATE EMERGENCY NOTIFICATION

In case of a crisis situation, the telephone alert will be activated to include the University President, the Dean of Student Affairs, the Dean of Academic Affairs. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff or faculty, My Campus Alert is activated. My Campus Alert is a system that provides for the automatic notification of all students, staff and faculty of situations described above.

The notification procedures implemented in My Campus Alert are publicized at student orientations, via emails and various web sites of the university.

My Campus Alert and evacuation procedures are tested on an annual basis.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, South University - Novi does not have any off-campus student organizations.

DRUG AND ALCOHOL FREE POLICIES

In keeping with section 120 (a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided annually to all South University - Novi students and employees.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. South University prohibits underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

Drug and alcohol use policies and abuse prevention will be discussed during Orientation. Information on drug and alcohol abuse prevention will be distributed to students and employees once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

For students, the Office of Student Affairs in conjunction with the President's Office will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Department of Human Resources in conjunction with the President's Office will provide referrals to specific programs of counseling, treatment, or rehabilitation.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Discussions promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during Orientation. Brochures on sexual assault issues are available at the front desk. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, the Office of Student Affairs or a designated university official will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure that you are not injured, and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you. You should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 1-800-656-HOPE (4673). It is available 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim makes a request, South University will assist in identifying off-campus counseling or mental health services. After any campus sexual assault is reported, the victim of such crimes has the right to request that South University personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with an alleged assailant to include transfer of classes.

Other crisis centers or mental health agencies available to assist a victim of sexual offenses include:

| | |
|---------------------------------------|---------------|
| Counseling and Mental Health Services | (248)456-0909 |
| Sexual Trauma Services | (800)656-HOPE |

CAMPUS DISCIPLINARY ACTION AND SANCTIONS

Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. For this purpose, the outcome of a disciplinary proceeding means only the South University final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. The accused will have the right to appeal the committee's decision based upon due process or bias only.

If the institution determines a forcible or non-forcible sex offense has occurred, sanctions may be imposed upon the sex offender which include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders is made available to the public under section 170101 (j) of the Violent Criminal Control and Law Enforcement Act of 1994. This information may be obtained from the Michigan Public Sex Offender Registry (PSOR) by visiting their website at <http://www.mipsor.state.mi.us>. The internet may be accessed by students and staff from any open computer lab or the library computers on campus.

CRIME STATISTICS

Statistics are provided for our information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. South University Novi prepares the crime statistic policies annually by gathering all reported data. The requested statistics are from 2008, 2009, and 2010. South University Novi's first course begins October 4, 2010, therefore, there are no crime statistics to report. However, local agencies are contacted by the President's Office to maintain a working relationship and formulate statistics for the annual crime statistics report going forward. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

FIRE EVACUATION POLICY

Any member of the community who becomes aware of any active or past fire must notify Dean of Student Affairs, President, or Dean of Academic Affairs immediately. Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely.

Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or the Dean of Student Affairs, President, or Dean of Academic Affairs. No occupant will re-enter a building until clearance is given by fire and/or by the Dean of Student Affairs, President, or Dean of Academic Affairs. An evacuation procedure is tested on an annual basis.

SOUTH UNIVERSITY
(Novi Campus)
CRISIS RESPONSE PLAN
2011-2012

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(rev.09-20-11)

INTRODUCTION

The South University Emergency Plan is written for use by the staff and faculty at South University to facilitate appropriate actions in the event of various emergencies.

- **Section I:** Contains a short telephone alert list to be used by university administrators in notifying key staff of emergencies that occur after regular working hours.

- **Section II:** Outlines appropriate actions that should occur in the event of emergencies such as severe weather, tornadoes, winter storms, floods, bomb threats, and fires.
- **Section III:** Outlines actions to be taken in the event of manmade disasters.
- **Annex A:** Bomb Threat Checklist.
- **Annex B:** Evacuation Plan.
- **Annex C:** Emergency Communications System.
 - State of Emergency Declaration
 - Initial Notification System
 - Notification on Campus
 - Emergency Operations Center
 - Media Communications
 - General Emergency Procedures

It is the responsibility of members of the administrative staff that play roles in each of these plans to ascertain their responsibilities and stay apprised of changes that may occur in the plan. The campus President will keep the plan current in accordance with the regulations of the state of Michigan and in compliance with the policies of the Oakland County Emergency Management Director.

The plan will be reviewed annually for correctness and amended as needed. Please address questions to the campus President.

SECTION I
SOUTH UNIVERSITY -NOVI
ALERT LIST

41555 Twelve Mile Road
Novi, MI 48377

Phone: (248) 862-7500

Fax: 248-862-7590

Dr. Ted Blashak
President

Dr. Scott Behrens
Dean of Academic Affairs

Melissa Schultz
Dean of Student Affairs

Senior Director of Admissions

Sharon Clawson
Registrar/Acting Director of Communications

Senior Financial Aid Officer
Russell Allen

SECTION II

RESPONSE TO NATURAL DISASTERS

A. FLOODING

Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking place. The National Weather Service makes timely reports to keep the public informed. Reports on the buildup of flood waters will be monitored by the President. If local officials recommend that evacuation occur, the college will do so. Otherwise, the responsibility lies with the President who will make the decision based on circumstances at the time. In the absence of the President, the Dean of Student Affairs will make a determination.

Flood Response

Flash flood warnings are issued by the National Weather Service over the local television and radio stations. In the event that students and staff are unable to leave campus because of flash flooding or rising water, all personnel will move to the highest ground. The President will monitor the situation and keep informed accordingly.

B. WINTER STORMS AND FOG

The major dangers of local winter storms are ice and the breakdown of transportation due to poor visibility and road conditions. The President and the designated director of communications will monitor local media in the event of deteriorating conditions.

Winter Storm Response

1. If severe weather warnings are issued during regular working hours, the President will decide whether or not the college should be closed in accordance to Annex C, Emergency Communications System. If the decision is made to close the college, students will be dismissed immediately and staff will be dismissed as quickly as emergency duties are completed. If the serious weather develops during the night, the President will make a decision about canceling classes as soon as possible. In the event that classes are canceled or college schedules are modified, the President will provide for the notification of students, faculty and staff and the media as appropriate
2. In the event the President out of town, the Dean of Student Affairs will call a meeting with the available members of the alert team to make a decision.

C. FIRES

Fire is an ever-present danger that may originate within the building or threaten from the outside. It is important that all students and staff be educated as to prompt action to minimize danger and risk of injury. As required by Michigan law, all buildings on campus have an approved alarm system. Evacuation plans are posted in classrooms. Drills will be carried out so that all persons can become familiar with evacuation procedures. Drills will be announced in advance so that instructions may be given to staff and faculty.

Fire - Response

1. When fire is discovered, the alarm should be sounded and fire authorities contacted immediately.

2. Evacuate buildings in accordance with the Evacuation Plan (See Annex B) and Annex C Emergency Notifications System.

SECTION III

RESPONSE TO MAN-MADE DISASTERS

A. BOMB THREATS

A bomb threat may be received at any time. Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action must be taken in each case to provide for the safety of students, faculty, and staff. The President will meet with the Dean of Student Affairs, the Security officer and the acting director of Communications to decide whether to evacuate the building(s) in accordance with Annex C, Emergency Communications System. Law enforcement officials should be contacted to help evaluate the situation

Bomb Threat Response

Upon receipt of a bomb threat:

1. Obtain as much information from and about the caller as possible.
 - a. Listen - do not interrupt.
 - b. Try to take down the entire message and keep the caller talking. Get as many details (type of device, time of detonation, reason for bomb, etc.) as possible.
2. Notify law enforcement agencies immediately by calling 911.
3. The President will quickly make a careful evaluation of all information including:
 - a. An evaluation of the call.
 - b. The consideration of other bomb threats or related problems. c. Student unrest or local disturbance.
4. From the evaluation performed, the President will decide if the threat is real or a hoax:
 - a. If a determination is made that the threat is real:
 1. Evacuate the building immediately using fire drill procedures. DO NOT PULL THE FIRE ALARM
 2. Determine with the law enforcement authorities what media information should be released. 3
 - .Determine with law enforcement authorities when normal operations can resume.
 - b. If the threat is judged to be a hoax, the President will have security conduct a quiet search of facilities without evacuating the premises
5. The Bomb Threat Checklist is attached in Annex A.

Suspicious packages may be received in the mail, by hand delivery or may be found on the campus. Upon identification of a suspicious package, the recipient should not handle it but should isolate individuals from the immediate area and immediately notify the police by dialing 911.

Indicators that a package may contain an explosive device include:

- Lumps, bulges or protrusions
- Lopsided or heavy-sided appearance

- Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists and if they have sent a package or letter to your facility.
- Excess postage on a small package or letter indicates that the object was not weighed by the Post Office.
- No postage or postage that has not been cancelled
- Handwritten notes, such as; "To be opened in the privacy of."
- Improper spelling of common names, places or titles
- Generic or incorrect titles
- Leaks, stains or protruding wires, tape, etc.

Suspect letter and package indicators are:

- No return address
- Mailed from a foreign country
- Restrictive markings such as "Personal."
- Strange odor
- Protruding wires
- Oil stains on wrapper
- Lopsided packages
- Packages marked "Special Delivery."
- Rigid or bulky envelope
- Address that is badly written typed or misspelled. Also addresses with title and no name or wrong title with no name

B. WORKPLACE VIOLENCE, Gunman/Barricaded Gunman/Hostage Situation (See Annex C, Emergency Communications System.)

In the event of workplace violence such as a gunman or barricaded gunman or a hostage situation, the following actions should be taken:

- Call 911 and report the incident to police authorities immediately.
- Notify the Director of Security, Uniformed security officers, University President, Dean of Student Affairs, Evening Administrator, and other campus officials as required
- Evacuate as much of the building as feasible where the gunman is located and insure that a safe area is designated for students and faculty to evacuate to
- Lock down (prevent individuals from entering or leaving) classrooms in the building, if the situation requires, to keep students and faculty out of the line of fire. **(Lockdowns may only be approved by the President)**
- Lock down all other buildings until the all clear signal has been given
- Meet with the police and SWAT team personnel and brief them accordingly
- Notify students and faculty not on campus of emergency measures to be taken via email, television, radio, and campus switchboard message or university website not to report to campus until informed to do so by the same media. Provide medical care as practical

D. OTHER MAN-MADE THREATS

In the event of the threat of man-made emergencies such as chemical agents, biological agents, nuclear threats, radiation threats or hazardous materials, the President will:

- Insure that students, faculty and staff go about their normal business routine but should report any suspicious activity to campus security and/or the Oakland County Sheriff's Department
- Insure that all campus emergency procedures have been reviewed
- Provide for these security guidelines to be disseminated to all students, faculty and staff.
- Monitor the radio/television/computer for current information and instructions
- Provide the latest information to students, faculty and staff as appropriate
- Evacuate campus buildings if required or recommended by the appropriate authority
- Lock all building doors to provide a secure environment for students, faculty and staff if the situation dictates such action.
- Provide assistance to students, faculty and staff as appropriate

National Terrorism Advisory System (NTAS)

The NTAS was established to disseminate information regarding the risks of terrorist attacks to all levels of government and to the American people. The advisory system characterizes appropriate levels of vigilance, preparedness, and readiness of graduated threat conditions. The protective measures that correspond to each threat condition will help to decide what actions citizens may take to counter and respond to terrorist activity.

The threat alerts are:

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

2. Personal Security Guidelines. This system recognizes that each individual must take personal responsibility for his or her own safety. The steps outlined in these guidelines not only protect from the threat of terrorist activity but also from the perils of everyday life. Disasters may be created either by nature or man. Steps taken in natural disasters may be the same steps that should be taken in the event of terrorist activity. Listed below are actions that students, faculty, and staff alike should be prepared to take in the event of a terrorist incident.

- Establish a method for making contact with family and friends in the event of disaster. This may include locations to meet, phones to use, a common check-in location or other means of communication.
- Be aware of your surroundings. Identify exits, life safety equipment, designated shelter areas, and emergency telephones.
- Have emergency supplies available including automobile first aid kits, non-perishable food and water.
- Keep your automobile fuel tank full or nearly so.
- Be prepared, at home or office, for either an evacuation or to take shelter where you are. Shelter in place may include closing off ventilation sources. Ensure that home smoke detectors and other warning devices are in good working condition. Avoid unsafe conditions due to overcrowding, poor lighting, limited emergency exits.
- Keep your doors locked, in your car and in your home. Take normal precautions to protect your property by maintaining possession or locking items away.
- Report suspicious activity, packages or conditions to your local law enforcement.
- Be patient and be prepared for delays caused by security measures. This may include travel, attendance at public events or conducting normal business.

- Be aware of the rules. Find out ahead of time what items are prohibited during travel, for entrance to events, or upon entry to public or private buildings.

3. Pertinent Websites that may be perused for valuable information on Homeland Security are:

- Oakland County Emergency Management
<http://www.oakgov.com/homelandsecurity/index.html?sid=hp>
- U S Department of homeland Security- www.ready.gov

Annex A

BOMB THREAT CHECKLIST

Time of Call _____

Exact words Of Caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLERS VOICE (Circle)

| | | | | | |
|----------|-----------|--------|---------|---------|----------|
| Calm | Disguised | Nasal | Angry | Broken | Stutter |
| Slow | Sincere | Lisp | Rapid | Slurred | Accent |
| Giggling | Deep | Crying | Squeaky | Excited | Stressed |

Is the voice familiar, who does it sound like? _____

Were there any background noises? _____ Person

receiving call: _____

Telephone number where call was received: _____

Report call immediately to President/ Dean of Student Affairs and call 911 immediately.

Do not delay calling 911 or to notify a university official.

Annex B

South University- Novi Fire and Evacuation Procedures

INTRODUCTION

Due to unforeseen reasons, it may become necessary to evacuate the buildings on the Novi campus. The most common event which would require an evacuation is the activation of a fire or smoke alarm. These can be activated several ways such as manually pulling an alarm, smoke detector, fire and heat detectors, a change in water pressure in pipes for the sprinkler system, etc. Evacuations must be conducted safely, calmly, orderly and quickly. Our students, faculty and staff depend upon the campus leadership to provide a safe and protective environment. It is our responsibility to plan and practice in the event of an actual emergency situation.

COMUNICATION

The evacuation plan needs to be communicated regularly in departmental meetings with campus staff and faculty. It should also be presented to new students during New Student Orientation and to new employees on their first day on campus or in New Employee Orientation.

DRILLS

Evacuation drills should be conducted at least once a quarter to ensure all students, faculty and members of the staff know the proper procedures.

- Fire drills should be conducted to insure that all city guidelines are met.
- Evacuation drills should be coordinated with the Fire Department and the Alarm Company.
- The campus President should determine when drills are carried out and plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Members of the staff should also be assigned specific duties and monitor the evacuation of the school.
- A representative from each department/facility floor should be selected to serve as a Floor/Area Marshal in each department. The primary duties of these individuals should be to ensure that no one stays behind and to check that all lights are left on and all doors are shut.
- An alternate Marshal should be selected in the event of absence. Based on the size of the area to be covered, in some situations it may be prudent to have two individuals to insure the floor or area has been cleared.

EVALUATION

After each drill or actual emergency, the campus President along with the deans and staff will meet to evaluate the evacuation and note any potential situations which may need improvement. Records must be kept by the President's office as to when each drill was conducted along with any notations or comments.

EVACUATION PROCEDURES AND DESIGNATED ASSEMBLY

AREAS

When a campus alarm is activated, faculty should quickly and calmly escort their class (no running) using their planned evacuation routes and gather at the designated assembly area outside and away from the building.

If applicable, from the Second and Third Floors: Faculty/Staff and Students should exit through the closest door leading to exterior stairwells. Doors and stairwells are shown on classroom fire evacuation diagrams. The elevator will be disabled and must not be used during an emergency situation/evacuation. Once on the first floor everyone should exit the building through the posted emergency exits at the bottom of each exterior stairwell. Faculty/Staff and Students located on the first floor including the library should exit through the fire exit door. **Proceed to the assigned assembly area.**

Roll Call: Once faculty members have gathered their students, each faculty member will conduct a roll call to ensure that every student is accounted for and present. Any missing person needs to be brought to the attention of the of Security officer or fire department upon their arrival so that a proper search may be conducted for the missing individual(s).

Staff: Procedures should be established for all staff to proceed to an assembly area where a roll call will be conducted of staff. If someone is missing it should be reported to the security officer, the Dean of Student Affairs or the President.

Reentry into the Building: No one will be allowed to re-enter the building(s) until an "all clear" is given by the appropriate school official, in most cases the campus President. If emergency teams do respond to the alarm, they will inform the school contact person when it is safe to re-enter the building.

Visitors: Everyone MUST evacuate the building. It is important that someone ensure that visitors and anyone in the reception area(s) are escorted from the building. The receptionist is the only individual in the building who is exempt from evacuation during a fire drill.

RESPONSIBILITIES

President:

- Determine scheduled for quarterly drills and coordinate with campus Director of Security/Facilities.
- Plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Ensure that all students, faculty and staff are briefed on fire evacuation procedures.

Dean of Student Affairs:

- Brief students on evacuation procedures at each new student orientation.
- Make recommendations to enhance the conduct of fire drills
- Maintain and update the campus fire alarm and evacuation procedures as needed.
- Notify the fire department and the fire alarm company as to the times when fire drills commence and have been completed.
- Ensure that alarms are reset.
- Organize floor/marshal/captain team.
- Ensure that all assignments for coordinating and conducting fire drill are made.
- Establish assembly areas and posting of fire evacuation routes.
- Assign special duties and assignments for security officers and custodians
- Insure a plan is in place to assist disabled persons (in wheel chairs, using a cane etc) during an evacuation.
- Insure that other situations are covered in evacuation procedures
- Maintain records as to when each drill was conducted along with any notations for improvement or other comments.

Faculty Members:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories assigned for teaching.
- During the first day of class for each term, faculty should instruct students where they will exit the building, what stairs they will use and the location of the assembly area where they are to gather outside the building.
- Escort their class to the assigned assembly area during drills and evacuations.
- Take attendance and report the names of individuals not present in the assembly area during evacuation to either the Director of Security and Facilities or the local fire department.

Department Heads and Staff:

- Communicate all pertinent evacuation information to staff on a regular basis.
- Become familiar with evacuation routes and assembly areas.
- Become familiar with all assigned additional duties for fire drills.

Students:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories that they will attend class or lab.
- Be escorted in a quick, but calm manner by their instructor to the assigned assembly area.
- Participate in the taking of attendance by the instructor.
- Report individuals to the instructor who are not present in the assembly area.

Floor/ Area Marshal/Captain will insure:

- All individuals evacuate and that no individual is left behind.
- All lights are left on.
- All doors are closed.

Evacuation Procedures Survey/Checklist is attached as Appendix 1.

Specific assignments for fire drills are noted in Appendix 2. In some instances, two individuals are listed to ensure that at least one individual is on campus.

Appendix 1

Evacuation Procedures Survey/Checklist

YES/NO

1. Our campus has a written policy concerning campus evacuation due to fire, smoke, bomb threats, power outage etc.
2. We conduct regular drills for evacuation.
3. The campus President and selected individuals review each incident afterwards.
4. We document each occurrence and keep them on file.
5. Evacuation procedures are reviewed with new students.
6. Evacuation procedures are reviewed with new employees.
7. Faculty conducts a roll call with students after evacuating the building.
8. Supervisors conduct a roll call with staff after evacuating the building.

ADDITIONAL COMMENTS

Appendix 2

Specific Assignments for Fire Drills and Lockdowns

Fire Drills

During normal hours: During evening and weekend hours when classes are in session: All instructors, the Nights/Weekend Coordinator, the receptionist and the security officer will be responsible for ensuring that all students, faculty and staff evacuate all areas of the building in which they are located. The security officer is responsible for ensuring that all students leave the building(s) in which no classes are being held. Instructors are responsible for escorting students to their assigned assembly area and taking roll call.

Security Officer: Will provide directions for fire trucks on campus

During evening and weekend hours when classes are in session: All instructors, the Nights/Weekend Coordinator, the receptionist and the security officer will be responsible for ensuring that all students, faculty and staff evacuate all areas of the building in which they are located. The security officer is responsible for ensuring that all students leave the building(s) in which no classes are being held. Instructors are responsible for escorting students to their assigned assembly area and taking roll call.

During off hours when no classes are being held:

- **Security officer** is responsible for evacuating students.

Lockdowns (To be approved only by the President)

- All personnel who are assigned a radio including security officers, custodians, and designated administrative staff will go to channel 1 and are responsible for notifying faculty, staff and students in case of a lockdown
- Security officers and custodians will lock and man all doors to preventing any individuals from exiting the building until the "all clear" signal is given. Only individuals identified as faculty, students or faculty may enter the buildings during lockdowns

Annex C

Emergency Communication System

State of Emergency Declaration

The authority to declare a State of Emergency rests with the President of South University. When a declaration of a State of Emergency is made, only registered students, staff and faculty are authorized to be present on campus. Those persons who cannot present proper ID, showing their legitimate business on campus, will be asked to leave the campus.

Certain portions of the Emergency Plan may be implemented at various times and this alone does not imply that a State of Emergency has been declared.

Initial Notification System

The president of South University has the authority to declare a State of Emergency or any portion of the Emergency Plan. The President will notify the Chancellor and the Dean of Academic Affairs, and Dean of Student Affairs. The Deans will then notify all faculty and staff under their jurisdiction through their emergency protocol.

The President (or the Dean of Student affairs or Dean of Academic Affairs, and campus Security in the absence of the President) will also provide for the following individuals to be notified:

- Senior Financial Aid Officer
- Senior Director of Admissions
- Librarian
- Security agency
- Registrar
- Acting Director of Communications
- Executive Assistant
- Receptionist

The Dean of Academic Affairs will also notify the following individuals who will craft an appropriate email that would be sent to the online and PLUS students. In the absence of the Dean of Academic Affairs, the Registrar will notify online and PLUS students.

- Academic Director of Online and Blended Programs (Novi Campus)
- Vice President, Online (EDMC OHE)
- Director of Marketing (EDMC OHE)
- Director of Web Strategies (EDMC OHE)

The individuals above then notify all the personnel under their jurisdiction. All individuals who are responsible for notifying others should maintain an up to date listing of all individual office numbers, home telephone numbers, cell phone numbers and home email addresses that they are responsible for.

The Registrar, in coordination with the Dean of Academic Affairs and the President, will notify all students as appropriate via email through CampusVue that classes have been cancelled for a certain time or any other significant information. The President may also direct that specific messages be placed on

the campus switchboard voice mail to notify students when the campus facilities are closed. He may also requests that such announcements be made via radio and television.

Notifications on Campus

Notifications on campus regarding emergency measures to be taken may be made via office telephone, office email or personal contact.

Students on campus may be notified via staff and faculty personally notifying students in classrooms, laboratories, student lounges, library or other locations.

Security officers and custodians may also be utilized to relay instructions which would be relayed to them via issued campus portable radios. Instructions regarding evacuation lock down or other matters may be delivered by custodian and security officers.

Supplemental methods may be used to issue warnings and increase campus awareness of emergency procedures being followed.

1. Telephone Notification: Persons in various offices may be contacted to disseminate information.
2. E-mail Notifications: When possible, email notices will give awareness information, weather warnings, etc.
3. Fax Notices: Information may be faxed to various offices in a poster format so that notices can be displayed on bulletin boards, doors, etc.
4. Public Address Systems: University security officers may utilize sound systems to announce information to large crowds.

Lack of Notification: Staff/Faculty Duty to Act

Power outages, downed telephone lines, and the rapid development of an emergency situation may severely hinder or totally disrupt communications. Employees must be prepared to act without direct order in an emergency situation. This may include directing the evacuation of an area of a building. Communication may be accomplished through non-traditional methods as required for the specific emergency. University employees must try to maintain an awareness of potentially hazardous conditions, such as severe weather, and react accordingly to the situation as it develops. This does not, however, give the employee responsibility for canceling classes, closing buildings, and making statements to the media.

Emergency Operations Center

The President's office will serve as the Emergency Operations Center. In the event that it is impossible to occupy that office, another office will be designated. In the event of an evacuation, the most important administrative functions in emergencies are the safety of those on campus, successful evacuation of the campus, Safety and security and emergency information dissemination. Following an evacuation, the campus will be reopened for classes, work, and residential students only after the determination to re- open is made by the President.

Media Communications

The Acting Director of Communications is responsible for coordinating all release of information and for contacting news media to initiate press releases, broadcasts, etc. This responsibility is under the direction of the President. Unless directed otherwise, all media contact will be referred to the Acting Director of Communications.

University Emergency Response Procedures

South University has developed emergency response procedures for managing emergency events on campus. These procedures are activated by university administrators in notifying key staff of emergencies. During periods of campus emergency, affected departments and building personnel shall place in operation the appropriate procedures necessary to meet the emergency, safeguard human lives and property, and maintain educational facilities.

Additionally, all departments should develop area-specific plans and communication alert systems.

General Emergency Procedures

In any emergency situation, faculty and staff of the University may be called upon to provide assistance. All employees should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

- Reporting any potentially dangerous conditions immediately to the Campus Security. Taking preventive steps may reduce the chances of personal injury and damage to property.
- Being alert to one's surroundings. Suspicious activity should be reported immediately by dialing 911. Do not assume that someone else has reported it.
- Supervisors should be notified immediately if someone is suspected of criminal or potentially violent behavior.
- In any emergency situation, attempt to remain calm, be prepared to react without direction, and assist others when possible.