



# 2024 ANNUAL SECURITY AND FIRE SAFETY REPORT





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## TIMELY NOTIFICATION

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In the event of a major crime, incident or need for alert, Central Christian College will use its emergency alert system otherwise referred to as “Tiger Alerts”. Students can sign up for Tiger Alerts by completing the form during registration or by going to the Office of Information Technology. Additional notification may be given during a campus wide assembly.

### TIGER ALERTS

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Tiger Alerts are a campus-wide notification system used to disseminate campus emergency information quickly. These alerts are accessible via SMS text messaging, email, and social media feeds. Students and staff are encouraged to sign up for Tiger Alerts and to indicate how they would like to be notified in an emergency.

Central attempts to keep these alerts as simple as possible and uses key words or phrases to indicate an expected course of action. At times specific instructions may accompany an alert, please follow those instructions. The following are the key phrases used in an emergency:

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#### **SHELTER IN PLACE!**



Should you receive a Tiger Alert that begins with the phrase “SHELTER IN PLACE!”, please seek shelter in whatever room you currently find yourself without leaving. Sit on the floor away from windows, towards the back of the room and if possible lock the door(s) leading out of the room.

Common uses: *Hazardous Materials, Active Shooter or Armed Threat*

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#### **SEEK SHELTER!**



Should you receive a Tiger Alert that begins with the phrase “SEEK SHELTER!”, please seek shelter in a basement or first floor restroom without windows. You can find the shelter sites on pg. 6.

Common uses: *Tornado Warning, Severe Thunderstorm Warning*

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#### **EVACUATE THE BUILDING!**



Should you receive a Tiger Alert that begins with the phrase “EVACUATE THE BUILDING!”, please evacuate the building and meet at the predetermined location for your current location. You can find the evacuation sites on pg. 7.

Common uses: *Fire, Bomb Threat, Train Derailment*

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## WHO DO I CONTACT IN AN EMERGENCY?

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If members of the Central Christian College community become victims of a crime, they should report it immediately to their Resident Director, Associate Dean of Student Life, or the Vice President of Student Life, or any other campus official, regardless of how small the incident may seem. Any suspicious persons or activities should always be reported immediately to the Office of Student Life. Alternatively, reports of criminal or suspicious activity can be made to designated persons, such as Resident Life Staff or by dialing 911.

Upon notice of such activity, Student Life personnel will respond to the incident scene. Student Life staff evaluate the matter, take appropriate action and/or make appropriate notifications. All calls or requests are documented and, when appropriate, recorded on an incident report.

To report a crime or emergency or suspicious activity Student Life can be contacted in person in Science Hall 205 or by phone at 620-241-0723 (ext. 7113).

| In the event of a...                   | Then call...(in order)  |
|--|---|
| <b>Fire</b>                            | 911 & 620-241-0723 ext. 7125 or the closest Resident Director     |
| <b>Suspicious Person</b>               | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |
| <b>Violent Person</b>                  | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |
| <b>Person with a Weapon</b>            | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |
| <b>Person Who is Injured</b>           | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |
| <b>Suicidal Person</b>                 | 911, 988, 620-241-0723 ext. 7125 or the closest Resident Director |
| <b>Person Who has Swallowed Poison</b> | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |
| <b>Bomb Threat</b>                     | 911, 620-241-0723 ext. 7125 or the closest Resident Director      |

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## RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AND LEGAL AUTHORITY

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The Office of Student Life maintains a close working relationship with the McPherson Police Department, McPherson County Sheriff's Office, and all appropriate authorities of the criminal justice system. Because Central Christian College is an open campus, the McPherson Police Department includes the College as part of its emergency response obligation and also provides assistance and support to the college when requested. All criminal incidents and arrests made on College property are processed by the McPherson Police Department. Local law enforcement agencies are also the source of information on registered sex offenders located in the vicinity of Central Christian College. This information can be found at the Kansas Bureau of Investigation web site <http://www.kbi.ks.gov/registeredoffender/GeographicalSearch.aspx>.

### CRIME REPORTS

The Office of Student Life maintains statistics on crimes and other incidents occurring on campus. The VP of Student Life is available to discuss crime statistics and to answer questions about security on campus.

The Office of Student Life compiles these statistics and shares them with the community in the following ways:

Incident Report - A record that documents pertinent information for each reported incident.

Campus Security Report - A comprehensive annual report of crime-related information and statistics is compiled, published and distributed to current and prospective students and employees. The Office of Student Life compiles the statistics from its own incident reports to inform the Annual Security and Fire Safety Report.



## ALCOHOL AND DRUG ABUSE PREVENTION: POLICIES, PROCEDURES, PROGRAMS

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### ALCOHOL/DRUG POLICY

The federal Drug-Free Schools and Communities Act Amendment of 1989 provides that each institution of higher education receiving any form of federal financial assistance, (including student loans or grants), must adopt a policy regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by its students and employees, and implement a program to prevent the use, possession, or distribution of illicit drugs and alcohol by its students and employees. This policy is fully amplified in the College's Catalog available at <https://www.centralchristian.edu/academics/course-catalogs-policies/>.

For the purposes of this Handbook, Central Christian College of Kansas recognizes that the possession, manufacture, distribution, dispensing, sale, purchase, or use of controlled substances, tobacco, and alcohol is prohibited in buildings, facilities, and grounds controlled by the College, as well as part of any activity sponsored by the College regardless of location. This prohibition is applicable to all students, regardless of enrollment status (i.e., residential, non-residential, online, graduate, etc.).

Individuals found to be possessing, manufacturing, distributing, dispensing, selling, purchasing, or using controlled substances, alcohol, or tobacco products or paraphernalia shall be subject to disciplinary action. Furthermore, the illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Members of the College community are expected to uphold the laws of the local community, the state of Kansas, and the nation. Any alleged violations of federal, state, or local laws may be referred to the appropriate law enforcement officials and/or to the appropriate college or judicial body.

The College reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs, including, but not limited to, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs in violation of this policy. Reasonable suspicion for testing is determined at the sole discretion of College officials. Reasonable grounds for drug-testing may include, but are not limited to:

- Drug-related odors on person, clothing, equipment, or in living quarters
- Possession of drug paraphernalia
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Testing for drugs will be administered by a designated official on campus. If the test result is positive, the student can choose to be retested, at his or her cost, at a local testing facility, clinic or hospital selected by the College. Refusal to comply with testing will be considered a violation of the College's drug policy and may result in discipline up to and including dismissal. If a student's test results are negative for drug use, the College will reimburse the student for the expense of the test.



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Though some substances may be considered legal substances in certain jurisdictions, based on either age or through law, use of such substances has a history of damaging individuals, communities, and society. The College necessitates abstinence for the sake of the community.

In the same way tobacco use is prohibited, including but not limited to cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, and electronic smoking devices such as e-cigarettes, vaping products, IQOS, etc. Likewise, the intemperate consumption or conservation of food, substances, or other nutritional alternatives is a form of abusing the body which can result in impairment that is not in alignment with our call to preserve our strength so as to extend our ability to serve as ambassadors of Christ. Students found to be abusing their bodies in this way can expect to be held accountable for their actions.

### **DRUG FREE WORKPLACE STATEMENT**

The unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees on the property of Central Christian College or as part of any of the activities of the college, is strictly prohibited. An "illicit drug" is any drug (whether or not it is technically a controlled substance) that the user or possessor is not lawfully entitled to use or possess. Abuse of any drug that the user or possessor is legally entitled to use or possess is also strictly forbidden. *See Appendix A for Central Christian Colleges' statement of compliance with the Drug-Free Schools and Communities Act of 1989.*

**Students** who violate this policy will be reported to the appropriate law enforcement officials and will be subject to the following possible sanctions:

1. Placement on probationary status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion.

Students subject to these sanctions will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a campus mentor, or may be referred for counseling services within the McPherson community partnerships. A student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing any such program will be the responsibility of the student.

**Employees** of the college who violate the terms of this policy may be reported to the appropriate law enforcement officials and subject to the following possible sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination of employment.

Before the imposition of sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts. Nothing in this policy is intended to diminish the right of the College to take any other disciplinary action which is provided for in College





policies.

If an employee is to participate in a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs, of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area.

This program will be reviewed biennially by the President's Executive Cabinet. The purpose of the review will be to determine the effectiveness of the program, to recommend changes in the program, and to ensure that the sanctions are appropriately and consistently enforced. The review committee will make its findings and recommendations in a written report which will be presented to the President.

### **Health Risks Associated With Substance Abuse**

The consumption of alcohol poses several health risks including impaired judgment, impaired coordination, and impaired attention which may lead to difficulty in safely navigating one's environment or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person's ability to learn or retain information, or negatively impact academic, occupational, or social functioning. At low doses, alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol's effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting, hallucinations, psychomotor agitation, seizures, and death. Long-term use of alcohol can cause permanent damage to vital organs, particularly to the brain and the liver.

Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social functioning. For information on specific adverse effects of a particular drug, please refer to the United States Drug Enforcement Administration list of illicit drugs and associated risks at [http://www.justice.gov/dea/druginfo/all fact sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)



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### **Counseling Services**

Drug and alcohol counseling, treatment, and related programs are available through the Office of Student Life and through the local McPherson community. For more information about substance abuse assessment screening and counseling contact the Office of Student Life or one of the following resources:

- <http://www.drugabuse.gov/>
- Carousel Live (620-241-2300) – Hotline: 620-755-6091
- Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- Prairie View (620-245-5000)
- 988 Suicide Hotline

### **College Sanctions and Penalties**

Central Christian College employees and students found in violation of the prohibitions set forth in their respective handbooks will be subject to disciplinary action up to and including termination or dismissal and possible referral for prosecution. Each case will be evaluated on an individual basis. A disciplinary sanction may include the completion of an appropriate rehabilitation program.



## SHELTER LOCATIONS

| <b>IF YOU ARE IN...</b>                      | <b>FIND SHELTER IN...</b>                                   |
|--|---|
| <b>Gillespie Hall</b>                        | First Floor Bathrooms                                       |
| <b>Kline Hall</b>                            | Inside Rooms without Windows                                |
| <b>Parsons Hall</b>                          | Basement  |
| <b>Stoll Hall</b>                            | Pit Storage Under Stairs                                    |
| <b>Four-Plex/Tri-Plex</b>                    | Broadhurst Student Center Basement or Parsons Hall Basement |
| <b>Briner Library/Reimer Business Center</b> | Media Room in back of Library                               |
| <b>Broadhurst Student Center</b>             | Basement  |
| <b>CCM Building/Warehouse</b>                | Restrooms in either building                                |
| <b>Ed Pyle Sports Complex</b>                | Inside Hallways (away from glass doors)                     |
| <b>Lloyd S. Alleman Building</b>             | Bathrooms   |
| <b>Maintenance Building</b>                  | Gymnasium inside hallways away from glass doors             |
| <b>Mingenback Family Life Center</b>         | Parsons Hall Basement                                       |
| <b>Science Hall</b>                          | Basement (away from windows)                                |
| <b>Wesley Black Fine Arts Center/Greer</b>   | Basement Under Stage Area                                   |
| <b>Iver's Press Box</b>                      | 1 <sup>st</sup> Floor storage or concessions                |

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and don't have time to reach one, seek a position away from windows or doors where there may be flying glass. Sit down and cover your head.



### EVACUATION LOCATIONS

| If I'm in...        | Then I go to...                                |
|---------------------|--|
| Gillespie Hall      | Fitness Court                                  |
| Kline Hall          | Fitness Court                                  |
| Parsons Hall        | Front lawn of the Free Methodist Church        |
| Stoll Hall          | Science Hall – East Doors                      |
| Science Hall        | Front Steps of Broadhurst Student Center (BSC) |
| All Other Buildings | Front Steps of Science Hall (East Doors)       |

### WHEN DO I EVACUATE A BUILDING?

- In the event of a fire or fire alarm.
- Train Derailment (Kline/Gillespie Hall)
- During a bomb threat, AFTER YOU'VE CONSULTED THE POLICE!

### WHO GIVES PERMISSION TO RE-ENTER A BUILDING OR TO LEAVE A SECURED AREA?

You may re-enter or leave ONLY after you have received permission by one of the following people:

- The President – *Dr. Leonard Favara*
- VP of Strategic Operations – *Col. Doug Vanderhoof*
- VP of Student Life – *Dr. Cathy Brown*
- VP of Academic Affairs – *Dr. Lara Vanderhoof*
- The Police
- Your Resident Director (RD)

### EVACUATION INSTRUCTIONS

1. Do not use elevators during a building evacuation. In many cases, the elevators will go immediately to the first floor of the building the moment an alarm sounds and remain there until they are reset. It is dangerous to use any elevator during an emergency evacuation.



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2. Persons who cannot leave a building on their own should ask a classmate or co-worker to assist them. Do not assume that someone will voluntarily help. The person needing assistance must be specific in arranging this "buddy system".
3. When an alarm sounds or an evacuation order is given, the *buddy* should exit the building and locate a Public Safety officer or a Firefighter. The *buddy* must give the rescue workers the exact location of the individual requiring assistance.
4. While the *buddy* goes to get assistance, the person needing help should, if possible, call Emergency Response at 911 to request rescue assistance. The caller must give his/her name, specific location, and any other important information. The caller should remain on the line until help arrives.
5. The individual needing assistance should remain where they are as long as there is no immediate danger (e.g. flames or smoke are present). If danger exists, he/she should ask others to assist them in evacuating the building.
6. Once the individual requiring assistance has exited the building, he/she must send another *buddy* to advise the emergency workers in charge that they are safely out of the building.
7. If no one is available as a *buddy*, any person requiring evacuation assistance should contact Emergency Response at 911 to ask for rescue assistance or further instructions.

Please be prepared for emergencies. Decide upon a plan of action in advance, and remember that prevention is the key to your personal safety. It is the responsibility of each department head to review emergency action plans with employees on a regular basis (either as a group or individually).

If you are temporarily or permanently disabled, please inform your department head. The departments head will help determine an action plan based upon your specific needs.



# CRISES AND THREATS

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## ARMED INTRUDER

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Recently, armed intruders have resulted in an alarming number of injuries and deaths on College and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, Faculty or Staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge. Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The **VP of Student Life** will notify the **President** or the highest ranking person available in the President's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the President or his/her representative to be necessary and feasible to convene the Emergency and Crisis Management Leadership Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the President or the Emergency and Crisis Management Leadership Team would result in significant risks to the lives of the College community, lock-down procedures will be initiated immediately by the Emergency Response Team. However, in any cases involving the need to initiate lock-down procedures, the President's Office will be notified immediately and the Emergency Response Team will be asked to convene in the President's Conference Room on the third floor of Science Hall, room 305, to provide further direction with regards to College response activities.

Lock-down procedures will include: calling tree notification of BEC's to begin the lock-down process, physical securing of campus buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the McPherson Police Department will be contacted immediately by the Office of Student Life (or through a 911 call from an individual) and will assume the responsibility of apprehending the intruders. The Office of Student Life will serve as the liaison with off-campus law enforcement officials and assist with the coordination with other College units and the Emergency Response Team.

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### WHAT TO DO IF...

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#### **What to do if you suspect an event involving an armed intruder may possibly occur on campus:**

- Notify the Office of Student Life if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Resident Director.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.



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### **What to do if you know or suspect an armed intruder is present on campus:**

- If indoors, remain in your room, behind a locked door (if possible), lock the windows and pull the blinds and then stay away from the windows. Turn off lights and all audio equipment.
- If outdoors, find refuge in a nearby building or find a safe hiding place but make sure that you are well hidden.
- Call the Office of Student Life and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- Remain calm and quiet.
- Keep everyone together in a room, office, or secure area until police arrive or until it is no longer safe to remain there.
- If you are caught in the open, in a commons area you must decide what you will do. This is a very crucial time and it can mean life or death.
  - You can try to hide, but make sure you are well hidden.
  - If you think you can make it safely out of the area by running, do so.
  - If you decide to run, do not run in a straight line, zig-zag, using cover such as desks, cabinet, etc.
  - If you feel you are unable to run or hide, you may choose to play dead if other victims are around you.
  - If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
  - Your last option if caught in the open is to fight back. This is dangerous, but depending upon your situation, could be your last option.
- If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

### **What to do after an armed intruder has been apprehended:**

- Contact the Office of Student Life if you have any information to share about the incident.
- Contact your friends and family to let them know you are okay.
- Check the CCKK homepage for information and announcements regarding possible changes to safety and security provisions.
- Contact the Associate Dean of Student Life or a Campus Pastor if you are in the need of counseling.
- After an immediate crisis involving an armed intruder, the Emergency Response Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The News and Information Coordinator (as appointed by the President) will work with the President's Office to determine how news of the event and related issues involving campus safety and security should be communicated to the CCKK community, media, parents of students, alumni, donors and other external groups.





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### WHAT NOT TO DO IF...

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#### What not to do if you know or suspect an armed intruder is on campus:

- Do not leave your room to try to “see what’s happening”.
- Do not confront or try to apprehend the intruder.
- Do not assume that someone else has called the Office of Student Life and/or 911.
- Do not pull the fire alarm. A fire alarm would signal people to evacuate the building and thus place them in potential harm as they attempt to exit the building.

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### FIRE PROCEDURES

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A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the **Fire Department** at 245-2505 or 911.

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#### IMMEDIATE ACTION:

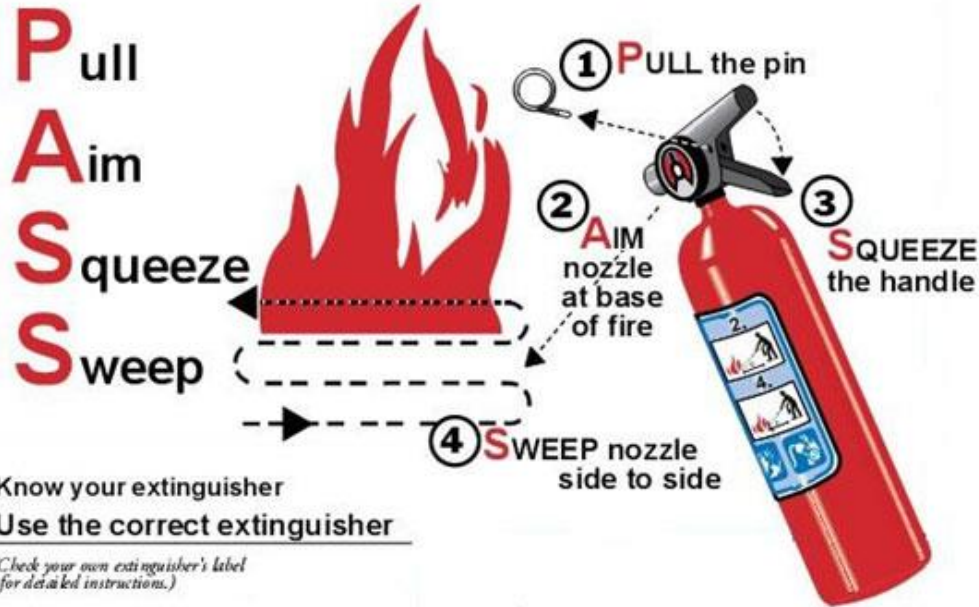
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- If you are the person who discovered the fire, extinguish it only if you can do so safely and quickly.
- Use an appropriate fire extinguisher to control the fire only if you have had fire extinguisher training, the fire is confinable and your personal safety is not placed in jeopardy.



FIRE EXTINGUISHER INSTRUCTIONS

To operate an extinguisher:



IF THE FIRE CANNOT BE EXTINGUISHED:

- Confine the fire by closing the doors.
- Pull the nearest fire alarm.
- Call the Fire Department at 245-2505 or 911.
- Alert others.
- Exit the building, assisting anyone who needs help in the evacuation.
- Notify your Building Coordinator.
- The Building Coordinator should meet the Fire Department when they arrive, if the Coordinator is unavailable, the person calling in the fire should meet the Fire Department when they arrive.

FOR OCCUPANTS OF THE BUILDING

- Close the doors to your immediate area.
- EVACUATE the building via the nearest exit. Assist others in exiting the building.
- DO NOT use elevators.
- Avoid smoke-filled areas.
- If exiting a smoke-filled area, stay low to the ground and crawl to the nearest exit.
- If your clothes catch fire DO NOT RUN. STOP...DROP...ROLL.



FOR PERSONS EVACUATING FROM THE IMMEDIATE AREA

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.

| If I'm in...        | Then I go to...                                |
|---------------------|--|
| Gillespie Hall      | Fitness Court                                  |
| Kline Hall          | Fitness Court                                  |
| Parsons Hall        | Front lawn of the Free Methodist Church        |
| Stoll Hall          | Science Hall – East Doors                      |
| Science Hall        | Front Steps of Broadhurst Student Center (BSC) |
| All Other Buildings | Front Steps of Science Hall (East Doors)       |

DECISION MAKERS

- The lead responder will be the individual highest on the Campus Organizational Chart (the RESIDENT ADVISOR gives way to the RESIDENT DIRECTOR, RESIDENT DIRECTOR who gives way to the VP OF STUDENT LIFE, etc.)
- The McPherson Fire Department will assume control and make decisions when they arrive at the scene of the fire.
- The Fire Department will decide when to turn control of the scene back to the College.
- The VP of Student Life or other Dean/Highest Ranking Official of Central Christian College will decide when to turn control of the scene back to the individual departments.



## FIRE SAFETY SUMMARY

| Facility        | 2021  |          |       | 2022  |          |       | 2023  |          |       |
|-----------------|-------|----------|-------|-------|----------|-------|-------|----------|-------|
|                 | Fires | Injuries | Death | Fires | Injuries | Death | Fires | Injuries | Death |
| Gillespie Hall  | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Kline Hal       | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Parsons Hall    | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Stoll Hall      | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| N. Tri-Plex     | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| S Tri-Plex      | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Four-Plex       | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Student House 1 | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Student House 2 | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Student House 3 | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |
| Student House 4 | 0     | 0        | 0     | 0     | 0        | 0     | 0     | 0        | 0     |

## MISSING PERSONS

If a member of the Central Christian College of Kansas Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Office of Student Life and the McPherson Police Department.

Most missing person reports in the college setting result from a student changing their normal routine and failing to inform roommates or friends of this change. The most serious cause for a report would be an abduction, suicide, or accident. A person will be considered missing if a roommate, classmate, Faculty member or other campus person has not seen the person in a reasonable amount of time. An expressed suspicion or concern from any member of our college community will begin the investigation procedures.

## POLICY

Upon receiving a report of a missing person, the Office of Student Life will conduct a thorough and timely investigation to determine the whereabouts of the person.



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## INVESTIGATION PROCEDURES

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The investigation will start with contact with individuals who live and interact with the student daily. The investigation will expand as the location of the student continues to be unknown.

### Initial Interviews

Roommates, Resident Advisor, floor mates, or friends will be interviewed to determine where and when the person was last seen, the person's typical daily routine, other possible locations or destinations (i.e. on or off campus employment, travel plans) and the description of clothing worn. A determination will be made about the most recent mental state of the missing person (i.e. lonely, depressed, excited, angry). If the student resides on campus, the student's room will be examined to look for any additional information or explanation.

### Secondary Interviews

Interviews will also take place with the missing person's professors and employers to determine if the student has been attending classes and arriving for scheduled work shifts. The Associate Dean of Student Life will be contacted to determine if they would have any additional information. Family members will be contacted to identify other explanations or alternative possible locations of the person.

### Expanded Dissemination of Information

Local law enforcement agencies will be contacted and a formal missing person report will be filed. The President's Office will determine what information is shared with the local news media.

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## VERIFICATION AND REPORTING

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Verification that the missing person has been located will consist of, but not be limited to: personal contact with the person, telephone contact of the person with reasonable explanation of location and circumstances, parental verification or law enforcement verification.

The status of the missing person will be reported back to the individual who made the original report, as well as the parents and the law enforcement officials, if they were contacted during the investigation.

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## REFINERY EXPLOSION OR HAZARDOUS MATERIAL SPILLS

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Any chemical spill or offensive odors in a laboratory building should be reported to the Building Coordinator for that building, who will call the McPherson Fire Department. Individuals should not attempt to clean up a spill until it has been assessed by trained personnel.



## PROCEDURES

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If you are inside a building in which a spill has occurred, immediately evacuate the building.

**If you are outside when an incident occurs:**

- Move uphill and upwind; hazardous materials can be transported quickly through air and water.
- Don't touch or step in spilled materials.
- Notify the Office of Student Life and the Maintenance Department from a safe location as soon as it is practical to do so (620)241-0723, Ext. 7176 and 7113, respectively.

**If you are indoors when an incident occurs outside of the building that you are occupying:**

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- Close as many internal doors as possible.
- If local authorities warn of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
- The Maintenance Department will turn off all ventilation systems or switch to 100 percent re-circulation (based on consultation with the McPherson Fire Department) so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.

**After an accident involving:**

**Corrosives:** *Corrosives are substances that cause visible destruction or permanent changes of the skin tissue on contact. They are especially dangerous to the eyes and respiratory tract.*

- Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- Get under a shower; remove all clothing; wash with soap and water.

**Flammables:** *Flammables are liquids with a flash point below 100 degrees Fahrenheit with gases that burn readily.*

- Turn off the main electricity and gas jets.
- Evacuate the building.

**Toxics:** *Toxics are poisonous substances.*

- Wash your hands.
- Discard contaminated clothing or objects.
- Use the appropriate antidotes.

**Reactives:** *A reactive is a substance that can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.*



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- Close all doors.
- Evacuate the danger area.
- Follow decontamination instructions from local fire or health authorities. Depending on the chemical, you may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.

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### IMMINENT DANGER – REFINERY EXPLOSIONS AND/OR HAZMAT SPILLS

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In the event of an explosion or a hazardous materials spill at the National Cooperative Refinery Association (NCRA), Central Christian College Building Coordinators will act as first responders.

Should an explosion or HazMat spill occur at NCRA, CCKK will have a matter of moments before potentially lethal gas may be released into the air and travel to campus. Depending on the direction of the air current, CCKK could have between 60 seconds and 3 minutes to respond.

Building Coordinators should ensure that all windows and doors are closed and that students, Faculty, and Staff are securely located in a central location within the building. Building Coordinators should hold sequestered students in the central location until they are released by the McPherson Police/Fire Department or a member of the Emergency Response Team (see pg. 11) or notified via a Tiger Alert.

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### SEXUAL MISCONDUCT: POLICY, PROCESS AND PROGRAM

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Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor.

Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct. Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Office of Student Life, a residence life staff member, or a member of the Office of Student Life such as the VP/Dean of Student Life. The Office of Student Life can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials (other than representatives of Counseling Services) are required to report sexual misconduct incidents to the Title IX Coordinator for possible investigation and student conduct response. If the assailant is a student(s), a student conduct complaint will be filed with the Office of Student Life.



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This does not preclude the right to seek criminal prosecution.

The Office of Student Life advises all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the Office of Student Life and the McPherson Police Department stand ready to assist all members of the community in that regard. All reported incidents become part of the campus crime report statistics.

Under the College's student conduct system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault.

Both the accused and the accuser must be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused. Sanctions under the College's student conduct system provide for repercussions up to and including permanent expulsion from Central.

Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations, contact the Office of Student Life.

The College is committed to the prevention of sexual misconduct. Residence Life and the Office of Student Life provide sexual assault awareness and prevention programs during the year.

The Office of Student Life advises, but does not require, all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the Office of Student Life and the McPherson Police Department stand ready to assist all members of the community in that regard. Whenever reasonable, the College will respect a student's right to report an alleged sexual assault confidentially. All reported incidents become part of the campus crime report statistics.

Under the College's student conduct system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault. The College's perspective on student conduct, including possible disciplinary levels and sanctions, can be found in the student conduct section of the Student Handbook.

Both the accused and the accuser have the right to a swift and thorough process; however, the timeliness of such a process is predicated on a number of factors. Typically the matter should be concluded within 7-10 business days. The accused and the accuser will be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused in writing. If the College's evidentiary findings conclude that it is more likely than not that sexual misconduct has occurred, sanctions will be imposed for the accused, and restorative measures will be implemented for the accuser. Sanctions under the College's student conduct system provide for repercussions up to and including permanent expulsion from Central or termination of employment.





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Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations contact the Office of Student Life.

The College is committed to the prevention of sexual misconduct. Residence Life and the Office of Student Life present sexual assault awareness and prevention programs during the year.

### **Special concerns for college students.**

Because alcohol is so often involved in acquaintance rape and other sexual assaults, it may have played a role in your assault. You and/or the person who assaulted you may have been drunk. You may have even blacked out and not remember much detail. As you work through the many conflicting feelings that are normal in the aftermath of sexual assault, you may blame yourself, especially if you think that you were irresponsible in your alcohol use. No amount of alcohol consumed by either person justifies a sexual assault. You are responsible for your conscious alcohol use, but you are not to blame for having been raped or otherwise assaulted while you were under its influence. Having sexual contact with someone who is too intoxicated to say “no” is considered sexual assault or rape at Central Christian College.

You may also wonder if you were drugged with a “date rape” drug. There are a number of drugs that are used to incapacitate victims for the purpose of rape or sexual assault, and that list is constantly changing. If you suspect this is the case, or if you were not tested for the presence of drugs at the time of your assault, you may want to discuss this issue with a counselor, in order to come to terms with it. Some drugs, such as “roofies” (Rohypnol, or flunitrazepam) or Klonopin/Rivotril (Clonazepam) cause total memory loss so you may not really know what happened or with whom, which can be difficult to reconcile. Pharmaceutical drugs such as these, or “designer” drugs such as Ecstasy or GHB (Gamma Hydroxybutyrate), are easy to administer and have a quick effect. Yet, even a large consumption of alcohol, or the combination of alcohol with more common drugs such as Valium, can feel like Rohypnol or Ecstasy.

### **Procedures if You Are a Victim of the Crime of Sexual Misconduct:**

- If you are on campus, phone a Resident Director. If you are off campus, please dial 911.
- Do not answer questions except those asked by appropriate law enforcement officials, a counselor, Chief Student Affairs Officer, Title IX coordinator, or Associate Dean of Student Life.
- Do not wash, bathe or change your clothes.
- If off campus, go to a hospital emergency room.
- Contact doctors or counselors who are trained in the treatment of sexual assault within 72 hours of the assault. They can provide help to people with physical or emotional problems.
- Assistance can be provided by your Resident Director or the Associate Dean of Student Life. Off-campus assistance can be obtained from the **Rape Crisis Line** - 620-663-2522 or 1-800-701-3630.



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## TORNADOS

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In the event of severe weather, such as a tornado, the McPherson Police Department has commonly notified Student Development personnel of incoming weather. As first responders, the Chief Student Affairs Officer will notify the President or Plan Executive. Residence Life Staff will be notified of the threat and will be used to notify students in the residence halls to relocate.

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### ADMINISTRATIVE DECISIONS

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- If a tornado actually affects any Central Christian College buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Chief Student Affairs Officer in consultation with the President's Executive Cabinet.
- During severe weather situations, the President may make the decision to close the campus, move certain offices or move people to shelter areas within larger buildings such as the Greer Auditorium or the Ed Pyle Sports Complex.

The tornado season for Kansas is primarily April through June, but a tornado can occur in any month of the year.

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### FREQUENCY OF TORNADOES

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- Tornadoes can occur at any time of the year.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m. but have been known to occur at all hours of the day or night.
- The average tornado moves from southwest to northeast, but tornadoes have been known to move in any direction. The average forward speed is 30 mph but may vary from nearly stationary to 70 mph.

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### WATCHES AND WARNINGS

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#### Notifications

When a tornado "watch" or a tornado "warning" is in effect, you may be notified:

- By the Office of Strategic Operations or the Office of Student Life
- Tiger Alert System
- Through the campus telephone contact system<sup>1</sup>

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<sup>1</sup> Campus telephone contact system consists of Administrators contacting their direct reports and following the organizational chart from the top down with each level notifying the level below.



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- By campus email
- By the city of McPherson warning signal
- By television and radio

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### TORNADO WATCH

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A tornado “watch” means that the probability is dangerously high for a tornado to develop. The National Weather Service specifies the time period and the area for which the watch is in effect.

#### **What You Should Do:**

- Be alert to weather conditions during this time.
- Be prepared for the possibility of a tornado.
- Familiarize yourself with emergency procedures and shelter areas.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch.
- Close all doors, including main corridors, making sure they latch. (You do not want to wait for a warning to take these measures.)

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### TORNADO WARNING

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A tornado warning is issued by the National Weather Service and means that a tornado or funnel cloud has been sighted in a specific area.

#### **What You Should Do:**

- Remain calm - this will help you to think clearly.
- Relay the warning to others in the area and people that you are responsible to notify.
- Proceed to a designated shelter area within your building.
- Crouch near the floor or under heavy, well-supported objects and cover your head.

**Note:** *There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.*

#### **Areas of Safety**

Designated shelter areas within your building (rooms and corridors in the innermost part of the building and basements)

#### **Areas to Avoid**

- Stay clear of windows, corridors with windows, or large free-standing expanses.
- DO NOT use elevators during a tornado warning.



## TORNADO SHELTER INFORMATION

| <b>IF YOU ARE IN...</b>                      | <b>FIND SHELTER IN...</b>                                   |
|--|---|
| <b>Gillespie Hall</b>                        | First Floor Bathrooms                                       |
| <b>Kline Hall</b>                            | Inside Rooms without Windows                                |
| <b>Parsons Hall</b>                          | Basement  |
| <b>Stoll Hall</b>                            | Pit Storage Under Stairs                                    |
| <b>Four-Plex/Tri-Plex</b>                    | Broadhurst Student Center Basement or Parsons Hall Basement |
| <b>Briner Library/Reimer Business Center</b> | Media Room in back of Library                               |
| <b>Broadhurst Student Center</b>             | Basement  |
| <b>CCM Building/Warehouse</b>                | Restrooms in either building                                |
| <b>Ed Pyle Sports Complex</b>                | Inside Hallways (away from glass doors)                     |
| <b>Lloyd S. Alleman Building</b>             | Bathrooms   |
| <b>Maintenance Building</b>                  | Gymnasium inside hallways away from glass doors             |
| <b>Mingenback Family Life Center</b>         | Parsons Hall Basement                                       |
| <b>Science Hall</b>                          | Basement (away from windows)                                |
| <b>Wesley Black Fine Arts Center/Greer</b>   | Basement Under Stage Area                                   |

If you are outside and there is no time to take cover, find a low spot, lay down and cover your head. If you are in a building without a shelter area and don't have time to reach one, seek a position away from windows or doors where there may be flying glass. Sit down and cover your head.



## CAMPUS RELOCATION STRATEGY

In the event of a tragedy that would require the students/faculty and staff to evacuate the campus and relocate, the Emergency Response Coordinators will convene a meeting to determine where and how to transport students to a new locations. Depending on the severity of the crisis, Central Christian College will coordinate with local churches, the Salvation Army and the American Red Cross to coordinate a campus-wide evacuation.

## PHONE NUMBERS

*(All Area Codes are 620 Unless Otherwise Specified)*

**Emergency Communications** – for emergencies Dial 911 or...

Administrative Calls - 245-1266

**Crime Stoppers** - 241-1122

**Crisis Hotline** – 988

**Central Christian College** - 241-0723

**Crisis Hotline of McPherson** - 241-6615

**McPherson Memorial Hospital** – for emergencies Dial 911 or...

Administrative Calls - 241-2250

**McPherson County Sheriff** – for emergencies Dial 911 or...

Administrative Calls - 245-1225

**Police Department** – for emergencies Dial 911 or...

Administrative Calls - 245-1200

**Fire Department** – for emergencies Dial 911 or...

Administrative Calls - 245-2505

**Rape Crisis Line** – 620-663-2522 or 1-800-701-3630

**Heartland Pregnancy Care Center** - 316-283-7333

**Pregnancy Crisis Center of Wichita** - 316-945-9400

**Suicide Prevention - Horizons Mental Health Center Crisis Line** - 1-800-794-0163

**Reno County** – 620-672-2332



## 2023 CAMPUS CRIME STATISTICS

| 2023 Criminal offense                | On Campus | Student Housing | Non-Campus | Public Property |
|--------------------------------------|-----------|-----------------|------------|-----------------|
| a. Murder/Non-negligent manslaughter | 0         | 0               | 0          | 0               |
| b. Negligent manslaughter            | 0         | 0               | 0          | 0               |
| c. Sex offenses - Forcible           | 0         | 0               | 0          | 0               |
| d. Rape                              | 0         | 1               | 0          | 0               |
| e. Fondling                          | 0         | 0               | 0          | 0               |
| f. Sex offenses - Non-forcible       | 0         | 0               | 0          | 0               |
| g. Incest                            | 0         | 0               | 0          | 0               |
| h. Statutory Rape                    | 0         | 0               | 0          | 0               |
| i. Robbery                           | 0         | 0               | 0          | 0               |
| j. Aggravated assault                | 0         | 0               | 0          | 0               |
| k. Burglary                          | 0         | 0               | 0          | 0               |
| l. Motor vehicle theft               | 0         | 0               | 0          | 1               |
| m. Arson                             | 0         | 0               | 0          | 0               |

| 2023 Hate Crimes*                    | On Campus | Student Housing | Non-Campus | Public Property |
|--------------------------------------|-----------|-----------------|------------|-----------------|
| a. Murder/Non-negligent manslaughter | 0         | 0               | 0          | 0               |
| b. Rape                              | 0         | 0               | 0          | 0               |
| c. Fondling                          | 0         | 0               | 0          | 0               |
| d. Incest                            | 0         | 0               | 0          | 0               |
| e. Statutory Rape                    | 0         | 0               | 0          | 0               |
| f. Robbery                           | 0         | 0               | 0          | 0               |
| g. Aggravated assault                | 0         | 0               | 0          | 0               |
| h. Burglary                          | 0         | 0               | 0          | 0               |
| i. Motor vehicle theft               | 0         | 0               | 0          | 0               |
| j. Arson                             | 0         | 0               | 0          | 0               |
| k. Simple Assault                    | 0         | 0               | 0          | 0               |
| l. Larceny-theft                     | 0         | 0               | 0          | 0               |
| m. Intimidation                      | 0         | 0               | 0          | 0               |
| n. Destruction/damage/vandalism      | 0         | 0               | 0          | 0               |

\* Includes required statistical categories including:

- Race
- Gender Identity
- Religion
- Disability
- Sexual Orientation
- Ethnicity
- Gender
- National Origin



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| <b>2023 VAWA Offenses</b>   | <b>On Campus</b> | <b>Student Housing</b> | <b>Non-Campus</b> | <b>Public Property</b> |
|-----------------------------|------------------|------------------------|-------------------|------------------------|
| <b>a. Domestic violence</b> | 0                | 0                      | 0                 | 0                      |
| <b>b. Dating violence</b>   | 0                | 0                      | 0                 | 0                      |
| <b>c. Stalking</b>          | 0                | 0                      | 0                 | 0                      |

| <b>2023 Arrests</b>                           | <b>On Campus</b> | <b>Student Housing</b> | <b>Non-Campus</b> | <b>Public Property</b> |
|---|------------------|------------------------|-------------------|------------------------|
| <b>d. Weapons: carrying, possessing, etc.</b> | 0                | 0                      | 0                 | 0                      |
| <b>e. Drug abuse violations</b>               | 0                | 0                      | 0                 | 0                      |
| <b>f. Liquor law violations</b>               | 0                | 0                      | 0                 | 0                      |

| <b>2023 Disciplinary Actions</b>              | <b>On Campus</b> | <b>Student Housing</b> | <b>Non-Campus</b> | <b>Public Property</b> |
|---|------------------|------------------------|-------------------|------------------------|
| <b>g. Weapons: carrying, possessing, etc.</b> | 1                | 0                      | 0                 | 0                      |
| <b>h. Drug abuse violations</b>               | 8                | 8                      | 0                 | 0                      |
| <b>i. Liquor law violations</b>               | 7                | 7                      | 0                 | 0                      |

Annual statistics for years 2020, 2021, 2022, & 2023 can be found at:

<https://ope.ed.gov/campussafety/#/institution/details>

Notice of the crime statistics annual report will be announced to students and employees of the college in October\* of each fall semester. Statistics are reported based on a calendar year not an academic one.

\*Due to the impact of COVID-19, the United States Department of Education Office of Postsecondary Education delayed the mandatory publication of crime and fire statistics to January 14, 2021.



## APPENDICES

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### APPENDIX A

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DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 Central Christian College of Kansas provides the following information in compliance with the Drug-Free Schools and Communities Act of 1989, and in support of the College's commitment to assist its students and employees in engaging in safe and healthy conduct, in keeping with the CORE Four Model and a Christ Centered Education for Character.

Central Christian College of Kansas, as a Free Methodist affiliated institution, adheres to the covenantal and constitutional guidelines as outlined in the 2011 Book of Discipline (Para. 4800-4860). Employees of the College are expected to adhere to these policies and to abide by the lifestyle expectations articulated in the Book of Discipline (Para. 3000-3430). A copy of the discipline can be found in the Office of the President. All employees are required to affirm adherence to this policy as part of the employment process.

It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the College, including faculty, other unclassified personnel, support staff, and student employees, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Central Christian College prohibits the manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and employees (regardless of age) on College property or as part of any College activities. Employees of the College are prohibited from serving or allowing students to manufacture, possess, use, distribute, sell, or purchase illicit drugs or alcohol, regardless of location.

As a condition of employment, all employees of Central Christian College of Kansas shall abide by the terms of this policy statement and will notify the College of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Central Christian College of Kansas will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances will be maintained in the office of Student Development, The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. Any definition of a "legal substance" or "legal use" may be further clarified or sanctioned by the College, beyond terms used





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by Federal or State agencies, including abuse of substances that an individual is legally entitled to possess or use.

All students attending Central Christian College of Kansas must sign the Code of Character (SAS) & (SPE), indicating compliance with maintaining a Drug and Alcohol free campus (including those receiving Federal Aid). This document serves as the official document indicating compliance with the Drug-Free Workplace Act of 1988. The Financial Aid Office will assure institutional compliance with this federal requirement.

The Colleges reviews this policy on an annual basis to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Modifications in the policy are implemented based on this assessment. The last review occurred on December 18<sup>th</sup>, 2021.