



BROOKLINE COLLEGE

YOUR SUCCESS STARTS HERE

Campus Crime & Security Information
Oklahoma

Family Educational Rights & Privacy Act (FERPA)
Revised April 2013

Introduction

Brookline College is concerned about the safety and welfare of all campus members and guests. The following information has been prepared to increase your awareness of current programs that exist to protect your safety and well-being.

All student body, faculty and staff are encouraged to take responsibility for maintaining a secure campus environment by participating in the campus security programs and by reporting all suspected criminal actions and emergencies.

SECURITY INFORMATION

Policies

The Clery Act (Public Law 101-542 amended by P.L. 102-26) requires Brookline College to create campus security policies and distribute crime statistics annually to all current students and employees. When a crime is reported, the situation will be evaluated and the proper authorities will be contacted. All information will remain confidential.

The institution will respond administratively if a criminal offense involves a student or employee as an alleged offender.

Brookline College campuses are open and available to students from 7:30 am to 10:00 pm. For safety reasons, it is not recommended that students stay on campus after hours. Students and employees are subject to Brookline College's Policies and Procedures.

Reporting Criminal Activity and Emergencies

The security authorities at each of the campuses are the following: student service department, the receptionist, and the campus director. The campus director who oversees everything, takes action to ensure that timely notification is provided to students, faculty and the police department to prevent similar crimes from occurring. In addition, students can anonymously report illegal acts they have witnessed at school by calling SAFECall,

1-877-723-3225, ext: 651. This program is funded by Title IV Safe and Drug-Free School Program and the Oklahoma State Department of Education.

Non-Emergencies

To report non-emergency criminal offenses occurring on campus, please notify one of the above individuals or your instructor as soon as a crime is committed or discovered.

Emergencies

In an emergency situation in which the response of the police department, the fire department or medical assistance is required first dial 911, then notify the appropriate security authority as soon as the crime had been committed or discovered.

Crime Awareness & Prevention

Brookline College takes advantage of many opportunities to remind students and employees of campus security issues. Students are informed of Brookline College's campus security policy during orientation. Employees are informed during faculty meetings and all-staff meetings. In order to protect the health and safety of students and employees, Brookline College may have to disclose the identity of the individuals who have been involved in criminal activities on campus. Students involved in criminal activities on campus will be referred to a disciplinary committee made up of student services, faculty members, student council members and the campus director. Victims or witnesses' voluntary or confidential reports will be included in the annual disclosure of crime statistics.

Auto Theft

Never leave your keys in an unattended car or attach a tag with your name and address to a key ring. Never leave the title in your vehicle. At night, park in a well-lit area with pedestrian traffic.

Domestic Violence

It is important to remember that family violence is a crime and that there is no need to suffer in silence. Help is available for both the victim and the offender. Oklahoma's Protection from Domestic Abuse Act (Oklahoma Statutes Title 22, Chapter 2, Section 60) applies to family or household members, defined as:

- Spouses or Ex-spouses
- Parent or Grandparents
- Children, grandchildren, stepchildren, adopted children, foster children
- Persons otherwise related by blood or marriage

Offenses covered under this law include any act of physical harm, or the threat of imminent physical harm; the willful, malicious, and repeated following of a person with the intent of placing the person in reasonable fear of death or great bodily injury; a knowing and willful course or pattern of conduct which seriously alarms or annoys a person, serves no legitimate purpose and causes a reasonable person to suffer substantial emotional distress.

What You Can Do When Abused or Threatened?

If you are being beaten or anticipate an attack, leave the scene immediately. Go to a neighbor, friend, relative or a temporary shelter and notify the police.

Seek Medical Attention

It may be necessary to move away from your abuser for a while. There are a number of family shelters in the Oklahoma City area that can provide safe, supportive, short-term housing for you and your children. Contact the Oklahoma Safeline - 1-800-522-7233 (SAFE).

A final step to safeguarding you and your family against repeated violence is to ask for an Order of Protection. The police department can assist you. An Order of Protection is an official court document notifying the offender that he or she has been placed under specific restrictions.

Sexual Assault

Should a sex offense occur on campus, notify any campus security personnel immediately. The security staff are trained to follow specific procedures prescribed for this type of crime. The school will change the academic situation if requested by the victim and

if accommodations are reasonably available. Both the victim and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding. They both will be informed of the school's final determination including any sanctions imposed against the accused. The school will also make an additional determination to see if additional sanctions need to be made regarding rape, acquaintance rape, or other forcible or non forcible sex offenders.

How to Prevent Sexual Assault

Most sexual assaults occur outside, on the street, in a park, playground or school yard. Be alert to your surroundings and the people around you when you're outside - try these tips:

- Stay in well-lit areas as much as possible.
- Walk on the side of the street facing traffic.
- Walk close to the curb.
- Avoid doorways, bushes and alleys.
- If you think you are being followed, walk quickly to areas where there are lights and people.

What Should You Do If You Are A Victim?

Call the police right away, get help from a friend, your doctor, or a hospital emergency room, or contact a rape or other crisis service. The most important thing to remember after an attack is that you should not touch anything, change your clothes, wash or douche until you have contacted the police and have been to a hospital.

Feel free to visit the Oklahoma Sex and Violent Crime Offender Registry to check for registered sex offenders who might be present on campus: http://docapp8.doc.state.ok.us/servlet/page?_pageid=190&_dad=portal30&_schema=PORTAL30

In Your Car

Be cautious when driving your car. Reduce your risk by taking these precautions:

- Always lock your car.
- Check the back seat before you get in.
- Park in well-lit places.
- If you think that you are being followed, drive to a public place or a police station.
- If your car breaks down, open the hood. If someone stops to help, stay in your locked car and ask them to call the police or a garage.

Resources Available

OKLAHOMA CITY

Alcoholics Anonymous	405.947.3834
Child or Adult Abuse and Neglect Hotline	800.522.3511
Crisis Intervention Services	405.947.4506
Department of Mental Health & Substance Abuse Services	800.522.9054
Domestic Violence Safeline	800.522.7233
Legal Aid Services of Oklahoma	405.488.6825
Oklahoma Coalition Against Domestic Violence & Sexual Assault	405.524.0700
Oklahoma Community Health Services	405.632.6688
Rape Hotline	405.943.7273
Salvation Army	405.246.1133
YWCA Women's Crisis Center/Domestic Violence Hotline	405.917.9922

Alcohol and Drug Policies

Brookline College supports the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-225). For a full description of our drug free policy, please refer to the school catalog.

Campus Statistics and Reporting

The following statistics represent criminal activities which have taken place on the Brookline College campus (formerly OTI) between January 2009 - December 2009, January 2010 - December 2010, and January 2011 - December 2011.

	Oklahoma City		
	2009	2010	2011
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Manslaughter	0	0	0
Non-forcible Sex Offenses	0	0	0
Forcible Sex Offenses	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests for liquor law violations, drug law violations, and illegal weapons possession:

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Persons sent for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession:

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures are provided in the College Catalog.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e., directory information*). The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

*Directory Information is information on a student that the College may release to third parties without the consent of the student. Brookline has defined directory information as the student's name, address (es), telephone number(s), email address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

Any questions regarding the aforementioned notice should be directed to the Campus Director or Director of Education at the school the student is attending.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment in which federal student aid was received shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving		
The possession of a controlled substance:		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance:		
Ineligibility period is	First offense	2 years
	Second offense	Indefinite

Rehabilitation - A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.

Emergency Response and Evacuation Procedures

Brookline College is dedicated to a safe and orderly learning environment. This *EMERGENCY ACTION PLAN* is intended to be a guideline for faculty and staff to possibly prevent and resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency, however, is awareness in advance, and proper preventive measures all staff members are expected to review and know the information presented in this *EMERGENCY ACTION PLAN*.

Familiarization and practical exercises are the keys to preparedness in an emergency situation. Every Safety Team Representative (STR) and Campus Director should share appropriate drill and safety information with all students with whom they work.

This document is available on demand through electronic means. STRs and Campus Directors are to ensure a copy of this document along with the Brookline College Safety Manual is located on the front desks of every campus. All employees will receive an electronic copy of this plan. STRs and Campus Directors should ensure that the location of the Plan is available for all designated adjunct faculty and other visiting faculty members. All training for the Emergency Action Plan will be governed by the Safety Team Committee and the Campus Directors.

The Safety Team Representative is instructed and required to notify the Campus Director and the Safety Team Committee Co-Chair whenever an unusual event, emergency or crisis arises.

During day time operations, several administrators will be available; during evening hours, the night school administrators should be advised of any unusual events.

All injuries, emergencies, and accidents must have the documentation completed within 24 hours of the incident as described in the Brookline Safety Manual and forwarded to the Corporate Office; attention: Safety Team Committee Chair.

Emergency Numbers

Fire.....911
Ambulance.....911
Police.....911

Requesting Emergency Assistance

Whenever contacting a governmental or other emergency response unit, those making such contact should be certain to provide the requested service with the following information:

1. Caller name.....Provide YOUR NAME
2. Location of Road..... Major cross streets
3. College Phone Number..... Give Main Line
4. Emergency Cellular NumberProvide a Cell Number if possible
5. Nature of Emergency.....Fire, Earthquake, Bomb Threat, etc.
6. Where to reportMain Entrance - meet Public Safety

Assistance to Disabled Persons

Faculty and staff members are required to assist people with disabilities during evacuations and/or emergency situations. The College maintains that all students are encouraged and should assist individuals with disabilities whenever evacuation of an area is required; as some disabled individuals may require physical assistance, others may not. Assistance may be especially important in the event someone is on the second floor if the elevator is inoperable. Individuals with disabilities include people who use wheelchairs, have hearing, visual or mental impairments, and utilize crutches or walkers or others whose mobility is restricted or impaired in some manner.

Accidents Resulting in Physical Injury

Brookline College requires all employees to perform their job functions as safely as possible. If safety training and/or protective equipment is deemed necessary by an employee, they should immediately contact their immediate supervisor to have the need met.

When an accident occurs that involves physical injury, such must be reported immediately to the Campus Directors, STR, and the incident/injury report form must be completed and forwarded to the Safety Team Committee Chair at the Corporate Office.

Follow the steps below to ensure proper handling of an injury:

1. All accidents resulting in physical injury are to be reported to the campus Safety Team Representative (STR), Campus Directors, and Safety Team Committee Chair.
2. Ensure that faculty/staff, students, and guests are moved away from any dangers posed at an accident scene; if required utilize Standard Universal Precautions.
3. Do not approach an accident scene unless it is safe to do so. If the scene area is unsafe, keep everyone away and wait for the STR, Campus Director, and or Police/Fire Department/Ambulance to arrive.
4. Law prohibits dispensing medication or the treatment of injuries by anyone except a licensed or certified medical person Faculty and staff members may administer basic First Aid, if trained to do so, when obviously needed.
5. The decision to call Paramedics and/or the students' family should be made by the STR or Campus Director or by a Senior Faculty member.
6. Any Accident or Personal Injury to a student, employee, or faculty members will be reported to the Safety Team Committee Chair at the Corporate Office within 24 hours.

Communication During Emergency/Crisis Situations

In the event of an emergency, the STRs, Campus Directors, and other designated individuals will attempt to contact and notify all those that might be immediately impacted by the situation. Instructions/suggestions will be provided as clearly and expeditiously as possible, given the uniqueness of each individual situation. Communication modes may include:

- Announcements over (P.A.) system if your campus has one;
- Telephone calls to individual classrooms and offices;
- Word of mouth; going room to room to pass along information;
- Notes/memos;
- Global use of the e-mail system;
- Any other means of communication deemed appropriate and feasible given the uniqueness of each situation.

Fire Alarm Procedures

At any time the fire alarm is activated, all **non-administrative faculty and staff** should promptly proceed to the nearest exit while assisting and directing all other faculty/staff, students and guests out of the building in accordance with the Campus Evacuation plan. Once outside, faculty and staff should work to quickly and efficiently move all individuals to a safe distance away from the building. Care should be taken to not allow people to stand in driveways, lanes, or other areas of ingress or egress to allow all people to evacuate the building and to allow emergency services vehicles and staff adequate and unobstructed access to the building(s). All faculty and staff should, prior to exiting the building if it is safe to do so:

- Close all windows and doors (leave doors unlocked)
- Lead the class and follow the evacuation route for the specific room or area
- Discourage talking so that emergency commands may be given
- Exit immediately
- Do not permit re-entry into the building until the **all clear** has been given by a fire department official, Campus Director, STR; or a College Executive Director.

In the event of a fire alarm after 5:00 p.m., Monday through Friday, Senior Faculty member will oversee evacuation for any emergency situation.

Guns and Weapons

In the event **someone is known to have a firearm** or other deadly weapon, Call 911. Contact the Campus Directors and the STRs immediately. Do not confront the individual yourself. If a firearm or other deadly weapon is pulled, remain calm, without endangering yourself, do what you can to notify the Campus Director, STR, a faculty member, an administrator or other employee. Talk in a controlled manner with the individual.

In the event of an **active shooter** situation, all individuals should evacuate the building/area immediately to an area of safety and immediately call 911.

There are five additional suggestions offered in the event of an active shooter:

1. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being struck

- by a projectile.
2. If you cannot get to a room with a lockable door, find concealment - that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
 3. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
 4. If all else fails, give in to whatever demands are made by the shooter.
 5. Also know that the College affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you are certain you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

Hazardous Chemical/Biological Warfare Exposure

All members of the College community are reminded to always be aware of the potential for exposure to hazardous chemicals and/or biological agents. Individuals who have responsibility for handling hazardous chemicals should insist upon proper training prior to working with hazardous chemicals. Likewise, supervisors are required to provide proper training to their employees prior to assigning them to a job duty that requires handling hazardous chemicals. The Campus Directors and STRs maintain information on chemicals known to be stored and utilized on campus. All MSDS books are located in the laboratories and a copy is maintained at the front desk of every campus.

Individuals should also be aware of the potential for exposure to chemical warfare that may include biological agents should the College be targeted for a chemical or biological attack. Individuals should follow the steps listed below to help minimize exposure and release of chemical or biological agents. Chemicals and hazardous materials should be labeled in accordance to the Brookline Safety Manual.

1. Do not open any container, envelope or package with unknown, suspicious or no return address. Do not attempt to investigate containers or packages that are leaking oil or powder residues.
2. If in doubt about an envelope or package, contact the Campus Director or STR. Leave the package untouched and undisturbed. Shut off all fans and/or ventilation that may be in the area.
3. If such an item is opened and it is reasonably believed to be biologically or chemically contaminated, shut off all fans and/or ventilation that may be in the area and contact the Campus Directors or STRs who will notify public authorities. A building evacuation may be instituted using the same instructions as written in the fire alarm policy.
4. Secure the hazardous area and wait for further instructions from public authorities.
5. Students and other staff in the building need to remain in an area away from the building until released by medical personnel.
6. Remain calm and follow all instructions.

Hostage Situations

In the event of a **hostage situation**, if you are not involved, quietly remove yourself from the area and notify the Campus Director and/or the STR immediately. Employees should stay away from the scene but attempt to establish a wide perimeter to prevent others from wandering into

the situation. If you are part of the situation, remain calm, avoid quick movements and cooperate with the hostage-taker.

If a hostage situation occurs in your classroom or area of supervision:

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Don't panic!
2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.
3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd his/her space. Be respectful, never critical. Do not argue.
4. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators! Follow their instructions completely.
6. Stay alert. Evacuate students, staff, and employees as quickly as you can, and attempt escape ONLY if the hostage-taker falls asleep from exhaustion.

Odd/Suspicious/Concerning Behavior

As a professional who has chosen to work within the field of higher education, you may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the student may be a danger to himself/herself or others, you should report the information to the Campus Director and/or STR. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation.

The Campus Director will evaluate the situation, and make a determination as to how to proceed. While there are no sure and certain predictors of violence, there may be certain indicators that are observed to help guide the administrator in his/her decision making process.

Warning signs of impending violence may include but are not limited to:

1. A known past history of violent behavior;
2. Displays of violence in writing or art. Sometimes, violent or bizarre depictions can be products of a psychotic mind;
3. Loneliness and social isolation which suggests few may be in a position to identify and report violent tendencies or extreme behavior;
4. Stalking and other antisocial or extreme behavior;
5. Hallmark behaviors of paranoia which may suggest mental illness Paranoid behaviors may include whispering to oneself; taking an inordinately long time to answer a question, expressed suspicion that one is being followed, their conversations recorded or that people are watching them;
6. Sometimes evident is a bizarre and inappropriate facial affect.

Certainly, not all individuals that exhibit odd behavior are psychotic or violent... However, professionals should "trust their gut" and report behavior and situations that do not seem "right". Administrative and other professionals must deal carefully with situations involving behavior as described above Oftentimes, disabilities that manifest themselves in the form of odd behavior may simply be a byproduct of a disability and such may need to be accepted and accommodated

in the normal course of the educational process Administrators and staff must also understand the unique position in which they are in and the protections afforded disabled persons Disabilities cannot usually be disclosed to members of the College community even to satisfy concerns over odd behavior These situations require delicate and sensitive handling and due regard for not only the safety of the community, but for the privacy and wellbeing of the student who is the subject of the report For these reasons as well as others, executive and administrative staff should take every report seriously and consider how best to deal with each situation When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against.

For faculty and staff who report concerning behavior to members of the administration, remember, information cannot always be returned or provided to the reporting individual about a student's known situation. Privacy laws usually shield students' mental illness from disclosure to most individuals Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to whether or not a student is committed for medical treatment and/or whether or not they will be allowed to continue in school.

Power Failure

In the event of a power failure that is not related to any other type of emergency/crisis situation, instructors should, during the day and if their classroom is equipped with windows, open the blinds and continue with their lecture/class discussion with as little interruption as possible. Normally, power is restored to campus buildings within a fairly short amount of time and a disengagement of the learning process is normally not warranted for a non-weather related power outage.

A flashlight or other battery lighting devices should be kept at the front desk at all times.

The decision regarding whether or not classes will be canceled will be made by the highest ranking academic executive or administrator. Once power is restored, all operations should return to normal as quickly as possible, report any problems, concerns or issues that arise during a power outage to the Campus Director or STR.

Threats/Threatening Phone Calls

In the event of a threatening phone call, **DO NOT HANG UP ON THE CALLER.** Try to get as much information as possible Be certain to write down the following:

1. Time
 2. Phone number received from if known
 3. Name of caller if provided or known
 4. What type of threat (Bomb Threat, Death Threat, Biological Attack, etc)
 5. If a bomb or gun threat, where is the bomb or gun located?
 6. If it is a bomb, when will the timer start or when will it explode?
 7. Listen to surrounding noise (Music, traffic, background noise) to see if anything sounds familiar to help narrow down where the caller is calling from.
 8. Ask why he or she is doing this. Carefully document the answer.
- If the threat is made in writing, do not handle the document more than necessary and do not allow multiple people to touch the note. The Campus Director and/or the STR will

determine if a building or the campus is to be evacuated. The Chief Operations Officer will make all decisions regarding the cancellation of classes

- No one other than the Campus Director, STR, and the Safety Committee Chair at Corporate Office should be notified about the threat until an initial evaluation of the situation is complete and local authorities and emergency responders notified. If evacuation of a building and/or the campus is deemed necessary, various methods may be used to avoid panic and to minimize danger to the College community.

Robbery

In the event one demands the surrender of cash or other valuable goods with the use of or threat of physical violence, the cash and/or goods being demanded should be surrendered immediately, particularly when the perpetrator is armed with a gun, knife or other deadly weapon. After a robbery has taken place, the victim and/or any other employee involved in or witness to the robbery should immediately contact 911. Inform the Campus Director and STR of this matter. If possible, take note of the individual's height, approximate weight, hair color and length, eye color, facial hair, approximate age, any tattoos, scars or marks and any distinguishing speech pattern such as a lisp, stutter or repeated use of a word or phrase. Also make a mental note of the individual's clothing, the color and general condition of any clothes and shoes being worn.

Earthquake

In the event of an earthquake, seek shelter under a hard surface such as a sturdy desk, counter, table, or stand in a doorway or corner of a room. If you are outside, move to an open area away from buildings, trees, light poles and power lines. After a quake, gather your valuables and leave the building quickly. If necessary, assist those with mobility impairments or disabilities. Assist those with injuries but do not move seriously injured people unless remaining in the building poses a greater risk than their apparent injuries. Following a quake, aftershocks will likely follow and while aftershocks are usually less powerful than the original quake, they may still be strong enough to bring down weakened structures. For this reason, evacuation to a safe zone away from buildings, power lines, trees, etc..., is indicated – this could be the same location as designated for a fire emergency.

Tornado

In the event of an approaching tornado personnel should take cover immediately in an interior area away from windows. Individuals should assume a protective posture against a wall or locate cover under a hard surface such as a sturdy desk, counter or table. A protective posture includes:

1. Sitting with one's back to a wall
2. Knees should be tightly drawn up to one's chest
3. Face should be positioned between the knees
4. Hands or books should cover the head if one is unable to take cover beneath a desk, table or counter
5. Staff and faculty should try to keep everyone as quiet as possible so instructions may be given

Following a tornado, avoid downed power lines and provide first aid to injured individuals if indicated.

Death of a Student

If a student passes away on campus or during a College sponsored and/or controlled event, the Executive Leadership will make the determination, at that time, as to who will contact the student's next of kin. **Faculty and staff members are prohibited from releasing information of a student's death**, when known, until proper notification is made to the next of kin. When a student death occurs, the scope of the response will depend on the situation and the circumstances surrounding the death. Each situation will be different and the institutional response will be in a manner subjectively deemed appropriate by relevant members of the administration. Efforts will be made to provide wellness sessions and, possibly, counseling sessions with licensed therapists if such need is apparent. Faculty and staff members are reminded that FERPA, HIPPA and other privacy laws continue to protect a student's privacy, even after their death, and, therefore, disclosure of information about a student's grades, attendance, health, etc., remain protected by relevant legislation. The release of personal data and/or information following the death of a student may violate applicable privacy laws and College employees are cautioned to continue to follow institutional policies and privacy laws from the local, state and federal levels.

Emergency/Crisis Situation Aftermath

Once a crisis has concluded, everyone should work together to make every effort to return to normal operations as quickly as possible. Students will need the routine of normal procedures to provide the positive environment in which they are accustomed to learning. If deemed necessary and appropriate, the College will provide wellness advising services and counseling services may be arranged if it is believed the situation warrants such. The administration's response will be based on subjective professional judgment. These subjective judgments will determine the extent to which this procedure will be implemented and the length of time after the crisis that advising and/or counseling will be available. All faculty and staff members should continue to monitor the College community for any problems or situations that may occur during a period of aftermath. Problems/situations that do emerge should be immediately reported.

Conclusion

Brookline College will strive to operate the safest institution possible by planning for and taking preventative measures against emergency/crisis situations. To plan for each and every emergency or crisis situation would be practically impossible and the scope of this Plan is not intended to address every possibility. This Plan does seek, however, to provide College faculty and staff members a framework of actions and responses that may help mitigate the damage and trauma that may be associated with a given event.

If you, as a valued employee, have any suggestions or ideas for improvement to the College's EMERGENCY ACTION PLAN, please contact your Campus Director or Safety Team Rep (STR).

LAWS REGARDING ALCOHOL AND DRUGS

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

21 U.S.C.853 (a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations.)

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc, are vested within the authorities of individual Federal agencies.

OKLAHOMA

In addition to the Federal laws, the State of Oklahoma has its own laws dealing with controlled substances.

Oklahoma's "Standards for Workplace Drug and Alcohol Testing Act", Okla. Stat. 40-551, applies to both public and private employers. No unusual provisions.

ALCOHOL:

Under age consumption and/or possession –misdemeanor – imprisonment in county jail for not more than one year and/or a fine not exceeding \$500.

Driving under the influence – misdemeanor - revocation of driving privileges for 90 days.

MARIJUANA:

1000 kilograms or more of marijuana – a term of imprisonment which may not be less than 10 years or a fine not to exceed \$4,000,000

100 kilograms of marijuana – a term of imprisonment which may not be less than 5 years or a fine not to exceed \$2,000,000

50 kilograms of marijuana – a term of imprisonment of not more than 5 years or a fine not to exceed \$250,000

ALL OTHER NARCOTICS:

Felonies - are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding \$1,000 unless a different amount is specified for the offense.

Federal law holds that any person, who distributes, possesses with intent to distribute, or manufactures a controlled substance in, or within one thousand feet of an educational facility, is subject to a doubling of the applicable maximum punishments and fines. A similar state law carries sanctions of up to five years of imprisonment and up to \$100,000 fine for similar violations.