



CHAMPION

CHRISTIAN COLLEGE



CLERY ANNUAL SECURITY
AND FIRE REPORT

ANNUAL SECURITY AND FIRE SAFETY REPORT

The following Annual Security and Fire Safety Report information is provided by Champion Christian College (CCC) in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the *Violence Against Women Act (Campus SaVE)*, and the *Higher Education Act*, as amended by the *Higher Education Opportunity Act*. All enrolled students and college employees, as well as all prospective students and prospective employees, are entitled to request a copy of this information. If you accessed this information in an electronic format, a paper copy will be provided upon request to the Office of Student Services, 600 Garland Ave, Hot Springs AR 71913, (501)-623-2272.

CHAMPION SAFETY POLICIES AND PROCEDURES

The statement of policies of CCC is published in the Policy Manual, which is reviewed annually by the administration and approved by the Board of Trustees. For more information regarding CCC's publications, please contact Ms. Ashlyn Ohm, Director of Assessment and Publications, 501-623-2272 ext. 425.

Each member of the college community is encouraged to act responsibly, to take safety precautions and to be aware of the safety of others. Any individual should promptly and accurately report any suspected crime to the Office of Campus Safety and Emergency Management or a law enforcement agency.

Every resident student is urged to keep his/her room door locked, to mark personal property, and to record serial numbers of items of significant. Crime prevention and safety information is offered periodically to groups through new student orientation and in residence hall programming or meetings. Upon request, this information will also be offered to student organizations, classes, or other groups or individuals.

ALCOHOL AND ILLEGAL DRUGS

It is the policy of the Board of Trustees of Champion Christian College that the learning environment be free of illegal drugs and other addictive substances. Under the leadership of the Board of Trustees, CCC contests the unlawful manufacture, distribution, possession, or use of controlled substances by any employee, student, or visitor. All members of the college community, which includes the administration, faculty, staff, students and guests, will abstain from the consumption/use of alcohol, narcotics, and/or other controlled substances as well as the misuse of prescription drugs.

CCC is concerned with the continued wellness of its students and employees. The Vice President of Student Services is charged with incorporating drug-free awareness programs into the learning process of CCC students. These programs inform students and staff of the dangers and penalties of drug abuse as well as the availability of drug counseling and rehabilitation services.

The college also recognizes that employees as well as students can be afflicted by alcohol and drug dependence. Employees must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and Champion Christian College's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment.

The test will be paid for by Champion Christian College. The records of the examination will be the property of CCC and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Staff and faculty members must report to the Vice President of Academic Affairs their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

For confidential counseling and referral regarding drug/alcohol abuse, students may contact the Vice President of Student Services at (501)-623-2272. Employees may contact the Executive Vice President's Office for referrals to treatment centers. Students and staff may also contact directly either Community Counseling Services at (501)-624-7111 or The Quapaw House at (501)-767-4491.

Violation of this policy could lead to suspension, expulsion, termination, and, within the context of criminal activity, referral to law enforcement agencies.

CAMPUS SEX CRIMES PREVENTION

Champion Christian College complies with the Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386). This federal law provides for the tracking of convicted, registered sex offenders who are working, volunteering, or enrolled as a student at an institution of higher education. The act requires that a mandated, registered sex offender provide notice to the institution of education at which he/she works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where to obtain information concerning the names and levels of registered sex offenders.

Law enforcement agency information concerning registered sex offenders provided by the State of Arkansas through the Violent Crime Control and Law Enforcement Act of 1994 is available by accessing the website of the Arkansas Crime Information Center at: www.acic.org. To inquire about registered sex offenders at Champion Christian College, contact the Vice President of Student Services.

SEXUAL HARASSMENT, DISCRIMINATION, AND MISCONDUCT

The Sexual Misconduct Policy applies to all College community members including students, faculty, administrators, staff, trustees, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity with CCC or on CCC's property. CCC will not tolerate sexual misconduct in any form.

Instances of sexual misconduct occurring on college property or at college-related functions which involve the violation of any state statute or of any federal or civil law will be reported to the appropriate law enforcement agency for investigation and prosecution. Campus personnel will report such incidences and cooperate fully with law enforcement agencies. The college will not shelter faculty, staff, students, or visitors from the state or federal sexual misconduct laws.

Sexual harassment is conduct that interferes with a student's status or an employee's performance by creating an intimidating, hostile, or offensive educational or working environment. Complaints of sexual harassment or sexual misconduct should be reported promptly. Upon receipt of an alleged violation, an investigation will be conducted. For a copy of CCC's Title IX Policy or to report concerns regarding sexual harassment or sexual misconduct, please contact:

Title IX Compliance Deputy – Employee Issues (501) 623-2272

Title IX Compliance Deputy – Student Issues (501) 623-2272

CAMPUS CRIME REPORTING

Champion Christian College is committed to maintaining the safety and security of our students. However, if a student is the victim of any sort of criminal activity while on campus, the student is to follow the guidelines for reporting campus criminal activity through three noted documents: (1) Student Complaint Form, (2) Incident Report, and (3) Police Report. Thus, utilizing these documents, the student is to adhere to the following procedural order:

1. The student shall make an initial report of such activity to the Vice President of Student Services or the Student Life Assistant by completing a ***Student Complaint Form*** (as referenced under "*Student Complaint Procedures*" in the Student Handbook).
2. Immediately, the VPSS shall notify law enforcement as appropriate for the situation,

following all proper legal avenues. (NOTE: In a situation of extreme and immediate jeopardy, law enforcement should be contacted as soon as possible; college procedures do not preclude this practice.)

3. Using this information, the VPSS will write an ***Incident Report*** and then review it with the student to ensure accuracy and comprehensiveness of the final report. Upon completion of this review, the student and VPSS will both sign and date the report. This hard copy is then placed in the student's permanent file in the Registrar's office; the digital copy remains on file in Populi.
4. Upon receipt of the ***Police Report*** or other official law enforcement communication, the VPSS shall place this material on file alongside the *Student Complaint Form* and the *Incident Report*.
5. This incident shall also be included in the annual *Campus Security and Crime Report* and the *Clery Report*.

EMERGENCY PLANS

Emergency notification to students and staff are through text messaging, email, and social media posting. Emergency alarms are located with the vicinity of the campus for weather-related warnings. Procedures for each type of emergency are distributed throughout the campus buildings.

CRISIS COMMUNICATION PLAN

CCC's Crisis Communication Plan provides policies and procedures for the coordination of communication between CCC's students, faculty, staff, and administration as well as communication between the college, the media, and the general public in the event of an emergency. The safety and security of CCC's students and staff are the top priority in establishing this plan. A major piece of the crisis plan is to enact prevention measures in an effort to squelch or diminish a crisis event. One method of prevention is through community watch. As a student here at CCC, you are the "eyes and ears" of the institution. If something looks strange, suspicious, or out-of-place, immediately report it to the Campus Security Office.

EMERGENCY RESPONSE

Champion Christian College's Emergency Response includes information about emergency guidelines and procedures; proactive initiatives; shelter in place and evacuation guidelines; and local and contingency planning. The College conducts emergency response exercises each year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CCC's Emergency Preparedness Plan includes the following steps:

1. In cases when the Emergency Preparedness Plan is enacted, students and personnel in the residence hall should proceed to the east end of the student parking lot and students in a Champion dormitory or office should go out the west door beyond the circle drive parking area.
2. During an evacuation, the evacuation coordinator will oversee all options and make all critical decision regarding life, safety, and property and determining if the incident is serious enough to invoke the CCC's emergency response plan.
3. The building liaisons are responsible for maintaining a roster of people with offices in the building and conducting a roll call at designated assembly areas. If a person is known to be or possibly may still be in the building, the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
4. At the beginning of each semester, faculty and instructors will inform students of the designated assembly area for the building. In the event of invoking the Emergency Preparedness Plan, the faculty, administrator, and/or staff member will conduct a roll call at the designated assembly area. If any person is known to be or possibly may still be in the building
liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
5. A CCC's designee is responsible for greeting and directing municipal or contract responders to emergency locations and restricting access to unauthorized individuals.
6. If the situation warrants media coverage, the College President or his/her designee will coordinate all press releases and establish a press area away from the site.
7. The Maintenance and Facilities Manager is responsible for assessing the impact on utilities and shutting down utilities a necessary.
8. CCC's administration is responsible for dispatching emergency medical response team as necessary in medical situations.
9. Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. These areas should be 25 feet away from the building and should leave access for emergency personnel to enter the building.

MISSING STUDENT NOTIFICATION

A Champion residential student who is unaccounted for and absent for a period of 24 hours or longer without any known reason may be deemed to be missing. The Vice President of Student Services or designee is responsible for determining whether a student is missing. Local law enforcement with jurisdiction in the area will be immediately notified that a student is missing once the determination has been made.

A parent or guardian will be notified when a student who is missing is less than 18 years of age and not emancipated. A parent or guardian will be notified in all other cases unless the student has previously notified the Vice President of Student Services in writing in advance that he or she prefers the parent or guardian not be notified.

When a student is thought by a reporting person to be missing, personnel from Student Services will gather essential information. The student's acquaintances, family, and friends may be interviewed. Appropriate campus staff will be contacted and their assistance requested to aid in searching for the student. The student's campus ID photo may be disseminated to assist in identifying the missing student, and card access logs may be analyzed. Other campus computer resources may be checked for student logins or email usage.

Champion Christian College reserves the right to implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

If an individual is concerned that a fellow student might be missing or otherwise be in danger, he or she is encouraged to immediately notify the Vice President of Student Services.

ANNUAL SECURITY REPORT

Champion Christian College's Annual Campus Security and Crime Report contains important information about safety and security on the campus and on property adjacent to the campus. This report includes but is not limited to the following: procedures for emergency notifications and timely warnings; missing persons protocol; sex offender registry procedures; sexual assault/violence against women; drug/alcohol awareness programs; reporting procedures for emergencies and criminal activities; crime statistics; and fire safety report. This report will be updated annually by October 1 and is available in the Office of the Vice President of Student Services.

The collection and publication of the Annual Security Report is the responsibility of the Vice President of Student Services. If you have questions concerning the annual report, please email ss@champion.edu.

| OFFENSE | LOCATION | 2022 | 2023 | 2024 |
|-------------|-----------|------|------|------|
| Murder/Non- | On Campus | 0 | 0 | 0 |

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|-------------------------------|-------------------------------|---|---|---|
| Negligent Manslaughter | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Negligent Manslaughter | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |

| | | | | |
|-----------------------|-------------------------------|---|---|---|
| Rape | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Fondling | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-Campus Property | 0 | 0 | 0 |
| Incest | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Statutory Rape | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Domestic | On Campus | 0 | 0 | 0 |

| | | | | |
|------------------------|-------------------------------|---|---|---|
| Violence | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Dating Violence | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Stalking | On Campus | 0 | 0 | 0 |

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|----------------------------|-------------------------------|---|---|---|
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 1 | 1 |
| Robbery | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Aggravated Assault | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 2 |
| Burglary | On Campus | 3 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 2 | 3 | 0 |
| Motor Vehicle Theft | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |

| | | | | |
|---------------------------|-------------------------------|---|---|---|
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 1 |
| Arson | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Liquor Law Arrests | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |

| | | | | |
|---|-------------------------------|---|---|---|
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |
| Drug Law Arrests | On Campus | 0 | 0 | 0 |
| | Residential Facilities | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| | Non-campus Property | 0 | 0 | 0 |

FIRE DRILLS

Two fire drills are conducted each term with one practice drill and one surprise drill, in accordance with applicable local and state regulations. In the event of fire, any person may sound the fire alarm. Everyone should evacuate the building and move to safety. Fire escape routes are posted in each of the dormitories, cafeteria, offices, and classrooms. The person reporting the fire should be available to give the location to the proper authority and explain any necessary details.

FIRE SAFETY AND

DOCUMENTATION

As defined by the Higher Education Opportunity Act, for the purposes of fire safety reporting, a *fire* is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Hancock Hall owned by Champion Christian College is equipped with a fire safety system.

Portable electrical appliances, except those that have an open heating coil or open flame, are allowed in campus housing. Halogen lamps, candles, and incense are prohibited. Smoking is not allowed in any university building, including student housing facilities.

Housing staff members, including Resident Directors and resident assistants (RAs), will maintain an accurate listing of all students living in the building and the location of each person’s room. Copies of the lists for all floors will also be provided to each RA in the building. Any resident of the building who has a disability that impairs mobility, vision, or hearing will be noted on the list. Individualized evacuation plans and/or responsible person will be designated for such situations.

When smoke or fire is noticed, the nearest alarm should be pulled and 911 should be called. When fire is suspected (alarm, smoke, etc.) or in the event of a bomb threat or other potentially life-threatening incident, the entire building must be evacuated. Elevators are not to be used with a possibility of fire exists. Resident Directors and RAs are responsible for notifying the residents of the need to leave the building. If the alarm is positively determined to be a false alarm, the evacuation may be halted and residents may return to their rooms.

If a serious fire or other emergency seems to exist, Resident Directors and/or RAs will notify emergency personnel.

A location outside each housing facility is designated as the meeting place for residents from the hall. This designated meeting place is communicated by the Resident Director to residents at times throughout the year. Upon the arrival of emergency personnel and in the existence of an actual fire emergency, the Resident Director and RAs will immediately leave any alert or rescue efforts to the trained personnel. No person may reenter the building until emergency personnel give permission for doing so.

Fire safety education and training programs will be provided to faculty and staff upon request to Student Development or Administrative Services. New student orientation and residence hall programs periodically provide fire safety education to students.

A record of fires on campus is maintained in the Student Service office in the main Champion Building. It includes for each fire the nature of the fire, the date and time it occurred, and the general location of the fire. The most recent 60-day period is open to public inspection upon request during normal business hours. Older portions of the log will be made available within two business days of a request for public inspection. The log will be maintained for three years following the publication of the last annual report to which it applies. Statistics will be collected and reported annually in the Department of Education’s web-based data collection system for each housing facility.