

CAMPUS SECURITY

INTRODUCTION

The Crime Awareness and Campus Security Act of 1990 requires institutions of higher learning to prepare, publish and distribute to all students and employees a formal campus security policy. It also requires the institutions to collect and publish campus crime statistics for the period beginning August 1, 1991, up to the present day.

The following information is intended to comply with this new federal legislation. Please read it carefully, and keep it in your office/work area for quick reference. These policies and guidelines will be amended and updated whenever necessary.

TABLE OF CONTENTS

- I. Policies for Reporting Criminal Actions and/or Emergencies
- II. Security of and Access to Campus Facilities

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I. Policies for Reporting Criminal Actions and/or Emergencies

A. Criminal Activity: Emergency

1. The emergency police/fire department number is 911. Members of the College Community who observe any activity that is clearly criminal in nature, or any other emergency (fire, medical, etc.) should go to the nearest phone and dial 911. When the emergency dispatcher answers, the following information should be given:
 - a: Location of criminal activity/emergency
 - b: Nature of crime or emergency
 - c: Your name
2. After completing the 911 call, you should contact the Dean's Office, the switchboard operator "0", and the Head of Maintenance department.
3. EMERGENCY / HELP PHONES

In Cincinnati there are three emergency/help telephones installed on campus. They are located:

- a. Midway on the sidewalk leading from the rear parking lot to the Library
- b. in front of the Classroom Building (to the immediate right of main entrance)
- c. rear entrance to Sisterhood Dormitory

Important points to remember re: these emergency phones

- * These phones are for emergency use only -- that is, to request immediate assistance in the event of crime, fire, or a medical emergency.
- * To use them, simply open up the box, remove the phone, and hold down the rectangular button located on the inside of the receiver. When the dispatcher answers your call, tell s/he the nature of the emergency and your location on campus; the dispatcher will then contact the appropriate authority (police or fire department, life squad, etc.) and direct them to you. They will also contact campus security, maintenance and the Dean's Office.
- * These lines are monitored 24 hours-a-day/7 days a week.

B. Criminal Activity: Non-Emergency

All criminal activity of a non-emergency nature (for example, discovery of property crimes or vandalism after the fact) should be reported to the Dean's Office as soon as possible who will then report the crime to the appropriate law enforcement agency. Please keep in mind that in reporting a crime to the campus security authority, you may request anonymity to the full extent recognized by local law.

C. Telephone Threats (Bombs, Terrorism)

1. If you receive a telephone bomb threat, try to stay as calm as possible. The safety of the College and your fellow employees may well depend on how much information you are able to elicit from the caller. The following questions should be asked in the order listed:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
2. Immediately after hanging up with the caller, dial 911 and summon the Police Bomb Disposal Squad.
3. Next, telephone the Dean's Office which will notify all other departments.
4. Finally, evacuate all personnel from your own department, using the least public access such as a rear or side door.

D. Written Threats

1. In case of a written bomb threat, immediately place the document inside a clear plastic report binder, or else in some other protective covering to avoid fingerprint contamination. Follow procedures 2-4 as outlined in section C above.
2. Any threatening mail other than bomb threats should be passed on to the Dean's office as soon as possible.

E. Parcel/Letter Bombs

1. All staff who perform mail handling/sorting duties have been thoroughly briefed on warning signs for potential letter and parcel bombs. Briefly, the most important potential warning signs are:
 - a. Oily stains or discoloration
 - b. Excessive weight
 - c. Rigid, lopsided or uneven envelope
 - d. Protruding wires or tinfoil
 - e. Excessive securing materials such as masking tape, string, etc.
2. If you receive a letter or parcel that looks suspicious do not attempt to open or handle it yourself. Call the Dean's Office or Maintenance.