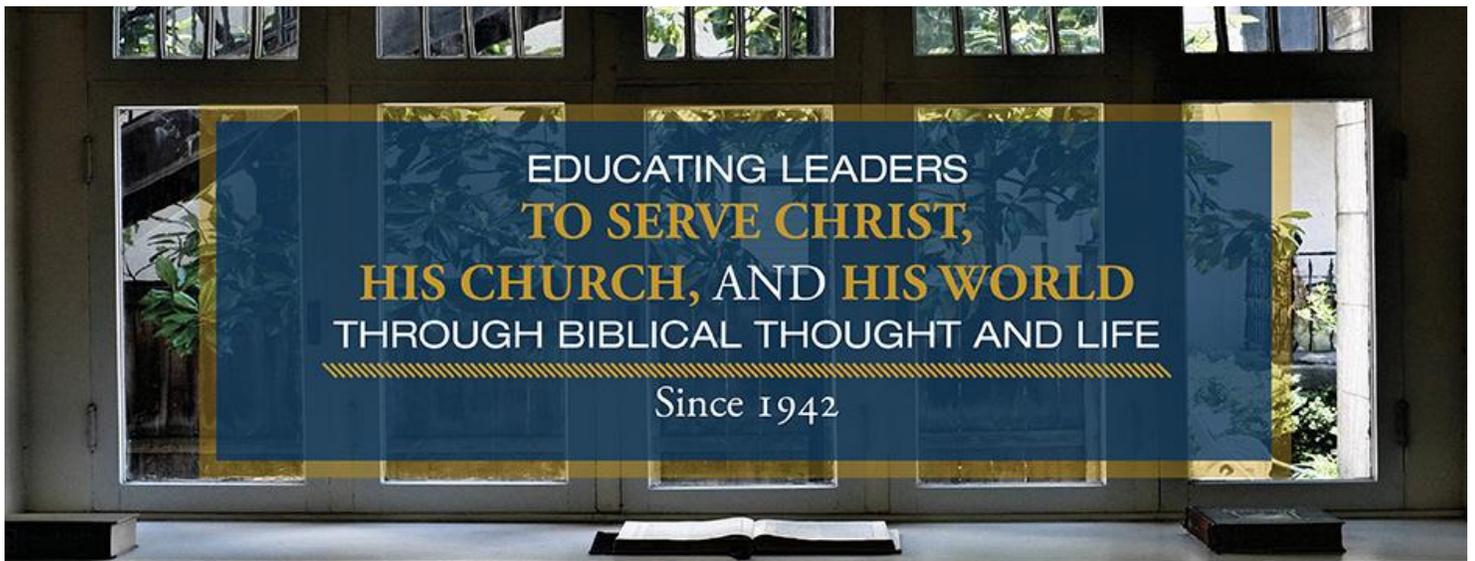




# Annual Security and Fire Safety Report 2014/2015

Updated May-2015



**INTRODUCTION**

Recognizing that we are safest when we work together, Welch College’s Safety and Security Committee is intentionally an integrated part of the Welch College community. The purpose of this document is to insure that the Welch family is properly informed about our campus’ safety and security policies and procedures, awareness and prevention training, resources for those who may have been victimized, as well as providing readers with reports on past criminal activity on our campus. It is the college’s intent that this document will help to foster a safe living, learning, and working environment for all students, faculty, staff, and administrators.

**Campus Security And Safety Committee** - The Welch College campus security committee is comprised of:

- Dr. Jon Forlines  
Office (615) 844-5258 / Cell (615) 545-4535
- Mr. Sandy Goodfellow (**committee chair**)  
Office (615) 844-5280 / Cell (615) 202-8078
- Dr. Greg Kettelman  
Office (615) 844-5227 / Cell (615) 483-0596
- Mr. Craig Mahler  
Office (615) 844-5292 / Cell (931) 235-1279

These also serve as the emergency response team and should be contacted as soon as possible in case of emergency.

**Night Watch** - Welch’s night watch cell number is, (615) 347-8199. Campus night watch personnel do not possess law enforcement (arrest) authority. Their primary function is to serve as "watchmen;" alerting campus personnel about immediate concerns and calling local police as needed.

Other Emergency Contacts		
Name	Work Phone	Cell Phone
<b>Mike Edwards:</b> <i>Resident Director</i>	(615) 844-5246	(615) 522-8791
<b>Susan Forlines:</b> <i>Dean of Women</i>	(615) 844-5259	(615) 957-7551
<b>Anna McAfee:</b> <i>Resident Director</i>	(615) 844-5218	(757) 822-0058
<b>Stephen Nelson:</b> <i>Media Contact</i>	(615) 844-5244	(252) 675-0694

**REPORTING POLICY**

**Crime Data** - Welch College prepares this Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act for short, also formerly known as the Campus Security Act of 1992). Annually, this report is sent, as an

email, to all enrolled students, faculty, staff, and administrators. This report is also posted in everyone’s shared file tab in Populi and it is posted on our website <<http://www.welch.edu/consumerinfo>> for prospective students and their families, allowing them to be fully informed. Additionally, Welch College reports campus crime statistics to the Tennessee Bureau of Investigation for their annual campus crime report. Both reporting practices, listed above, only reflect the incidents properly reported to the office of Student Services. Welch College cannot be held accountable for crimes and complaints it is not aware of, or false reporting.



**Victims and Witnesses** - Welch College endorses a reporting policy that strongly encourages victims and witnesses to report all incidents to members of the safety and security committee immediately, regardless of their nature. (See the retaliation policy below.) Also, prompt reporting of suspicious activity and inappropriate or threatening behaviors can avert crimes. Once a report has been made, a committee member will assess the situation and take appropriate action. If needed, institutional personnel will assist in contacting local law enforcement. Welch College will do everything within its power to protect the rights of those reporting crimes. Every possible action to reduce the inconvenience of crime reporting will be taken. The college will be prompt and professional in its dealings with those who report crimes.

If you are the victim or witness of a crime and do not want to pursue action within the college, judiciary system, or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President for Student Services or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the security department can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or person, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college. Per the Clery Act, “Pastoral Counselors” and Professional

Counselors” are exempt from reporting crimes. Therefore, crimes reported to our off-site counseling services will not be included in the annual crime statistics.

**On Campus Crime** - Crimes occurring on the Welch College campus can be reported in person or by calling the Safety and Security numbers, listed above, any time of the day or night or by calling 911 for life threatening situations. On campus emergencies requiring police, fire, or medical aid must be reported to the Safety and Security Committee as well.

**Off Campus Crime** - Crimes occurring off campus should be reported immediately by calling 911 for life threatening emergencies or for non-emergencies call 615-862-8600.

**Unsafe Conditions** - Students, employees, and guests are encouraged to report any potentially unsafe building or equipment conditions to the receptionist (615-844-5000, ext. “0”).

**Timely Reports and Security Warnings** - The Welch College safety and security committee will be responsible for making timely reports and or security warnings “without delay” to community members should any incident pose a threat to the health or safety of the Welch community. The safety and security committee will report through the use of e-mail, telephone, residence hall staff, posted notices, text messaging, or combination thereof. Many of these notices will be made through our Connect-Ed system. The **Connect-Ed emergency response system** notifies Welch’s day campus community of both on- and off-campus emergencies, which could affect our campus. This system sends out notifications through email, text messages, and phone calls and is tested each semester.

**CSCPA** – The "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, which aids in the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. In compliance with this law and the requirements under the 2002 revision of the Clery Act, Welch College provides the following internet link to the Tennessee Bureau of Investigations website where information about registered sex offenders can be obtained. Please visit [http://www.tbi.state.tn.us/sex\\_ofender\\_reg/sex\\_ofender\\_reg.shtml](http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml), click on the “Map Offenders by Location” button on the right side of the page and type in our address (3606 West End Avenue, Nashville) and zip code (37205) for a listing of any possible registered offenders living in the area of our campus.

## **SAFETY**

Welch College strives to provide a safe environment for students and employees. Campus lighting, night watch patrols/security escorts, curfews, and residence hall policies

are intended to enhance security and prevent crime. However, safety is everyone’s responsibility. All individuals on Welch property, including students, faculty, staff and guests, shall be subject to all rules and regulations of Welch College and to all applicable federal and state laws and city ordinances. Students are expected to abide by the policies of the college both on and off campus. Social activities taking place off campus are also subject to the jurisdiction of the local police. Evidences of criminal activity by any student organization, on or off campus, are reported to the Metro Police Department. The Provost and Vice President of Student Services are notified in these instances and will function as the liaison between local authorities and college officials.

**Prevention and Awareness Training** - Welch College provides mandatory online prevention and awareness training designed to inform students, faculty, staff, and administrators about personal safety, recognition, and the prevention of crimes. During orientation, students are informed about campus safety, emergency preparedness, and the number of incidents occurring on campus. During annual in-service training, Resident Directors and Resident Assistants are instructed in personal safety, theft prevention, and how and when to use a fire extinguisher. The Resident Directors and Assistants then demonstrate this information to the residents living in their residence halls during dorm meetings throughout the year. The Annual Security Report contains tips and suggestions for students, employees, or guests to protect themselves and others.

**Campus Facilities Access Policy** – Prior permission is always required before any campus facility is used. Entry through each dorm, the classroom building, and the gym is controlled by coded keypads. With exception to the gym during open events, these doors are never to be propped, and all guests must have approval to enter. At no time should the code to a door be shared with a person who is not a part of Welch College. The auditorium is manually secured when it is not being used. The Student Center is open from 8 a.m. to 11:15 p.m. for general use but is subject to campus guidelines. Students, employees, and visitors to Welch are encouraged to report any security concern and potentially unsafe building or equipment conditions to the Safety and Security Committee (members and phone number listed above).

**Counseling** – The College is committed to making support and guidance available for its students as they make academic, career, and personal choices and seek to understand themselves and those with whom they live and work. Welch College provides no cost off-site counseling services to students and their families. Those desiring these services must contact the Vice President for Student Services or the Dean of Women to enroll. Additionally, any member of the faculty, administration, or staff is available to a student who desires assistance in

matters of life choices and spiritual guidance.

### **Tips for Risk Reduction and Protecting Yourself -**

Although we cannot guarantee that a member of the Welch community will never be a victim of a crime, persons can take several precautions in order to minimize their chances of being a victim. The following are suggestions for common sense life practices that can be incorporated into one's daily living routine:

#### **When Walking:**

- Don't walk alone, unless you absolutely have to.
- Be aware of what is happening around you. Know where you are and where you are going.
- If you walk home from work regularly, vary your route. Don't be predictable! Walk away from bushes, alleys, and dark entry ways. Stay in well-lighted areas.
- Be vigilant. Attackers rely on the element of surprise. Don't wear headphones if you have to walk alone.
- Trust your instincts. If you think you are being followed, walk towards a busy, lighted area. If needed yell loudly to attract attention, and then tell someone to call the police because you are being followed.
- If someone bothers you from a car, turn and walk in the opposite direction. If possible, get a license plate number. Then, when you are in a safe place, notify the police department.
- When you are walking, keep one hand free. If you are carrying books or packages, be prepared to drop them. Nothing you are carrying is worth your life. Drop it and run.
- When using public transportation, wait for a bus at a well-lighted stop and/or with groups of people.
- If anyone bothers you on the bus, in a loud voice say, "Leave me alone." Let the driver and passengers around you know what is happening.
- Be aware of who gets off at your stop. Don't be embarrassed to check to see if you are being followed.

#### **When Jogging:**

- When possible, run with a friend or in a group.
- Wear bright colored or reflective clothing to make yourself more visible to motorists.
- Try to avoid running on streets during the evening hours.

#### **When Driving:**

- Focus on driving. Talking on the phone, texting, eating, putting on makeup, shaving, etc. are distracting. Texting is illegal in Tennessee and many states.
- Carrying things like a flashlight, flares, or reflectors is never a bad idea.
- Know how to change a tire. Make certain the spare tire is in good condition and that the proper jack and all its parts are in the vehicle.
- If you stop by the side of the road put on your emergency flashers. If your vehicle breaks down,

activate your flashers and, if you have one, place a flare about twenty feet behind your car. Remain in your car with the doors locked and the windows closed until the trusted help arrives.

- If another motorist stops to assist you, roll the window down a crack and ask him/her to call the police or a towing service for you.

**Missing Residential Student Notification** – A student may be considered missing at any time the student's absence is contrary to his/ her usual pattern of behavior. The following is a list of titles of persons to which students, employees, or other individuals should report that a residential student has been missing:

- Residence Directors/Residence Assistants
- Vice President for Student Services
- Dean of Women/Residence Life Coordinator

#### **Procedure:**

- The Resident Director or a designee will first try the contact the person by cell phone.
- The RD will also initiate contact with each Resident Assistant in the dorm, as well as the person's roommate, while persons are assigned to check on each campus building.
- Then the sign-out book will be checked, close friends contacted, and a campus event schedule will be consulted, while someone checks to see if the person's car is on campus, if applicable.
- If this investigation fails to determine the whereabouts of the missing person, the RD or designee will immediately make a good faith effort to contact the custodial parent or legal guardian.
- At this same time, a determination will be made about whether it is appropriate to contact the Metro Nashville Police Department and file a missing person report. This is generally not don't until 24 hours have past or foul play or risk of self-harm is suspected. If that call is made, Metro Nashville Police Department will take over the investigation.
- Every residential student at Welch College will be informed and given the opportunity each academic year to designate a confidential emergency contact person. This person will be contacted by College in the event a residential student is determined to have been missing for over 24 hours.
- Regardless of whether the missing residential student has identified an emergency contact person, is above the age of 18 or is an emancipated minor, Welch College will make notification to Metro Nashville Police Department within 24 hours of the student going missing.

## Campus Crime Statistics:

Criminal Offense	Location	2011-2012	2012-2013	2013-2014
<b>Murder/Non-negligent Manslaughter</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Negligent Manslaughter</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Sex Offenses, Forcible</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Sex Offenses, Non-forcible</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Robbery</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Aggravated Assault</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Burglary</b>	On-campus	3	3	13
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Motor Vehicle Theft</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Arson</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Criminal Offense	Location	2011-2012	2012-2013	2013-2014
<b>Larceny-Theft</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Simple Assault</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Intimidation</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Destruction/Damage/Vandalism of Property</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

### Criminal Offense Definitions:

Murder/Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - the killing of another person through gross negligence.

Sex Offenses, Forcible - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses, Non-forcible - unlawful, non-forcible sexual intercourse.

Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle.

Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Offense	Location	2011-2012	2012-2013	2013-2014
<b>Liquor Law Violations</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Drug Law Violations</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Weapon Law Violations</b>	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Liquor Law Violation - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violation - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons Law Violation - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Alcohol, Drugs, and Tobacco** - The College takes a strong stand against the possession, consumption, or distribution of illegal drugs and alcoholic beverages and the misuse of prescription drugs. We feel that scriptures speak very clearly of the evils of illegal drugs or alcohol and the illegal use of prescription drugs. For this reason, we expect our students to refrain from these because of the distortion of thought/good judgment that impairs complete obedience to the Word and the Holy Spirit. In addition, our own Free Will Baptist Church Treatise forbids the "use or sale of alcoholic beverages" by those who would be church members. Therefore, our students are not allowed to work where alcohol is sold.

The Student Handbook contains a section entitled "Standards of Conduct." The second item in that section reads as follows: It should be very obvious that the college will not tolerate the use of alcoholic beverages, illegal drugs or narcotics in any form. The use of alcoholic beverages or illegal drugs, or the illegal use of prescription drugs, will likely result in suspension or expulsion of a student, *even for first offenses*.

Our policy on the possession, consumption or distribution of alcoholic beverages is as follows: "It shall be a violation of Welch College's Standards of Conduct to possess, consume or distribute to others illegal drugs or alcoholic beverages in any form. Violation of this provision will result in suspension or expulsion from school for students and employment termination for faculty, staff and administration personnel and possible severe criminal penalties under local, state, and federal law."

Welch College upholds local, state, and federal laws regarding the possession, use, and distribution of alcohol, illegal drugs, and/or drug paraphernalia off campus as well.

**Firearms, Fireworks, Smoke Bombs, Fire Alarms, and Fire Extinguishers** - Fireworks, which are illegal in Davidson County and are prohibited on campus.

Firearms, ammunition, or other lethal devices\* in dorm rooms and vehicles are prohibited under all circumstances. Additionally, pellet guns, air-soft guns, paintball guns, bows & arrows, machetes, swords, knives with blades more than four inches, or any other similar items are not permitted. These items may be brought by special permission of the Vice President for Student Services and stored according to his instructions.

*\*In the state of Tennessee, carrying a weapon on school property with intent to go armed is against the law. Consequently, unauthorized possession of a firearm or lethal device on campus may result in a \$350 fine, a mandatory psychological evaluation, suspension from school, or any combination of the above. Anyone so possessing a firearm may be required to submit to psychological testing at his or her expense before being allowed to return to classes or to continue living in the dormitory.*

**Hate Crime Statistics\***

Criminal Offense Definitions for Hate Crimes:

Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

- Bias - a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin.

Hate crimes include:

- Larceny-Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault - an unlawful physical attack by one person upon another where neither the offender

displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Intimidation - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**\* There were no reportable hate crimes for the period of 2011-2014.**

Discrimination – No person in whatever relationship with Welch College shall be subject to discrimination because of race, color, national origin, age, gender, or disability. (See Retaliation below)

Retaliation – Welch College will not tolerate retaliation of any type or form. Retaliation includes, but is not limited to, intentionally engaging in any form of direct or indirect intimidation, reprisal or harassment against an individual because he or she made a complaint or assisted or participated in any manner in an investigation regardless of whether a claim of discrimination or harassment is substantiated.

Bullying - Conduct through or by any means that threatens/causes harm or, through intimidation, which unreasonably impairs the security or privacy of another member of the Welch College community. Such actions will be considered a serious disciplinary offense.

Criminal Offense	Location	2011-2012	2012-2013	2013-2014
Sexual Assault	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Dating Violence	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Stalking	On-campus	0	0	0
	Dorms	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

VAWA (Violence Against Women Act) CRIMINAL OFFENSE DEFINITIONS:

- Domestic Violence – violent misdemeanor or felony offenses against a current or former spouse or cohabitant, or anyone who would be covered under domestic or family violence laws
- Dating Violence – violence against a person who has been in a romantic or intimate relationship
- Stalking – behavior that would cause a reasonable person to fear for their or other’s safety, or that causes substantial emotional distress
- Sexual Assault - an offense classified as a forcible or non-forcible sex offense.
  - Forcible Sex Offenses: any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent. They include rape, sodomy, sexual assault, and forcible fondling.
    - Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
    - Forcible Sodomy - oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental or physical incapacity.
    - Sexual Assault With an Object - the use of an object or instrument to unlawfully

penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.

- Forcible Fondling - the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will/ or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Non-forcible Sex Offenses: incest and statutory rape
  - Incest - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Sexual Assault Policy

In keeping with our Christian standards, making every effort to establish an environment in which the dignity and worth of all members of the institutional community are respected, and in keeping with the standards set forth in the 1992 Campus Sexual Assault Victim's Bill of Rights, and the Violence Against Women Act (VAWA) of 1994, we strongly declare that it is the policy of Welch College not to tolerate sexual assaults against the students of Welch College. Instead, we intentionally strive to create a safe campus, prevent possible assaults, educate our members, and diligently investigate any and all complaints, while protecting the rights of all involved.

**Procedures and Services** – Victims of sexual assault are encouraged to report offenses immediately. Sexual assaults reported to college personnel will be held in the strictest confidence and your legal rights will be observed.

**Reporting sexual assaults and offenses:** Should a sex offense occur, call 911. Then contact the Vice President for Student Services or Dean of Women immediately. You may also contact one of the following individuals respectively:

### Day Hours

Jon Forlines (615-844-5258/C.615-545- 4535)  
Sandy Goodfellow (615-844- 5280/C. 615-202-8078)  
Greg Ketteman (615-844- 5227/C.615-483-0596)  
Craig Mahler (615-844-5292/C. 931-235-1279)  
**If the victim is female, call Susan Forlines (615-844-5259/C. 615-957-7551).**

### Give location & description.

#### **Night Hours**

Resident Directors:  
Mike Edwards (615-844-5236/C. 615-522-8791),  
Anna McAfee (615-844-5218/C.615-757-822-0057),  
Night Watch (C.615-347-8199)

### Give location & description.

#### **Response to sexual assaults and offenses:**

1. Do not move the victim/have the victim remain in place even if the assault/rape occurred earlier.
2. Preserve any evidence that might serve as proof an offense has occurred, including not showering or washing clothes.
3. Calm the victim.
4. Treat the area as a crime scene and do not disturb anything, including victim's clothing or injuries, unless instructed to do so by 911.
5. Do not allow the victim to wash or clean up.
6. Students who suffer sexual assault have the right to notify the police if they so desire, and if they need assistance in doing so, such assistance will be provided by the Vice President for Student Services or Dean of Women. The individual who reports being victimized will then be notified of student's rights, mental and health care options, legal assistance, how to obtain orders of protection or no-contact orders, how the institution will cooperate in their enforcement, victim's advocacy contacts, and other resources.
7. If the person is transported to the hospital, college personnel should remain with the student, if possible, and accompany him/her back to campus.
8. If a rape is reported several days after it occurred, the student should be referred to Student Services. They will assess the situation and assist the individual in contacting the appropriate personnel (see #6).

#### **On Campus Disciplinary Actions:**

1. College personnel will arrange for immediate meeting with the Dean of Women and/or the Vice President for Student Services. The choices of the student should be a strong consideration at this point.
2. For federally mandated reasons of privacy, it is generally up to the student whether or not on campus disciplinary procedures are to be initiated when reporting the incident to Student Services.
3. Sanctions against the alleged actions of a students or employees may involve counseling, probation, or suspension, with dismissal from the college being the most likely outcome if an assault is judged to have taken place.
4. Both the accused and/or the accuser will be notified of the outcome of any campus disciplinary proceedings.
5. Should a student experience some form of sexual assault which, in their opinion, necessitates a change in

living arrangements, such information should be communicated to the Vice President for Student Services or Dean of Women and every effort will be made to remedy the situation, providing a suitable alternative is reasonably available.

6. Anyone who would like counseling concerning sexual assault may contact the Vice President for Student Services or Dean of Women. Professional services are available through Welch College's Christian Counseling Network. At the minimum, six sessions will be paid for by the college. Counseling is an essential step in the recovery process. The student will be encouraged to receive the emotional support that is needed. Even if the student does not report the rape and pursue legal action against his/her attacker, he/she will need the help of a trained counselor.

#### **Notification of parents and the community:**

1. If the student, who was allegedly victimized, is under the age of 18, parents will need to be notified. This call is usually made by the Vice President for Student Services.
2. Parents of students 18 years of age + may be notified after consultation with the student and with the student's permission. In this case, the call might come from any member of Student Services to inform/update them on the situation.
3. In keeping with the Campus Crime and Security Act, the Safety and Security Committee would coordinate notifying the campus community. If a student chooses to go through outside agencies to pursue the sexual assault or rape, they should contact the Metropolitan Police who has staff trained for rape crisis intervention.
4. If a student is under the age of 18 and has allegedly been sexually assaulted, molested, touched, raped, or shown X-rated movies, the Department of Human Services should be contacted.

#### **Behavioral Expectations:**

Recognizing that Christian character calls for a higher standard of holiness and true maturity, fostering moral integrity in all who call themselves Christ followers, men and women attending and working at Welch College are expected to rise far above the expectations of the law and refrain from engaging in acts of sexual immorality, such as premarital and extramarital relations, sexual advances, and sexual perversion of any form.

**>Special Note** - It needs to be noted that "staying the night" in an unsupervised setting does not necessarily indicate that sexual immorality occurred; however, such activity is a serious violation of the behavioral standards resulting in serious disciplinary action.

#### **On-Campus Resources:**

- Student Services: (615-957-7551 Susan Forlines, Dean of Women) (615-545-4535 Jon Forlines, Vice President for Student Services)
- We have the following educational materials available

in the library: [Acquaintance Rape and Sexual Assault](#) by Andrea Parrott. There are also numerous articles, etc. available. You can access the college's electronic resource search options to locate these materials.

#### **Off-Campus Resources:**

- Rape Crisis Line: (615) 256-8526
- Christian Counseling Network (see Student Services)
- Sexual Assault Center (615) 259 – 9055. Crisis Line 1-800-879-1999.
- Parthenon Pavilion at Centennial Medical Center (615) 342 – 1450
- National Sexual Assault Hotline 1-800-656-HOPE (4673).

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#### **FERPA**

Welch College is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (FERPA, formerly known as the Buckley Amendment). This Act guarantees students, current custodial parents/guardians access to certain educational records and restricts the college in the area of release and disclosure of those records to third parties. The college accords all the rights under the law to students who are declared independent.

The Act provides that information may be released to personnel within the institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others.

At its discretion, and as appropriate, Welch College may provide directory information in accordance with the provisions of the Act to include: name, address, telephone number, date and place of birth, major field of study, dates of attendance, and any other similar information.

Any student who does not wish disclosure of directory information should notify the Registrar in writing, specifying what information he/she wants withheld. This request will remain in effect as long as the student is enrolled or until he or she files a written request to discontinue it. A copy of the Family Educational Rights and Privacy Act is available in the Registrar's Office. A student who believes that Welch College has failed to comply with FERPA and has not been satisfied with the handling of his or her grievance may file a written complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 4511 Switzer Building, Washington, DC 20202.

#### **Sexual Harassment**

Such harassment is deemed illegal discrimination and violates Title IX of the 1972 EDUCATION Act for Students. Members of the Welch College community found in violation will be subject to disciplinary action and possible charges from local or federal law enforcement agencies.

Complaints of any kind related to this should be reported immediately to the Title IX Hearing Officers (Craig Mahler - Title IX Hearing Officer, Greg Kettelman, or Jon Forlines), or any member of Student Services. Any complaint or report that may be determined to be a Title IX issue will be brought to the attention of the campus Title IX Hearing Officer and the members of the Title IX Hearing Committee. Upon reviewing the complaint, the Title IX Committee will determine if the case merits a called hearing, or whether it believes the case may be handled by the Student Discipline Committee (when the complaint is against a student). In all cases, confidentiality will be strictly adhered to except as required by law. (See Retaliation below)

## **DISCIPLINE & JUDICIAL PROCEDURES**

### **Discipline**

In the event that an accusation of sexual assault is made, it is the policy of this institution that:

- a. A full disciplinary hearing will be held before the Disciplinary Committee.
- b. Both accuser and the accused are entitled to have others give testimony during the disciplinary hearing.
- c. Both the accuser and the accused will be informed about the outcome of the Disciplinary Committee hearing.

### **Disciplinary Philosophy**

Students are expected to do their best to lead a life that is in harmony with the college community. Without some kind of enforcement, a system of government would be chaotic. While Christians ought not to need the discipline of others to make them want to behave appropriately, the fact is that they often do. Even the Bible speaks about God's discipline of His children (Hebrews 12:5-11). For this reason, there is often need for discipline within the church (1 Corinthians 5, 6; 2 Thessalonians 3:6-15).

In the same way, there must be discipline at Welch College — a system to be enforced with consistency and love. That disciplinary structure is administered, in general, by all the college staff and, in particular, by those responsible for student development: namely, the student deans and their assistants in the dormitories.

### **Two Basic Purposes for Disciplinary Action:**

1. To influence the student for righteousness, with discipline that may be positive or negative, directing or correcting;
2. To maintain order and prevent offenses, thus contributing to the ability of students and staff to work together to achieve common objectives.

Even when rules have been broken and punishment must be administered, the college's aim is always to deal redemptively with students, at the same time being

responsible for the welfare of the college community.

### **General Approach to Discipline**

It is our goal that students will be dealt with personally and in love when misbehavior of any kind has occurred. This typically involves determining why the offense was committed and what needs to be done to prevent further problems. Depending on the nature of the offense, nothing beyond careful counsel may be needed.

When punishment of some kind is called for, it may take any of several forms: work assignments, sign-out restrictions, confinement to campus, loss of social privileges, or similar things. When liberties are abused, punishment will most often involve the loss of those liberties.

### **Disciplinary Procedures**

Even though the ultimate authority rests with the President, oversight of disciplinary matters is delegated to the Vice President for Student Services. Disciplinary issues are typically administered in one of the following ways. In any instance where a disciplinary intervention proves ineffective, matters ordinarily handled at one of these levels may be referred to another.

1. Dormitory Council - For offenses committed against policies that regulate resident life, a Dorm Council composed of the Resident Director and at least two Resident Assistants may administer discipline. The Resident Director chairs this committee.
2. Resident Directors – Minor infractions related to dorm life may be handled by the Resident Director directly instead of referring the student to the Dorm Council.
3. Student Council - Some offenses may be referred to the Student Council for discipline. This will especially be true when students' freedoms are abused by the offender.
4. Title IX Hearing Committee – This committee reviews complaints about sexual harassment/discrimination. See the first section of the handbook under Special Notes.
5. Student Deans - Either of the student deans may administer discipline as needed when it is judged that the infraction can be handled without convening a Discipline Committee.
6. Disciplinary Committee - If misbehavior might require lengthy restrictions, probation, or suspension, a committee composed of two faculty members and an officer of the Student Body may be compiled by the Vice President for Student Services to stand in judgment, administering discipline as it deems necessary. Student deans will provide pertinent information and will otherwise be available for consultation during the hearing, but will have no vote. Under some circumstances, a Disciplinary Committee may decide to allow a student to finish a semester under disciplinary probation, but will not allow the student to return the following semester. A student may choose, instead, to sign a waiver and not meet with the Disciplinary Committee, accepting a judgment made by the Vice President for Student Services. This must be acceptable to

the Vice President for Student Services and the student. Otherwise, the matter defaults to the Disciplinary Committee. While these formal levels function as defined, discipline is

finally the business of the entire faculty and staff of the college. Whenever the student deans sense that a student has needs, they are encouraged to involve other members of the college staff in helping that student.

### Annual Fire Safety Report

Location	Year	Fire Drills per Dorm	Failed Fire Inspections	Number of Fires	Cause of Fire	Number of Deaths	Number of Injuries	Value of Damaged Property
Polston Hall	2013	4	0	0	N/A	0	0	N/A
	2012	4	0	0	N/A	0	0	N/A
	2011	4	0	0	N/A	0	0	N/A
Goen Hall	2013	4	0	0	N/A	0	0	N/A
	2012	4	0	0	N/A	0	0	N/A
	2011	4	0	0	N/A	0	0	N/A
Campus	2013	0	0	0	N/A	0	0	N/A
	2012	0	0	0	N/A	0	0	N/A
	2011	0	0	0	N/A	0	0	N/A

**Reporting a Building Fire:**

All fires must be reported to the following individuals:

**Residential Buildings**

- Goen – Mike Edwards (C.615-522-8791)
- Polston – Anna McAfee (C.757-822-0057)

**General Buildings**

- Sandy Goodfellow (C. 6105-202-8078)
- Greg Kettelman (C.615-483-0596)
- Jon Forlines (C.615-545-4535)
- Craig Mahler (C.931-235-1279)

**Number of fire drills held each calendar year:**

Resident Directors and Resident Assistants conduct fire drills twice per semester in Polston and Goen Halls.

**Policies on portable electrical appliances, smoking, and open flames in student housing facilities:**

**THINGS NOT PERMITTED IN THE DORMS:**

- Fireworks, which are illegal in Davidson County and are prohibited on campus;
- Electric appliances posing fire hazards, including but not limited to, microwaves, skillets, sandwich-makers, grills, hot plates, toaster ovens, heat lamps, halogen lamps, heaters; Note - The following are permitted: popcorn poppers, coffee pots, irons (use only when nothing else is plugged in), toasters, and personal computers.
- Lightable items such as candles, incense, etc.
- Students are not to use or possess tobacco/tobacco products in any form, including e-cigarettes.

**Policies for fire safety education and training programs for dorm students:**

In addition to the information contained in the Annual Fire Safety Report, students are educated annually in their housing facility on fire safety and practice 2 fire drills each semester. If anyone requires additional education and training in fire safety, they can contact the Welch College Safety and Security Committee for assistance.

**Plans for future improvements in fire safety:**

Welch College continues to explore options and newer technologies to improve and update its residential fire safety systems.

**Fire Emergency and Evacuation Procedures for Residential and Academic buildings:**

If significant/thick smoke or flames are visible, make sure the fire alarm has been pulled and call 911.

**Warning Signal:**

The warning for a fire and for a fire drill will be a loud and continuous buzzer.

**Reporting Procedure for Residential Buildings –**

Call appropriate Resident Director & Susan Forlines (C.615-957-7551):

- Start the process of accounting for hall residents (headed up by Resident Director or Chief Resident Assistant).
- Move evacuees to a safe location and calm and stabilize the injured.

- c. Call Dean of Students (C. 615-545-4535)
- d. Call Sandy Goodfellow  
(W. 615-844-5280/C. 615-202-8078)
- e. Call Craig Mahler  
(W. 615-844-5292/C. 931-235-1279)
- f. Collect reports of missing persons from Resident Assistants and SpiritualLife Leaders.

**Residential Building Evacuation Locations:**

**Polston Hall**

- Front yard of Polston Hall

**Goen Hall**

- Front yard of Goen Hall

**Polston Hall Building Evacuation Procedure:**

1. Women in rooms 1-14 on each floor (101-114, 201-214, 301-314) are to exit through the west end of the building (side exit). Women in rooms 15-26 on each floor (115-126, 215-226, 315-326) are to exit through the main lounge and front lobby.
2. Women from the upper floors are to move to the rail side of the stairway so the women on the lower floors will not be hindered in making their exit.
3. Assemble in the front yard.

**Personal Preparation (Polston):**

1. Slip on clothing, a bathrobe, or wrap herself in a blanket if she is not already dressed.
2. Put on a pair of shoes or other footwear.
3. Do not try to take valuables.
4. Close the window in your room.
5. Leave the lights on.
6. Close your door but do not lock it.

**Goen Hall Evacuation Procedure:**

1. All persons living in the north wing (Richland Ave.) of the building are to leave by the back door of the north wing.
2. All persons living in the south wing (West End Ave.) of the building are to leave by the back door of the south wing.
3. All persons living in the front section (Craighead) of the building are to leave by the front door.
4. Assemble in the front yard.

**Personal Preparation (Goen):**

1. Slip on clothing, a bathrobe, or wrap himself in a blanket if he is not already dressed.
2. Put on a pair of shoes or other footwear.
3. Do not try to take valuables.
4. Close the window in your room.
5. Leave the lights on.
6. Close your door but do not lock it.

**Miscellaneous Instructions:**

1. The Checkers are to check all rooms assigned to them and report to the Monitor on the floor before leaving the building.
2. Monitors in should stand where they can see and be seen by the Monitors. They must be sure all Checkers have reported to them before they leave

their floor.

3. All people must be evacuated including those who are sick and those who are visiting.
4. In case one exit is blocked by fire or smoke, use the nearest exit.
5. Evacuation must be carried out in a quiet and orderly manner. Go to the sidewalk in front of the dormitory to await further instructions. (Walk quickly and quietly-do not run.)

**General Buildings –**

1. Call one of the following to make a report:
  - a. Sandy Goodfellow (C. 6105-202-8078)
  - b. Greg Kettelman (C.615-483-0596)
  - c. Jon Forlines (C.615-545-4535)
  - d. Craig Mahler (C.931-235-1279)
2. Designate one person to assess whether everyone has evacuated the building.
3. Designate another person to move evacuees to a safe location and calm and stabilize the injured.

**Johnson Academic Building Evacuation Procedure:**

- When the fire alarm sounds, all persons should proceed immediately to the nearest exit sign, and exit the building in an orderly fashion. Those on the first floor should exit through the nearest set of glass doors leaving the stairwells clear for those on the 2nd and 3rd floors.

\* These evacuation areas are a guide and may be changed depending on the emergency situation.

\*\*Do not return to an evacuated building unless the all clear has been given.

\*\*\*Important: After any evacuation, report to your designated area assembly point.

\*\*\*\*DO NOT evacuate disabled people in their wheelchairs. This order is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Always ask disabled people how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.