

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the senior administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students and employees. Examples of incidents which warrant a “timely warning” would include (but are not limited to) crimes occurring within the region which pose a threat to the college campus, Clery Act crimes in the region, threats to persons or to property.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the college may also send out a message through the BeAlert mass notification system, as well as may post information on the MyBelmont.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Belmont College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Belmont College will attempt to confirm that there is a significant emergency via reports from students or employees as well as observation via our security staff. Belmont College will notify the college community as to what action they need to take (evacuation, shelter in place, etc).

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, guests, or employees occurring on or near campus Belmont College will notify law enforcement for that location as well as notify all campuses via the telephone, the telephone PA system (if applicable) as well as through the mass notification system (BeAlert).

In the event of evacuation, follow the evacuation plan for the room in which you are in, which is posted on the wall, usually near the exit.

This is handled by the Director of Operations or his/her designee.

## SIGN UP FOR MASS NOTIFICATION SYSTEM

You must re-enroll in the system if you have been off for a semester. Please take the time to check to ensure you are in the system.

The college’s mass notification system is in place and we need for you to enter your contact information. This system will be used to notify all registered Belmont College students and employees of emergency situations on campus as well as, College delays and cancellations due to weather or other emergency conditions. Delays and cancellations will still be posted on our website, on our phone system, our social media page(s), as well as local television and radio stations. This system will not be used for individual class cancellations, those will be posted on the MyBelmont.

To receive the notifications you will need to do the following:

- 1- Log into your MyBelmont account (<http://mybelmont.belmontcollege.edu/ics/>)
- 2- Enter the Campus Life tab near the top of the page
- 3- In the middle of the page you will see the BeAlert section, click on the blue Emergency Alert System link. This will take you to the Rave Manage Profile information page. You will need to read and agree to the Terms of Service.
- 4- Check to ensure it is your name on the data entry page. If it is someone else’s name, log out of the data entry page and the MyBelmont page and log back in through both.
- 5-Enter data for the sections you want notifications to be sent to you.

**Mobile Phone** – If you selected the mobile phone option, the notification system will send text alerts to your mobile phone. If you choose to sign up for this alert you will be sent a “test alert” with a four (4) digit code. You will be prompted to enter this code to verify your cell phone number. After you confirm your cell phone number, you will receive a second text to validate your enrollment in the notification system. Please note you will be responsible for any costs related to receiving text messages through your phone. If you do not receive a confirmation text message after following the steps above, your mobile carrier may be enforcing a premium text messaging block on your account. To remedy this, contact your carrier and ask to have text messages from shortcodes 67283 and 226787 delivered to your mobile device.

**Voice Only Line Contacts** – This will send you a voice message to a land phone or cell phone. We request only one be used since this is an additional cost for the system.

**Email** – You can add additional email accounts for notification if you choose. Remember to check your “spam” or “junk” mail folder and allow the message to be delivered to your “inbox.”

## NONDISCRIMINATION POLICY

It is the policy of Belmont College to provide equal admission, educational, and employment opportunities without regard to race, color, national origin, sex, age, disability, or other protected classifications. This policy statement complies with the Civil Rights Act, Title VI and Title IX, and Section 504 of the Rehabilitation Act of 1973. If you feel you have been denied equal admission, educational, or employment opportunities because of your race, color, national origin, sex, age, disability, or other protected classifications, you may file a Complaint of Discrimination with the following person responsible for compliance in the area indicated:

### TITLE IX COORDINATOR

(nondiscrimination on the basis of sex)  
Vice President, Human Resources & Sustainability  
740.699.3839

### TITLE VI COORDINATOR

(nondiscrimination on the basis of race, age, color, or national origin)  
Vice President, Human Resources & Sustainability  
740.699.3839

### SECTION 504 COORDINATOR

(nondiscrimination on the basis of disability)  
Dean of Student Affairs & Strategic Enrollment Management  
740.699.3851

### ADA COMPLIANCE COORDINATOR

Senior Admissions Counselor  
740.699.3812

### MAIN CAMPUS

68094 Hammond Road  
St. Clairsville, Ohio 43950  
740.695.9500

### HARRISON COUNTY CENTER

1 College Way  
Cadiz, Ohio 43907  
740.942.2222

### MONROE COUNTY CENTER

47084 Black Walnut Parkway  
Woodsfield, Ohio 43793  
740.472.5468

Ohio toll-free 1.800.423.1188  
[www.belmontcollege.edu](http://www.belmontcollege.edu)



**BELMONT**  
COLLEGE

**CAMPUS  
SECURITY  
INFORMATION**

**2015-2016**

Belmont College complies with Title II of Public Law 101-542, the Student Right-to-Know and Campus Security Act of 1990. You should be aware that under the law if, as a new or current student you so request, you will be provided with information on the graduation rate at Belmont College. Also, as a prospective or current student or employee, you will be provided with information on campus crime upon request.

**REPORTING OF CAMPUS CRIME**

If you are a witness to or victim of a crime on College property, you should report the incident immediately to a College administrator, who will notify the appropriate law enforcement agency. Medical emergencies should also be immediately reported to a College administrator, who will contact the rescue squad serving the College or dial 911 from any College phone.

**CAMPUS CRIME STATISTICS**

According to this law, the College is required to collect, prepare, publish, and distribute information on campus crime to current and prospective students and employees.

**NUMBER OF CRIMINAL OFFENSES**

CRIMINAL OFFENSES	2013	2014	2015
Murder/ Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>HATE CRIMES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/ Non-negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
<b>VAWA OFFENSES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	1	0	0
<b>ARRESTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons, carrying, possessing	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons, carrying, possessing	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>UNFOUNDED CRIMES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
	0	0	0

- Belmont County Main Campus
- Harrison County Center
- Monroe County Center

**PREPARATION OF DISCLOSURE OF CRIME STATISTICS**

Belmont College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website [www.belmontcollege.edu](http://www.belmontcollege.edu). This report is prepared in cooperation with the local law enforcement agencies servicing the various college locations in Belmont, Harrison and Monroe counties.

Campus crime, arrest, and referral statistics include those reported to local law enforcement agencies and college officials.

Each year e-mail notification is made to all employees and enrolled students that provides the web site link to access this report. The report is also attached to the e-mail as well. Copies of the report may also be obtained at the office of the Director of Operations at Main Campus.

**HOW TO REPORT CRIMINAL OFFENSES**

To report a crime, dial 9-1-1 to obtain the law enforcement agency for your location. For non-emergencies, please advise a college official at your location.

Suspicious activity or person(s) seen on campus should be reported immediately to a college official.

**COLLEGE INCIDENT REPORTS/ CRIME REPORTS**

Belmont College encourages anyone who is a victim or witness to any crime or suspicious activity to report this to a college official and/ or law enforcement. Because college incident reports are public records under state law, these reports can not be held in confidence and are subject to public requests.

**SECURITY AND ACCESS**

During business hours, the college is open for those having business with the college or at a function on campus which has been approved by the college. After 7:00 pm Monday through Thursday, after 5:00pm on Fridays, and all day Saturdays, only the Main Entrance doors are open to allow access into the main building. Emergency egress is maintained at all doors per building and fire code, however, restricted access into the building is maintained for security reasons.

Emergencies may necessitate changes or alteration to any posted schedule. College facilities are regularly assessed and examine security issues such as landscaping, locks, area lighting, line of sight and others. Concerns should be brought to the attention of the Director of Facilities Management and/or the Director of Operations.

**CAMPUS SECURITY AUTHORITY**

Belmont College security staff has the authority to ask persons for identification and to determine whether individuals have lawful business at Belmont College. Security staff monitors and regulates parking on campus. Issues with parking which are deemed a safety or security hazardous will result in towing of the vehicle at the expense of the owner.

Security staff of Belmont College maintains a working relationship with law enforcement agencies serving the various locations of the college.

Law enforcement for Belmont College is handled by the sheriff's office for each of the campus locations.

All crime victims and witnesses are strongly encouraged to immediately report and complete a college incident report and/ or law enforcement report. Prompt reporting will assure timely notices on campus and timely disclosure of crime statistics.

**SAFETY AND SECURITY AWARENESS**

Reminders are sent out at the beginning of each term to remind students of safety and security information while they are on campus. Employees receive reminders via e-mail as well as during employee forum days.

When time is of the essence, information will be released to the college community through security alerts via the BeAlert mass notification system, via e-mails, postings on MyBelmont and [www.belmontcollege.edu](http://www.belmontcollege.edu) or broadcasted over the phone system for all buildings except Monroe County.

**CRIME PREVENTION**

College students and employees are reminded to not leave personal items unattended on campus. Books should be marked in a location within the text with some identifiable information by the owner. Vehicles should be locked and valuable items should not be left in plain sight within the vehicle. If you observe person(s) suspiciously wondering about the campus or the parking lot, notify a college official.

To enhance your personal safety, especially after evening hours, walk with friends to your vehicle.

**ALCOHOL AND DRUG POLICY**

Except for a special event with prior senior administration approval, the possession, sale consumption or furnishing of alcohol is strictly prohibited. Persons found in violation will be subject to college disciplinary action as well as criminal prosecution by law enforcement.

The possession, manufacture, sale, distribution, or use of any controlled substance is illegal on college owned or controlled property. Persons found in violation will be reported to the law enforcement agency servicing that location for investigation and criminal prosecution. The college may also seek disciplinary actions internally for such violations.

**MISSING STUDENTS**

Belmont College does not offer student housing. In the event of notification that a student is missing, Belmont College will work with area law enforcement agencies to assist them in their investigation.

**SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled, or employed at, institutions of higher education. THE CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies in Ohio to provide Belmont College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Belmont College.

A list of sex offenders is maintained by the Director of Operations and is available for review at his/her office at Main Campus.

In addition, a list of all registered sex offenders in Ohio is available online at the link [http://sheriffalerts.com/cap\\_main.php?office=55149](http://sheriffalerts.com/cap_main.php?office=55149)

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act prohibits an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the campus Sex Crimes Prevention Act of 2000.

**PREVENTING AND RESPONDING TO SEX OFFENSES**

If you are a victim of a sexual assault on college property, your first priority should be to get to a place of safety. Report the alleged offense to a college official or call 9-1-1 for law enforcement. You should seek necessary medical treatment but must remember that time is a critical factor for evidence collection and preservation.

Sexual assault offenses are covered under the college's Code of Conduct, as outlined in the college catalog.