**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 (BeAlert). In the event of evacuation, follow the evacuation plan for the room (BeAlert). In the event of evacuation, follow the evacuation plan for the room (BeAlert). In the event of evacuation, follow the evacuation plan for the room (BeAlert).

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 (https://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 via our security staff. 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.

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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.

**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
740.699.3831

**ADA COMPLIANCE COORDINATOR**
Senior Admissions Counselor
740.699.3820

**CAMPUS SECURITY INFORMATION**
2014-2015

**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
Woodfield, Ohio 43793
740.472.5468

Ohio toll-free 1.800.422.1188
www.belmontcollege.edu

**NO**
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 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 the College administrator, who will contact the rescue squad serving the College or dial 911 from any College phone.

CAMPUSS 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

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<th>Crime Category</th>
<th>2012</th>
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<th>2014</th>
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</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery, other</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
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</tr>
<tr>
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<td>0</td>
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<tr>
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</table>

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. 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 an 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.

CAMPUSS 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 5:00 pm 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 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 visible to the owner.

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.

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.