

# BELHAVEN UNIVERSITY

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*Our Standard is Christ*

## **FEDERAL CAMPUS CRIME AND FIRE SAFETY REPORT 2023**





**Belhaven University Security Department**

1500 Peachtree Street, Box 323

Jackson, MS 39202

601-968-5929

[security@belhaven.edu](mailto:security@belhaven.edu)

[www.belhaven.edu/campus\\_operations/security.htm](http://www.belhaven.edu/campus_operations/security.htm)

**Federal Campus Crime and Fire Safety Report**

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## **FORWARD**

This annual report is designed to comply with the Higher Education Opportunity Act. Information contained in this report is pulled directly from the logs and offense reports from the main campus and each of the University's branch campuses and satellite facilities. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, this information is provided on or before October 1<sup>st</sup> of each year and contains information on campus security, policies and procedures, and the fire safety report and crime statistics for the previous three calendar years.

Belhaven University is a private Christian Liberal Arts University, with branch campuses and satellite facilities located in the Southern United States. The student population is derived from all 50 states and a diverse international community. The University operates a full-time security department which supports all general federal and respective state laws, as well as Belhaven University policies.

The University makes every effort to protect the safety of students, employees and guests on and around the campuses. The University has an emergency notification system that sends emails, voice and text messages. Current Belhaven faculty, staff, and students are automatically enrolled in this service but family and friends can also sign up to receive these notifications. Responding elements include Campus Security, Campus Maintenance, campus authorities and local first responder units as warranted.

Students and employees alike are encouraged to visit their campus security office and ask questions before a disaster strikes.

**CAMPUS CRIME STATISTICS**  
**Jackson, MS**  
**1500 Peachtree Street Campus**

<b>CLASSIFICATION OF OFFENSES REPORTED</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
MURDER/MANSLAUGHTER	0	0	0
SEX OFFENSIVES/FORCIBLE	0	0	1
SEX OFFENSES/NON-FORCIBLE	0	0	0
SEX OFFENSES/NON-FORCIBLE/STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSUALT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	2
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>ARRESTS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
LIQUOR LAW VIOLATIONS	0	0	0
DRUG VIOLATIONS	0	0	0
WEAPONS POSSESSIONS	0	0	0

<b>FIRES</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
INJURIES	0	0	0
DEATHS	0	0	0
PROPERTY DAMAGE	0	0	0

<b>VAWA</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0

<b>Campus Location</b>	<b>Closure Date</b>
Atlanta, GA	2019
Chattanooga, TN/Dalton, GA	2020
Houston, TX	2019
Memphis, TN	2019
Orlando, FL	2016
Desoto, TX	2021
Jackson, MS (LeFleur Campus)	2021

#### FIRE SAFETY RIGHT TO KNOW

Included in the statistical part of this annual report is the University's experience of any incidence of fires reported and occurring in student housing. All fire incidents occurring in student housing are required to be reported to the Security Shift Supervisor who then provides the information to the Vice President of Student Development for reporting further. Every effort is made to see that fire preparedness and fire alert/detection equipment is operational at all times. Buildings equipped with automatic fire suppression are tested regularly as required.

Fire drills in student housing are conducted once per semester.

Fire response to student housing is provided by the City of Jackson Fire Department, House #5, and is not a University-administered agency.

All inquiries and concerns should be addressed to the Department of Security at Belhaven University by calling 601-968-5900 or by e-mail at [security@belhaven.edu](mailto:security@belhaven.edu).

## **Purpose**

The purpose of this document is to identify and define the responses, roles, and responsibilities taken by specific individuals and departments in the event of an emergency that has a significant impact on the University community.

Routine incidents are dealt with through the Belhaven University Security Department and student-related issues are dealt with through the Office of Student Development unless, or until, the incident or event has the potential to affect the entire University community. Assessment by the CFO, VP of Business & Campus Operations of the incident or event will determine if the Emergency Management Team (EMT) is to be notified.

The initial and primary source for all emergency information is the Belhaven University Security Department office which is in the Bettye Quinn Center located at 1849 Peachtree Street and can be reached by calling 601-968-5900 (or 5900 by any internal extension). Campus security may not be the first to detect an emergency, but all emergencies are communicated to the Security Shift Supervisor. Based on the information and type of emergency, the Director of Security will be notified of the emergency, who will notify the CFO, VP for Business Affairs & Campus Operations. The Vice President of Student Development may also be notified, depending on the nature of the emergency.

The CFO, Vice President for Business Affairs & Campus Operations is a member of the EMT and will communicate with the University President who will determine the further course of action. Often times, the University President; CFO, Vice President for Business Affairs & Campus Operations, and Vice President for Student Development collaborate on emergency situations and most effective next steps. The EMT becomes involved if the event meets the criterion of a major emergency. Non-major emergencies are resolved through routine University procedures.

## **Major Emergencies**

A major emergency is any situation, or event, identified by the President of the University or the EMT as having a significant adverse impact on the University community as a whole. A significant impact is any emergency, or event, capable of causing substantial disruption of the University's normal operating procedures. For planning purposes, assume most major emergencies will arrive with little warning, develop rapidly, and be capable of causing substantial disruption of our normal operating procedures.

## **Emergency Decision Maker**

The President of the University is the emergency decision-maker. In the event of the President's absence, the order of succession determining responses to emergencies is as follows: Chief Financial Officer, Vice President of Business Affairs & Campus Operations, Vice President of Student Development, Vice President for University Enrollment & Marketing, Provost & Vice President for Academic Affairs, Vice President for Adult, Graduate, and Online Studies, Vice President for Advancement, Vice President for Athletics, and Director of Security.

Regardless of who makes the final decision regarding the response to the emergency, once the decision has been made, senior administrators of the University will be contacted by the CFO, Vice President of Business Affairs & Campus Operations, a member of the EMT, to implement the action plan required by their respective departments.

## **Emergency Management Team**

The Belhaven University Emergency Management Team (EMT) consists of managers from critical areas of campus leadership and operational abilities with the purpose of developing a response to crises and major emergencies that threaten the health, life, and property of the University community in order to restore normal campus operations.

The Emergency Management Team members are:

- Chief Financial Officer, Vice President of Business Affairs & Campus Operations
- Vice President of Student Development
- Vice President for University Enrollment and Marketing
- Provost and Vice President of Academic Affairs
- Vice President for Adult, Graduate, and Online Studies
- Vice President for Advancement
- Vice President for Athletics
- Director of Security



## **Emergency Management Team Contact Information**

### **Chief Financial Officer, Vice President for Business Affairs & Campus Operations**

Sheryl S. Vittitoe  
601-968-8779 Office  
8256 Internal extension  
[svittitoe@belhaven.edu](mailto:svittitoe@belhaven.edu)

### **Vice President of Student Development**

Dr. Shelley Smith  
601-968-5956 Office  
8461 Internal extension  
[sasmith@belhaven.edu](mailto:sasmith@belhaven.edu)

### **Vice President for University Enrollment and Marketing**

Dr. Kevin Russell  
601-968-8746 Office  
8080 Internal extension  
[krussell@belhaven.edu](mailto:krussell@belhaven.edu)

### **Provost and Vice President for Academic Affairs**

Dr. Audrey Kelleher  
601-968-8910 Office  
8180 Internal extension  
[akelleher@belhaven.edu](mailto:akelleher@belhaven.edu)

### **Vice President for Advancement**

Jeff Rickels  
601-968-8875 Office  
8262 Internal extension  
[jrickels@belhaven.edu](mailto:jrickels@belhaven.edu)

### **Vice President for Athletics**

Scott Little  
601-968-5956 Office  
8101 Internal extension  
[slittle@belhaven.edu](mailto:slittle@belhaven.edu)

### **Director of Campus Security**

Andrew Vasant  
601-968-8804 Office  
8804 Internal extension  
[avasant@belhaven.edu](mailto:avasant@belhaven.edu)

## **Auxiliary Emergency Management Team**

The Auxiliary Emergency Management Team (AEMT) includes individuals representing student life, physical plant management, internal and external communications and security. During a crisis the team may be expanded to include other members of the University as deemed necessary based on the scale of the emergency.

The AEMT is responsible for gathering information, determining the management response required, and communicating this information to the EMT.

The AEMT will oversee the implementation of the actions required to restore campus life by coordinating the efforts of the campus community with the available law enforcement and emergency services agencies responding. The AEMT members are:

- Security Shift Supervisor (could include all Security Shift Supervisors)
- Director of Maintenance
- Director of Campus Services
- Director of Information Technology
- Associate Vice President of Adult, Professional, and Graduate Studies
- Director of University Relations

## **Auxiliary Emergency Management Team Contact Information**

### **1<sup>st</sup> Shift Security Supervisor**

Charlie Matthews  
601-968-5900 Office  
[cmatthews@belhaven.edu](mailto:cmatthews@belhaven.edu)

### **2<sup>nd</sup> Shift Security Supervisor**

Jamie Quin  
601-968-5900 Office  
[jquin@belhaven.edu](mailto:jquin@belhaven.edu)

### **3<sup>rd</sup> Shift Security Supervisor**

Michael Wells  
601-968-5900 Office  
[mwells@belhaven.edu](mailto:mwells@belhaven.edu)

### **Director of Maintenance & Grounds**

Wayne Green  
601-968-5909 Office  
8416 Internal extension  
[wgreen@belhaven.edu](mailto:wgreen@belhaven.edu)

**Director of Campus Services**

Robin Savoy  
601-968-5989 Office  
8411 Internal extension  
[rsavoy@belhaven.edu](mailto:rsavoy@belhaven.edu)

**Director of Information Technology**

Bo Miller  
601-968-8796 Office  
8055 Internal extension  
[bmiller@belhaven.edu](mailto:bmiller@belhaven.edu)

**Associate Vice President of Adult, Professional, and Graduate Studies**

Dr. Rick Upchurch  
601-968-8942 Office  
8743 Internal extension  
[rupchurch@belhaven.edu](mailto:rupchurch@belhaven.edu)

**Director of University Relations**

Bryant Butler  
601-968-5930 Office  
8095 Internal extension  
[bbutler@belhaven.edu](mailto:bbutler@belhaven.edu)

**Campus Spokesperson**

The Vice President for University Enrollment and Marketing is designated by the President of the University as the official spokesperson for the University. The Vice President for University Enrollment and Marketing may, after consulting the EMT, appoint other spokespersons to speak on specific issues.

**Emergency Notification System**

The Belhaven University Emergency Notification System will alert students, faculty, and staff when an emergency exists via emails, voice and text messages. The condition of the emergency and action required will be communicated as quickly as possible. The CFO, Vice President for Business Affairs & Campus Operations initiates the emergency notification. The Vice President for University Enrollment and Marketing determines the information sent to the media and the University's website. All external phone calls requesting information about Belhaven University will be directed to the Vice President for University Enrollment and Marketing at 601-968-8746.

**State of Emergency**

In the event of a major emergency affecting Belhaven University, a Security Shift Supervisor may be notified of the emergency via students, faculty, University employees, or possibly the outside community.

The Security Shift Supervisor will immediately contact the Director of Security relaying all details as known. The Director of Security will communicate the information received to the CFO, VP of Business & Campus Operations who will communicate with the President of the University and EMT.

The President of the University will decide on a course of action and empower the EMT to initiate responses to resolve the major emergency and return the University to normal operating conditions. A State of Emergency will be declared. The Auxiliary Emergency Management Team (AEMT) will be engaged to coordinate with city, state, and possibly federal emergency responders in this effort.

Each team member will engage the assets under their management to address the major emergency, repair damages to the campus community, and restore the University to normal operating status.

Once normal operations have resumed, the President will cancel the State of Emergency.

Emergency responses are monitored and recorded by departmental leadership. Progress is reported back to the EMT until the State of Emergency is canceled.

## **Weather and Natural Emergencies**

### Severe Weather

Severe weather is perhaps the most frequent disruption of normal University operations. Severe weather conditions include heavy rains, high winds, tornadoes, hurricanes, lightning strikes, and ice or snow conditions. Most severe weather conditions affect the University for less than 48 hours.

The Belhaven University Campus Operations office monitors weather conditions on a continual basis. The National Weather Advisory, local radio stations, and the Mississippi Highway Patrol are the primary sources of information.

Severe damage to the University as a result of weather is communicated to the CFO, VP of Business & Campus Operations (in her absence, the Vice President of Student Development, then proceeding to the EMT hierarchy). Based on weather damage, the President receives recommendations from the EMT detailing possible actions. If a State of Emergency is declared, the EMT is empowered to act. Each member will engage the assets under their management to address the major emergency, repair damages to the campus community, and restore the University to normal operating status.

Once normal operations have resumed the President will cancel the State of Emergency.

Emergency responses are monitored and recorded by departmental leadership. Progress is reported back to the EMT until the State of Emergency is canceled.

### Tornadoes

When a severe weather alert is sounded, all Belhaven University students, faculty, staff, and pedestrian traffic must seek immediate shelter at the locations identified below. The siren, activated by the City of Jackson, is what initiates the campus to seek shelter. Emails, phone calls and text messages (for those signed up) will also be sent out by the university. Please remember to watch for these updates as we work closely with the National Weather Service and monitor WAPT to provide up-to-date information on the storm. Be mindful that the sirens can represent a large area and may not necessarily be specific to our campus area. Belhaven University Security officers will also support the notifications with encouraging all to seek shelter. Please remain in the designated shelter area until an “all clear” notification has been issued.

**Bettye Quinn Center** – Occupants in the Security wing should move immediately to the first floor of Newt and Becky Wilson Hall using the back hallway near rooms 107, 108, and 109 as shelter. All of these rooms may need to be accessed depending on the volume of people in the building during the event. Occupants in the Film Production Department area should move immediately to the interior hallway.

**Billy Kim International Center** – All occupants should move immediately to the first floor interior west hallway, Prayer Room and rooms 103, 105 or 106 if open.

**Bitsy Irby Visual Arts and Dance Center** – All occupants should move immediately to the interior emergency exit stairwells, first floor faculty offices hallway, art gallery or rooms 119 or 125 if open.

**Caldwell Hall** – All occupants should move immediately to the laundry room area in the basement.

**Center for the Arts** – All occupants should move immediately to the west hallway in the Music wing (on the side closest to the Concert Hall) and the Flexible Theatre. Depending on the volume of people, room 103 may be needed as well.

**Cleland Hall** – All occupants should move immediately to first floor rooms 105 & 106.

**Fitzhugh Hall** – All occupants should move immediately to the first floor interior hallways staying as close to the center of the building (where the old and new meet). Stay away from the 1<sup>st</sup> floor east wing lobby area.

**Heidelberg Gymnasium** – All occupants should move immediately to the first floor of the building in the hallway between the football locker room and the weight room.

**Helen White Hall** – All occupants should move immediately to the first floor interior hallways.

**Lakeview Hall** – All occupants should move immediately to the first floor interior residence hallways.

**McCravey-Triplett Student Center** – All occupants should move immediately to the first floor hallway of the Stuart C. Irby building through the entrance located near the Bookstore. This is a covered area.

Food service personnel should proceed to the downstairs interior hallway below the kitchen. Personnel working in the north wing of the basement area should remain in offices without any windows.

**Newt and Becky Wilson Hall** – All occupants should move immediately to the first floor using the back hallway near rooms 107, 108, and 109 as shelter. All of these rooms may need to be accessed depending on the volume of people in the building during the event.

**Preston Hall** – All occupants should move immediately to the first floor interior HR/Student Account or Business Office hallways.

**Physical Plant (Maintenance/Grounds/Housekeeping)** – All occupants should move immediately to the first floor interior residence hallways in University Village.

**Raymond Hall** – All occupants should move immediately to the first floor interior hallways.

**Robertson / Wells Hall** – All occupants should move immediately to the first floor interior residence hallways.

**Stuart C. Irby Hall** – All occupants should move immediately to the first floor hallway (located in the original portion of the building).

**University Village** – All occupants should move immediately to the first floor interior residence hallways.

**Warren A. Hood Library** – All occupants on first and second floors should move immediately to the first floor south area near The Think Center. If anyone is in the basement area – either remain in Barber Auditorium or if in the lobby, move immediately to the interior hallway near the elevator.

## Earthquakes

Earthquakes strike suddenly, violently, and without warning. Advance notification usually is unavailable.

In the event of an earthquake, the CFO, VP of Business & Campus Operations will be notified of any injuries or damage resulting from the earthquake. Emergency 911 responders may already be alerted to the campus needs. The CFO, VP of Business & Campus Operations will contact the University President and EMT. If the event is deemed a major emergency, the President will decide if the event warrants a State of Emergency.

## Epidemic or Contagious Medical Conditions

The University is committed to preserving the health of the campus community and the safety of the campus environment in the event of a pandemic.

The emergence of a possible pandemic must be communicated to the EMT as quickly as possible. Faculty should be aware of sustained absences from class or time periods when unusually large numbers of students miss class or appointments. These could be signs of a pandemic break out on campus. All University students, faculty, and employees are encouraged to report instances of sickness witnessed in the residence halls and on the campus as a whole to a Security Shift Supervisor.

The Security Shift Supervisor will communicate any calls received regarding large numbers of illnesses to the Director of Security who will communicate with the CFO, Vice President for Business Affairs & Campus Operations.

The CFO, VP of Business & Campus Operations will contact the President and EMT and will determine if a major emergency exists.

The EMT should act quickly to identify those in the campus community affected by contacting the campus leadership to gather information from their respective departments.

The EMT will deliver a recommendation to the President of the University if it is determined that a pandemic has begun. The President will decide if a State of Emergency exists.

Based on the recommendations of campus leadership, further action may be required by the President of the University including notification of the campus community to include families of those infected, local medical community, state health officials, and possibly the Center for Disease Control (CDC).

Regarding the H1N1 virus, any contagious student will be isolated or required to go home. Students unable to go home will be provided housing in an isolated area on campus and the director of food services will arrange meals to be delivered with the assistance of student life

staff. Female students will be isolated in Lakeview Hall while male students will be isolated in Wells Hall. Students must stay in isolation until 24 hours past the fever breaking and must deliver a written note from a doctor stating they are no longer contagious before they can return to the campus community. Students will have excused absences with a doctor's confirmation of the illness. Faculty and staff that test positive for the H1N1 virus will be required to stay home, but the absence will not be counted as part of their annual sick days.

## **Man-Made Emergencies**

### Fires

When smoke, flames, or a burning smell is observed, pull the fire alarm to activate the alarm system. If possible, shut off the gas in the area. Leave the area immediately. As you leave the building, check to be sure everyone has evacuated the immediate area. Help those in need of assistance to leave the building. Close all doors behind you to contain the fire.

Once you have evacuated the building, call the Belhaven University Security Department and report the smoke giving as much detail as possible including who, what, where, and when.

When a fire is observed, call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) to report the fire giving as much detail as possible including who, what, where and when. Belhaven University Security Department will call 911 to report the fire. The Security officer that receives the call will immediately call the Security Shift Supervisor and proceed to the location of the fire.

The Security Shift Supervisor will contact the Director of Security giving all details as known and then proceed to the location of the fire. The Director of Security will contact the CFO, Vice President for Business Affairs & Campus Operations and the Vice President for Student Development (if the fire is in the dorms).

The CFO, VP of Business & Campus Operations will inform the President and EMT of the fire on campus and proceed to activate all available campus assets to include the Director of Maintenance and the Director of Campus Services. The EMT will develop and initiate their action plan as directed by the President of the University.

If deemed necessary, a command center will be established well away from the evacuation staging area. Officers will be dispatched to intercept and deliver response teams to the fire location. Belhaven University Security Department officers will assist in evacuation of the fire area, move campus personnel to a safe location away from the fire and fire fighting assets, assess and attempt to contain the fire as possible, and be prepared to receive and help fire and rescue teams dispatched from the 911 Call Center as needed.

Belhaven University Security will contact the Director of Maintenance for additional help engaging the emergency. Maintenance personnel will support Security as required by



shutting off utilities to the area; containing the fire if possible, pending the arrival of off-campus emergency equipment dispatched by the city 911 Call Center; assisting with evacuation of personnel from the area; crowd control located a safe distance from the area; and establishing a perimeter allowing for access to the building by the city emergency response personnel.

As emergency responders enter campus they will be taken to the command center where fire and rescue teams will take over command of the incident while the Security Shift Supervisor becomes the liaison officer between campus personnel and the emergency responders.

Once the fire is contained and put out, the Security Shift Supervisor will maintain a presence at the scene and implement the decisions passed down from the EMT.

### Hazardous Chemical Accidents and Spills

A hazardous material spill is a spill in which there is a significant amount of hazardous material released or one in which the release of the material cannot be controlled. Examples of hazardous materials would include but are limited to, more than one gallon of bleach, more than one milliliter of sulfuric acid, more than one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include, but are not limited to, blood and other body fluids.

In the event of a hazardous material spill:

If the hazardous material encounters your skin, immediately flush the affected area with water, or take the action required basis the instruction provided for the material in use.

- Call 911 and report the emergency spill detailing who you are, where you are, what the material spilled is, when the occurrence took place, if there is a fire or explosion, if anyone has been injured, what the state of the material is in (liquid, solid, gas, combination), and if the spill is contained.
- Call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) and give the details of the spill.
- Stop the source of the hazardous material if possible.
- Unless specifically trained, DO NOT attempt to clean up the spill.

Evacuate the area immediately closing doors behind you.

- The Security officer that receives the emergency notification will immediately call the Security Shift Supervisor and proceed to the location of the emergency.

- The Security Shift Supervisor will contact the Director of Security giving all details as known and then proceed to the location of the spill.

The Director of Security will inform the CFO, VP of Business Affairs & Campus Operations of the fire on campus and proceed to activate all available campus assets to include the Director of Maintenance and the Director of Campus Services. The CFO, VP of Business Affairs & Campus Operations will contact the President and EMT. As directed by the President, the EMT will develop and initiate their action plan.

If deemed necessary, a command center will be established well away from the evacuation staging area. Officers will be dispatched to intercept and deliver response teams to the spill location.

Security officers will assist in the evacuation of the spill area, move campus personnel to a safe location away from the spill and emergency responder assets, assess and attempt to contain the spill as possible, and be prepared to receive and help emergency responder and rescue teams dispatched from the 911 Call Center as needed.

Belhaven University Security will contact the Director of Maintenance for additional help engaging the emergency. Maintenance personnel will support Security as required by shutting off utilities to the area; containing the spill if possible, pending the arrival of off-campus emergency equipment dispatched by the city 911 Call Center; assisting with evacuation of personnel from the area; crowd control located a safe distance from the area; and establishing a perimeter allowing for access to the building by the city emergency response personnel.

As emergency responders enter campus they will be taken to the command center where they and rescue teams will take over command of the incident while the Security Shift Supervisor becomes the liaison officer between campus personnel and the emergency responders.

Once the spill is contained, the Security Shift Supervisor will maintain a presence at the scene and implement the decisions passed down from the EMT members.

### Explosions

Gas leaks, faulty boilers, and chemicals, are some of the possible causes of an explosion. If an explosion occurs on campus near your area:

- If the fire alarm sounds, evacuate the building. Dial 911 and report the emergency.

- Call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) and report what you know. Report who, what, where, and when regarding the event.
- Be prepared for possible further explosions.

If you **cannot** evacuate the building:

- Crawl under a table or desk.
- Stay away from windows, overhead lighting, mirrors, electrical equipment, and anything that could present a falling debris hazard.
- Do not move any seriously injured person unless they are in obvious immediate danger from fire, flooding, building collapse, etc.

When leaving an emergency in a building, always feel unopened doors for heat prior to opening, and open carefully. DO NOT open the door if it is hot.

- Be alert to falling objects.
- Do not use the elevator. Accompany and assist persons with disabilities.
- Do not use matches or a lighter.
- Limit phone calls for emergency purposes only. Leave the lines open for emergency services.

## Explosions (continued)

The Security officer that receives the emergency notification will immediately call the Security Shift Supervisor and proceed to the location of the emergency.

The Security Shift Supervisor will contact the Director of Security giving all details as known and then proceed to the location of the explosion. The Director of Security will communicate the information received to the CFO, VP of Business Affairs & Campus Operations who will communicate with the President of the University.

The CFO, VP of Business Affairs & Campus Operations will inform the EMT of the explosion on campus and proceed to activate all available campus assets including the Director of Maintenance and the Director of Campus Services. The EMT will develop and initiate their action plan as directed by the President of the University.

If deemed necessary, a command center will be established well away from the evacuation staging area. Officers will be dispatched to intercept and deliver response teams to the location of the explosion.

Security officers will assist in the evacuation of the emergency area, move campus personnel to a safe location away from the explosion and emergency responder assets, assess and attempt to contain the area as possible, and be prepared to receive and help emergency responder and rescue teams dispatched from the 911 Call Center as needed.

Belhaven University Security will contact the Director of Maintenance for additional help engaging the emergency. Maintenance personnel will support Security as required by shutting off utilities to the area; containing the area as possible, pending the arrival of off-campus emergency equipment dispatched by the city 911 Call Center; assisting with the evacuation of personnel from the area; crowd control located a safe distance from the area; and establishing a perimeter allowing for access to the building by the city emergency response personnel.

As emergency responders enter campus they will be taken to the command center where they and rescue teams will take over command of the incident and the Security Shift Supervisor becomes the liaison officer between campus personnel and the emergency responders.

Once the emergency area is contained, the Security Shift Supervisor will maintain a presence at the scene and implement the decisions passed down from the EMT members.

## Prolonged Utility Outages

Security officers will contact the Security Shift Supervisor when power is disrupted on campus and then call maintenance personnel. The Security Shift Supervisor will contact the Director of Security immediately. Depending on the severity of the power outage, the Director of Security will contact the CFO, VP of Business Affairs & Campus Operations to develop a plan of action which will then be presented to the President of the University. The President may declare a State of Emergency in severe circumstances and empower the EMT to act.

The EMT will engage all on and off-campus assets to protect the students, faculty and employees, and secure the University.

The local service provider will be notified by the Security Shift Supervisor or the Director of Maintenance whenever power is out on campus.

Depending on the circumstance, an emergency response command center may be established. In the event of this, Security Shift Supervisor will communicate this to the Director of Security who will contact the CFO, VP of Business Affairs & Campus Operations. Security officers will patrol the campus to assess the extent of the emergency including downed power lines, hazardous traffic conditions, injuries, and the arrival of utility company vehicles on campus and report to the Security Shift Supervisor. Officers will maintain a safe environment for students, faculty, and employees during the power outage. The Security Shift Supervisor and the Director of Maintenance will communicate timely and accurate reports of repair efforts and developing situations to the Director of Security for communication to the CFO, VP of Business Affairs & Campus Operations.

If a State of Emergency is declared by the President of the University, additional assets may be called upon to include the 911 Call Center, American Red Cross, and the Mississippi Emergency Management Agency. All University departments will cooperate with city, state, and federal agencies as needed to resolve the emergency and return the University to normal operating status. At that time the President will cancel the State of Emergency status.

- If a power outage occurs on campus and is determined to be short-term in duration: Turn on flashlights as available.
- Provide assistance to others in your area that may not be familiar with the surroundings. If you are in an unlit area, proceed cautiously to an area that has emergency lighting.
- If you are in an elevator, stay calm. Use the emergency button or if you have a cell phone, call campus the Belhaven University Security Department at 601-968-5900.
- Remain calm and alert. Wait for assistance to arrive.
- Follow the directives of Campus Security and Maintenance personnel until the power is restored.

## **Social Causes**

### On-Campus Civil Disturbance

Not all demonstrations are unlawful. The U.S. Supreme Court has ruled that certain activity is protected under the U.S. Constitution. However, any demonstration on the Belhaven University campus that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is unlawful. All demonstrations must be approved by the President of the University and register with the Vice President of Student Development.

If a disturbance appears to threaten the safety of Belhaven University students, faculty, or employees:

- Immediately call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension). The Security officer receiving the call will notify the Security Shift Supervisor immediately detailing all information quickly and accurately.
- The Security Shift Supervisor will initiate a response and call the Director of Security with all details as known.
- The Director of Security will contact the CFO, VP of Business Affairs & Campus Operations as needed. If contacted, the CFO, VP of Business Affairs & Campus Operations will advise the President of the University. If a State of Emergency is declared by the President of the University, the EMT will initiate an action plan to respond to the disturbance.
- Students, faculty, and employees of the University should stay inside and lock their doors if possible in an effort to isolate the disturbance. Campus Security will take steps to protect the safety of students, faculty, and staff as conducted by the Security Shift Supervisor through the direction of the President, CFO, Vice President for Business Affairs & Campus Operations, Vice President for Student Development, and Director of Security.
- Security will encourage people to leave the area quickly and quietly. Depending on the event, a 911 emergency call may be engaged to bring off-campus assets to the situation.

### Off Campus Civil Disturbance

Campus Security personnel will notify the Security Shift Supervisor of any off-campus disturbances that may affect the University. Officers will be directed to respond to the event creating a perimeter between the disturbance and the University. If necessary, a 911 emergency call center will be contacted to gather additional assets and secure the campus.

The Director of Security will be notified immediately with all pertinent details of the disturbance.

The Director of Security will notify the CFO, VP of Business Affairs & Campus Operations if the disturbance is an imminent threat to the University. The CFO, Vice President for Business Affairs & Campus Operations will notify the President of the University and a decision made regarding a response. All University assets will then be utilized to bring the University back to normal operating status.

### Hostage Situations

Hostage situations are very volatile and usually life-threatening. Untrained individuals should never attempt to negotiate a resolution. When Security is notified of a hostage situation on campus, the Security Shift Supervisor will be notified immediately.

The Security Shift Supervisor will call 911 Emergency and relay all details available. The Director of Security will be contacted with the same information to be passed on to the CFO, Vice President for Business Affairs & Campus Operations. The President of the University will be informed and the EMT will act on his directive regarding implementing a State of Emergency. The emergency notification system will be engaged to communicate to the campus community, campus personnel, the media, and engage campus assets.

The preservation and safety of lives on campus are the highest priority.

Unless an alternative location is required, if deemed necessary, a command center will be established in the Security Office located in the Bettye Quinn Center located at 1849 Peachtree Street. The Belhaven University Security Department can be reached by calling 601-968-5900 (or 5900 by any internal extension).

Emergency responders will be directed to the command center where they will assume command of the situation. The Security Shift Supervisor will act as liaison between the emergency responders and campus as needed.

Security will immediately attempt to isolate and insulate the event area. Buildings not in the immediate vicinity will be evacuated. Buildings near the event will be locked down with inhabitants advised to seek cover.

As soon as deemed safe and appropriate, the campus will be evacuated of all nonessential responders.

City, state, and federal responders will conduct the resolution to the crisis. Reports will be continuously forwarded to the Director of Security will communicate the information received to the CFO, VP of Business & Campus Operations who will communicate with the President of the University and EMT.

The EMT will continue to engage their assets to contain the event and manage the University operations until the event is resolved.

Hostage situations have far-reaching impacts on those involved. Considerable attention will be directed toward resumption of normal operations, but the effects of the event have the potential to last for a considerable amount of time.

If you are involved in a hostage situation:

Dial 911 if possible.

- Call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension).
- Do what you are told without argument. Never attempt to argue or negotiate with the hostage taker.
- Try to get others to remain calm. Tell them to do what they are told.
- Stay calm and wait for help to arrive. Immediately obey all orders and directives of emergency responders as they arrive on the scene.

### Bomb Threat

If you receive a bomb threat:

- Remain calm. Listen carefully. Be polite and show interest. Keep the caller talking as long as possible so you can gather as much information as possible about the device, the validity of the threat, the identity of the caller, and listen for background noises.
- Note the phone number of the caller if your phone has display capability.
- If possible use the Bomb Threat Checklist to question the caller in a non-threatening manner.
- Upon completion of the call, immediately dial 911 and supply all details of the call.
- Call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) and give all the details you gathered.
  - Remain available for emergency personnel to answer questions.

A suspicious object is defined as any package, parcel, container, backpack, or object that is suspected of being an explosive, or dangerous device because it seems out of place or unusual for that location and cannot be accounted for, or because a threat has been received. Characteristics of suspicious objects may include restricted markings such as "Personal" or "Special Delivery". They may not have a return address or one that cannot be verified as



legitimate. There may be a city or state postmark that does not match the return address. The object may have an unusual size or weight based on its' size. There may be a strange odor, stains, crystallization, excessive taping, string, or have protruding wires from it.

If you find a suspicious object:

- Do not touch the object.
- Do not use portable radios or cell phones within 100 feet of the suspicious object.
- Call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) immediately to notify them of the object.
- Follow the precautions issued by the security and emergency personnel.
- Do not evacuate the building without the authorization of the emergency personnel. Current emergency guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

If a search is conducted, you may be asked to accompany the security personnel as you may be more likely to recognize something out of the ordinary in your own area or facility.

(See Appendix A for Bomb Threat Checklist)

### Armed Shooter or Armed Intrusion

If you see a person on campus with a gun, seek shelter and report it immediately to the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) or call 911. If you witness or hear a shooting, seek shelter **FIRST** and then report it immediately.

**Classrooms:** Remain in place and lock the classroom. Move away from windows and doors. Get behind sturdy furniture or desks. Close blinds and cover any doors and windows if possible. **Do not unsecure your room at any time.** Await instructions from campus security or local law enforcement.

**Hallways and sidewalks:** Seek shelter in a classroom or other “safe” lockable location. Await instructions.

**Open areas:** Flee the area using vehicles or sturdy objects as protection. If unable to flee lie flat and stay close to the ground. If you encounter law enforcement, keep your hands high and visible.

**If in the path of a shooter:** Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try to remain in groups so evacuation will be easier.

**Do not approach the shooter or responding Law enforcement.**

In all cases remain in place while it is safe to do so. Move only when you are being evacuated by law enforcement, either physically or by instruction.

Law enforcement will engage the shooter directly and enforce the securing of the campus. Follow all instructions of law enforcement and keep your hands visible.

**Do not confront the shooter or attempt to stop them.**  
(even if it is someone you know)

Because it is difficult to remember what to do in the time of crisis, we have built our Belhaven system around the acronym “CLASS” to make it easier to remember.

**CALL** – Call Belhaven University Security 601-968-5900. Put this number in speed dial on your phone. If you cannot reach security, call 911 and then continue to call Belhaven University Security until you get a live response. Do not leave a voice message.

**LOCK** – Lock all windows and doors. Close all blinds and curtains if possible. Keep everyone in the room. Barricade the door if you cannot lock from inside the room.

**AVOID** – Avoid any direct line of sight into the room. Do not be seen.

**SILENCE** – Silence is as important as line of sight. Do not draw attention to your location. Silence all cell phones. Remain quiet.

**STAY** – Stay in place, stay quiet and stay as calm as possible until further instruction is given by Police Officers and/or Belhaven University Security.

**Full Campus Evacuation Plan (see Appendix B for campus map)**

In the event of an emergency that requires the evacuation of the entire campus, you will be advised to evacuate the campus through a variety of media sources that may include the campus emergency mobile alert system, email alerts, land phone lines, cell phones, or text messages. If in your car, tune your radio to an emergency broadcast radio station for information and instructions if immediate access to Belhaven University Security officials is not practical or safe. Follow all instructions from emergency personnel, law enforcement officers, and University officials. Evacuation routes will depend on the location of the emergency. Also, depending on the location and type of emergency, transportation may be provided out of the area.

Campus evacuation points:

**Center for the Arts, Wilson Hall and Bettye Quinn Center** – For westbound egress, go left onto Riverside Drive. At the traffic light (State Street-a major North/South route) turn left to go south; right to go north. For eastbound egress go right onto Riverside Drive, left at the first four-way stop, follow the road and enter (veer right) onto Woodrow Wilson Blvd. This will continue east, or will allow access to I-55 North. Utilize the next available frontage road to cross under I-55 to evacuate to the South on I-55.

**Billy Kim International Center, Lakeview Hall, Heidelberg Gym, Caldwell Hall, or Bitsy Irby Visual Arts and Dance Center** – Exit through the VADC gated area (westerly direction), turn right onto Peachtree Street and proceed to the four-way stop. Continue straight and enter (veer right) onto Woodrow Wilson Blvd. This will continue east, or will allow access to I-55 North. Utilize the next available frontage road to cross under I-55 to evacuate to the South on I-55.

**Helen White Hall, Hood Library, Barber Theatre** – Evacuate through the Barber parking lot exit turning left onto Peachtree Street. Turn right at the first intersection onto Belhaven Street. Continue west until arriving at the intersection of Belhaven Street and State Street. Proceed right if northbound evacuation is required, or left if southbound evacuation is required.

**Fitzhugh Hall and Preston Hall** – Evacuate by turning left onto Peachtree Street. Proceed to the four-way stop at the next intersection of Peachtree Street and Pinehurst Street. Turn right onto Pinehurst Street and proceed several blocks to the traffic light at the intersection of Pinehurst and State Street. Proceed right if northbound evacuation is required, or left if southbound evacuation is required.

**McCravey-Triplett Student Center, Irby Science** – Evacuate from the faculty/staff parking lot by turning left onto Pinehurst Street. Turn right onto Greymont Street at the next four-way stop intersection of Pinehurst Street and Greymont Street. Continue several blocks southward to the traffic light at Fortification Street. Turn left onto Fortification Street and then, for southbound evacuation requirements, immediately turn right onto the ramp entrance to I-55 South. If evacuation requires egress northward, continue on Fortification exiting to the left on the ramp designated for I-55 North.

**Raymond Hall, Robertson / Wells Halls, Cleland Hall, and University Village** – Proceed to the exit at Pinehurst then turn left onto Pinehurst Street. Turn right onto Greymont Street at the next four-way stop intersection of Pinehurst Street and Greymont Street. Continue several blocks southward to the traffic light at Fortification Street. Turn left onto Fortification Street and then, for southbound evacuation requirements, immediately turn right onto the ramp entrance to I-55 South. If evacuation requires egress northward, continue on Fortification exiting to the left on the ramp designated for I-55 North.

**Physical Plant Building** – Depart the Maintenance/Housekeeping parking lot by turning left onto Greymont Street. Continue north several blocks to the intersection of Linden Place (Greymont turns into Linden) and Riverside Drive. Turn right onto Riverside Drive and follow to the four-way intersection just past the overpass of I-55. Turn left on Museum Boulevard and continue to the traffic light intersection of Riverside Drive and Lakeland Boulevard. Turn right to evacuate to the east, or, turn left to evacuate to the west (north and southbound evacuation is possible as this intersects with I-55 North and I-55 South).

## Campus Lockdown

If an event is witnessed or interpreted to represent that a campus-wide emergency exists, seek shelter for yourself first, secure your area, and then call the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension) as quickly as possible.

An emergency notification will be sent in the event a lockdown is deemed necessary on campus.

Lockdowns can be initiated basis of any threat to the safety and security of Belhaven University students, faculty, staff, and guests where a significant danger exists that can be reduced in scope by limiting access to buildings. Lockdowns may include all, or portions of the campus. Once a campus-wide lockdown is in effect take the following actions:

**Classrooms:** Remain in place and lock the classroom. Move away from windows and doors. Get behind sturdy furniture or desks. Close blinds and cover any doors and windows if possible. **Do not unsecure your room at any time.** Await instructions from campus security or local law enforcement.

**Hallways and sidewalks:** Seek shelter in a classroom or other “safe” lockable location. Await instructions.

**Open Areas:** Flee the area using vehicles or sturdy objects as protection. If unable to flee lie flat and stay close to the ground. If you encounter law enforcement, keep your hands high and visible.

**If you are in the path of the emergency:** Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try to remain in groups so that evacuation is easier. **DO NOT APPROACH THE EMERGENCY SITUATION. DO NOT APPROACH LAW ENFORCEMENT OR EMERGENCY RESPONDERS UNLESS INSTRUCTED TO DO SO.**

In all cases, remain in place while it is safe to do so until you are evacuated by emergency responders either physically, or by instruction.

## Missing Student Protocol

Belhaven University is committed to the immediate response and investigation of any student that is determined missing. Any person who believes a student to be missing from the Belhaven University campus as a result of foul play, incident, or extended absence for more than 24 hours should immediately report the student missing to the Belhaven University Security Department at 601-968-5900 (or 5900 by any internal extension). Security will conduct an investigation into the matter and upon substantiation that a student is missing, will notify as appropriate the following University officials: Security Shift Supervisor, Director

of Security, and Vice President of Student Development. The Vice President for Student Development will notify the President. Security will also notify the municipal and county law enforcement agencies in the area around the location of the University from which the student is missing as quickly as possible to begin mutual law enforcement operations to locate the student.

University Security will assign the Missing Student Report to the designated investigator.

Failure to report a missing student to the designated reporting authority is a violation of federal law.

### **Belhaven University Emergency Contact Information**

#### **Security**

Patrol 24 hours per day – 601-968-5900

1<sup>st</sup> Shift Security Supervisor

Charlie Matthews

[cmatthews@belhaven.edu](mailto:cmatthews@belhaven.edu)

2<sup>nd</sup> Shift Security Supervisor

Jamie Quin

[jquin@belhaven.edu](mailto:jquin@belhaven.edu)

3<sup>rd</sup> Shift Security Supervisor

Michael Wells

[mwells@belhaven.edu](mailto:mwells@belhaven.edu)

#### **Director of Security**

Andrew Vasant

601-968-8804 Office

8804 Internal extension

[avasant@belhaven.edu](mailto:avasant@belhaven.edu)

#### **Student Development**

Vice President of Student Development

Dr. Shelley Smith

601-968-5969 Office

8461 Internal extension

[sasmith@belhaven.edu](mailto:sasmith@belhaven.edu)

Caldwell Resident Director

Asia Robinson (contact Dr. Shelley Smith)

Helen White Resident Director

Kayley Hall (contact Dr. Shelley Smith)

Lakeview Resident Director

Lindsey Evans (contact Dr. Shelley Smith)

Robertson / Wells Resident Director

Demarius Davis (contact Dr. Shelley Smith)

University Village Resident Director

Marquice Ellis (contact Dr. Shelley Smith)

**Appendix A**

**BOMB THREAT CHECKLIST**

Use this checklist to help determine the seriousness of any threat and to assist in identifying the caller.

Threatening Phone Calls:

**LISTEN** – Do NOT interrupt except to obtain the following information.

**QUESTIONS TO ASK:**

**Bomb Threats**

- 1. When is the bomb going to explode?
- 2. Where is it located?
- 3. What does it look like?
- 4. What is your name?
- 5. Where do you live?

**Bodily Threats**

- 1. Name of the person being threatened?
- 2. When will this happen?
- 3. Why are they being threatened?

**Try to obtain the following?**

**CALLER'S VOICE:**

- Calm       Female
- Angry      Male
- Excited    Raspy
- Soft        Loud

**BACKGROUND SOUNDS:**

- Street Noises
- Traffic Noises
- Office Noises
- Local or Long Distance
- Plane, Train
- TV or Radio

**Mail Bomb Recognition**

- 1. Restricted markings such as confidential, personal, etc
- 2. Excessive postage
- 3. No return address
- 4. Foreign mail
- 5. Handwritten or poorly typed addresses
- 6. Excessive securing material such as masking tape or string
- 7. Excessive weight, or lopsided packages
- 8. Pictures, drawings, or visual distractions

**Immediate Action:**

**Notify your supervisor, and call the Capital Police immediately.**

**Write down the caller's message in its' entirety, and note your perceptions of the call.**

Phone Number the threat was received on:

\_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appendix B

# BELHAVEN UNIVERSITY CAMPUS MAP

**CENTRAL CAMPUS:**

- 1. Bitsy Irby Visual Arts and Dance Center
- 2. Caldwell Hall
- 3. Stadium Operations & Media Center
- 4. Belhaven Bowl
- 5. Heidelberg Gymnasium
- 6. Track
- 7. Parking Garage (Under Construction)

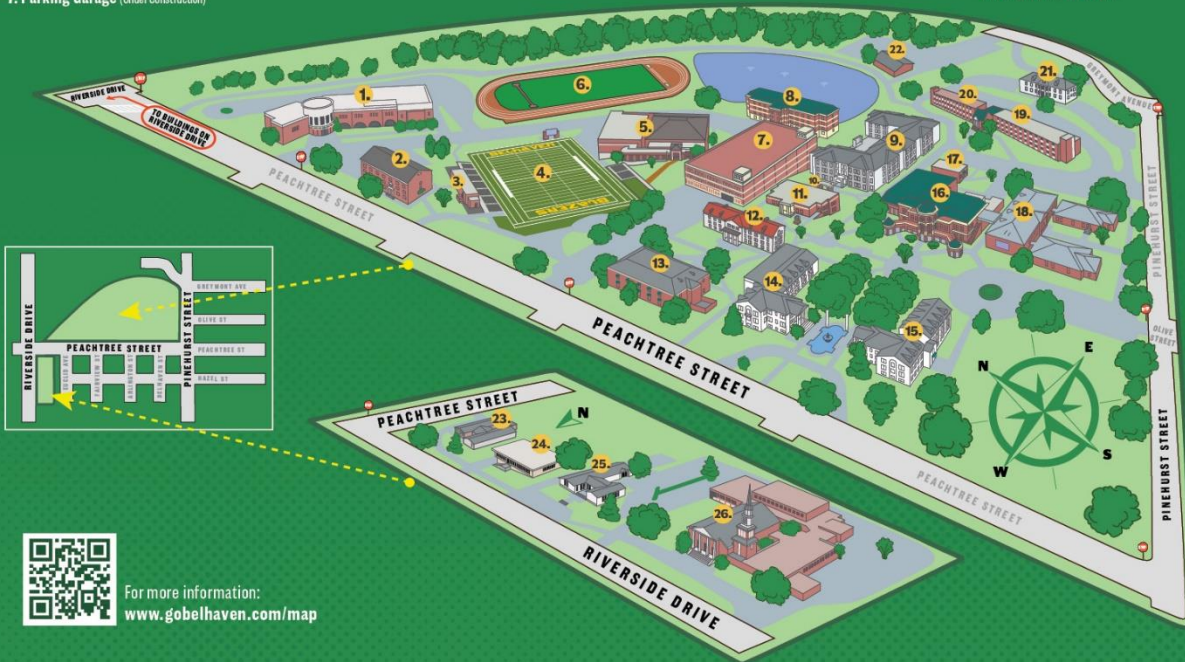
- 8. Lakeview Hall
- 9. University Village
- 10. Entergy Pavilion
- 11. Billy Kim International Center
- 12. Helen White Hall
- 13. Warren Hood Library
  - Barber Auditorium
  - Think Center

- 14. Fitzhugh Hall
- 15. Preston Hall
  - Office of the Registrar
  - Student Financial Planning
- 16. McCravy-Triplett Student Center & Bailey Dining Commons
  - Office of Admission
- 17. Howard Cleland Hall
  - Student Development

- 18. Stuart C. Irby Hall
- 19. Robertson Hall
- 20. Wells Hall
- 21. Raymond Hall
  - Athletic Offices
- 22. Physical Plant

**BUILDINGS ON RIVERSIDE DRIVE:**

- 23. Bettye Quinn Center
  - Security Offices
- 24. Newt and Becky Wilson Hall
  - Football Offices
- 25. Old Boy Scout Building
  - Belhaven Welcome Center (Opening 2023)
- 26. Center for the Arts



For more information:  
[www.gobelhaven.com/map](http://www.gobelhaven.com/map)