



**CLEAR CREEK**  
BAPTIST BIBLE COLLEGE

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**ANNUAL  
SECURITY  
REPORT  
2023**

**PUBLISHED AUGUST 30, 2024**

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# Clear Creek Baptist Bible College Annual Security Report for 2023

## I. INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (CLERY Act) and its amendments is a federal law that requires institutions of higher learning that receive Title IV funding to publish a report annually. This report outlines policies related to campus security and emergency response and discloses crime prevalence statistics for crimes reported to the institution's Security Department and other campus authorities designated as Campus Security Authorities (CSAs). The reported statistics must cover the most recent three-year period and include those crimes occurring on any campus, any public property immediately adjacent and accessible to a campus, and any non-campus buildings or property owned or controlled by the institution. Clear Creek Baptist Bible College (CCBBC) publishes the report annually and is in compliance with the CLERY Act and its amendments. Crime data is collected from Security Department reports and records, Campus Security Authority (CSA) disclosures, and data received from local or state police agencies in the campus or non-campus location jurisdiction.

If you feel that CCBBC has failed to comply with the requirements of these acts, please file a complaint with:

Director of Security  
Physical Plant  
300 Clear Creek Road  
Pineville, KY 40977  
Telephone: 606-337-1799

## II. CCBBC SECURITY DEPARTMENT

### A. Role, Authority, Training

CCBBC's Security Department is led by a Director reporting to the Dean of Administrative Affairs. The Security Department maintains security monitoring personnel who maintain nightly patrols throughout the campus. The Security team monitors and maintains communication with the Director through radio and cellular phone.

The Security Department has no power to arrest. However, the Director is a sworn Special Deputy with the Bell County Sheriff's Department and can detain individuals until arrival of law enforcement officers.

The Security Department is responsible for enforcing and reporting all CCBBC campus policy violations. All suspicious and criminal activity should be promptly reported to the Director of Security and/or the security personnel.

### B. Collaboration with Law Enforcement Agencies

CCBBC's Security Department works very closely with the local law enforcement authorities, primarily of which is the Bell County Sheriff's Department, also including Kentucky State Police, the Kentucky Department of Fish and Wildlife, Pine Mountain State Resort Park rangers, and the Pineville Police Department. The goal of the Security Department is to create a campus environment that is both safe and secure.

### C. Reporting Crimes and Other Emergencies

Students, faculty, staff, and guests are encouraged to report any crime or suspicious incidents to CCBBC's Security Department or to the Director by calling 606-670-3733, and by contacting local law enforcement authorities at 911.

### **Response to Reports of Crime**

A member of the Security Department and/or local law enforcement will be dispatched to the scene, where he or she will evaluate the situation and contact the necessary authorities. In the event of an emergency or criminal incident, prompt notification is made to the campus community through appropriate administrators.

### **Voluntary Confidential Reporting**

If you are the victim of a crime, you have the option of reporting that crime without pursuing charges with law enforcement or CCBBC policy. You may make a confidential report to the CLERY Office. However, reports to local law enforcement become a part of public records and CCBBC cannot ensure confidentiality.

If you are a victim or a witness to a crime on campus property, you are highly encouraged to report all activity, even if charges are not pursued. This will better help to maintain a safe environment on campus if CCBBC is aware of all activities and able to accurately report crime statistics.

The campus Security Department will report all criminal activity it observes to the appropriate local law enforcement authorities, with the exception of a confidential report from a victim that does not desire to pursue charges.

#### **D. Campus Security Authorities (CSAs)**

A Campus Security Authority (CSA) is an individual associated with and designated by an institution to fill any of the following four roles as defined by the CLERY Act:

1. A campus police department or a campus security department of an institution.
2. Any individual who has responsibility for campus security but does not constitute a campus police department or a campus security department. This category includes student workers employed by the Security Department and contracted security officers for events.
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This category includes student organization/club advisors and coaches/assistant coaches among others.

It is required by law that those designated as CSAs report to the Security Department actual or alleged crimes that they become aware of by report from a victim, witness, and offender or by other means. They need only have a reasonable, "good faith" belief that a crime has occurred. There is no requirement that an investigation be conducted by police or other authorities nor that a finding of guilt or innocence be made by a court or student judicial authority for a report to be made to the Security Department.

Reports made by CSAs will be investigated by the Security Department or referred to outside police agencies as appropriate. CSA reports may be used as other crime reporters to produce Timely Warnings/Emergency Notifications depending upon the nature of the report. Statistics derived from CSA reports are included in the annual CLERY ACT statistics published in the Annual Security Report and reported to the Department of Education.

While victim information may be reported to the Security Department by CSAs, victims are assured that whether they have chosen to report the crime to the Security Department themselves or not, no information that may identify a victim of a crime will be included in any public disclosure.

CCBBC's CSAs include, but are not limited to, the following campus positions:

1. President
2. Dean of Administrative Affairs
3. Dean of Institutional Advancement
4. Dean of Academic Affairs
5. Executive Director of Technology
6. Director of Security
7. All security employees
8. Director of Student Life
9. Director of the Family Life and Conference Center (FLCC)
10. All FLCC employees
11. All Resident Advisors (RAs)
12. Director of Admissions
13. Director of Financial Aid
14. All members of the Title IX Committee
15. Campus Counselor (except client confidentiality conflicts)

### **III. TIMELY WARNINGS/EMERGENCY NOTIFICATION**

#### **A. Crime Alerts**

CCBBC maintains a notification system (One Call Now) that notifies all campus residents, students, faculty and staff upon the report of any emergency situation. This contact is done by text message, email and phone contact.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the greater CCBBC community)
- Robbery involving force or violence (cases included pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director of Security or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Security or his or her designee in his or her absence.

Timely Warning Notices are typically written and distributed by the Dean of Administrative Affairs or designee.

Local and state police agencies will also be advised of any potential risk.

**B. Emergency Notification**

While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Individuals can report emergencies occurring at CCBBC by calling the Dean of Administrative Affairs (615-586-3224) and/or the Director of Security (606-670-3733).

In the event of an emergency, CCBBC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

If the Dean of Administrative Affairs, the Security Department, or designee, in conjunction with other College administrators, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CCBBC community, CCBBC maintains a notification system (One Call Now) that notifies all campus residents, students, faculty and staff upon the receipt of any emergency situation.

The "One Call Now" system will send email, text or phone messages about urgent emergencies, severe weather closings and any other situations which affect the CCBBC campus family. Therefore, it is imperative that contact information for notification must be kept current.

To opt-in for emergency text and voice messaging, students, faculty and staff can do so through [ccbcc.edu](http://ccbcc.edu).

**IV. EMERGENCY PREPAREDNESS PLAN**

Emergency preparedness is essential for maximum protection of the lives and property of Clear Creek Baptist Bible College. An effective emergency program demonstrates a realization of the seriousness of potential problems, full awareness of individual responsibilities, and recognition of the need for a workable plan, response and recovery.

**A. Objectives**

The purpose of this information and plan is to facilitate the orderly operation of the College in a serious emergency or disaster and the expedient return to normal operations. No single emergency plan can meet all the needs of each situation, but through cooperative efforts of all departments and assistance from outside agencies, this plan can be an important guideline to minimize problems and handle situations as effectively and efficiently as possible. SAFETY OF ALL PERSONNEL IS THE CRITICAL ISSUE.

**B. Authority**

This plan is prepared with assistance from the Bell County Emergency Management Agency and local fire protection. This Agency is responsible for handling the problems and dangers to county residents resulting from disasters of any origin, and may issue proclamations and regulations concerning disaster relief and related matters. They will be followed by campus administrators in charge and shall have full force and effect of the law.

**C. Administration**

**Reporting an Emergency/Crisis**

If emergency personnel are required (fire department, ambulance, police), immediately call 911 from any campus facility phone. Tell the dispatcher the nature of the emergency and the location. If

possible, wait for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be forwarded to a college official immediately.

### **Declaration of an Emergency**

A state of emergency will be declared and the emergency plan initiated by any member of the Executive Administrative Staff. Communication of an Emergency ONE CALL NOW is an emergency notification system provided to our students, faculty and staff. Emergency alerts pertaining to severe weather, campus security alerts or other mass notification needs are sent via e-mails, cell phones, text messages and telephones. Emergency messages are initiated by any member of the Executive Administrative Staff.

All persons associated with Clear Creek Baptist Bible College will be included in the One Call Now database; this includes all campus e-mail addresses, campus telephone numbers, faculty/staff cell numbers, student e-mail addresses, student primary contact telephone number, as well as cell number. All contact information in our SONIS student information database will be transferred to the One Call Now database for all students enrolled at Clear Creek Baptist Bible College that attend the main campus.

### **Emergency Control Center**

The President's Office Suite in the Aldridge Administration Building will normally be the control center during an emergency situation. If the Aldridge Administration Building is incapacitated, Kelly Hall will be the alternate control center. Communication with the campus personnel, local police or sheriff's department, state patrol, civil defense and other emergency agencies will be managed from the control center. Campus radios and cellular phones used by facilities, security and residence life personnel should be brought to the control center for assignment to authorized individuals

### **Media Communications**

In the case of an emergency, the Health Services Building will become the media communication center. Communication to all media outlets will be managed from this location. If this location is unable to be used, a media communication center near the Health Services Building will be established.

### **Personal Responsibilities**

Administrators and/or Directors in each office are responsible for the personnel in that office. Faculty members are responsible for the students who are in their class during an emergency. All faculty and staff are asked to assist individuals with disabilities as needed.

#### **D. Emergency Preparedness**

Each Administrator/Director of departments within Clear Creek Baptist Bible College should develop emergency plans specific for that department. Previous to adopting the plan, the following should be considered:

1. Establish and maintain a current list of all department employees, including telephone numbers and street addresses.
2. Decide which employees may need to return to work in various types of emergencies.
3. Residence halls, facilities and food service should keep emergency equipment readily available and maintain sufficient supplies and/or equipment to handle 3 - 5 days of emergency conditions.
4. Establish an evacuation plan with location and accountability for all faculty/staff/students.

Administrators/Directors should educate employees that may be used in emergency situations. They should be instructed:

1. Safety precautions relating to various emergency situations.
2. To be courteous, but not to talk to news media during an emergency situation. All media communications will be coordinated by the Public Relations personnel.

#### **E. Specific Emergencies**

##### **Medical Emergencies**

For any on-campus emergency call 911 immediately. A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay calm.
- Dial call 911 from a campus phone and explain the type of emergency, the location of the victim and the condition of the victim. Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain. These all cause the dispatcher to summon an ambulance. • Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Do not give the victim anything to eat or drink.
- Contact CCBBC security or other CCBBC faculty/staff as soon as possible.
- If possible send someone outside to direct emergency responder to the exact location/

### **Severe Thunderstorms**

Severe thunderstorms include the possibility of damaging lightning, winds, hail and flash flooding. Students, faculty and staff should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed. Under no circumstances should floodwaters be crossed, either by foot or car.

### **Tornadoes**

A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications or police, the facilities personnel should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by the Physical Plant Office.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls; put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

### **Snow and Ice Storms**

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrators if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students and staff will be coordinated by the Director of Student Life and/or the Dean of Administrative Affairs.

The decision to suspend classes will be made by the Academic Dean and/or Dean of Administrative Affairs and they will notify the local radio and TV stations. The One Call Now notification system will be activated to announce school closing information.



### **Earthquake**

Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often they are followed by aftershocks. In the event of an earthquake, students, faculty and staff who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

Those indoors should get under a sturdy object (desk, table) and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from outside walls, windows, glass and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake. People outside should move to an open space away from buildings, trees and power lines. Lie down, face down and wait until the quake subsides. If you are in a car, stop as soon as possible and stay in your car for protection.

### **Fire**

What do I do if there is a visible fire in the building?

1. Pull the fire alarm. If the fire alarm system fails and your safety permits, shout down the halls, "FIRE!", and assist any occupants from the building. Do not be concerned with property or material damage. Safety of personnel is the critical issue. LEAVE THE FACILITY IF YOUR SAFETY IS AN ISSUE.
2. Call 911 to notify emergency personnel of the fire.
3. Call the Physical Plant (ext. 155) to notify someone of the situation.
4. Calmly exit the building (please check to see if anyone needs help as you are exiting). Do NOT use the elevator if evacuating for a fire in the Library or Kelly Hall.
5. Go to the designated evacuation areas: A - Athletic Field or B - Moore Hall Area (see map). Do accountability checklist; wait for the responding emergency personnel to arrive.
6. Do NOT return to the building until the building has been cleared by campus and/or fire officials.

No candles or incense are permitted to be burned on campus. Do NOT leave stairwell doors open. This will allow a fire to spread to your escape route. Make sure you know where the closest fire extinguisher and exits are located.

If you discover a small non-threatening outdoor fire, such as a dumpster, trash container, etc., notify Allen Sanders at 606-670-3733 and/or Corey Smallwood at 859-304-2210 immediately. If injuries or danger is apparent, call the 911 emergency number. For your safety, do not attempt to put out or control the fire yourself.

In case of a fire involving property damage or personal injury, the President, Dean of Administrative Affairs and Director of Student Life should be notified immediately. The Emergency Call List should be utilized to make these phone calls. In case of a building fire, the Director of Maintenance and Facilities will direct employees with instructions from the ranking fire officer on the scene. These instructions may include the locating and cutting off of gas and electrical valves or switches, crowd control, etc.

### **Smoke Smell**

If you smell smoke, see if you can find the source. Notify the Physical Plant (ext. 155), Allen Sanders (606-670-3733), and/or Corey Smallwood (859-304-2210). If the situation becomes more serious, do not hesitate to call 911 and exit the building. In all incidents, once the proper notification of authorities has been made, go to the designated evacuation areas: A - Athletic Field B - Moore Hall Area (see map). Do accountability checklist; wait for the responding personnel and emergency agencies to arrive.

### **Gas Leaks or Smell**

In case of gas smell or leak in or near a building, notify the Physical Plant (ext. 155) during office hours or after hours, contact Allen Sanders (606-670-3733) and/or Corey Smallwood (859-304-2210). If

the situation appears to be dangerous or injurious, immediately call 911 for assistance and evacuate the building.

### **Power Failure**

In case of electrical power failure during office hours, notify the Physical Plant (ext. 155). After business hours, on weekends and holidays, contact Allen Sanders (606-670-3733) and/or Corey Smallwood (859-304-2210). If the power failure occurs after dark, residence hall directors are encouraged to organize students into small groups for protection and assistance.

### **Nuclear Emergency**

Everyone is exposed to the possibility of potential hazards resulting from incidents of falling aircraft, nuclear accidents and radioactive fallout. Warnings would normally be received through police or emergency radio broadcasts and sounded through public warning systems.

Upon notification from the appropriate administrator, the emergency plan will be initiated and the Emergency Call List activated. Due to the unique circumstances of such an occurrence, instructions will be issued to personnel from the control center, which would be in contact with the proper authorities.

### **Hostage/Shooter Situation – Emergency Lockdown of Campus**

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Faculty, staff and students MUST follow directions by local authorities and administrators in all threatening situations.

Initial instructions:

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police call 911. Relate details of the situation and the last known location of the suspected person(s).
- Notify a college administrator immediately (use call list) with the same information.

Information concerning controlling/managing the situation:

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. The One Call Now notification system will be activated and also in most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. Lock doors and or barricade doors. **DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthest point in the room away from windows and doors. Close the blinds for concealment, cover the door window and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones (mute ringer on all devices), etc. unless specifically requested to assist with essential campus communications.
- Securing yourself in locations with access to phones, e-mail and /or communication radios if feasible is beneficial.
- The command station for a hostage/shooter incident will be the Presidential Office Suite in the Aldridge Administration Building if possible. If this area is involved in the attack, Kelly Hall will serve as the back-up command center. The campus switchboard located in the Main Lobby will be opened and staffed if possible.

- The Director of Security will assign a Facilities staff member to the designated Command station with master campus keys (if possible) and a communications radio.
- Each building's designated emergency contact/phone/e-mail location may be contacted from the Command Station when established to verify the presence of personnel.
- Mass faculty, staff and student e-mails and phone messages will be sent apprising personnel of the on-going situation. Messages will be sent regularly/frequently with appropriate update information and instructions. If feasible, personnel may be asked to respond to the messages confirming receipt and /or actions taken.
- Campus communication radios will be activated for communications. These radios are located in Physical Plant.
- One Call Now emergency messages (e-mail, text and/or phone) may be issued by the appropriate administrators.
- If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:
  - o As in any emergency, try to remain calm and avoid sudden movements.
  - o Don't speak unless spoken to.
  - o Comply with instructions from the perpetrator as best you can.
  - o Be observant and alert.

Remain in your secured campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

Stay in the area you are escorted to until a FINAL ALL-CLEAR message is received from the local authorities.

### **Bomb Threats**

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary device has or will be placed, and they want to minimize personal injury or property damage; or 2) the caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following: (See Bomb Threat Checklist Form with Phone Ext. List)

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb's location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.
7. Notify a college administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number call 911 and be prepared to relay all pertinent information. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

### **Hazardous Accidents**

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from emergency preparedness officials when such an accident or condition occurs near the campus. An overturned tanker, either a truck or a train, a broken fuel line and an accident in a commercial establishment that uses chemicals are potential hazards if such accidents involve potentially harmful chemicals.

In the event of a hazardous accident with campus impact, the emergency plan will be initiated, with a control center established and college administrators assuming responsibility for handling the situation. They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.

### **Demonstrations or Disturbances**

The College recognizes the right of students to demonstrate peaceably; however, demonstrations should be registered with the Student Life Office. Contact the Director of Student Life for additional instructions if a spontaneous situation necessitating action arises. If it is determined that a situation is serious, the Director of Student Life will be in charge and will make necessary administrative decisions for calling law enforcement agencies, etc. Serious Injury or Illness In case of serious injury or illness on campus, phone the 911 emergency number and be prepared to detail the number and nature of injuries or illness. Use the Emergency Call List to notify a college administrator. Return to the scene of the injury or illness and wait for Emergency Medical Technicians and college administrators to arrive. The Student Life Office should always be notified when serious illness, injury or death involves a Clear Creek Baptist Bible College student. The Student Life Office will notify other administrators, the student's family, and others as the situation warrants.

### **F. Evacuation Plan**

In the event evacuation of certain campus buildings or areas becomes necessary, a state of emergency will be declared by the College President or an appropriate administrator. The following procedures should be followed.

1. All personnel must evacuate the building(s) when the alarm sounds or upon notification from the appropriate college personnel.
2. Evacuation drawings and instructions are posted at the end of each hallway of every floor in campus buildings. Residence hall directors are also given copies of the plan for their respective building. They were designed and documented with assistance from the local fire officials. The documents are checked periodically to insure their presence in the assigned locations as well as for changes or revisions that become necessary.
3. Remember that elevators cannot be used in some emergencies (i.e., earthquake, fire).
4. All faculty and staff are asked to assist individuals with disabilities as needed.
5. Once outside, move to the designated evacuation areas: A - Athletic Field or B - Moore Hall Area (see map), keeping streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and personnel.
6. Students, faculty and staff should not return to the building until officials declare the area safe.
7. If shelter areas or alternative housing is needed, facilities personnel and security officers will unlock shelter areas as designated by the administration.
8. The Director of Student Life and/or the Dean of Administrative Affairs will coordinate alternative housing and provide the control center with appropriate assignment and/or availability lists.
9. Public relations personnel should notify news media of the incident and the extent of damages, injuries, and etc. if needed. Anxiety and confusion are generally reduced when family and friends receive accurate news instead of rumors. Additional administrators, facilities personnel and other support personnel will be called in for duty as needed to perform emergency duties.

### **G. Evacuation of Wheelchair Students and Disabled Students from Campus Buildings**

#### **Fire Drill Procedures**

When possible, students in wheelchairs and crutches or with other disabilities will be notified prior to a drill. This will allow them to proceed to the first floor BEFORE the alarm is pulled and the elevators

become disabled. The Director of Maintenance Engineering and Student Life staff are responsible for advance notification to the appropriate students.

Fire Drill - Wheelchair students and students on crutches or with other disabilities will exit from the first floor area of the building and be assisted by their aide (if applicable), college faculty whose class they are attending and staff located in the area. If they are on an upper floor and it is known to be a drill, they may stay with a college official on the upper floor.

### **Procedures for Actual Emergencies**

a. Fire - Wheelchair students and students on crutches or with other disabilities will exit from the building and be assisted by their aide (if applicable), college faculty whose class they are attending and/or staff located in the area.

b. Earthquake — Wheelchair students and students on crutches or with other disabilities will be assisted by their aid (if applicable), the faculty whose class they are attending and staff located in the area. They will move under an interior doorframe facing an interior wall and protect their head with items within reach (backpack, jacket, books, etc.).

c. Tornado/Severe Weather - Wheelchair students and students on crutches or with other disabilities will descend to the first floor of the facility and remain in an interior hallway away from windows and doors. Elevators should be functioning during a weather warning.

### **H. After a Disaster**

No set of instructions or procedures can prepare you for a disaster when it actually happens. These are suggestions to try to help you through it. Use your own good judgment and try to remain calm and rational.

Attend to any injured people. Do not move them unless there is danger of further injury. Help people who may have been trapped. If it is impossible to free them, make them as comfortable as possible and make others and emergency personnel aware of their location. If necessary, send one person to the control center to apprise them of the status of the personnel in your area. If that is not possible, elect one person to watch from a designated spot for emergency personnel or other college personnel.

Monitor a local radio station to get the latest emergency information. Stay with others. Do not wander around campus. Stay out of and away from damaged buildings. Leave a building if you smell gas or chemicals or see smoke. Watch for broken glass, debris, and downed power lines.

Campus personnel, most likely the Director of Maintenance and Facilities and/or administrators, will tour the campus as soon as possible to locate people and access their need for assistance. Emergency personnel can then be guided to those with the most serious need first.

### **I. Severe Weather Shelter and Emergency Contact Information**

GENERALLY, MOVE TO THE LOWEST LEVEL POSSIBLE, IF TIME PERMITS (I.E., TO FIRST FLOOR OR BASEMENT, IF AVAILABLE). STAY AWAY FROM WINDOWS, GLASS AND DOORS. The only designated shelter is Kelly Hall First Floor hallways; if unable to travel to Kelly Hall, be as safe as possible wherever you are located. Below are tips for other campus facilities including phone extension/direct line (337 is the prefix).

1. The Bill D. Whittaker Classroom Building (ext. 300, 301, 302, 303, 304) move to restrooms or inside wall of the classrooms. Do not gather in the hall around the missions displays below the steeple.
2. The D. M. Aldridge Building (ext. 280/1530, 181/1533, 185/1844, 182/1685) move to interior hallways.
3. The Correll Building (Library) (ext. 130/1456, 127/1407, 128/1413) move to first floor restroom area.
4. The Foxes' Den (ext.140) move to the restroom.

5. The Asher (Music) Building (ext. 281, 443) move to interior hallway.
6. The Health Services Building (ext. 131/1794) move to restroom areas/hallways.
7. The Pomeroy Family Life and Conference Center (ext. 176/7837, 178/1539) move to the nursery and interior restrooms on the first floor.
8. The Physical Plant Building (ext. 118, 155/1640, 180/1799, 212/1823, 215/1979) move to interior tool rooms.
9. Clear Creek Mall no shelter.
10. Prayer Chapel no shelter.
11. Kelly Hall (ext. 151/1554, 152/1562, 185/1839, 210/1966) move to first floor hallways.
12. Melzoni-Alumni Apartments move to first floor apartment.

#### **J. Severe Weather**

When severe weather conditions occur during business hours, the Director of Maintenance Engineering will advise residents and other personnel on campus. On evenings and weekends, the Director of Maintenance and Facilities will notify the Campus Security crew on campus and they will notify the Housing Representatives. First Aid Kits are located in the Medical Clinic, Kelly Hall, Business Office and Family Life and Conference Center. Staff of the Family Life and Conference Center have received first aid and CPR training.

#### **K. Safety Inspections and Meetings**

##### **Safety Inspections**

A monthly safety inspection is conducted by the Director of Maintenance Engineering in one campus building each month. Items noted on the inspection are safety issues such as disabled fire detectors, blocked electrical panels, frayed electrical cords, etc.

The State Fire Marshal conducts annual inspections of all campus buildings to assure compliance with state and local fire safety laws. The facilities, including fireproof doors, alarm systems, etc., are thoroughly checked and any recommendations by the fire marshal are implemented. All campus construction and renovation projects are also cleared through the State Fire Marshal's office for compliance.

Smoke detectors located in each residence hall are tested for proper operation. Disabling a smoke detector in a residence hall room is strictly prohibited, enforced by significant disciplinary measures to students who break this policy.

##### **Safety Meetings**

Staff meetings are held each month for the facilities staff. Issues discussed include correct handling of chemicals, use of safety equipment available, first aid procedures, working in extreme heat, campus accidents and their prevention, etc. Attendance at the meeting is mandatory and documented for all facilities employees.

#### **L. Fire Drill Policy**

Clear Creek Baptist Bible College conducts a fire drill in campus residence halls and main campus buildings in the fall and spring semesters. The Dean of Administrative Affairs is responsible for contacting the Director of Maintenance and Facilities to arrange a date and time for the exercise in main campus buildings. Kelly Hall Directors organize the drill in Kelly Hall and Melzoni-Alumni and must be present to assist in the assessment of the evacuation time for the residence halls as well as other problems that arise during the drill. Students are briefed about fire safety and evacuation procedures during mandatory residence hall meetings at the beginning of each semester. The fire alarm system is checked at that time for proper operation. Documentation of each drill is maintained in the Physical Plant Office for periodic inspection by the State Fire Marshall. The following procedure is observed for each fire drill:

- a. Fire alarms are activated by facilities personnel.

- b. Everyone must vacate the buildings immediately when the alarm sounds.
- c. Residence hall directors or staff insures that all occupants evacuate the building.
- d. Facilities personnel record the time elapsed to evacuate each building.
- e. Residence hall directors or staff account for each resident or student
- f. Facilities personnel re-set the fire alarm system.
- g. Facilities personnel clear each building for re-entry.

Smoke detectors are located in each residence hall room and other locations as required by state fire safety inspections. Fire extinguishers and emergency lighting equipment are also available in all campus buildings in accordance with state fire safety laws. Fire doors that are to remain closed at all times are clearly signed and monitored by the Kelly Hall directors and student resident assistants.

**V. SECURITY AND ACCESS TO CCBBC FACILTIEIS**

**A. Building Security Measures**

All campus classroom, administrative and public use buildings are electronically access controlled and access is recorded 24 hours daily.

**B. Access to Buildings**

Students, faculty, staff and all visitors are only given access through CCBBC issued access control identification credentials. Access is limited by building, time and need of use factors.

**C. Animals/Pets on Campus**

As established by the Americans with Disabilities Act (ADA) and its 2010 amendments, service animals shall not be excluded from university/college facilities or activities. Non-service animals (i.e., companion or Emotional Support Animals) are not permitted in classrooms, academic activities, faculty offices, administrative offices or any college building, except when the non-service animal is being used for academic demonstration or other college-related purpose.

**VI. RESOURCES**

**A. Emergency Phone Numbers**

In the event of an on-campus emergency, students, faculty and staff can contact the Physical Plant office by dialing extension 155 during business hours from any campus telephone.

LINE	ON CAMPUS	DIRECT LINE	CELL PHONE
Emergency Services	911	911	911
Day—Physical Plant Office	Ext 155	606-337-1640	
Director of Security	Ext 180	606-337-1799	606-670-3733
Director of Maintenance/Grounds	Ext 118		859-304-2210

**B. Area Hospitals**

1. Pineville Community Health Center – (606) 337-3051  
850 Riverview Avenue (off US 25E)  
Pineville, KY 40977
2. Middlesboro ARH Hospital – (606) 242-1100  
3600 West Cumberland Avenue (KY 74)  
Middlesboro, KY 40965

**VII. CCBBC’s POLICIES GOVERNING WEAPONS, ALCOHOL AND OTHER DRUGS**

**A. Weapons Policy**

Illegal/unauthorized possession or use of fireworks, firearms, knives, explosives, weapons and/or facsimile weapons on College premises is prohibited.

**B. Workplace Violence Policy**

All employees, students, visitors, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, visitor, vendor or business associate will not be tolerated. CCBBC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. CCBBC treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel and/or Student Life. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform CCBBC of any protective or restraining order that they have obtained that lists the workplace as a protected area. The Title IX Coordinator and the Director of Security will be informed. Employees are encouraged to report safety concerns with regard to intimate partner violence.

CCBBC will not retaliate against employees making good-faith reports. CCBBC is committed to supporting victims of intimate partner violence by providing referrals.

CCBBC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as possible. CCBBC will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, CCBBC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

**C. Drug and Alcohol Abuse, Health Assistance and Health Risks**

CCBBC does not tolerate the use of alcohol or illegal drugs on campus. CCBBC prohibits the unlawful possession, use and sale of alcoholic beverages and illegal drugs. Local law enforcement authorities are responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws.

**VIII. CRIME PREVENTION AND AWARENESS PROGRAMS**

**A. Personal Safety**

CCBBC publishes an annual crime report in compliance with the CLERY Act. Additional copies are also kept on campus in case a student or employee requests an additional copy.

**B. General Safety Information**

CCBBC is continually concerned with creating a supporting atmosphere that is safe and secure for all students, employees and visitors. Taking steps to protect the campus is important and crime prevention is the best protection against crime.

**C. Crime Prevention Tips**

1. Wear your student ID
2. Walk in pairs/groups to your vehicle, particularly at night
3. Have your keys ready as you approach your car
4. Use the Security Department escort service to walk to your vehicle



5. Share your schedule/activities with family and friends
6. Avoid shortcuts and hidden areas on campus
7. Register your vehicle with the Physical Plant
8. Be sure to lock your vehicle
9. Do not leave valuables inside your vehicle
10. Program emergency numbers into your cell phone

**D. Campus Crime Log**

The CCBBC Security Department maintains a log of all criminal activity by nature of offense, date, time, location and disposition of the complaint. The information in the log is available for public review in the Physical Plant building during campus operating hours, unless such disclosure would be prohibited by law, would jeopardize the confidentiality of a victim, would jeopardize an ongoing criminal investigation, would cause a suspect to flee or evade detection or would result in the destruction of evidence. NOTE: Logs older than 60 days will be archived and will be made available within two business days of request per federal requirements.

**E. Annual Disclosure of Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (CLERY Act) and amendments are a federal law which requires institutions of higher learning that receive Title IV funding to annually publish a report which outlines policies related to campus security and emergency response and that discloses crime prevalence statistics for crimes reported to the institution's Security Department and other campus authorities designated as Campus Security Authorities (CSAs). The reported statistics must cover the most recent three-year period and include those crimes occurring on any campus, any public property immediately adjacent and accessible to a campus and any non-campus buildings or property owned or controlled by the institution. CCBBC publishes the report annually and is in compliance with the CLERY Act and its amendments.

In compliance with the CLERY Act, all known CLERY Act reportable crimes must be submitted annually to the U.S. Department of Education via its web-based reporting system. CCBBC is required to publish in its Annual Security Report, statistics of CLERY crimes for the last three years that were reported on campus property, College-owned or controlled non-campus property at which educational programs or support are conducted, and any public property within or immediately adjacent to and accessible from a campus property.

Crime data is collected from Security Department reports and records, student judicial records, Campus Security Authority (CSA) disclosures, and data received from local or state police agencies in the campus or non-campus location jurisdiction.

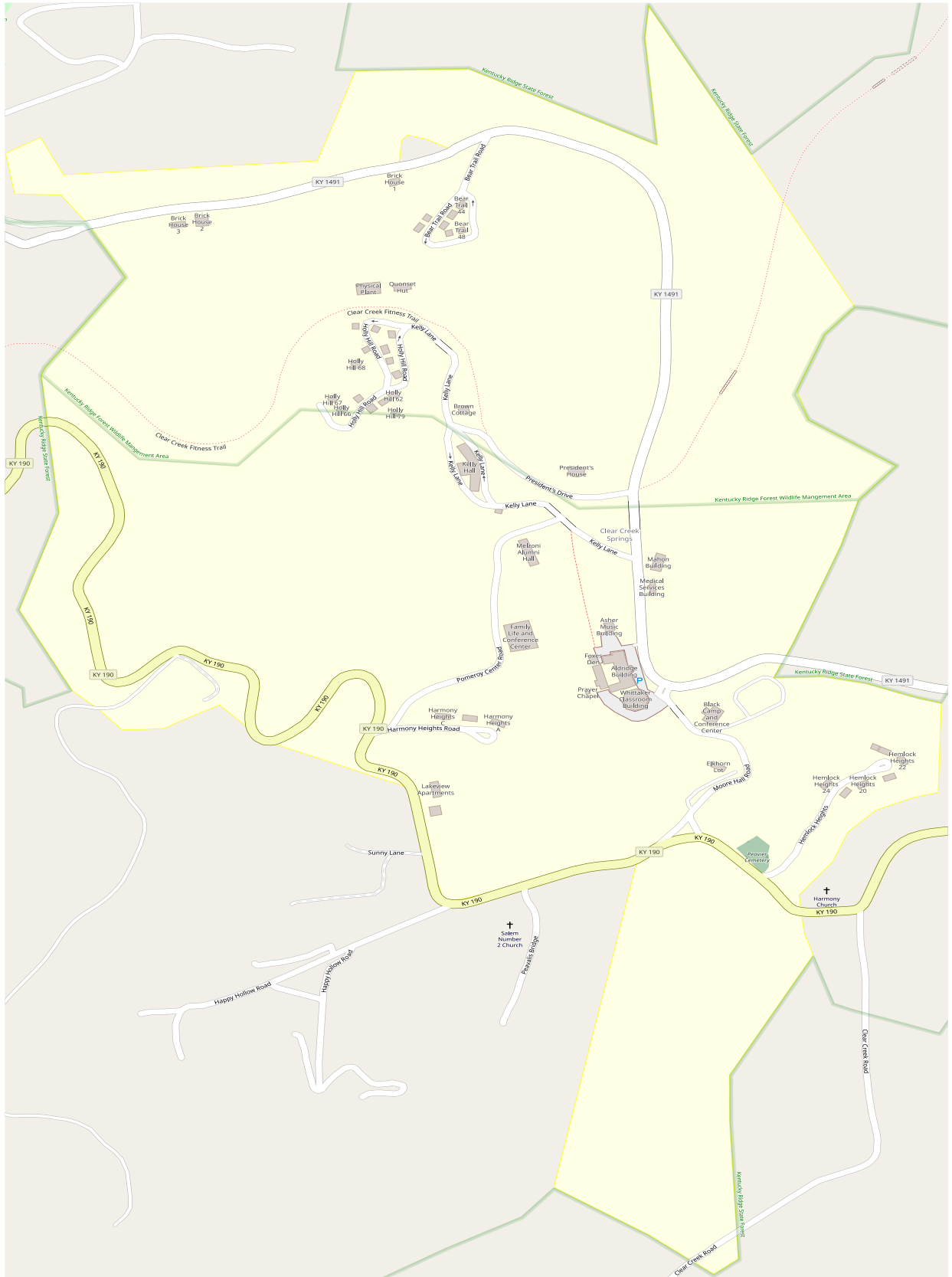
CCBBC must make a good faith effort to request data on all reportable crime categories from the local and state police agencies, which have jurisdiction over a campus, and its adjacent and accessible public property or any non-campus location.

If you feel that CCBBC has failed to comply with the requirements of these acts, please file a complaint with:

Director of Security  
300 Clear Creek Road  
Physical Plant  
Pineville, KY 40977  
Telephone: 606-670-3733

If, after submitting a complaint with the above, you do not feel your complaint has been resolved, you may contact the Kentucky Office of Attorney General, which will investigate the alleged violation. Contact information for the Office of Attorney General is available upon request.

# IX. CAMPUS MAP



**X. CAMPUS PATROL BUILDINGS**

<b>Buildings Within CCBBC Campus Patrol Boundaries (1/2)</b>							
<b>ADMINISTRATIVE PROPERTY</b>		<b>CCBBC OWNED PROPERTY (1)</b>		<b>EMPLOYEE RESIDENTIAL BUILDINGS</b>		<b>GUEST BUILDINGS</b>	
<b>Building Name</b>	<b>911 Address</b>	<b>Building Name</b>	<b>Address</b>	<b>Building Name</b>	<b>911 Address</b>	<b>Building Name</b>	<b>911 Address</b>
Aldridge Building	649 Hwy 1491	Bell County Volunteer Fire Department	2654 Hwy 190	Bear Trail 47	47 Bear Trail Rd Off 1491	Holly Hill 66	66 Holly Hill Rd
Asher Music Building	687 Hwy 1491			Bear Trail 49	49 Bear Trail Rd Off 1491	Holly Hill 67	67 Holly Hill Rd
Correll Library Building	659 Hwy 1491			Brick House #1	1465 Hwy 1491	Matthew Black Camp & Conference Center	190 Moore Hall Rd
Family Life & Conference Center	232 Pomeroy Center Rd			Brick House #2	1655 Hwy 1491		
Foxes Den	681 Hwy 1491			Brick House #3	1060 State Park Rd		
Hemlock Heights 21A	21A Hemlock Heights Off 190			Brown Cottage	30 Kelly Ln		
Mahon Building	782 Hwy 1491			Elkhorn Lot	58 Moore Hall Rd		
Medical Clinic	736 Hwy 1491			Harmony Heights C1	81 Harmony Heights Rd		
Physical Plant	46 Kelly Ln			Harmony Heights C2	59 Harmony Heights Rd		
Quonset Hut	44 Kelly Ln			Hemlock Heights 21B	21B Hemlock Heights Off 190		
Thrift Store	19 Kelly Ln			Hemlock Heights 24B	24B Hemlock Heights Off 190		
Whittaker Classroom Building	635 Hwy 1491	Holly Hill 68	68 Holly Hill Rd				
		Lakeview A	2668 Hwy 190				
		Lakeview B	2670 Hwy 190				
		President's House	101 Presidents Dr				

(1) CCBBC owned property leased to private entity - property not used for educational/housing purposes

<b>Buildings Within CCBBC Campus Patrol Boundaries (2/2)</b>			
<b>STUDENT RESIDENTIAL BUILDINGS</b>			
<b>Building Name</b>	<b>911 Address</b>	<b>Building Name</b>	<b>911 Address</b>
Melzoni Alumni Apartments	318 Pomeroy Center Rd	Hemlock Heights 22A	22A Hemlock Heights Off 190
Bear Trail 44	44 Bear Trail Rd Off 1491	Hemlock Heights 22B	22B Hemlock Heights Off 190
Bear Trail 45	45 Bear Trail Rd Off 1491	Hemlock Heights 23A	23A Hemlock Heights Off 190
Bear Trail 46	46 Bear Trail Rd Off 1491	Hemlock Heights 23B	23B Hemlock Heights Off 190
Bear Trail 48	48 Bear Trail Rd Off 1491	Hemlock Heights 24A	24A Hemlock Heights Off 190
Bear Trail 50	50 Bear Trail Rd Off 1491	Holly Hill 56	56 Holly Hill Rd
Bear Trail 80	80 Bear Trail Rd Off 1491	Holly Hill 57	57 Holly Hill Rd
Harmony Heights A1	155 Harmony Heights Rd	Holly Hill 58	58 Holly Hill Rd
Harmony Heights A2	131 Harmony Heights Rd	Holly Hill 59	59 Holly Hill Rd
Harmony Heights B1	109 Harmony Heights Rd	Holly Hill 60	60 Holly Hill Rd
Harmony Heights B2	87 Harmony Heights Rd	Holly Hill 61	61 Holly Hill Rd
Hemlock Heights 19A	19A Hemlock Heights Off 190	Holly Hill 62	62 Holly Hill Rd
Hemlock Heights 19B	19B Hemlock Heights Off 190	Holly Hill 63	63 Holly Hill Rd
Hemlock Heights 20A	20A Hemlock Heights Off 190	Holly Hill 64	64 Holly Hill Rd
Hemlock Heights 20B	20B Hemlock Heights Off 190	Holly Hill 65	65 Holly Hill Rd
		Holly Hill 74	74 Holly Hill Rd
		Holly Hill 79	79 Holly Hill Rd
		Kelly Hall	25 Kelly Ln

XI. 3-YEAR STATISTICS

<b>CLEAR CREEK BAPTIST BIBLE COLLEGE 3-YEAR CRIME STATISTICS</b>			
<b>CATEGORIES</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Criminal Offenses</b>	<b>2</b>	<b>0</b>	<b>0</b>
Public property	2	0	0
<i>Robbery</i>	2	0	0
<b>Hate Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Offenses</b>	<b>0</b>	<b>0</b>	<b>1</b>
Student housing	0	0	1
<i>Stalking</i>	0	0	1
<b>Arrests</b>	<b>1</b>	<b>1</b>	<b>0</b>
On-campus	1	1	0
Public property	1	1	0
<i>Drug abuse violations</i>	1	1	0
<b>Disciplinary Actions</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unfounded Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>CLEAR CREEK BAPTIST BIBLE COLLEGE 3-YEAR FIRE STATISTICS</b>			
<b>CATEGORIES</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Fires</b>	<b>0</b>	<b>1</b>	<b>1</b>
Student Housing	0	1	1
<i>Kelly Hall</i>	0	1	1
Unintentional	0	1	1
<i>Number of injuries</i>	0	0	0
<i>Property damage</i>	\$0-99	\$0-99	\$0-99