

OLIVET COLLEGE
SECURITY PROCEDURES AND POLICIES SUPPLEMENT

This Supplement contains security procedures and policies that are not included in other public documents this year. As such, they are to be considered an addendum to the *Student Handbook*, which contains all other safety procedures and policies.

Campus Safety

(Federal Statute 668.46b4)

Campus Safety personnel are uniformed professionals who monitor buildings and grounds of the campus, promote safety knowledge, and enforce Campus regulations. Campus Safety reports criminal activity to appropriate authorities and assists in the enforcement of local and State laws. Campus Safety personnel do not have arrest powers.

The College’s policies governing sexual assault and alcohol and drug policies are in the current Student Handbook. “All members of the College community are expected to comply with college policy, city, state, county, and federal laws regarding the unlawful possession, use, and distribution of alcoholic beverages.” (SH, p. 12)

Reporting Incidents

(Federal Statute 668.b2)

Olivet College encourages prompt reporting of criminal behavior and other safety threats to Campus Safety, Hall Directors, the Dean of Students Office, and/or appropriate police agencies. Sexual assaults also may be reported to the Director of Wellness/campus nurse at on campus extension 7392 (8:30 a.m. – 5 p.m.). After business hours, the nurse will be contacted by either Campus Safety or the Hall Director on Duty (S.H. p 11)

2006 Campus Contact Information

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|-----------------------------|--|
| Campus Safety | On campus extension 7911 (24 hours) |
| Jay Carrigan, Director | (269) 749 – 7738 Cell 24 hrs. (517)231-6823 |
| Steve Lewis | |
| Jayson Nowling | |
| Blaine Knapp | |
| Dean of Students Office | On campus extension 6669 (8:30 a.m. – 5 p.m.) cell(517) 896-2600 |
| Hall Director on Duty | 1 – 800 – 730 – 7064 (24 hours) |
| Jake Shuler, Blair Hall | (269) 749 – 7694 cell (517) 231-6461 |
| Larry Smith, Shipherd | (269) 749 – 6611 cell (517) 231-6825 |
| Carrie Abbott, Dole Hall | (269) 749 – 7332 cell (517) 231-6820 |
| Jason Meadows, Shipherd | (269) 749-7172 cell (517) 231-6801 |
| Student Activities | |
| Jason Meadows | (269) 749 – 7172 cell (517) 231-6801 |
| Matt Wait, Judicial Officer | (269) 749 – 4187 |
| Carrie Abbott | (269) 749-7275 |

Addendum to Safety Policies and Procedures

Off Campus Emergency Contact Information 2006

| | |
|--------------------------|--------------------------|
| Olivet Police Department | Office: (269) 749-9961 |
| Eaton County Sheriff | (517) 543-3510 |
| Eaton County Dispatcher | on campus extension 8911 |
| Olivet Fire Department | (269) 749-2371 |

Calling 911 (OCCS, p. 5)

Anytime you call 911 with an emergency, you must provide the following information:

1. Name of individual calling.
2. Type of emergency.
3. Your telephone number.
4. Address where assistance is needed. You may use the chart below.
5. Dispatch may also ask for the names of two cross streets near your location.

Olivet College Buildings and Grounds Addresses

| | |
|-----------------------------------|----------------------|
| A Phi K House | 227 College Street |
| Adelphic House | 213 E. Cottage |
| Alpha Lambda Epsilon | 212 S. Main Street |
| Art Building | Church Street |
| Nu Gamma Xi House | 502 Shipherd |
| Alpha Lambda Epsilon | 212 S. Main |
| Barrage Library | 333 S. Main |
| Blair Hall | 110 E. Cottage |
| Brewer House | 412 Shipherd |
| Bryant House | 9126 S. Marshall Rd. |
| Cutler Athletic Facility | 9049 S. Marshall Rd |
| Dole House | 320 S. Main |
| Elite House | 508 Shipherd |
| Field House (G. Reed Field House) | 9049 S. Marshall Rd. |
| Global Cultural Center | 511 S. Main |
| Grounds Department | 201 Cottage |
| Gruen House | 202 Yale |
| Hamm House | 115 Yale |
| Hance House | 217 Yale |
| Kappa Sigma Alpha | 204 S. Main |
| Kirk Center | 450 S. Main |
| Long Apartments | 312 Yale |
| MacKay Gym | 200 E. Cottage |
| Mott Academic Building | 400 East |
| Mu Omega Pi House | 212 Green Street |
| Nu Gamma Xi House | 502 Shipherd Street |
| Oaks Theatre | 206 S. Main |

Olivet College 2006

| | |
|------------------------------|---------------------|
| Olivet Congregational Church | 125 Cottage |
| Phi Alpha Phi | 504 S. Main |
| Physical Plant | 402 Church |
| President's House | 217 Yale |
| Quick Powers | 604 S. Main |
| Shipherd Hall | 220 E. Cottage |
| Sigma Beta | 508 S. Main |
| Spencer House | 301 East Street |
| Soronian House | 123 W. Cottage |
| Storage Garage | 9126 S. Marshall Rd |
| Troutner Child Care | 406 Shipherd Street |
| UptonGymnasium | 210 E. Cottage |
| Upton Music Conservatory | 502 S. Main |

Notification of Campus Emergencies

In the event of a general emergency or situation affecting campus safety, notification will come from the office of College Relations.

Tornado Safety

(OCCS, p. 7)

A **tornado watch** means that tornadoes and severe thunder storms are possible in your area. During a watch, be prepared to move to a place of shelter if a warning is issued – or if you sight a tornado. A **tornado warning** means that a tornado has been sighted or indicated on weather service radar. The city of Olivet has a volunteer fire department and the emergency siren is located on the Northeast corner of Shipherd Hall. If a tornado has been spotted, the siren will sound **one long pitch for three minutes**. You will only have a few minutes to take cover. During a watch, be alert to severe thunderstorms with: frequent and intense lightning, torrential rain, large hail, and damaging winds.

Residents should take cover in the following buildings:

BLAIR AND DOLE HALLS – go to the basement area, away from windows.

SHIPHERD HALL – Middle halls. Do not go near any of the large windows on the North end of the building.

MACKAY GYM – East and West basement areas away from the windows.

MOTT ACADEMIC BUILDING – Move to the basement area of the first floor away from the windows and doors.

Remember that when you hear the siren you only have a few minutes to get to shelter. Do not use elevators. Stay away from all windows and doors. You should also avoid using phones, chimneys or fireplaces.

Addendum to Safety Policies and Procedures

Addendum to Sexual Assault Policies

(Federal Statute 668.46b11)

The College's official policies and procedures governing sexual assault are contained in the current Student Handbook. The listed offices will assist the student in notifying on-campus or local police, if the assistance of these personnel is requested. Both the accuser and the accused have the same right to have someone present during proceedings. The College will change a victim's academic and living situation after an alleged sex offense, if requested. This and other specific instructions on handling sexual assault violations are available from the Office of Student Life.

Registered Sex Offenders

(Federal Statute 668.46b12)

Information on Michigan Registered Sex Offenders is available on line from the Michigan State Police at <http://www.mipsor.state.mi.us> or, from the Michigan State Police home page at <http://www.michigan.gov/msp> follow links to "On-line Services".

Annual Security Report

(Federal Statute 668.46b2,4)

Each year the College prepares an annual security report required by the Federal government that describes security procedures, programs, and policies and counts crime statistics related to the College. Incidents counted include all those reported to Campus Safety and the campus judicial system. As per federal statute, the report also counts incidents involving members of student groups, Greek societies and Theme Houses, or other college organizations reported by local and State law enforcement agencies, even if those incidents occurred off campus or out of the patrol area of Campus Safety.

Campus Safety counts all incidents in its yearly statistics, including those that have not come before the Campus Judicial system or authorities. Witnesses and victims may report incidents for the sake of inclusion in the annual report. If and when they deem appropriate, pastoral and professional counselors are encouraged to inform their clients of the availability of confidential reporting of incidents.

Statistics are broken down by type of crime over the course of each year and the general location of the incidents (*e.g.*, on campus, in residence facilities, in non-campus property, on public property, such as walkways or parking lots) as directed by federal statutes. Information identifying the accused, the accuser, or a witness is never included in the annual report.

Safety Education

(Federal Statute 668.46b.2i)

The college promotes safety among students and employees through instructional programs and – if needed – timely warnings of criminal activity that may occur. The Office of College Relations will issue such warnings if needed.

The college encourages students and employees to be responsible for their own security and the security of others. Education programs occur during all new student orientations, both for freshmen and transfer students.