

Brown Mackie College - Louisville

3605 Fern Valley Road

Louisville, KY 40219

(502) 968-7191

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2011**

Brown Mackie College - Louisville is providing the following information to all of its employees and students as part of the Brown Mackie College - Louisville commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus President, Mike Fontaine by mail or by phone:

3605 Fern Valley Road

Louisville, KY 40219

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CAMPUS SECURITY AND CRIME PREVENTION POLICY

Brown Mackie College - Louisville Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students on an annual basis through e-college &/or mail through the Campus Security and Crime Prevention Policy Handout. This is distributed to new students during the monthly Orientation and Class Registration. It is distributed to new employees in the new employee orientation packet.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus President, Mike Fontaine, the Director of Student Services, Richard Price, or the Facilities Department. Reports are kept in a secure location in the Human Resources Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College - Louisville that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College - Louisville facilities to the Campus President, Mike Fontaine, Director of Student Services, Richard Price or Facilities Department either in person or by calling (502) 968-7191. If the Campus President, the Director of Student Services or Facilities personnel are not available you may contact the Human Resources Department at (502) 968-7191 and the Louisville Metropolitan Police Department by dialing 911 or (502) 574-7111.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Campus President, Mike Fontaine, Facilities Department, and/or the Human Resources Department. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Louisville Metropolitan Police Department by dialing 911 and then notify the Campus President, Mike Fontaine, Director of Student Services Richard Price, Facilities Department or the Human Resources Department.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Human Resources Department. Reports are kept in a secure location, in the Human Resources Department. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Human Resources Department.

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of Brown Mackie College - Louisville that access to Institution's facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College – Louisville’s policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

In pursuit of this policy all employees shall be required to:

1. Keep all unsupervised and unoccupied areas locked at all times.
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness.
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday thru Thursday 8:00 a.m. to 10:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 4:00 p.m.
4. Report immediately to the Campus President, Director of Student Services, Facilities Department, Dean of Academic Affairs, Human Resources or an Academic Department Chair any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. You should also contact Louisville Metropolitan Police Department by dialing 911 or (502) 574-7111.
5. Be familiar with all the Institution’s procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
 - a. Immediately determine the condition of any injured employees, students, or other parties
 - b. In the case of an automobile accident, secure the accident scene and set warning devices
 - c. Notify the appropriate authorities by calling 911
 - d. Complete an Incident Report
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses
 - g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
 - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
 - i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

1. Notify the Academic Dean or Associate Dean, Academic Department Chair, or Human Resources if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to an Academic Department Chair or Academic Advisor any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student’s permanent confidential file.
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

CAMPUS SECURITY ENFORCEMENTS

Brown Mackie College - Louisville has Campus Security Enforcement officers. The campus security officers in conjunction with the Campus President, Facility Manager, Dean of Academic Affairs, Associate Dean, Academic Department Chair, Director of Student Services and Human Resources will notify the police department as warranted. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that

persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry proper identification at all times and to present identification upon request. The Institution's personnel may not make arrests, but is instructed to promptly contact the Louisville Metropolitan Police Department at (502) 574-7111 if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Brown Mackie College - Louisville is located in Louisville, Kentucky in the County of Jefferson.. Brown Mackie College - Louisville maintains a close working relationship with the Louisville Metropolitan Police Department with periodic contact initiated by Brown Mackie College - Louisville personnel to ensure that Brown Mackie College - Louisville is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified through memos or other correspondence handed out to them in class by their respective instructors. Bulletins are also posted around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Brown Mackie College - Louisville employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, a well as their fellow co-workers and students.

All new Brown Mackie College - Louisville students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, a well as their fellow classmates and the Brown Mackie College - Louisville employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College - Louisville has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Human Resources Department in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Through the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year. In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, and notices read by instructors in classrooms.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime*

Prevention Policy *handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

OFF-CAMPUS CLASSES & STUDENT ORGANIZATIONS

Should a student or employee be a victim of injury or crime during a School-sponsored activity or class, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College - Louisville annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College - Louisville also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Student Lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Director of Student Services, the Executive Committee or other Brown Mackie College - Louisville officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline (502) 581-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College - Louisville will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College - Louisville personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

The Center for Women and Families

Joan E. Thomas, M.D. Campus
927 South Second Street
Louisville, KY 402013
(502) 581-7200 *Business*
(502) 581-7222 *24-Hour Hotline*

West Louisville Campus
4300 West Broadway
Louisville, KY 40211
(502) 775-6408

A Crisis Center of Jefferson Hospital, New Albany Indiana

1919 State Street, Suite 15
New Albany, IN 47150
(812) 949-2900

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College - Louisville published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College – Louisville’s final determination and any sanction with respect to the alleged sexual offense. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Louisville Metropolitan Police Department, located at:

7th and Jefferson Streets
Louisville, Kentucky 40202

Additional information can be obtained by calling the police department at (502) 574-7111.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.kentuckystatepolice.org>

On-campus computer labs with internet access are available for you to view the above website in all computer classrooms and the library from:

Mon, Tues, Wed, Thurs: 8:30 a.m. to 9:00 p.m.
Fri: 9:00 a.m. to 5:00 p.m.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College - Louisville prepares the crime statistic policies annually by gathering all reported data and the BMC Central Office prepares the report for the employees and students of Brown Mackie College - Louisville. Moreover, local police agencies are contacted by the Campus President, Facilities Manager or Human Resources Department, to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Brown Mackie College - Louisville - Louisville

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institution's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to campus security contacts or local police agencies.

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus Buildings and Property	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Totals	1	0	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or

perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

<i>Hate Crimes</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

	2008			2009			2010		
	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**	On Campus	Non-campus buildings and property	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

**Public Property includes: 1) The parking lot which surrounds the School, buildings 1 & 2. 2) the sidewalk that is directly connected to the school. 3) Off-site class locations. Local Police statistics are not included in the criminal offenses listed above due to statistics only being available for an unreasonably contiguous area which would not accurately reflect crimes that occurred on the Institutes' campus, public property, and non-campus buildings or property.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

Emergency Notification Plan

Brown Mackie College - Louisville acknowledges the following procedures to immediately notify the campus and community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of a Student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

In the event of a campus emergency requiring immediate evacuation of the campus, the following procedures will be used:

1. Contact the local police department of the nature of the emergency via 911.
2. Utilize the Executive Committee and Senior Staff members to inform all students on campus of the need to immediately Evacuate the premises to a safe location. Contact will be made through a two-way radio and cell phone usage.
3. If the situation allows, the college's receptionist will also immediately send out an "all student/staff" email notification of the need to evacuate the campus to the email addresses on file. Depending on the nature of the emergency, the Campus President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring the college to close temporarily, the Campus President will contact the local Television station(s) in order to communicate to student of the temporary closure. In addition, the Campus President will contact the Corporate Public Relations Department who will generate an announcement of the duration of the closure to be listed on the college's national website.

Determination of a significant emergency or dangerous situation(s):

To report a dangerous or emergency situation on campus, any staff/faculty member or student will contact the Campus President, Campus Security or any other Executive Committee member (Director of Student Services, Dean/Associate Dean of Academic Affairs, Senior Director of Admissions, Director of Career Services, Human Resources or Facilities Manager) to report the situation. The Campus President, Security &/or Executive Committee member will then review the report to confirm the issue(s) involved and determine if the activation of the Emergency Notification system is needed.

To determine the appropriate segment of the campus community to receive notification:

In the event of a confirmed emergency situation the Campus President, Security &/or Executive Committee member will determine

the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via email blast and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. Campus President
2. Campus Security
3. Director of Student Services
4. Dean of Academic Affairs
5. Senior Director of Admissions
6. Director of Career Services
7. Human Resources Manager/Coordinator
8. Facilities Manager

Emergency notification procedures of Brown Mackie College - Louisville are reviewed with each staff and faculty member at orientation and in staff and faculty meetings. Practice drills conducted assure effectiveness of the plan. The Campus President, Director of Student Services and Facilities Department maintain a description of the practice exercise along with a record of the date, time and whether it was announced or unannounced

Evacuation Policy

In the event an evacuation is needed, communication by two-way radio is used. Classrooms are assigned to specific exit routes and doors. This is posted in each classroom and communicated to students during orientation and the first day of a new class.

Evacuation Plan:

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only.
- Clear the front entrance to the building by moving at least 100 feet north or south, gathering in North parking lot in rear of campus.
- Do not reenter the building until emergency personnel gives the "All Clear".
- Emergency evacuation routes are posted at all locations. Each area of each building will have a designated person to check that all offices, classrooms and restrooms are evacuated.

The emergency response and evacuation procedures are publicized on an annual basis to all students, staff and faculty. This report is distributed to students through an email blast in e-college and via USPS to the address on record. Staff and Faculty receive communication through email, USPS & on site.

Weather Emergency Plan

BMC – Louisville contacts local Television stations that post school & business cancellations and/or closing due to inclement weather. Students are instructed to watch TV stations or access e-college for cancellation or delay of classes.

Employees are communicated through TV stations, BMC-Louisville email and/or departmental phone trees. Employees are instructed of cancellation of classes or campus closed.