



**2022 ANNUAL SECURITY REPORT & FIRE SAFETY REPORT**



# **Annual Campus Crime and Safety Report**

**Bethany Global University**

**6820 Auto Club Rd.**

**Bloomington, MN 55438**

**(800) 323-3417**

**Reporting Year: 2022**

## **Introduction**

Below you will find both the Annual Security Report and the Fire Safety Report.

The "Crime Awareness and Campus Security Act of 1990" advanced campus security and safety goals on behalf of postsecondary students nationwide. The US Department of Education (DOE) is committed to ensuring that postsecondary institutions are in full compliance with this act. Compliance with the act, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act", provides students as consumers of higher education with the information they need to make informed decisions.

Detailed information about this Act is available from the DOE at:

[www.ed.gov/admins/lead/safety/campus.html](http://www.ed.gov/admins/lead/safety/campus.html) Data for the Annual Campus Crime and Safety Report (Clery Report) is compiled each year by BGU and the report is published by the end of the reporting year. It is available online to the general public, current and prospective students, as well as current and prospective employees.

## **Purpose**

The purpose of the Campus Crime and Security Policy is to set forth procedures to comply with the Crime Awareness and Campus Security Act of 1990. Compliance with this Act, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act provides students and families, as higher education consumers, with the information they need to make informed decisions



## Reportable Crimes

**Reporting of the following crimes is mandated by the Clery Act:**

- Murder/non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- VAWA Crimes

**Also, arrests and judicial (disciplinary) referrals for these categories are reportable:**

- Illegal weapons possession
- Drug law violators
- Liquor law violators

## Reporting a Crime

BGU students, faculty, staff, and guests are encouraged to report all crimes and public safety concerns/incidents to the Bloomington Police Department including emergencies or crimes in-process. Additionally, all crimes should be reported to the Vice President of Services and Facilities. The number for the office is 952-829-2762.

## Bethany Global University Facilities

**The Clery Act requires that BGU report crime statistics for crimes that occur:**



- On the campus of Bethany Global University
- On public property within or immediately adjacent to the campus

The campus of Bethany Global University includes all the single buildings and grounds located at 6820 Auto Club Rd Bloomington, MN 55438 and the building at 10518 France Ave S, Bloomington MN 55431. BGU's public property includes Auto Club Road to the south, Louisiana Avenue to the west, and Jersey Avenue to the north. The east edge is the private property of the nursing home.

## **Annual Disclosure of Crime Statistics**

Bethany Global University prepares an annual report of crime statistics to include in the annual Campus Security "Clery Report". This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can be located on the BGU website. The annual report is prepared in cooperation with the Bloomington Minnesota Police Department and relies on its cooperation with other area law enforcement agencies. Included in the annual report is a compilation of campus crime statistics for the reporting year 2022.

**Following is a copy of this report:**

## 2022 Campus Safety and Security Survey Screening Questions

1. Does your institution provide On-campus Student Housing Facilities?

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities: 6

### Fire Statistics – Student Dormitories for 2020—2022

Residence Hall	Number of Fires	Time & Date	Description	Injuries	Deaths	Value of Property Damage
Atkins Hall	0	-	-	-	-	-
Bergh Hall	0	-	-	-	-	-
Bethany Church	0	-	-	-	-	-
Finsaas Hall	0	-	-	-	-	-
Founders Hall	0	-	-	-	-	-
Shelling hall	0	-	-	-	-	-

# 2020-2022 Clery Act Statistics

OFFENSES	2020					2021					2022				
	On-Campus Property		Public Property	Non-Campus Unfounded (not included in Clery Offense Counts)		On-Campus Property		Public Property	Non-Campus Unfounded (not included in Clery Offense Counts)		On-Campus Property		Public Property	Non-Campus Unfounded (not included in Clery Offense Counts)	
	Residence Hall	Total On- Campus				Residence Hall	Total On- Campus				Residence Hall	Total On- Campus			
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals</b>															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Fire Safety Report—2022

## Introduction

Bethany Global University is committed to the safety of its students and all institution members. This report has been compiled in accordance with the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## Bethany Global University had no fires during 2022

### 2022 Fire Log

Residence Hall	Number of Fires	Time & Date	Description	Injuries	Deaths	Value of Property Damage
Atkins Hall	0	-	-	-	-	-
Bergh Hall	0	-	-	-	-	-
Bethany Church	0	-	-	-	-	-
Finsaas Hall	0	-	-	-	-	-
Founders Hall	0	-	-	-	-	-
Shelling hall	0	-	-	-	-	-

## Fire Safety System

Each dorm has a fire alarm system that covers all common areas. Each individual room has a smoke detector in them. All hallways are equipped with smoke detectors as well as carbon monoxide detectors. There are fire alarm pull stations and photo-electric/heat detectors in all dorms. In the event that a fire alarm goes off, the Fire Department will reset the system.

## **Fire Drills**

Bethany Global University held four fire drills in 2022. The four fire drills happened in each of the women's housing, men's housing, and school building.

## **Portable Electronic Appliances Policy**

Kitchen appliances are only allowed in the kitchenettes or kitchen. No personal appliances such as electric grills, air conditioners, space heaters, etc. are allowed in the dorms. However, computers, fans, clock radios, stereo equipment, and popcorn makers are permitted.

All electrical equipment must be in good working condition and is subject to inspection to ensure a safe environment for students living on campus.

## **Smoking and Open Flames Policy**

Flammable liquids, burning candles, halogen lights, fireworks, and explosives are not permitted in the dorms at any time.

## **Fire Evacuation Procedures**

In the event of a Fire Alarm, proceed to the nearest exit and assemble 100 ft away from the building. Once the Fire Department has given permission you may return to your classroom or dormitory. Do not under any circumstances reenter the building during a fire alarm. You are also required to stay on campus and not leave so that we may keep track of everyone. If you know that someone may be trapped or still inside, please notify a faculty member.



## Fire Safety Education and Training Programs

Student Life Advisors have been instructed by the Campus Safety Officer as to the proper steps to take if the fire alarm goes off. It is the Student Life Advisor's responsibility to instruct students on such matters. It is also the SLA's responsibility to make sure everyone in their Life Group is accounted for once everyone has evacuated the building.

## Reporting the Fire

Whenever the fire alarm goes off, you must exit the building immediately and go to the gym. Once evacuated, call the Services emergency number at: 952-207-4490. Leave your name, reason for the emergency, building name, and your phone number.

If you see a fire, call 911 immediately. Do not return to the building that the fire alarm went off in until it has been authorized by the fire department or Facilities personnel.

For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

In the event of a fire alarm, the campus emergency number should be called to report the incident. The emergency call system will ask the caller to leave their name and details of the incident. It will then notify Services and they will take care of the fire report. The campus emergency number is: 952-207-4490.

## Violence

Acts or threats of violence may be grounds for expulsion. BGU will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code found here <https://www.law.cornell.edu/uscode/text/18/16>), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by BGU against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of this policy.

## Addictive Destructive Behaviors

Students are required to abstain from possession, use, or sale of:

- Alcohol, drugs, or hallucinogenic substances
- Tobacco (in any form)
- Prescription drugs (misused/drugs that are not your prescription)

- Pornography (Viewing pornography of any kind or reading sexually explicit literature is prohibited.)
- Gambling
- Profanity (Cursing, profanity, and coarse language are not allowed. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29)

Students who struggle with any of the above behaviors are urged to seek help from university leadership in order to find freedom.

### **Drug and Alcohol Abuse Policy**

BGU is committed to abiding by and enforcing state and federal underage drinking laws, as well as state and federal drug laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs. Legal sanctions under local, State, and Federal law for the unlawful possession or distribution of illicit drugs and alcohol include imprisonment, fines, and assigned community service. Felony and certain other convictions can prevent you from entering many fields of employment or professions and may have to be listed on applications for employment or admission to graduate or professional schools.

The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. BGU partners with Water’s Edge Counselling and Healing Center in order to provide counseling options for students struggling with drug and alcohol abuse. Non-professional options include scheduling appointments through the Prayer Ministry Office and setting up a growth plan through the Student Life Office.

In compliance with Section 120 of the Higher Education Act (HEA), BGU will impose sanctions on students consistent with local, State, and Federal law, up to and including expulsion from the university and referral for prosecution for violations of the standards of conduct listed here.

### **Safety**

#### **BGU Campus Safety Policies**

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Please read the BGU Emergency Procedures guide which is available at the Services Office and posted at each door of student housing. You should familiarize yourself with these procedures and print a copy to post on your office or residence room door. All students and employees are strongly encouraged to add the Bethany After Hours Line, 952-829-2400 as a cell phone speed-dial option; calls are answered after office hours every day of the year. The caller will be directed to an operator, who will then direct the emergency to a member of the Services staff. This is the number to call after the Services office is closed. You may also call the Services office during business hours at 952-829-2459 if you have a question or need.

BGU keeps a record of each reported safety incident or crime that occurs on campus and provides a yearly report to the Department of Education in compliance with the Clery Act. Copies of that report may be viewed at the website <http://ope.ed.gov/Security/> by clicking on the link for “Get data from one institution/campus” on the right hand column of options. At any time, a student may also access the daily crime and fire log or annual security and fire safety report via the Services Office.

### **Timely Warnings/Emergency Notifications**

When an incident occurs, a timely warning/emergency notification will be issued via text and email by the Director of Services, Matt Adair, to all students. Our institution utilizes FYF to send out the emergency text. As soon as a security threat is recognized, it will be reported and sent to all students and staff. These texts and emails will include the crime/ emergency situation and will include information on reporting and safety procedures, as applicable.

Bethany International will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

### **Missing Student Notification Procedures**

If a student who lives in on-campus student housing is determined to have been missing for 24 hours, BGU has a maximum of 24 hours after receiving the report in which to initiate specific notification procedures. Students should report a person who has been missing for 24 hours to the following individuals:

1. BGU President – David Hasz ([david.hasz@bethanygu.edu](mailto:david.hasz@bethanygu.edu))
2. Dean of Men – Eric Simmons ([eric.simmons@bethanygu.edu](mailto:eric.simmons@bethanygu.edu))
3. Dean of Women – Autumn Miller ([autumn.miller@bethanyintl.org](mailto:autumn.miller@bethanyintl.org))
4. Human Resources Coordinator – Noemi Hedrick ([Noemi.Hedrick@bethfel.org](mailto:Noemi.Hedrick@bethfel.org))
5. Director of Services – Matt Adair ([matt.adair@bethfel.org](mailto:matt.adair@bethfel.org))
6. Campus Safety Coordinator – Cheryl Aguilar ([Cheryl.aguilar@bethanyintl.org](mailto:Cheryl.aguilar@bethanyintl.org))

Any missing student report must be referred immediately to BGU’s Campus Security Office.

Each student has the option to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing. Students’ contact information will be registered confidentially and will be accessible only to authorized campus officials and disclosed only to law enforcement personnel in furtherance of a missing person investigation. If the student is under 18 years of age and not emancipated, BGU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in



addition to notifying any additional contact person designated by the student. BGU will notify our local law enforcement agency within 24 hours of the determination that a student is missing unless the local law enforcement agency was the entity that made the determination that the student was missing.

## **TITLE IX POLICY**

Bethany Global University Non-Discrimination and Sexual Misconduct  
Policy and Procedures

## **NOTICE OF NON-DISCRIMINATION**

Bethany Global University students and employees work, live, and learn in an environment where the image of God in everyone is respected and affirmed for the purpose of growth in spiritual maturity, personal responsibility, and knowledge of God, as revealed in His Word and by His Spirit, in order to become effective ministers of the Gospel. Bethany Global University actively subscribes to a policy of equal employment and educational opportunity for all people regardless of race, color, national or ethnic origin, sex, age, or disability. The University also has a policy that prohibits sexual harassment. As a private, Christian missionary training institution, the University reserves the right to exercise religious preference in employment and enrollment in accordance with the furtherance of its mission, outlined in its Statement of Faith, and rooted in its historical interpretation of biblical truth.

## **TITLE IX**

Title IX of the Education Amendments of 1972 is a federal law that states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance” (20 U.S.C. Sec. 1681).

Under Title IX, discrimination based on sex can include sexual harassment, sexual assault, and sexual violence.

## **SCOPE AND POLICY**

Bethany Global University (BGU) is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all its forms as defined in this policy. BGU prohibits domestic violence, dating violence, sexual assault, and stalking. BGU will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that



provides services to BGU are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by BGU or otherwise related to BGU or its business.

The purposes of this policy include:

1. Prohibiting all forms of sexual misconduct
2. Creating a work environment that is free from sexual misconduct
3. Encouraging good faith complaints when sexual misconduct has occurred
4. Addressing and resolving complaints of sexual misconduct
5. Preventing recurrence of sexual harassment, sexual violence, and sexual misconduct and correcting its effects on complainants and others

All students and employees are required annually to take online training to make them aware of the scope of Title IX and its protections against discrimination on the basis of sex, including any form of sexual misconduct, in any BGU education program or activity. Currently, BGU contracts with trainEd, a division of GrayPlantMooty to customize its SpeakUp! online training for BGU students and employees. Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that BGU can take prompt corrective action. BGU will take prompt corrective action against any sexual misconduct by or against its community members. All BGU community members are directed to implement and abide by the procedures outlined in this policy.

A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur and appropriately care for those who may have been harmed. Depending on the circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal.

## DEFINITIONS



## **Sexual Misconduct**

Sexual misconduct is a broad and overarching term used to identify the conduct that constitutes a form of sex discrimination that violates federal and state law, including Title VII of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Minnesota Human Rights Act, and BGU policy. All sexual misconduct is prohibited and includes, but is not limited to sexual harassment, sexual violence, domestic violence, dating violence, actual or attempted sexual assault, stalking, sexual coercion, sexual exploitation, and going beyond the boundaries of consent.

## **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, electronic, or digital conduct or communication of a sexual or gender-based nature, when submission to or rejection of the conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working, learning, or living environment. Sexual violence is a form of sexual harassment which may also constitute criminal conduct.

### **There are two kinds of sexual harassment:**

1. Quid pro quo harassment, in which the harasser either provides or denies an employment or educational benefit in exchange for sexual favors or makes an adverse employment or educational decision on the basis of rejection of sexual advances.
2. Hostile environment harassment, in which the working or learning environment is made abusive. An abusive or hostile environment is one that is reasonably and perceived by the complaining party as abusive by making it more difficult to do one's job or pursue one's education. Any act of sexual violence creates a hostile environment in violation of this policy.

Examples of quid pro quo sexual harassment include, but are not limited to, the following: a supervisor granting a promotion to an employee because the employee unwillingly consents to have sexual relations with the supervisor; a supervisor firing an employee because the employee refuses to have sexual relations with the supervisor; a faculty member providing an undeserved failing grade to a student because the student refuses to have sexual relations with the professor; a faculty member giving an undeserved high grade to a student because the student consents to have unwanted sexual relations with the faculty member; or a supervisor providing positive references or evaluations for an employee or student in exchange for sexual favors.

Examples of hostile environment harassment include, but are not limited to, the following: requests for sexual favors, persistent sexual slurs, repeated requests for an unwelcome sexual

relationship, continual sexually suggestive jokes, gestures or sounds, a pattern of widespread favoritism based on sexual relationships, pornographic or suggestive materials offensive to others, or unwelcome sexual touching. A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. In order for these examples or other behaviors to constitute hostile environment harassment, the effect of the harassment must create an abusive or hostile environment, usually over a period of time. Even one serious incident may, however, constitute hostile environment harassment, such as an occurrence of sexual violence.

Both men and women are protected from sexual harassment, whether that harassment is perpetrated by a member of the same or opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female.

### **Sexual Violence**

Sexual violence is the most severe form of sexual harassment. Under this policy it is defined as any actual, attempted, or threatened physical sexual act with another person without that person's consent. It includes but is not limited to sexual acts perpetrated by force (expressed or implied), or duress, deception, or coercion upon the victim. It includes acts referred to as "date rape" or "acquaintance rape," and especially includes sexual acts involving a victim who is incapable of giving consent due to age, disability, or intoxication by alcohol or drugs. Sexual violence generally will constitute a crime punishable under Minnesota statutes. Safety is of primary concern in situations of sexual violence. Any other rule violations will be addressed separately from the sexual violence allegation and the use of alcohol or drugs never makes the victim at fault for sexual violence.

### **Sexual Assault**

Sexual assault is a form of sexual violence and is sexual contact or intercourse without consent.

See Minnesota Statutes Section 609.341

### **Sexual Exploitation**

Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another. Examples include but are not limited to (1) prostituting another person; (2) non-consensual video or audio-taping of sexual activity; (3) going beyond the boundaries of consent, such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity; (4) engaging in non-consensual voyeurism; or (5) knowingly transmitting or exposing a sexually transmitted disease (STD) or HIV to another person without the knowledge of the other person.

### **Domestic Violence**

Domestic violence is a felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws.

See Minnesota Statutes Section 518B.01

### **Dating Violence**

Dating violence is a form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

### **Stalking**

Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. Stalking behavior includes, but is not limited to a person who (1) follows, monitors, or pursues another, whether in person or through any available technological or other means; (2) repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues; (3) makes or causes the telephone of another repeatedly or continuously to ring; or (4) repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies.

See Minnesota Statutes Section 609.749

### **Retaliation**

Retaliation means any materially adverse action taken because a person has or is believed to have exercised rights in good faith regarding a sexual misconduct policy violation.

### **Consent**

Consent means conduct or words that indicate a person freely and voluntarily agrees to engage in a sexual act at the time of the act. A person must be of legal age to give consent. A person who is incapacitated cannot give consent. Consent to a prior sexual act does not imply ongoing future consent. Consent to engage in sexual activity with one person does not imply consent to



engage in sexual activity with another. Silence, absence of resistance, or the failure to give a negative response does not imply consent. Consent can be withdrawn at any time.

The use of coercion, threat, or force takes away a person's ability to give consent. Sexual coercion is unreasonable pressure for sexual activity through words or circumstances that cause a person to reasonably fear that the other will inflict bodily harm. Force is the use of physical violence to gain sexual access, including threats, intimidation, and actual physical imposition.

### **Incapacitated**

An incapacitated person is a person unable to consent to sexual activities due to the use of alcohol or drugs impairing judgment, lack of consciousness, being asleep, developmental disabilities, or lack full knowledge or information of what is happening. The use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct.

### **Bystander Intervention**

Bystander Intervention is a social science model that predicts the likelihood of individuals (or groups) willing to actively address a situation they deem problematic. A bystander is anyone who observes any situation. We all observe thousands of incidents on a daily, but usually do not acknowledge the situation as needing our response.

An active bystander is someone who acknowledges a problematic situation and chooses how to respond. They must decide if they will speak up, step in, or offer assistance.

Research has found that people struggle with whether helping out is their responsibility. This concept, called diffusion of responsibility means that if several people are present, an individual is much less likely to help to believe someone else will. In other situations, bystanders may fail to intervene if the situation feels ambiguous and the bystander is worried about misjudging the situation. Fearing consequences, social stigma, embarrassment, or even a threat to safety, it can be legitimately difficult to determine how and when to intervene. In addition, most of us have not grown up in communities where it is common to confront problematic behavior.

We are all responsible for creating the community we want to live in. Below are some safe and positive options for bystander intervention that help reduce risk:

1. Trust your instinct when you notice something is off.
2. Choose a safe way to intervene that feels natural to you, and don't hesitate to enlist the support of friends, peers, and professionals.
3. Interpret the situation as needing your response – it is your business to check in with your peers.

4. Checking in is a way to show your respect for the people in your community. Practice kindness – it is that simple.

### **Title IX Coordinator**

The Title IX Coordinator has primary responsibility for training, education, oversight, enforcement, administration, and supervision of this policy and procedure, as well as identifying and addressing any systematic problems that arise during the review of complaints. The Title IX Coordinator is also the administrator to whom a complaint is reported. The Title IX Coordinator ensures the complaint is addressed according to policy and procedures and assigns an Investigator to help with resolving the situation. Any questions related to these policies and procedures should be addressed to the Title IX Coordinator.

#### **All complaints may be reported to:**

Jason Hache, Title IX Coordinator  
952-829-2405  
[jason.hache@bethanyintl.org](mailto:jason.hache@bethanyintl.org)

#### **Complaints may also be reported to:**

La'Tia Coleman, Deputy Title IX Coordinator  
952-918-1966  
[la'tia.coleman@bethanyintl.org](mailto:la'tia.coleman@bethanyintl.org)

### **Immediate Action and Assistance Following an Incident of Sexual Misconduct**

The safety and care of a victim of sexual assault are of primary importance. The resources below are trained to provide first-step victim care assistance.

#### **On campus:**

\*BGU confidential resources:

Christine Ramirez, Prayer Ministry Leader  
[Christine.Ramirez@bethanygu.edu](mailto:Christine.Ramirez@bethanygu.edu) 952-918-1979

Brian Schwarz, VP of Operations  
[brian.schwarz@bethanygu.edu](mailto:brian.schwarz@bethanygu.edu) 952-829-2411



## **In the community:**

\*Minnesota Day One Crisis Hotline, <http://dayoneservices.org>, 1-866-223-1111

They help to provide victims with an advocate who can accompany a victim to the hospital or other health provider.

\*Sexual Assault Resource Services at a local Hennepin County Medical Center for an exam by a SANE nurse (Sexual Assault Nurse Examiner), 612-837-5832

[http://www.hcmc.org/services/HCMC\\_MAINCONTENT\\_428](http://www.hcmc.org/services/HCMC_MAINCONTENT_428)

\*Bloomington Police Dept., 952-563-4900, [police@BloomingtonMN.gov](mailto:police@BloomingtonMN.gov)

## **VAWA Program:**

While victim care is primary, it is important to also preserve evidence as may be necessary for the proof of sexual assault or a Violence Against Women Act (VAWA) crime, or in obtaining a protection order. A SANE nurse (see above) is trained to assist with this process during a physical exam. Victims should also preserve evidence including things such as texts, emails, social media posts, photos, etc for violence and/or stalking. We will provide resources for victims of VAWA via Title IX Coordinators and Confidential Resources above,

See VAWA regulations, 668 CFR 668.46

## **Additional:**

### **Additional Information:**

Minnesota State Statute 609.2242 DOMESTIC ASSAULT:

<https://www.revisor.mn.gov/statutes/?id=609.2242>

Minnesota State Statute 518B.01 DOMESTIC ABUSE ACT:

<https://www.revisor.mn.gov/statutes/?id=518b.01>

Law enforcement agency information for the state of Minnesota concerning registered sex offenders may be obtained using the following link:

<https://coms.doc.state.mn.us/publicregistrantsearch> Considerations

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Preserving evidence may be necessary for proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911.

All BGU faculty and employees are mandatory reporters. They have a duty to report sexual misconduct to the Title IX Coordinator (Melanie Hurlbut) when they are made aware of such conduct or witness such conduct. Conversations with the Title IX Coordinator will be kept as confidential as possible, but information about incidents of suspected violations of Title IX must be shared to the extent necessary to conduct an investigation and to take any corrective action deemed appropriate by BGU. Only the specifically designated Confidential Resources noted above can guarantee full confidentiality.

BGU shall train all Investigators appointed by the Title IX Coordinator to assist in responding to informal and formal complaints of sexual misconduct. The Title IX Coordinator shall annually review all currently trained and appointed Investigators with the Executive Vice President to ensure all training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability is current.

BGU shall provide a prompt, fair, and impartial investigation, and resolution. The Complainant is understood to be an individual or group of individuals who believe that unlawful discrimination or sexual misconduct may have or has occurred. The Respondent is an individual or group of individuals against whom an allegation of sexual misconduct is made.

The complainant and respondent are entitled to the same opportunities to have others present during a BGU misconduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The complainant and respondent shall be simultaneously informed in writing of the outcome of any proceeding, right to appeal, and any change in results that occurs prior to the time that such results become final and when such results become final.

There are two procedures to consider for addressing sexual misconduct concerns, the Informal Complaint Procedure, and the Formal Complaint Procedure. All proceedings of informal and formal complaints are kept confidential with information about incidents of suspected violations of Title IX shared only to the extent necessary to conduct an investigation and to take any corrective action deemed appropriate by BGU. All those involved in the process (complainant, respondent, Investigators, Title IX Coordinator, and others) are required to keep



all information confidential as stated above, except as may be required by applicable law or court order. Mental health professionals are generally required by law to protect confidential communications, unless he or she perceives an immediate or serious threat to a person or if there is an allegation of abuse to a person under 18.

Under the Clery Act, BGU is obligated to annually report sexual misconduct and issue a timely warning through the Office of Campus Safety and Security if there exists an ongoing threat to the community. Any publicly available notice or recordkeeping will keep the victim's name confidential and any identifying information will be protected to the extent reasonably possible to take appropriate preventative measures.

In addition to and separate from addressing sexual misconduct concerns within the institution, complainants may notify or decline to notify local law enforcement. BGU will give assistance to any complainant who requests help notifying law enforcement. A report to police is not necessary for BGU to proceed with interim measures, informal procedures, or formal procedures.

### **Interim Measures**

Interim protective measures, such as changing the work, transportation, living or academic environment, will be considered immediately, regardless of whether the complainant chooses to report the crime to local law enforcement. BGU will provide a written explanation of the complainant's rights and options, as well as a copy of this policy. BGU will make information available to complainants on the right to seek orders for protection, no contact orders, or restraining orders.

Bethany Global University will maintain as confidential any accommodations provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Bethany Global University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the within the institution and within the community.

### **Informal Complaint Procedure**

In the Informal Complaint Procedure, a complainant may discuss a sexual misconduct concern with the Title IX Coordinator without putting the complaint in writing. A complainant may, however, elect to discontinue the informal complaint procedure and commence a formal

complaint at any time. The informal complaint procedure will not be employed in cases of sexual assault.

The role of the Title IX Coordinator and/or the Investigators is to assist in resolving the complaint by direct involvement or by assisting the complainant in resolving the complaint. The steps are:

1. The complainant should contact the Title IX Coordinator, Jason Hache, [jason.hache@bethanyintl.org](mailto:jason.hache@bethanyintl.org), 952-918-2412. If the complainant informs any other community member of a sexual misconduct concern, other than the Title IX Coordinator, that community member shall promptly inform the Title IX Coordinator of the concern.
2. In order to promptly respond, the Title IX Coordinator, or a designated Investigator, should ensure the following procedure is completed within thirty (30) calendar days of the date the complaint is received: (a) Either the Title IX Coordinator and/or Investigator along with one additional person assigned by the Title IX Coordinator, shall meet with the complainant to understand the nature of the concern and obtain a complete description of the alleged misconduct; (b) Provide a copy of and review this policy and its procedures with complainant; (c) Offer appropriate assistance to the complainant; (d) If deemed appropriate, meet with the respondent.
3. If feasible and appropriate, informal resolutions may be attempted to resolve the complaint. These resolutions include, but are not limited to, the following: (a) The respondent being directed, in writing, to cease the behavior; (b) Third-party assistance to the complainant and/or the respondent to resolve past differences, and/or to establish guidelines for future interactions; (c) Changing the work, living, transportation or academic environment of the complainant and/or respondent
4. If the parties agree, the resolution will be implemented and the informal process will be concluded. If the parties do not agree upon a resolution, or at any time during the informal process, the complainant may initiate a formal complaint.
5. Whether or not the complainant files a formal complaint and/or the parties reach a resolution, BGU may at its sole discretion initiate a formal investigation and take appropriate actions to attempt to fully resolve any harm that occurred and prevent any further harm.

The Title IX Coordinator and/or Investigator shall keep a written record of the investigation and resolution. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant, the respondent, and senior administrator responsible for the involved student, faculty or staff member (as applicable), and kept as part of the record. A full copy of the record shall be promptly provided to the Title IX Coordinator.

#### **Formal Complaint Procedures**



When informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the concern of sexual misconduct, the complainant may file a formal written complaint with the Title IX Coordinator.

1. The complaint should describe in detail the alleged sexual misconduct and the action the complainant requests to resolve the matter. All written complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual misconduct, and any other relevant information. If possible, names, addresses and phone numbers of witnesses or potential witnesses should also be included.
2. Within five (5) working days after receipt of the signed complaint, the Title IX Coordinator, or a designated Investigator will review the complaint to determine if the complaint sufficiently describes the alleged sexual misconduct. (a) If the complaint does not sufficiently describe a concern within the definition of sexual misconduct under this policy, the complaint will be returned and other assistance may be recommended. (b) If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual misconduct can be made, the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow a determination to investigate.
3. Within ten (10) working days of receiving a complaint or amended complaint, either the Title IX Coordinator or Investigator, will notify the respondent that a formal complaint has been received and an investigation has begun. The Title IX Coordinator or an Investigator will also give the respondent a copy of this policy.

**Investigators include:**

Janae Burt, Office Manager & Administrative Assistant to the Academic Dean,  
[Janae.Burt@bethanygu.edu](mailto:Janae.Burt@bethanygu.edu), 952-918-1958

Matt Harbour, [Matt.Harbour@bethanygu.edu](mailto:Matt.Harbour@bethanygu.edu), 952-829-4683

All Investigators will receive investigator training annually. The designated Investigator will be one determined not to have a conflict of interest or bias for or against the complainant or the respondent.

4. Within the next ten (10) working days the Investigator and one additional person assigned by the Title Coordinator will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Investigators will also meet with the respondent to present a copy of the complaint and this policy, to receive the

respondent's response to the complaint and to review with the respondent the scope and nature of the investigation.

5. Both the complainant and the respondent may request that an advisor be present with them during any of the meetings with an Investigator. The advisor may be an attorney only if the investigation is of an alleged sexual assault or VAWA crime.

6. The Investigators shall thoroughly investigate the complaint. Prior to completing the investigation, the Investigators shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the Investigators should speak with, and to request any additional information.

7. After completion of the investigation, the Investigators shall meet with the Title IX Coordinator and the Adjudicator to review the Investigators' report and reach conclusion based on a preponderance of evidence (i.e., more likely than not standard) regarding the allegations and appropriate corrective action(s), if any.

#### **The BGU Adjudicator:**

Darin Kindle, Senior Vice President of Bethany Global University, [Darin.Kindle@bethanygu.edu](mailto:Darin.Kindle@bethanygu.edu), 952-829-4680.

It is the goal of these procedures that, to the extent possible, the above steps be completed within sixty (60) calendar days of receiving the formal complaint. The Title IX Coordinator shall forward to the complainant and respondent all of the following: (a) a summary of the investigative report including the conclusion reached as to whether sexual misconduct did or did not occur with respect to each allegation in the complaint; (b) a description of actions to be taken, if any, to resolve any sexual misconduct that occurred, and to prevent similar issues from occurring in the future; (c) a description of the complainant's and respondent's right to appeal either the finding or the appropriateness of the corrective action(s)

#### **Sanctions**

Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal from BGU. Sanctions may be imposed on an individual who knowingly provided false information or initiated in bad faith a claim of sexual misconduct.

#### **No Retaliation**



Federal and state law, as well as BGU policy, prohibits retaliation, threats of retaliation, suspension, or discharge against persons for raising good faith concerns regarding sexual misconduct. Any retaliatory conduct is subject to disciplinary actions.

### **Appeal Rights**

1. If the complainant or respondent is not satisfied with the results of the formal procedures and the final determination, the complainant or respondent may submit a written appeal to the University President within ten (10) calendar days of the receipt of the determination. Grounds for the appeal must be based upon at least one of the following:

1. New evidence
2. Unfair investigation/hearing
3. Failure to follow policy
4. Sanctions too severe/lenient

2. The grounds for the appeal will be considered by a committee comprised of one Investigator not involved in the formal investigation and 2 other members to be appointed by the President. A determination of the legitimacy of the appeal will be made within 10 days of the receipt of the appeal.

3. Within forty five (45) calendar days after receipt of the appeal, the committee will meet to review and evaluate the investigative report and determination, reach its conclusion by majority vote, and communicate its conclusion in the form of an advisory recommendation to the President. At the discretion of the committee, any party or witness may be asked to appear before the committee to clarify or supplement the record.

4. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation. Such decision shall be BGU final decision in the case.

Regardless of whether a complaint has been received, BGU may, at any time and at its sole discretion, initiate an investigation of or take action against any sexual misconduct occurring within the BGU community. In the event that the complainant does not wish to pursue the disciplinary process, any response by the University may be hindered by the complainant's wishes for anonymity and/or inaction. In a case of sexual violence where a criminal investigation has been commenced by law enforcement authorities, the procedures outlined in this policy and stated timelines may be adjusted as reasonably required to avoid interference with the criminal justice process.



Below you will find our Student Safety Initiative:

## STUDENT SAFETY INITIATIVE

*“Staying Prepared is Staying Safe”*

Bethany Global University’s safety and security depends on the participation of every member on campus.

This handbook is intended for use by students at Bethany Global University in order to prepare for emergencies. Take the time to study and remember the emergency procedures in this book, as they should be known before an emergency occurs. Alongside this book, emergency procedures and evacuation maps are located on each floor of every building on campus. Students are expected to learn and memorize these as the evacuation routes and procedures are specific to each building’s location.

Students will be required to participate in a safety orientation and four fire/evacuation drills each academic school year. It is essential that all students attend and comply with Bethany Global University’s safety guidelines as it takes every member of BGU to keep our campus safe.

The Bethany Emergency Line (Campus Security) is available to be called twenty-four hours a day, every day of the week. They should be called in any emergency or criminal or suspicious activity event so that the proper action may be taken for the security of everyone on campus.

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# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
(input maintenance requests into your FMX account.) (locked out of dorm or facility)

## Your Location:

Your Fire Evacuation Site: Bethany Gym

Your Severe Weather Shelter:

### Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

### Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

### Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

### Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

### Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

### Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

### Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

### Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

### Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Atkins West #26: 11505 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Threat of Violence

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- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
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  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
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**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
(input maintenance requests into your FMX account) (locked out of dorm or facility)

**Your Location:** Atkins North #27: 11501 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

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## Hazardous Materials

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- Do NOT use light switches, cell phones, or anything else that could cause a spark.
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(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • **servicesassistant@bethfel.org** • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Atkins North #28: 11509 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
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1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
(input maintenance requests into your FMX account) (locked out of dorm or facility)

**Your Location:** Atkins South #29: 11513 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/ Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.





# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your PMX account. (locked out of dorm or facility)

**Your Location:** Atkins North Corers: 11501 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/ Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Atkins South Corners: 11513 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Gym  
**Your Severe Weather Shelter:** Lower Atkins Hallways

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Bergh Hall: 6821 W. 115th Street, Bloomington, MN 55438  
**Your Fire Evacuation Site:** Gymnasium  
**Your Severe Weather Shelter:** Basement Hallway

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/ Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethel.org](mailto:servicesassistant@bethel.org) • **Night Guard: 952.607.6797**  
(input maintenance requests into your PMX account.) (locked out of dorm or facility)

**Your Location:** Shelling Hall: 11514 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Gymnasium  
**Your Severe Weather Shelter:** Shelling Laundry Room

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
(input maintenance requests into your FMX account.) (locked out of dorm or facility)

**Your Location:** Finsas Hall: 6801 W. 115th Street, Bloomington, MN 55438  
**Your Fire Evacuation Site:** Gymnasium  
**Your Severe Weather Shelter:** Basement Hallway

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/ Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Founders Hall— South: 11500 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Basement Hallway

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/ Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethfel.org](mailto:servicesassistant@bethfel.org) • **Night Guard: 952.607.6797**  
Input maintenance requests into your FMX account. (locked out of dorm or facility)

**Your Location:** Founders Hall— North: 11500 Auto Club Dr. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Flag Pole  
**Your Severe Weather Shelter:** Basement Hallway

## Medical Emergency

In the event of a serious injury or life-threatening situation:

- Call 911 immediately.
- Call Bethany Emergency Line so proper procedures can be taken.
- Do not move the person unless his/her life is in danger in the existing location. Make them comfortable until emergency personnel arrive.
- Administer first aid/CPR only if properly trained to do so.

## Tornado/Severe Weather

- When sirens or other notification occurs, move to your severe weather shelter area.
- Assist people with disabilities or special needs.
- Stay away from windows and skylights.
- Make sure all doors and windows are closed.
- Wait until the "all clear" is given.

## Fire

- Activate the nearest fire alarm pull station.
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Bethany Emergency Line once safely evacuated in the Gym.

## Suspicious Person/Activity

- Do not physically confront the person or block their access to an exit.
- Call Bethany Emergency Line and/or Night Guard immediately.
- Observe and provide as much information as possible about the person or situation.

## Power Outage

If a mechanical or utility failure creates an emergency situation, you should:

- Call 911 and Bethany Emergency Line.
- Activate the fire alarm if an immediate evacuation is necessary.
- Evacuate the area, assisting persons with disabilities or special needs.
- Notify emergency personnel if you have been exposed or have information about a hazardous material.
- Stay away from the building until an "all clear" is given.

## Suspicious Object

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call Bethany Emergency Line immediately.

## Hazardous Materials

- Evacuate the building or area, assisting persons with disabilities or special needs.
- Call 911 and Bethany Emergency Line.
- Do NOT use light switches, cell phones, or anything else that could cause a spark.
- Do not reenter the building until an "all clear" is given.

## Threat of Violence

1. **RUN** - Evacuate the area if you can, getting away from the threat. Call 911 and Bethany Emergency Line once you are safe to notify proper personnel of the threat.
  2. **HIDE** - If evacuating the area is not an option, hide in a room or closet, turning off all the lights and blocking the entrance of your area. Silence your phone and stay out of view from windows.
  3. **FIGHT** - If you cannot run or hide, fighting will be your last resort as a means to preserve your life. Fighting back is your legal right in a threat of violence situation. Prepare any objects that could be used as weapons. Act aggressively and stick with your plan of action. Attempt to incapacitate the threat. Do not fight fairly.
- Remain in place until the "all clear" is given by staff or emergency personnel.
  - Follow instructions from arriving law enforcement and school notifications.

## Evacuation Information

- Call 911 and Bethany Emergency Line.
  - a. Describe the emergency (fire, medical, crime, etc.).
  - b. Give the address of the emergency (listed above) and your phone number.
  - c. If possible, without endangering yourself, observe and report the situation. Follow the appropriate emergency procedures as outlined.
- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.



# EMERGENCY PROCEDURES

**Life-Threatening Emergencies: Call 911** • **Services After Hour Line: 952.207.4490**  
(fire, medical emergency, criminal activity on campus, etc.) (flooding or other urgent maintenance)

**Services Office: 952.829.2459 (M-F, 8AM-5PM)** • [servicesassistant@bethflore](mailto:servicesassistant@bethflore) • **Night Guard: 952.607.6797**  
(input maintenance requests into your PMX account) (locked out of dorm or facility)

**Your Location:** Church Dom: 6900 Auto Club Rd. Bloomington, MN 55438  
**Your Fire Evacuation Site:** Gymnasium  
**Your Severe Weather Shelter:** Church Lobby Restrooms

## Medical Emergency

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- Calmly evacuate the building using your location's evacuation route.
- Assist persons with disabilities or special needs.
- Do not use elevators.
- Gather in the Gym until the "all clear" is given.



Please do not remove or cover this information.

This is where students will find their emergency procedures, evacuation site, safe weather shelter area, and the address to their building.





# FIRE EMERGENCY

A fire is considered to be any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

## Prepare Ahead of Time

- Know your emergency procedures ahead of time.
- Keep hallways and stairwells clear at all times.
  - To comply with fire codes, students are not permitted to store their belongings in stairwells or hallways; this includes the entryways on the ground floor. Students who fail to comply will be fined.
- Do not take down, deactivate, or tamper with smoke detectors.
- Do not keep fire escape doors propped open.

## Fire Emergency Procedure

- **R.A.C.E**
  - RESCUE anyone in danger and assist those who are handicap.
  - ALERT others by pulling the fire alarm, and warning other on your way out.
  - CONTAIN the fire as best you can by closing doors behind you as you exit. Proceed with caution as flames may be behind exit doors.
  - EXTINGUISH/EVACUATE following your evacuation plan into the gym. Only extinguish a small fire if you have been properly trained and are comfortable to do so.

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## Extinguishing a Small Fire

A small fire is one that is contained and not spreading rapidly.

- When fighting a small fire, follow the P.A.S.S. Procedure:
  - PULL the pin to release the locking pin while holding the extinguisher with the nozzle pointing away from you.
  - AIM low and direct the nozzle of the extinguisher at the base of the fire.
  - SQUEEZE the handles together slowly to discharge the contents of the extinguisher.
  - SWEEP the nozzle from side-to-side to cover the burning material.
- If putting out a small fire will threaten your safety in any way, focus on R.A.C.E.

YOUR MAIN  
RESPONSIBILITY  
IN A FIRE  
EMERGENCY IS  
TO KEEP  
YOURSELF  
SAFE.

# WEATHER EMERGENCY

## Tornados

- Every student must verify their phone numbers in Populi's text-alert system and download the NOAA National Weather App to stay informed and instructed.

## Emergency Tornado Procedure

- When a tornado warning is issued, you will be evacuated to your location's safe weather shelter area by your SLA, professor, or supervisor.
  - If you are not in your dorm, classroom, or PT Assignment when a tornado threatens- take cover in the lowest level of the nearest building and stay alert for the "all clear" from Populi or NOAA.
- Secure doors and windows behind you.
- Find a secure place in your shelter area, staying away from doors and windows. Cover your head.
- Stay alert for notifications from Populi and NOAA.
- A staff member or SLA will give the "all clear" and you will begin evacuation to the gym.

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## Winter Weather

- Take precautions when snow and ice accumulates by dressing properly and avoid driving.
- Dress properly when temperature and wind chill are at freezing levels to prevent illness or injury.
- Stay away from frozen bodies of water unless approved by Bloomington City Officials.

## Proper Winter Dress

- Layers of clothing or thermals
- A down, or heavy winter coat to insulate and block wind chill.
- Insulated, waterproof boots to keep feet dry and warm.
- Hats, scarves, and gloves.

## Winter Driving Preparation

- Avoid driving during harsh winter conditions.
- Drive slowly, do not use cruise control, and keep a full tank of gas.
- Winterize your vehicle.
  - Danny Lovestrand at Harold's Shop on campus offers a free winter weather inspection for students vehicles.
- Keep emergency items in your vehicle such as: warm clothes and blankets, gloves, jumper cables, an ice scraper, flashlight, car charger, first aid kit, spare tire, etc.

IF VENTURING  
OUT INTO SEVERE  
WINTER  
WEATHER,  
PREPARE  
YOURSELF AND  
YOUR VEHICLE

## HEALTH EMERGENCY

A medical emergency is an injury, illness, or sudden event creating an immediate risk to a person's life or long-term health. Emergencies of this nature require immediate assistance from 911 responders.

### **In a Health Emergency:**

1. Call 911 (If you're unsure if the situation is life-threatening -call 911) and have someone go to the flagpole to direct emergency personnel to the individual.
2. Give the individual room, creating a safe space for them.
3. Alert a staff member and call the Bethany Emergency Line (952-829-2400).

- 
- Two Automated External Defibrillators (AEDs) are located in the main building. Only utilize if you have been properly trained to do so.
  - All Kitchen and Services Department Staff are CPR Certified. If not already notified, they will be once the Bethany Emergency Line is called.
  - There are Emergency First Aid Kits in The Welcome Center, Oasis, and the Gymnasium.

THE BETHANY  
EMERGENCY LINE  
SHOULD BE  
CALLED IN ANY  
EMERGENCY  
SITUATION.

# SUSPICIOUS & CRIMINAL ACTIVITY

## Suspicious Activity

- Suspicious activity includes any person, activity, or object that makes a campus member feel uncomfortable, uneasy or threatened in any way.
- Some examples include:
  - A person trying to enter a residence without the proper access card.
  - A person running and looking about furtively, as if he or she were being watched or chased.
  - Any person forcibly entering a locked vehicle or building.
  - Transactions being conducted from vehicles.
  - Unusual noises or actions suggesting foul play or illegal activity.
  - A person exhibiting unusual mental or physical symptoms. Or talking about shooting or killing.
- Report all suspicious activity immediately, no matter how minor how major, to the Bethany Emergency Line.

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## Crime Includes:

- ◇ Theft/Burglary
- ◇ Arson
- ◇ Carrying Weapons
- ◇ Possessing Illegal Drugs
- ◇ Violating Alcohol Laws
- ◇ Date Violence/Stalking
- ◇ Sexual Assault/Rape
- ◇ Aggravated Assault
- ◇ Murder

[Matt Adair](#)

[Matt.Adair@bethfel.org](mailto:Matt.Adair@bethfel.org)

952-829-2459

[Bethany Emergency Line](#)

952-829-2400

CALL THE  
BETHANY  
EMERGENCY  
LINE IN ANY  
EMERGENCY  
SITUATION.

- All crime must be reported.
- If the crime is currently taking place on campus, call the Bethany Emergency Line and the proper law officials immediately to ensure safety on campus.
- If the crime has already occurred (it is, or is in the process of being resolved) the criminal activity must be reported to Matt Adair.
- Reporting crime is important for required documentation.
- If you have experienced sexual violence, harassment, or discrimination, contact Melanie Hurlbut, Title IX Coordinator. Melanie is a safe, designated and trained person to speak with on campus about such matters. (Melanie.hurlbut@bethanygu.edu)

## ACTIVE SHOOTER

An individual actively engaged in killing or attempting to kill people in a confined and populated area. Unfortunately in today's reality, students must be prepared in case of an active shooter event.

### Run, Hide, Fight

- RUN
    - Leave your belongings behind- you will be running for your life and at this point belongings are not of importance.
    - Run away from the shooter. Run in a zig-zag pattern if the shooter is targeting you.
    - Have your escape route in mind.
      - Do not run blindly into areas, avoiding any other threats. You also do not want to leave yourself trapped in a space where you cannot lock yourself in or escape.
    - Warn others on your way out of danger.
  - HIDE
    - If you cannot escape the premise where the active shooting is taking place, get out of the shooters view immediately.
    - Go into a secure area-again, not running blindly into any areas to avoid any threats and giving yourself escape options
    - Lock and barricade the door or entryway of your hiding place.
    - Hide somewhere out of view from doors and windows, securing yourself as much as possible.
    - Silence your phone and stay QUIET. Call 911 if you can.
  - FIGHT
    - Fighting the shooter should be your last resort because of immediate danger to your life.
    - Use items around you as weapon such as a fire extinguisher or scissors.
    - If with a group, attack the shooter simultaneously, coming at them from various directions.
    - If it comes to this point, commit to your plan of action and act aggressively-you are now fighting for your life.
    - Attempt to incapacitate the shooter and separate them from their weapon.
  - When Law Enforcement Arrives
    - Stay calm and follow instructions.
    - Drop any items in your hands and keep them visible at all times.
    - Do not scream or make quick movements toward law enforcement.
    - Law enforcement has to assess the situation. Listen and do as you are told for your safety.
-