



**Word of Life**  
Bible Institute

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# Campus Security and Emergency Procedures

2022-2023



# CAMPUS SECURITY AND EMERGENCY PROCEDURES

## A. How to Get Help:

1. Report emergencies by calling 518.494.1444.
2. Report non-emergency crime or suspicious behavior by calling 518.494.6200 or email [security@wol.org](mailto:security@wol.org) or by speaking with a security officer.
3. For non-emergency injuries and illnesses, contact Telemedicine (see "Health Center" XIV).
4. For non-emergency maintenance concerns, enter a work order or contact your supervisor.
5. To report child abuse, sexual abuse or violations of the Child Protection Policy call 518.494.6300, email [safety@wol.org](mailto:safety@wol.org), or speak with a security officer, counselor, Unit Leader, Resident Assistant, Resident Director or Dean.

## B. Safety Tips

1. When walking or jogging, do so in pairs or groups, and stay in well-lit areas.
2. Stay alert to your surroundings. Don't be distracted by headphones, mobile phones, or conversations.
3. Always keep your dorm room locked when occupants are away or sleeping.
4. Never leave large amounts of cash in your dorm room.
5. Keep the exterior doors to your dorm secured at all times; never prop them open.
6. Never leave personal belongings or valuables unattended (i.e., classroom, dining hall, cafe).
7. Park your bicycle in a bike rack and use a bike lock.
8. Get training in first aid and CPR.
9. Immediately report any theft, crime, or suspicious activity to Security.
10. If you see something, say something. Word of Life has almost no crime. Everyone on campus must work together to keep this record. If you see a crime committed, observe suspicious activity, or have information about an incident, please contact Campus Security.

## C. Security Officers

Word of Life is a proprietary security guard agency registered with New York State. The security personnel include the unarmed security guards, armed security guards, and emergency response team members. Security personnel are not law enforcement officers, but derive authority from Word of Life. Arrest powers are limited to the citizen's arrest regulations. Emergency response team members are full-time staff who have other roles within the organization but are armed and trained to respond to violent encounters. Security personnel communicate with local authorities including the NY State Police and the Warren County Sherriff's Department. The Security Department is responsible for the following:

1. Patrolling properties to deter and detect criminal or suspicious activity
2. Providing first aid
3. Enforcing vehicle and parking rules
4. Locking buildings
5. Controlling access to properties or buildings (varies seasonally)
6. Writing reports for incidents
7. Responding to emergencies
8. Assisting visitors
9. Liaison with law enforcement and emergency responders

## D. Campus Security Authorities and Mandatory Reporters

Federal and state laws dictate that certain staff members are obligated to report crimes to the Security Department, law enforcement, or social services. These staff members include Counselors, Unit Leaders, Resident Assistants, Resident Director, Deans, HR staff, Security staff, SIC and Camp Crew Coordinators, Camp Directors, and Childcare staff.

## **E. Confidential Reporting**

All victims or witnesses of a crime are encouraged to report it immediately to Security. They also have the option of reporting it to local enforcement, or a Counselor, Unit Leader, Resident Assistant, Discipleship Coordinator or Dean. These individuals are required to report certain crimes (crimes against minors or crimes that pose a threat to others), but the victim may choose not to share this information with Security or law enforcement. In that case, the counselor will only report to Security that a crime occurred and the nature of the crime for statistical purposes.

## **F. Crime and Fire Log**

The Security Department maintains a daily log of crimes, fires, and other activity reported to Security. It is available in the Security Office. Additionally, the Security Department and local law enforcement agencies compile statistics for crimes that occurred on our property. See the Annual Crime and Fire Statistics for more information.

## **G. Emergency Alerts**

In the event of an emergency, you will receive an alert via text message and email. Based on your location, you may also receive alerts over the ShoreTel phones, two-way radios, or other means. Staff, students, volunteers, family camp guests, and camp youth leaders are enrolled in the alert system automatically. The Security Department will test the alert system twice a year, at the beginning of the BI fall semester, and at the beginning of the summer camp season. Please keep your phone number and email address on file up-to-date. Contact your camp office or the Health and Security Department to update this information.

## **H. Access Control**

Our Bible Institute campus is generally open during the day and visitors are requested to sign in at the Welcome Center. Access to youth and family camps are limited to staff, registered guests, and approved vendors. Camp visitors must sign in at the front gate upon arrival. Members of the opposite gender are not permitted in housing units for campers, students, or single staff. Students and staff should keep housing doors locked at all times and report unauthorized persons.

Classroom doors should be locked during class or other meetings. On occasion, Property Services, Housekeeping, Security, or Student Life may enter housing units to make necessary repairs or inspections. Student Life, Security, and Law Enforcement reserve the right to enter dorm rooms and other buildings to investigate violations and crimes. Security officers patrol during the day to detect unauthorized access and to lock all buildings at night.

**I. Emergency Procedures**

The Standard Response Protocol summarizes the four main actions we ask our staff, students, campers, guests, and visitors to take during an emergency. Instructions will be given via text alerts and other methods.

<p><b>Lockout</b> “Secure the Perimeter”</p>	<p><b>Students / Campers / Visitors</b></p> <ul style="list-style-type: none"> <li>• Move indoors</li> <li>• Do business as usual</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Lock exterior doors</li> <li>• Recover students, campers, and staff from outside building</li> <li>• Increase situational awareness</li> <li>• Do business as usual</li> <li>• Account for your people</li> </ul>
<p><b>Lockdown</b> “Locks, Lights, Out of Sight”</p>	<p><b>Students / Campers / Visitors</b></p> <ul style="list-style-type: none"> <li>• Lock your door or barricade yourself inside</li> <li>• Move out of sight</li> <li>• Maintain silence</li> <li>• Prepare to evade or defend</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Lock your door or barricade yourself inside</li> <li>• Lights out</li> <li>• Move out of sight</li> <li>• Maintain silence</li> <li>• Prepare to evade or defend</li> <li>• Do not open the door</li> <li>• Account for your people</li> </ul>
<p><b>Evacuate</b> “To (location)”</p>	<p><b>Students / Campers / Visitors</b></p> <ul style="list-style-type: none"> <li>• Take your phone</li> <li>• Leave your other stuff behind</li> <li>• Be prepared for additional instructions</li> <li>• Move to the specified location</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Lock exterior doors</li> <li>• Recover students, campers, and staff from outside building</li> <li>• Increase situational awareness</li> <li>• Do business as usual</li> <li>• Account for your people</li> </ul>
<p><b>Shelter</b> “(for a certain hazard)”</p>	<p><b>Students / Campers / Visitors</b></p> <ul style="list-style-type: none"> <li>• Move indoors and avoid windows</li> <li>• Prepare for the specific hazard</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Move your people inside</li> <li>• Prepare for the specific hazard</li> <li>• Await further instructions or “all-clear”</li> <li>• Account for your people</li> </ul>

- Emergency Line ..... 518.494.1444 (ext. 1444)**
- Non-Emergency Security ..... 518.494.6200 (ext. 6200)**
- Non-Emergency Health Center ..... 518.494.1600 (ext. 1600)**
- Police/Fire/EMS ..... 911**
- BI Entrance ..... 4230 Glendale Road, Pottersville NY 12860**
- Ranch Entrance: ..... 8192 US Route 9, Pottersville NY 12860**

## J. Medical Emergency

1. Note: Minor injuries and illnesses should be handled by contacting Telemedicine.
2. Examples of medical emergencies:
  - a. Unconscious or unresponsive person
  - b. Trouble breathing or not breathing
  - c. Chest or abdominal pain or pressure
  - d. Bleeding severely or passing blood
  - e. Seizures, severe headaches, or slurred speech
  - f. Possibly poisoned
  - g. Injury to head, neck, or back
  - h. Possible broken bone
3. Call Word of Life Emergency Line at 518.494.1444
4. Remain with the victim until help arrives.
5. Render basic first aid, if trained.
  - a. Massive Hemorrhage – stop obvious major blood loss
  - b. Airway – open airway
  - c. Respiration – give rescue breathing
  - d. Circulation – give CPR
  - e. Hypothermia – keep them warm

## K. Fire

1. Rescue – get yourself and others to safety, then report to the staging area
2. Alarm – sound the fire alarm, shout to alert others, call Word of Life Emergency Line at 518.494.1444
3. Contain – close, but do not lock, doors and windows
4. Extinguish – if the fire is small and you have been trained, use a fire extinguisher to fight it

<b>Evacuation Staging Areas/Emergency Assembly Areas</b>		
	<b>Outdoor</b>	<b>Indoor</b>
<b>Primary</b>	BI Soccer Field	Bollback Student Life Center
<b>Secondary</b>	Ranch Soccer Field	Wyrzten Center

It is important to always exit a building immediately when you hear a fire alarm, whether or not you see a fire, and not return to the building until directed to do so by responding staff, even if the alarm has stopped sounding. All students should become familiar with the emergency exits in their dorms and other buildings on campus. Please keep all exits free from obstructions.

## L. Active Shooter/ Critical Security Incident

1. An “active shooter” means that an individual is in the process of killing others. A “critical security incident” may include a suspicious person, violence, bomb threat, trespassing, threatening behavior, dangerous animal, or similar danger.
2. Call 518.494.1444
3. **Avoid** – move away from the threat as quickly as possible
4. **Deny** – keep distance and barriers between yourself and the threat
5. **Defend** – if you are attacked and cannot avoid or deny, do everything you can to fight back and stop the attack

## **M. Missing Person**

Call 518.494.1444 and provide the name and information about the missing person.

## **N. Maintenance Emergency**

A maintenance issue is considered a maintenance emergency if the issue is likely to result in one of the following:

1. Serious personal injury or health issues
2. Major impact on a ministry
3. Major environmental impact
4. Additional facility or equipment damage

If these concerns are evident, please call 518.494.1461 or 518.494.1444 if there is no answer.

## **O. Severe Weather**

Examples of severe weather include the following: thunderstorm, tornado, or other natural or man-made environmental hazard. If one of these weather-related emergencies occur:

1. Get inside and stay there for 30 minutes unless you receive other instructions
2. Call 518.494.1444 to report the severe weather
3. Stay indoors until an "all clear" message is given

## **P. Off-Campus Emergency**

Examples of off-campus emergencies may include: vehicle accident, assault, missing person, or another incident requiring assistance. If one of these weather-related emergencies occur:

1. Call 911 if this is a crime or life-threatening emergency.
2. Call 518.494.1444.
3. Don't leave someone alone.

## **Q. Alcohol, Drugs, and Tobacco**

Word of Life policy prohibits the possession or use of alcohol, drugs, tobacco, or other illicit substances on any property or off-property sponsored event. This includes marijuana, smokeless tobacco, nicotine and non-nicotine vaping, and applies to all staff, students, volunteers, campers, guests, and visitors. Visitors may be asked to leave and staff, students, volunteers, or campers will be dismissed. If the possession or usage is in violation of the law, the police will be notified. Those struggling with addiction to these harmful substances are encouraged to seek the help of a Resident Director, Unit Leader, or Dean.

## **R. Firearms and Weapons**

Word of Life policy prohibits the possession or use of firearms, fireworks, or weapons on Word of Life property. This applies to staff, volunteers, students, campers, guests, visitors, and vendors. This also applies to individuals with permits to carry concealed weapons. Criminal possession will be reported to law enforcement authorities. Below is a list of prohibited items:

1. Firearms (pistols, revolvers, shotguns, rifles, muzzleloaders, BB/pellet guns, paintball guns, starter pistols)
2. Bows or throwing weapons (crossbows, bows, arrows, dart guns, wrist braced slingshots)
3. Batons (clubs, nightsticks, billy sticks)
4. Knives (longer than 4 inches, switchblades, butterfly knives, gravity knives, daggers, swords)
5. Stun Guns (tasers, electric dart guns)
6. Fighting weapons (metal knuckles, chuka sticks, sandclubs)
7. Bombs (improvised explosives, grenades, Molotov cocktails)
8. Fireworks (pyrotechnics)
9. Homemade weapons (potato guns, chemical based weapons)
10. Ammunition
11. Replica, antique, training, or toy versions of any of the above

## **S. Student Sexual Discrimination or Sexual Violence**

1. If an individual believes they have been denied admission, employment, or participation in a BI program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately.
2. If any student, staff member, or other member of the BI community is a victim of, or is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately. The Title IX Coordinator will conduct an investigation to determine if sexual discrimination or sexual violence occurred. See the Title IX policy for more information.

## **T. Sexual Misconduct**

1. Word of Life believes that all sexual acts outside of a biblically defined marriage between one man and one woman are sinful.
2. Word of Life also takes seriously our responsibility to care for those attending our camps, BI, or are serving as staff or volunteers. Staff are not permitted to be alone with someone below the age of 18. Staff and students are also prohibited from being alone in vehicles with people of the opposite gender if one of them is married. Students and campers are not permitted to have physical contact with the opposite gender, and dating or courting must include a third party.
3. Instances of dating violence, domestic violence, sexual assault, sexual harassment, or stalking should be reported to Security Coordinator, Title 9 Coordinator or a Dean immediately. Any criminal acts will be referred to law enforcement.

## **U. Registered Sex Offenders**

1. Background checks are performed on all staff, students, volunteers, and many of our vendors. We follow up on any records of criminal activity. Those who have been convicted for child abuse may not be employed at Word of Life and may not work with or near children at any Word of Life property or activity.
2. You may obtain a listing of registered convicted sex offenders living in our area by visiting the NY State Division of Criminal Justice website at [www.criminaljustice.ny.gov/nsor](http://www.criminaljustice.ny.gov/nsor). The zip code for Pottersville is 12860, and the zip code for Schroon Lake is 12870. Additionally, the site [users.nyalert.gov](http://users.nyalert.gov) will allow you to enroll to receive alerts when sex offenders relocate into our area. The Security Department includes nearby registered sex offenders in our security watch list.

## **V. Training**

The Security Department conducts security and emergency training throughout the year. While the training is tailored for certain audiences, it includes emergency procedures, crime prevention and crime reporting.

1. Beginning of fall semester students, RDs, RAs, and Bible Institute staff
2. Beginning of summer camp – counselors, camp crew, students, camp staff, volunteers
3. Spring and summer missions trips – Missions Reality and Student Fusion trip leaders and participants
4. Winter – Cross Cultural Interns (CCI) before departing for two-year international deployments
5. Fire evacuation drills – twice each year at the BI and once each summer
6. Occasionally we partner with local first responders to train in active shooter or mass casualty scenarios.

## **W. Missing Person Notification**

Students are allowed to specify who Word of Life should contact in the event they are reported missing. This may be the same person or persons as their emergency contact or different persons. Word of Life Emergency Procedures prescribes contact attempts to the missing person, property searches, and notification to their “missing person contacts.”