

# Lexington Theological Seminary 2014 Annual Security Report

In Compliance with Clery Act 34 CFR 668.46(b)

## Introduction

Lexington Theological Seminary is required by federal and state law to provide certain information to the public about campus safety and security policies and on-campus crime. On June 28, 2013 the Seminary's campus at 631 South Limestone Street, Lexington, Kentucky was sold to the University of Kentucky. At that time, all control of student housing facilities was transferred from the LTS Housing Corporation to the University of Kentucky and student housing was removed from the Seminary's Clery geography. As of this writing, Lexington Theological Seminary controls no student housing facilities. The new campus is located at:

*230 Lexington Green Circle, Suite 300  
Lexington, KY 450503 – 3337*

The Chief Financial Officer is the designated Campus Security Authority (CSA) responsible for campus safety and security procedures and reporting including timely warning reports and annual statistical disclosure of criminal offenses. Students and employees should report emergencies and/or criminal offenses to the CSA as soon as possible after the incident occurs. Contact information is:

*Karen Wagers, Chief Financial Officer  
Lexington Theological Seminary  
230 Lexington Green Circle, Suite 300  
Lexington, Kentucky 40503  
(859) 280-1236  
[kwagers@lextheo.edu](mailto:kwagers@lextheo.edu)*

In the absence of the CSA, (Chief Financial Officer,) students and employees should report emergencies and/or criminal offenses to the Vice President for Academic Affairs & Dean. Contact information is:

*Richard D. Weis, Vice President for Academic Affairs and Dean  
Professor of Hebrew Bible Lexington Theological Seminary  
230 Lexington Green Circle, Suite 300  
Lexington, Kentucky 40503  
(859) 280-1256  
[rweis@lextheo.edu](mailto:rweis@lextheo.edu)*

## **Campus Security Policies and Procedures**

Policies and procedures involving campus security are included in the Seminary's on-line **Student Handbook** which is available to the public as well as the campus community on the Seminary website at <http://www.lextheo.edu/student-handbook/>

Students who engage in inappropriate conduct of any nature will face action up to and including criminal prosecution and expulsion from the Seminary. Students may be dismissed at any time at the will of the faculty. Disciplinary actions for less extreme violations of the code of conduct are described as follows: The Office of the Dean receives and reviews all complaints and concerns about a student's conduct. No anonymous charges will be given consideration. If the Office of the Dean finds that a student's behavior is harmful to others, creates an impediment to the teaching mission of the Seminary or violates Seminary policy and/or procedures, the Dean will discuss the behavior with the student. If the conduct is considered to be of a serious nature, the Office of the Dean has the option to: Suspend the student immediately for a period of time deemed appropriate for the misconduct; Impose non-academic probation for a specified time period not to exceed one year; If after the suspension/probationary period, it is found that the student has not corrected the behavior that resulted in the disciplinary action, the Dean may permanently suspend the student from his or her academic program.

A more detailed discussion of Seminary policy regarding student conduct is available in the online Student Handbook at <http://www.lextheo.edu/3-0-community-life/> which is available at any time to members of the public as well as the campus community. This section of the handbook also includes the Seminary's policies and procedures regarding the possession, use and sale of alcoholic beverages, drugs and firearms, discrimination and harassment and other policies important to the campus community and student conduct.

### **Reporting of Criminal Actions or Other Emergencies**

A crime is "reported" when it is brought to the attention of the Campus Security Authority (or the Vice President for Academic Affairs & Dean if the CSA is unavailable) and/or local law enforcement. The crime might be reported by a victim, witness or third party or even by the offender. Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) are strongly urged to timely report that crime to the police and to contact the Campus Security Authority to discuss options for safe and positive intervention on behalf of the victim.

Short procedures for reporting a crime or emergency as well as emergency procedures for the campus shall be mailed to students as part of their preparation packages for every on-campus intensive. These procedures shall be provided to new employees upon hiring and circulated to staff members on an annual basis.

- All members of the campus community are instructed to dial 911 in cases of imminent danger, e.g. crime in progress, fire, accident, health emergency, etc. as soon as possible. After the emergency has been addressed, the initiating person should report the incident to the Campus Security Authority (CSA). All on-campus events of a criminal or emergency

nature must be reported to the designated CSA who will prepare a crime incident report and/or will activate the timely warning or emergency notification system, if appropriate. Events occurring after business hours should be reported on the next business day.

- For non-emergency situations, any person who is a victim or witness or who has knowledge of any criminal activity or dangerous situation on campus should report it immediately to the Campus Security Authority (CSA).

Persons reporting a crime will be asked to provide information including a description of the incident, the date and time the incident occurred, to whom it was reported (other than the CSA,) and whether it was perceived to be motivated by hate or bias. If the Campus Security Authority believes that the information received was provided in good faith, the CSA will complete a Crime Incident Report. “In good Faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. The incident report will be retained for appropriate follow-up and annual reporting.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires educational institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The revised regulations add crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The FBI’s Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions. All statistics will continue to be reported by Clery geographic area and category of bias. In response to these changes, the Lexington Theological Seminary Crime Incident Report Form procedures have been amended to reflect the revised regulations.

### **Timely Warnings & Emergency Notifications to the Campus Community**

Because Lexington Theological Seminary’s primary focus is distance education, there are limited numbers of students and faculty regularly “on campus”. Disseminating emergency information to persons outside the Seminary’s Clery geography will be considered on a case-by-case basis. The CSA will consult with the proper authorities to determine who, if anyone, off-campus and/or among the larger community should be notified.

**Emergency Notification** is initiated in response to any significant emergency or dangerous situation that is currently occurring on or imminently threatening the campus such as civil disturbance, criminal activity, acts of God, gas leaks, tornadoes, contagious viruses, fire etc.

If a significant emergency or dangerous situation is suspected, the Campus Security Authority will confirm that a significant threat exists by whatever means is appropriate for the situation. In the absence of the CSA, the Vice President for Academic Affairs and Dean will be responsible

for carrying out emergency procedures. Further, it is required that all members of the Administration be familiar with all safety and security procedures and assist as appropriate.

Lexington Theological Seminary participates in the Lexington Emergency Alerts and Notifications (LEAN) program, operated by the urban-county government, which alerts by phone about emergency events in the seminary area, including but not limited to weather, hazardous material and criminal events. Voice notifications are sent to campus designated phones, including the Campus Security Authority from telephone number (859) 425-2032 (<http://www.lexingtonky.gov/lean>)

In the case of criminal activity, Lexington police (and Lexington Green office building management, if appropriate) will be consulted. In the case of a health emergency the Lexington Department of Health will be consulted. In the case of natural disasters, information will be obtained from the most reliable source immediately available, including but not limited to municipal sources, utilities personnel, police and fire personnel, local radio and television stations and the Lexington Green office building management.

Upon confirmation of the situation/emergency, the following actions will be initiated by the Campus Security Authority: The security authority will notify all administrative officers on campus; will determine which physical areas of the campus and/or campus community members are affected by the situation and will develop specific instructions (according to existing health and safety policies) to advise of the nature of the emergency situation and its immediacy and to ensure the immediate safety of the persons involved, e.g. an order to evacuate, orders to seek shelter and where, orders recommended by the health department according to the threat, request for fire, safety and/or health assistance, etc.

All members of the campus community will be notified as to the nature of the emergency or threat and the actions to be taken. Broadcast e-mail messages, local television and radio announcements, door-to-door notification and/or telephone calls might be employed, depending on the nature of the situation, persons to be notified and urgency for response. When and if the emergency situation is cleared, a notification will be sent advising of same.

Lexington Theological Seminary will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

**Timely Warning** focuses more narrowly on Clery crimes committed within the Seminary's Clery geography. In this case, the crime has already occurred but, in the opinion of the CSA, represents an ongoing threat to students and employees. The intent of a timely warning is to enable members of the campus community to protect themselves. The warning will include information about the crime which triggered the warning, the time, date and location of the occurrence and steps which should be taken to ensure individual safety. The CSA will always provide this information by broadcast e-mail alert to the campus community as soon as it is available and deemed appropriate for broadcast. Additionally, any combination of dissemination

methods including posters and telephone messages may be used to provide additional information and follow-up.

**Annual Test of The Emergency Notification and Timely Warning Procedures:** An Annual test of the emergency notification and timely warning procedures will be conducted, unannounced or announced, during each calendar year.

The Campus Security Authority will initiate each test and state the nature of the (test) emergency as well as performance goals. Notifications will be made as described above, according to the declared emergency. Results and recommended improvements will be reported by the CSA for Administration approval. Details of the test including time, date, actions taken, and response/findings will be recorded. This will be placed on the Seminary's website with a link to relevant security and safety policies and procedures. Changes or improvements to the procedures ascertained as a result of the test will be placed into effect as soon as possible.

**Evacuations** The Campus Security Authority is responsible for initiating this process. In the absence of the designated CSA, the Vice President for Academic Affairs & Dean will serve as acting CSA. Because Lexington Theological Seminary facilities are located in the office building at 230 Lexington Green Circle, the emergency evacuation procedures contained in the Emergency Building Information Handbook issued by Lexington Green Partners, LLC will be followed. This handbook is presently being incorporated into staff, faculty and student handbooks and is provided here as Attachment 1.

**Missing Student Notification Procedures** Since the Seminary no longer provides student housing and distance education students visit campus only during periodic intensive sessions, the Seminary no longer has the opportunity nor the ability to provide missing student security procedures.

## **Campus Sexual Assault Reporting and Prevention**

The Seminary's Policy on sexual discrimination, harassment and sexual misconduct is provided as Appendix C of the Seminary Handbook which is located on the Seminary website at: <http://www.lextheo.edu/appendix-c-policy-statement-on-sexual-harassment-discrimination/> Lexington Theological Seminary will not tolerate sexual harassment, discrimination or sexual misconduct in any form by any member of the campus community.

The victim of a sex-based offense (including sexual assault, dating violence, domestic violence or stalking) should promptly report the incident to the Campus Security Authority who will prepare a Crime Incident Report.

The Seminary encourages victims to also file a police report in all cases involving potential criminal conduct; however, victims may choose to first report the incident to the Campus Security Authority who will assist with reporting sexual misconduct/assault and in obtaining medical support and information regarding available legal resources as well as counseling and support services.

If the offense was committed by a member of the campus community, the victim may also choose to make a formal or informal complaint to the Appeals/Grievance Committee. In such cases, see Appendix B: Grievance Procedures, <http://www.lextheo.edu/appendix-b-grievance-procedures/> for steps to follow and disciplinary actions which may be taken.

**Victim's Academic Situation** Lexington Theological Seminary will provide alternatives for a victim's academic situation (such as changing class assignments so that a victim need not attend class in the same classroom with the accused) after an alleged sex offense, if requested by the victim and if alternatives are reasonably available.

**National Sexual Assault Hotline** Additional information on sexual assault and free confidential counseling may be obtained by contacting the toll free, 24-hour National Sexual Assault Hotline, operated by RAINN (Rape, Abuse & Incest National Network) at 1-800-656-HOPE or the RAINN website: [www.rainn.org](http://www.rainn.org).

**Medical Care/Emergency Room Examination** An individual who has been the victim of a sex-based offense is urged to seek medical evaluation as soon as possible, ideally within 72 hours of the incident. Any person who has been the victim of a sex-based offense may go directly to the emergency room of any local hospital for medical attention. For life-threatening conditions, call 911, or 9, then 911 from a campus phone.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police unit by health care officials. However, victims are not required to criminally prosecute the case or file a police report, unless the sexual assault survivor is a minor.

**Medical-Legal Evidence Collection** A person who has been the victim of sex-based offenses (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. If the sex-based offense occurred within 72 hours, a confidential exam can still be administered at local hospitals. However, the sooner sex-based offenses are reported, the more likely evidence will remain. To help preserve evidence, the victim is encouraged to try to avoid:

- bathing or douching;
- washing hands or face;
- urinating;
- drinking any liquids;
- if oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth;
- if clothes are changed, soiled clothes should be placed in a paper bag (plastic can destroy crucial evidence).

Questions about evidence collection can be directed to the local Rape Crisis Center (see Section IV.)

**Protection Orders** A protection order is a legal order issued by a court, which requires one person to stop harming, harassing, threatening, abusing, and/or stalking another person. A court

looks at the facts and circumstances of the case to determine what actions the alleged individual may not engage in. Emergency protective orders (EPO) and domestic violence orders (DVO) provide protection from harm by a family member or someone in a domestic relationship. In Kentucky, a Domestic Violence Order (DVO) is filed at the Circuit or District Courthouse in the county where the victim lives. If the victim has fled the county of residence to escape the abuser, the victim may go to the Courthouse in the county to which the victim has fled. The court information for Fayette County, Kentucky is:

Fayette County Circuit Clerk  
 120 N. Limestone  
 Room 103  
 Lexington, KY 40507-1152  
 Phone: (859) 246-2141

**Consent in Sexual Assault** While Kentucky law does not define consent for sexual conduct, Kentucky law indicates the following constitute lack of consent\* (KRS 510.020):

- (a) Forcible compulsion
- (b) Incapacity to consent; or
- (c) If the offense charged is sexual abuse, any circumstance in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

A person is deemed incapable of consent when he or she is:

- (a) Less than sixteen (16) years old
- (b) An individual with intellectual disability or an individual that suffers from a mental illness;
- (c) Mentally incapacitated;
- (d) Physically helpless; or
- (e) Under the care or custody of the state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency. Note: The provisions of subsection (3)(e) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between parties.

*\*This is a non-exhaustive list and is not intended to provide legal advice. Persons should consult with law enforcement and prosecutors for advice.*

**Advising Crime Victims** Any person suffering a crime on campus will be referred to appropriate counseling resources by either the Campus Security Authority or the Vice President for Academic Affairs and Dean, as appropriate.

**Pastoral Support and Referrals:** The Seminary will offer pastoral support to any member of the campus community who is a victim of a sex offense. The Dean will arrange for said support. Pastoral support persons shall be members of the clergy and others who receive confidences in their capacity as spiritual advisors, counselors or other positions. Referral information for crisis intervention, general counseling or medical attention will also be provided as determined by the Dean and pastoral support person.

**Confidentiality:** Lexington Theological Seminary will preserve student confidentiality to the extent possible and allowed by law. The Seminary will exercise sensitivity with respect to the privacy concerns of the reporting person; however, these concerns must be balanced against the Seminary's legal obligations as well as its need to protect the campus community and to insure that appropriate disciplinary processes are implemented. Notification to a parent or guardian of a victim of an incident of sexual misconduct or sexual assault will be made, if necessary, in accord with the requirements of applicable privacy and reporting laws, including but not limited to the Family Educational Rights Privacy act.

The crime statistics included in the Seminary's annual state and federal compliance reports and the daily crime log do not include any information that would identify the victim or the person accused of committing a crime. Crime incident reports are retained by the Campus Security Authority in secure storage. All Appeals/Grievance Committee documentation relating to offenses reported to the Committee is retained by the Committee Chair in secure storage.

**Educational Programs to Promote Awareness** The Seminary is committed to educate students and the campus community on how to identify early warning signs of violence and understand the appropriate responses. In this regard, a combination of on-line and print resources is used to inform new students and employees about crime and violence prevention and educate the campus community about sexual violence prevention, self-protection and safety.

Materials are provided to the campus community in several situations: included in preparation material for periodic student intensives, as annual mailings, as periodic notifications in response to active safety and security issues.

The Campus Security Authority is responsible for the design, update and selection of educational materials relating to crime, campus security and violence prevention.

**Registered Sex Offenders** Information on registered sex offenders living and working in the areas near Lexington Theological Seminary's campus may be obtained through the following state law enforcement website: <http://kspso.state.ky.us/> Lexington Theological Seminary is not responsible for the accuracy of data which appears on the state website. Students are encouraged to visit their home state's law enforcement website to locate information on sex offenders residing in their area.

## **Safety of and Access to Campus Facilities**

The Campus Security Authority functions as liaison with building management and assists in all safety and security procedures initiated by management on Seminary controlled areas.

**Fire Safety:** Lexington Green Building Management will conduct an annual fire safety inspection of the building including Seminary campus areas.

**Building Access:** Lexington Green Office Building 1 is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 3:00 p.m. on Saturday. Access may be obtained after

hours and on holidays via security access cards provided by the Campus Security Authority for Lexington Theological Seminary. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed”.

**Access to Campus Facilities:** Offices and classrooms located on the 3<sup>rd</sup> and 5<sup>th</sup> floors of Building I are open to campus community members and visitors during normal business hours. Faculty and employees are provided with keys to individual offices and are encouraged to lock doors when offices are not occupied. After hours campus facilities are locked and can be accessed by touch pad codes provided to community members by the Campus Security Authority on an as-needed basis.

**Security Guard:** The Mall at Lexington Green provides a roving security guard Monday through Sunday from 5:00 p.m. – 1:00 a.m. During summer months, the security guard drives a golf cart to monitor all of the properties. During winter months a marked vehicle is used. The security guard can be reached during the hours listed above at 859/983-3809 for any safety concerns.

## **Campus Law Enforcement**

No member of the campus community has law enforcement authority. All incidents of a criminal or emergency nature are referred to the appropriate civil or law enforcement authority.

**Relationship with Law Enforcement** The Seminary enjoys an excellent working relationship with the Lexington-Fayette County Police Department and the Kentucky State Police as well as state, federal and local agencies dedicated to the safety and security of the community.

**Monitoring of Student Criminal Activity Off-campus** Lexington Theological Seminary does not officially recognize any off-campus organizations or off-campus housing facilities and does not participate in the monitoring or recording through local police agencies of the criminal activity of students when they are off-campus. On-campus violations of the law are referred to law enforcement agencies and, when appropriate, to the Vice President for Academic Affairs and Dean.

## **Annual Campus Safety and Security Reporting**

**Annual Security Report** This report, which embodies all Clery/Minger crime statistics for the prior 3 years as well as safety and security policies and procedures, is posted on the Lexington Theological Seminary public website annually. A notice of availability of the report, including a link to the online document, is e-mailed to all current and prospective employees and students for their information.

Throughout the year, a file is maintained by the Campus Security Authority on all incidents of crime which occur on the LTS campus. The file includes:

- A crime log. Information contained in the log is gathered from the incident forms described below. The current year's crime log is available for public review at all times. Copies of the crime log for the prior two years will be made available to the public within two business days of request.
- Crime Incident Report Form(s) – one completed form for each reportable incident which has occurred on campus during the calendar year. The Campus Security Authority completes this form.

**Police Crime Analysis Report:** Prior to August 1 of any report year, the Seminary's Campus Security Authority prepares a letter to the Lexington-Fayette Urban County Division of Police, requesting data for the preceding calendar year as follows: Calls for Service, Reported Crimes, and Arrests for the Lexington Theological Seminary Campus, Clery Geography defined common areas and public areas (if any). The request may be submitted by fax. This report provides back-up information to the crime log, along with additional information about the areas surrounding campus, which is required for the compliance reports. The report is reviewed and incidents which must be reported are noted. Electronic copies of the report are retained for a minimum of four years.

**Minger Report:** On or about mid-August, the Seminary President will receive a letter from General Counsel for the Kentucky Council on Postsecondary Education, informing the President that the Michael Minger Act Report for the prior year is to be filed by the end of the month. The report is filed on-line by the Campus Security Authority. There are six sections; the three narrative sections are updated only for changes from the prior year. The three tables are used to report (1) Crimes; (2) Criminal Attempts; and (3) Incidents if not included in 1 or 2 but included on Crime Log. Current procedural requirements, definitions and filing and recordkeeping instructions are provided by the Kentucky Council on Postsecondary Education at <http://minger.ky.gov/definitions.asp>

**Clery Report:** On or about mid-July the Seminary President will receive a letter from the Director of the Policy and Budget Department of the United States Department of Education, Office of Postsecondary Education. This letter will notify of any upcoming changes to the *Clery* reporting requirements and will include web addresses to be used to access the Clery Act Handbook for Crime Reporting and the report filing website.

The *Handbook for Crime Reporting*, <http://www2.ed.gov/admins/lead/safety/handbook.pdf> contains instructions and definitions which should be followed for completing the Clery Act information. Data for completion of the crime statistics section is drawn from review of the Crime Log and the Police Crime Analysis Report mentioned above as well as any reportable disciplinary actions. (Data for the prior two years appear automatically on the report.) The Disclosure of Policy Statements section reflects the latest version of approved and published Seminary policies which refer to the topics cited. This report is prepared by the Campus Security Authority.

**Annual Crime Statistics:** A summary of crime statistics for Lexington Theological Seminary for the period 2011-2013 is provided in Attachment 2 of this report.

## **Policy Regarding Possession, Use and Sale of Alcoholic and Illegal Drugs**

All Seminary members are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on Seminary property, on Seminary business, or at Seminary-sponsored activities.

All Seminary employees, as a condition of employment, and all students must notify the appropriate Seminary official of any criminal drug statute conviction for a violation occurring on Seminary property, during Seminary business, or at any Seminary-sponsored activity, no later than five days after such conviction. Although not required, it would be helpful to notify the appropriate Seminary official of charges made.

Students and employees are required to abide by the laws of the state in which they reside concerning alcoholic beverages and tobacco use, and when in Kentucky by Kentucky state laws.

Public intoxication and being publicly under the influence on campus are prohibited and unlawful by the Ordinances of our County. Seminary policy prohibits being intoxicated or under the influence in public areas of campus.

For more information on policy and sanctions associated with illegal drugs and alcohol see the Student Handbook, Appendix E, <http://www.lextheo.edu/appendix-e-illicit-drugs-alcohol-tobacco-and-firearms-policy/>

The Seminary offers no formalized drug or alcohol-abuse education programs because of the difficulties inherent in offering such programs within a distance education environment. It is the Seminary's policy to address the needs of the campus community on an individual, case-by-case basis.

For training, professional resources, and appropriate referral, students and faculty members are encouraged to contact the Vice President for Academic Affairs and Dean; staff is encouraged to contact the Chief Financial Officer.

Various resources and reference materials which may be helpful to members of the campus community are provided on Attachment 3 of this report.

**ATTACHMENT 1**

**LEXINGTON GREEN  
OFFICE BUILDINGS I AND II**

**EMERGENCY BUILDING INFORMATION**

**BUILDING MANAGEMENT:**

**LEXINGTON GREEN PARTNERS, LLC  
859/271-1436, OFFICE  
859/312-8168, BUILDING ENGINEER  
859/621-9661, PROPERTY MANAGER**

## EMERGENCY OVERVIEW:

Even if we are not in a disaster prone area, there are potential events or disasters that could affect us at Lexington Green.

The Emergency Building Information is not meant to provide every scenario of an emergency situation; however, it is a guide to use in the event of an emergency and a tool for each employer to use to train employees in some “what if” situations. Trying to remain calm and reassuring others is important in all emergency situations. Hopefully, we will not be faced with a need for most of this information and yet we wish to provide you with some safety procedures.

Following are some actions your company *may* wish to take to avert major problems should an emergency situation affect us:

- Keep a phone list of key employees and customers with you and other key staff members.
- Be sure several key employees have necessary company keys and access numbers.
- If you have a voice mail system, designate one remote number on which you can record a message to all employees.
- Get programmable call forwarding for your main business line(s). If you cannot get to the office, you can reprogram the phones to ring elsewhere.
- Back up computer data frequently; keep back up off-site.
- Use UL listed surge protectors and battery back up systems.
- Purchase a NOAA Weather Radio with a tone alert feature.
- Stock minimum supply of goods, materials and equipment you would need for business continuity.
- Keep emergency supplies available for employees including flashlights with extra batteries, first aid kit, tools, nonperishable food and bottled water.

## BOMB SCARE:

- Ask caller if you can transfer him/her to supervisor; however, if caller refuses to be transferred to another party, employee should obtain appropriate information.
- Caller should be kept on line as long as possible. Ask him/her to repeat the message.
- Employee should immediately request nearest person by note or signal, so that another employee is made aware of situation.
- Employee should try to obtain exact location of bomb, time of detonation and description of the bomb.
- Employee should try to remember distinguishing characteristics of the caller and should take notes on time call received, if caller sounds old or young, tone of voice, etc. If possible, have a second person listen in on the call. Pay attention to peculiar background noises, such as motors running, sirens, background music and any other noises which may provide clues.
- Immediately after the caller hangs up, call the police at 911 and then call building management. Building management will make notification to the other tenants in the building. If building maintenance is on duty, they will assist in search of the public areas, including restrooms and lobbies.
- All employees in the suite should be notified immediately and should make a quick search of their immediate area before evacuation.
- Bombs and explosives have not standard appearance. Be alert of cans, boxes, suitcases, sections of pipe or other items which seem out of place. Never touch, move, or in any way disturb unidentified or suspicious objects.
- If suspicious object is found, open all doors in the area to minimize structural damage in the event of an explosion.

## CRIME:

Tenants noticing activity that is suspicious should report it to the police and also alert building management. Employees with window offices have reported suspicious activity seen from office windows.

In an effort to decrease the possibility of automobile crimes, note the following suggestions/information:

- Lock your vehicle.
- Do not leave vehicle running with engine on while you enter the building.

- Do not leave CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk.
- The upper deck of the parking garage has ample parking and can be seen from office building windows.
- Parking garage lights are lit 24 hours a day so that we have ample lighting underneath the parking garage at all times.
- Lexington Green has an extremely low crime rate.

See additional information under SECURITY.

## EARTHQUAKE:

When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute. It is possible to feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion, followed by another shock. This phenomenon is merely the arrival of different seismic waves from the same earthquake. Aftershocks may occur; these are separate quakes which follow the main shock. They may occur minutes, hours or even days afterwards. They can cause damage or collapse structures already weakened by the main earthquake.

### Procedures and guidelines:

- Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor.
- Seek safety where you are at the time of the incident. Then, if evacuation is necessary, leave calmly. Power for elevators may fail. Stairways may be broken or jammed with people.
- Do not use the telephone except to call for help or to report serious emergencies. Listen to radio for information.
- Seek medical help for those in need and check for fires and put out if you can.
- The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects.

- Shut off electricity if any change of damage to wiring. Do not touch power lines, electric wiring or objects in contact with them.
- Be certain sewer lines not broken before resuming use of toilets. Building maintenance may need to shut off water main if breakage occurred.
- If outdoors, get into an open area away from the building, parking garage and power lines.

#### ELEVATOR ENTRAPMENT:

ThyssenKrupp Elevator Company is called automatically from the elevator telephones. They will respond immediately.

Additionally, elevator problems may be reported to building management.

#### FIRE:

In case of fire:

- Activate fire pull alarm located on the wall at each stairwell exit door. Call fire department.
- Leave. Evacuate immediately if fire is in open area. Close doors behind you as you leave to help contain spread of smoke and flames.
- Confine fire. If possible, close the door, cover fire with a lid, move any material that might burn and do everything possible to contain the fire.
- Extinguish. Use fire extinguishers in suite or ones located at stairwell doors.

The above sequence of events may be done by several people at once and good judgment should prevail for maximum safety.

When a fire alarm is sounded, it may not be necessary to evacuate the entire building. Moving occupants off the emergency floor, one floor above and one floor below, may be the first consideration unless circumstances dictate otherwise.

Activation of the fire alarm:

- Will automatically notify the fire department.

- Will alert occupants on the floor where the alarm was pulled in addition to one floor above and one floor below with a fire alarm signal (a slow whoop ten seconds) and a taped message to evacuate only those three floors.

To exit the building:

- Exit through the nearest stairway.
- If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.
- Each handicapped person shall be assigned a buddy/buddies that will assist in escorting the disable person to the nearest stairway and down the stairs.
- Never use the elevators in any fire emergency.

LOSS OF POWER:

Kentucky Utilities restores power in level of importance. Hospitals, fire and police stations are restored first.

During office hours:

Call building management to advise of situation and to find out if power loss is throughout the building or isolated to a particular suite or floor. Building management will contact Kentucky Utilities.

After office hours:

If the Lexington area is experiencing loss of power due to inclement weather, you may call building management to find out if Lexington Green is affected.

The buildings emergency generators allows the building to have power supplied to emergency exit lighting, the fire sprinkler system and the main entry door lock system. Building management performs routine checks on this backup system to assure its availability when needed in this type situation.

Guidelines:

- Have radio and flashlights (with working batteries) readily available. Suggest that each employee keep same in office desk drawer.
- If necessary to exit the building, follow the lighted exit signs to the nearest stairway. **DO NOT USE ELEVATORS.**

- Once outside, stay clear of downed power lines, trees or limbs.

#### MEDICAL EMERGENCY:

Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number, your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions. It may be necessary to contact a family member if patient is unresponsive as family member may be able to provide helpful information.

Have another employee or building management meet emergency personnel at building entrance with elevator locked off to bring to location of patient.

#### SECURITY:

##### Building Access:

Lexington Green Office Building I is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 1:00 p.m. on Saturday. Lexington Green Office Building II is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 3:00 p.m. on Saturday. Access may be obtained after hours and on holidays via security access cards. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed”.

##### Security Guard:

The Mall at Lexington Green provides a roving security guard Monday through Sunday from 5:00 p.m. – 1:00 a.m. During summer months, the security guard drives a golf cart to monitor all of the properties. During winter months a marked vehicle is used. The security guard can be reached at 859/983-3809 for any safety concerns you have during the hours listed above.

## TORNADO/SEVERE WEATHER:

In the event of threatening weather, tenants are encouraged to listen to television and radio. In the event a tornado is sighted or a tornado bulletin is issued for Lexington, building management will notify all occupants in the building.

### Guidelines:

- Close all window blinds/drapes on outside windows.
- Close all doors to outside offices.
- Move to safe area on your floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass.
- Do not attempt to go to the first floor lobby.
- If outdoors, go to low lying area (under parking garage) and remain there until storm passes.

## Attachment 2 - Crime Statistics

Type of Offense	Year	On Campus	Residential Facility	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Forcible Sex Offense	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-Forcible Sex Offense	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Motor Vehicle Theft	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ARRESTS ONLY</b>					
Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Drug Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Drug Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons Law Violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>HATE CRIMES</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

### Attachment 3 - References and Related Materials

#### National Hotlines:

National Suicide Prevention Hotline: 1-800-273-TALK (8255);

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Substance Abuse & Mental Health Services Association: 1-800-662-HELP (4357)

[www.samhsa.gov](http://www.samhsa.gov)

Mental Health Services Locator: <http://mentalhealth.samhsa.gov/databases/>

Rape, Abuse & Incest National Network (RAINN): 1-800-656-HOPE (4673) [www.rainn.ORG](http://www.rainn.ORG)

National Domestic Violence Hotline: 1-800-799-7233 [www.ndvh.org](http://www.ndvh.org)

Department of Justice Office of Violence Against Women: [www.usdoj.gov/ovw/](http://www.usdoj.gov/ovw/)

Narcotics Anonymous (find a registered Narcotics Anonymous group in your area): [www.na.org](http://www.na.org)

Alcoholics Anonymous (find a registered Alcoholics Anonymous group in your area):

[www.aa.org](http://www.aa.org)

#### Kentucky Hotlines:

(Lexington) Bluegrass Rape Crisis Center: 859-253-2511 or 800-656 HOPE (4673)

Lexington Mental Health Crisis Line 1-800-928-8000

Drug and Alcohol Abuse Treatment Referral: 1-800-662- HELP (4356)

**Resources For Drug & Alcohol Addiction – Kentucky:** Blue Grass Intergroup: 859-225-1212; [bluegrassintergroup@hotmail.com](mailto:bluegrassintergroup@hotmail.com)

#### Resources for Victims of Sexual Violence - Kentucky

Access to Justice Foundation: Coordinates statewide pro bono opportunities for volunteer lawyers, provides poverty law training, directs resource development activities, and provides free telephone legal assistance to seniors throughout Kentucky. Seniors should call (800.200.3633)

400 Old Vine Street

Suite 203

Lexington, KY 40507

Phone: (859) 255-9913

Phone: (800) 200-3633 for seniors only

Web: <http://www.ajfky.org/>

Email: E-mail: [ajf@mis.net](mailto:ajf@mis.net)

Kentucky Cabinet for Health and Family Services: Provides information, links and referrals to various statewide resources.

Office of the Secretary

275 East Main Street  
 Frankfort, KY 40621  
 Hotline: CHFS Ombudsman Toll-Free 1-800-372-2973  
 Phone: Abuse Hotline: 1-800-752-6200  
 Phone: Women, Infant and Children (WIC) Program: 1-800-462-6122  
 Web: <http://chfs.ky.gov/>

The Family Violence Prevention Branch of the Kentucky Cabinet for Health and Family Services: <http://chfs.ky.gov/dcbs/dpp/violenceprevention.htm>

Kentucky Domestic Violence Association  
 111 Darby Shire Circle  
 Frankfort, KY 40601  
 Phone: Phone: 502-209-KDVA (5382)  
 Web: <http://www.kdva.org>

Legal Aid Network of Kentucky  
 Hotline: First time callers: 866-452-9243  
 Phone: Toll Free: 800-782-1924  
 Phone: Local: 270-782-1924  
 Web: <http://kyjustice.org/home>  
 The Stalking Resource Center: Stalking Prevention & Protection Information  
<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

### **Resources for Victims of Sexual Violence - National**

Directory of Crime Victim Services Enables crime victims to readily locate national and international assistance services and will help victim service providers make appropriate referrals. The directory allows users to search for victim services by location, type of victimization and type of service needed. Web: <http://ovc.ncjrs.org/findvictimservices>

National Organization for Victim Assistance The National Organization for Victim Assistance (NOVA) provides victim and witness assistance for criminal justice and mental health professionals, advocates, researchers, victims and survivors, and related professionals.

Hotline: 1-800-TRY-NOVA (1-800-879-6682)  
 Phone: (703) 535-NOVA (6682)  
 Web: <http://www.trynova.org/>

### **Resources For Drug & Alcohol Addiction – Kentucky:**

Blue Grass Intergroup: 859-225-1212; [bluegrassintergroup@hotmail.com](mailto:bluegrassintergroup@hotmail.com)