



2022
Messenger College
Annual Security and Fire Safety Report

CONTENTS

Introduction	3
Campus Facilities – Safety, Access & Maintenance... ..	4
Safety Awareness & Crime Prevention Programming	5-7
Campus Resources	
Reporting Procedures.....	7
Notifications and Alerts.....	8-11
Timely Warnings	
Emergency/Immediate Notifications	
Emergency Response & Evacuation	11
Notification of Missing Students	29
Alcohol and Drugs Policy.....	30-32
Weapons and Firearms Policy.....	34
Title IX Sexual Misconduct Policy.....	35-47
Title IX Misconduct Sexual Offenses (pg. 35-37)	
Reporting a Sexual Misconduct Offense (pg. 37-39)	
Procedures of Title IX Cases (pg. 40-45)	
Definitions (pg. 45-49)	
Title IX Training, Prevention, and Awareness (pg. 49)	
Resource Directory	50
Sex Offender Registry (pg. 51)	
Clery Act Reporting Overview.....	52
Crime Statistics Data.....	53-60
Annual Fire Safety Report.....	61-64
Fire Statistics Data	64

INTRODUCTION

Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

The ASR contains information about:

- Campus security and personal safety including topics such as: crime prevention, public safety authority, crime reporting policies, campus facility security and access, law enforcement authority, fire safety, disciplinary procedures, incidence of alcohol and drug use, and the prevention of/response to sexual assault, sexual harassment, domestic or dating violence, and stalking.
- Fire statistics in our residential facilities; and
Crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.

The Student Development Department of Messenger College is directly involved in developing and reviewing the Annual Security and Fire Safety Report. It is the policy of Messenger College that the Director for Student Development or designee shall distribute by electronic mail, to all enrolled students, faculty and staff, the appropriate hyperlink to the Annual Security and Fire Safety Report.

The ASR and Fire Safety Report is updated and made available by October 1 each year at www.messengercollege.edu/consumerinformation and a hard copy is available upon request by calling 817.554.5950, e-mail at info@messengercollege.edu. Copies are stored in the Student Development office. A notice of availability is distributed to current students and employees via College email list serves.

Preparation of the Annual Disclosure of Campus Crime Statistics: To comply with *the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act*, the Director of Student Development, serves as the Campus Security Authority and is responsible for the preparation of the Annual Security Report (consisting of campus security policy disclosures and campus crime statistics for the previous three calendar years) and its submission by October 1 to the U.S. Department of Education.

Messenger College is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. Messenger College works closely with the Euless and Bedford Police Departments.

CAMPUS FACILITIES – SAFETY, ACCESS & MAINTENANCE

Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. Members of faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department. Students can obtain information regarding the facilities, safety procedures, and emergency personnel contact information from the Emergency Action Plan on the Consumer Information page, located at www.messengercollege.edu/consumerinformation

During business hours, the College’s academic and administrative building (excluding residential housing facilities) will be open to students, parents, employees, contractors, guests, and invitees with controlled access at the front door. During non-business hours or periods of extended closing, access to all College facilities is restricted to authorized individuals. Security Cameras are located at the entrance of Messenger College with 24 hours per day surveillance.

The On-Campus Residential Housing facilities entrance is locked 24 hours per day. Security cameras are located at each entrance of the residential housing with 24 hours per day surveillance. It is a violation of Community Life standards to prop open any exterior or interior door(s) or to release the gate code to non-residential housing students.

The Messenger College campus facilities are maintained in a manner to reduce hazardous and unsafe conditions. MC provides 24 hours per day maintenance worker and on-call staff member that responds to and reports any safety and security concerns to the Student Development department. Anyone recognizing unsafe physical conditions or issues should report them to the Student Development Department.

Building/Property	Address	Contact
MC Learning Center	2705 Brown Trail Ste 401 Bedford, TX 76021	Director of Student Development 817.554.5950 ext 103
MC Commons (Residential Housing)	150 S. Main St. Eules, TX 76040	Residence Director 573.338.2069

SAFETY AWARENESS & CRIME PREVENTION PROGRAMMING

Messenger College offers many awareness and prevention programs designed to inform the campus community about safety and security policies and procedures. All members of the campus community are reminded to be responsible for their own safety and security, and that of others.

The Student Development Department office; Conduct & Accountability Findings Committee; Drug & Alcoholic Awareness's Program; Biennial Review Committee; the Office of Housing & Residence Life; and the Community Life Office provide numerous awareness and safety-focused educational programming opportunities for the campus community and in the residential housing facilities throughout each semester. Information is disseminated through events/programs, flyers, displays, videos, as well as articles and advertisement in the College's Populi newsfeed.

Programming topics include, but are not limited to, alcohol and drug awareness and prevention, crime prevention and safety, internet awareness and safety, personal safety, travel safety, and sexual assault awareness and prevention. Examples include, but are not limited to:

Event	Audience	Frequency
Alcohol Awareness Month	Current students and employees	Each April
Title IX Training	Current students and employees	Each year
Drug and Alcohol Abuse Prevention Program	Current students and employees	Each fall & spring, distributed as needed throughout the year
Emergency Notification System	Current students and employees	Each year
Emergency Action Plan	Current residential housing students and staff	Each fall & spring
MC Student Handbook	Current students, employees, and prospective students	Each fall & spring
Personal Safety Tips e-mail	Current students and employees	Each fall & spring
National Substance Abuse Prevention Month programming, emails, and PSAs.	Current students and employees	Each October
National Suicide Prevention Month	Current students and employees	Each September
New Student Orientation	New and current students.	Each fall & spring
Residence Housing programming	Current residential students	Typically monthly
Safety Drills	Current students and employees	Once a semester
Student Congress Activities	Current students	Typically monthly
Welcome Weekend (information sessions)	Current students (residential and commuter)	Each fall
Specialized Workshops on various topics (EX: suicide prevention, drug and alcohol awareness)	Current students	Typically monthly

Campus Resources

Bedford Police Department (Non-Emergency Number)- 817-252-2127

Crime Log – The Student Development Department maintains a crime log, which is available for public inspection during regular business hours at the Office of Student Development or located online under the Consumer Information tab. The most recent 60-day period of the crime log is available upon request at no cost; portions requested of the log older than 60 days will be available within two business days. This log contains information about all crimes reported to the Student Development Office, including the date the crime was reported; the date and time the crime occurred; the nature of the crime; the general location of the crime; and the disposition of the complaint, if known.

Emergency Call Boxes – These red emergency call boxes are located in the elevators of the Administration Building and one placed in the residential housing facilities. The phones may be used to request help or for any other emergency situation.

Emergency Weather Radio – Located in the office of Business Affairs (Learning Center) and the Resident Assistant Office (Commons) to keep the MC Learning Center informed and connected with National Weather Service for natural disastersituations.

Eules Police Department (Non-Emergency Number) – 817-685-1526

First Aid Kits –These emergency kits are located: MC Learning Center – Academic Offices; MC Commons by emergency call box & fire extinguisher near Apartment 111.

Personal Safety Tips Please also keep in mind these personal safety tips provided by the Student Development Department

- Follow emergency procedures located in Emergency Action Plan.
- Follow all instructions given by Student Development staff.
- Keep vehicles locked at all times.
- Do not have valuables insight in your vehicles.
- Keep all apartment doors and windows locked at all times.
- Never sleep in an unlocked room or house.
- Do not keep your residence and vehicle keys on the same ring.
- When entering or exiting the apartments please make sure the gate is secure and locked.
- If there is an unfamiliar vehicle/person on our campus, please contact Student Development Staff immediately.

- Park in well-lit areas.
- Please DO NOT disclose Gate Code to anyone.
- Carry your cell phone with you at all times in case of an emergency.
- Do not let strangers in gated communities to use your phone, bathroom or to talk.
- If you are awakened by an intruder inside your room/apartment, don't try to apprehend the person. He/she may be armed or may easily arm him/her self with something in the room. If this person poses an immediate threat, get out of the room; if not, common sense may dictate pretending you are still asleep.
- If you see a suspicious person or vehicle on campus immediately contact the Eules Police Department. Try to get the license plate number. DO NOT APPROACH THE PERSON OR VEHICLE. You can contact the Eules Police department to report any suspicion and report any crime tips at 817-685-1500.
- If you are suspicious of a person or activity happening on one of our campuses, please contact the Student Development Department at 817-554-5950. If you are a victim of a crime, call 911 immediately. You can contact the Eules Police department to report any suspicion and report any crime tips at 817-685-1500.

REPORTING PROCEDURES

REPORTING A CRIME OR EMERGENCY

All members of the Messenger College community and visitors, as well as victims of crime, are encouraged to accurately and promptly report all crimes, safety-related incidents, suspicious activities, discrimination, or other emergencies occurring on campus to a Campus Security Authority Personnel (CSA) or MC official, including when the victim does not elect to, or is unable, to make such a report. All reports received are assessed for a timely warning notice and for inclusion in the annual disclosure of crime statistics.

Campus Security Authority (CSA) is an individual, who by virtue of their responsibilities to Messenger College and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public Safety so that they may be included and published in Messenger College's Annual Security Report.

Samuel Kinnin, Director of Student Development

Email: skinnin@messengercollege.edu | 817-554-5950 ext. 103

Dalarrie Sage, Residence Director

Email: dsage@messengercollege.edu | 573.338.2069

Steve Throckmorton, Facilities Manager

Email: sthrockmorton@messengercollege.edu | 817.554.5950 ext. 100

Crimes may be reported by calling 817-554-5950 ext. 103 (M-F) or 325-998-6240 on weekends. Students can report a crime, suspicious activity, or an emergency to any MC Official. *For all emergencies, please dial 911.* Crimes can be reported confidentially by calling any of the numbers or using our Crime, Fire log and Confidential Reporting form: <https://impactpcg.forms-db.com/view.php?id=32169>

Discrimination on the basis of sex or gender will not be tolerated in any of the Messenger College's education programs or activities. Such discrimination includes but is not limited to: sexual harassment; sexual assault; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence), and failure to provide equal opportunity in admissions, activities, and employment.

Messenger College's Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Messenger College will make every effort to successfully complete the grievance process for complaints of sex discrimination/sexual misconduct over a period of 60 days or less. The party bringing the complaint will receive periodic status updates on the progress of the complaint and any subsequent appeals.

Title IX Coordinator

Samuel Kinnin | skinnin@messengercollege.edu | 817.554.5950 ext 103.

NOTIFICATIONS AND MC ALERTS

TIMELY WARNINGS

In order to keep the campus community informed about safety and security issues on an ongoing basis, MC will alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Efforts will be made to avoid unnecessarily identifying the victim in such cases.

These crimes must include all Clery Act crimes that are:

- Reported to Campus Security Authorities and local police agencies; and are considered by the institution to represent a serious or continuing threat to students and employees.

- In addition to making timely warnings, MC has a timely warning policy. All Title IV institutions are subject to the timely warning regulations. There are no exceptions.
- Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community.
- Timely warnings must be issued in a manner that gets the word out quickly communitywide.
- The responsibility for the warning rests solely with the institution.

The issuing of a timely warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations.

The campus crime "Timely Warning" is provided to heighten awareness and to provide students, faculty and staff timely notification of Clery Act crimes that are considered to represent a serious or ongoing threat to the campus community. The warning will provide pertinent information related to the crime and available suspect information.

The Campus Security Authorities (CSA) are responsible for issuing timely warnings and will make the decision to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

When the CSA issues a Timely Warning, it will be issued when deemed appropriate through the College email system to students, faculty, and staff and posted around campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the CSA may activate the electronic messaging system or other means of communication, providing the community with more immediate notification. In such instances, a copy of the notice will be posted in student housing and updates regarding the situation will follow as more information becomes available.

Anyone with information warranting a timely warning should report the circumstances to the Office of Student Development, by phone 817-554-5950 Ext. 103, 325-998-6240 (weekends) or in person at the Office of Student Development in the MC Learning Center located at 2705 Brown Trail Ste 408 Bedford, TX 76021.

EMERGENCY/IMMEDIATE NOTIFICATIONS

Messenger College utilizes an Emergency Notification System (ENS) for faculty, staff, students, and affiliated College constituents. After responsible personnel have been made aware of an emergency that poses a significant threat to the health or safety of students or employees occurring on campus, affecting all or part of the Messenger College campus, the ENS is activated without delay by the Office of Student Development. Initial confirmation for activating the ENS may occur by observation of a Student Development staff member, notification from an emergency liaison, multiple witness telephone calls, or an alarm system notification received.

The ENS message will contain pre-scripted brief messages or tailored content developed by the Director of Student Development or designated staff member. The information will be shared to help the public take action for their safety. An “all clear” message or follow up information will be disseminated as appropriate.

Localized incidents within a building, such as a small fire or hazardous material spill in a lab most likely will not require a mass notification.

In the event of an emergency that poses a significant threat to health or safety of students or employees occurring on campus, the ENS, fire detection system, email, website, social media sites, and/or phone attendant messages may be activated to notify the campus community, as Messenger College administrative personnel deem necessary, based on the circumstances of the event. The ENS activation may make notifications in the following manner:

- E-mail
- Emergency Alert System (Populi) * e-mail/text
- SMS text message
- Website
- Face-to-face communication

***NOTE: The EAS system is currently only available to MC employees and students who wish to receive notifications via Populi.*

Faculty, staff, and students are responsible for providing all necessary information to ensure a successful message delivery. At the beginning of each semester, students have an opportunity during registration and through e-mail notification, to change their contact information. Faculty and staff information is gathered upon hire and can be updated through the Business Office. It is the responsibility of each faculty member, staff member, and student to provide the correct information for contact and update the appropriate campus office when contact changes are made.

The following Messenger College officials have authority to activate the Emergency Notification System:

- President
- Vice President of Business
- Director of Student Development
- Vice President of Academic Affairs

After the appropriate notification system is selected, it may be used to transmit brief urgent messages. Emergency notifications may include, but are not limited to:

- Campus Closures
- Weather Warnings (Severe Thunderstorm Warnings & Tornado Watches & Warnings)
- Fire
- Natural gas leaks or hazardous material spills
- Natural disasters affecting the Campus
- Campus-wide power outages and/or utility failures
- Violent criminal behavior
- Bomb threats or other imminent violent threats
- Explosions on campus
- Terrorism incidents

Dependent upon the contact information supplied by faculty, staff, and students, notification may be made in the following manners:

- Cell phone
- Home phone
- Business phone
- Messenger College email
- Personal email
- SMS text to cell phone

The ENS will be tested each academic year with the Messenger College community.

EMERGENCY RESPONSE & EVACUATION

Messenger College has an Emergency Action Plan, which outlines institutional response to serious incidents impacting the campus, including plans for evacuation, performance expectations and continuity of operations. Key administrators and other personnel have been identified as a response team in case of an emergency.

Messenger College conducts tests of its emergency response and evacuation plans each year, such as tests of its emergency notifications systems. The residential housing facilities also conduct numerous drills each semester and a fire escape route is located in each apartment. These drills are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

Security Measures @ MC COMMONS:

- 24-hour gated entry. Gate code must not be disclosed to anyone
- 24-hour Surveillance Video
- Concealed and Open Carry Handgun Holders are not permitted on any MC Campus Buildings (Signs posted by entries)

Security @ MC LEARNING CENTER:

- 24 hour coded entry or designated time for FOB access
- Two-way Emergency Radio to communicate Emergency situations or Emergency Action Plan to MC Community

Concealed and Open Carry Handgun Holders are not permitted on any MC Campus Buildings

ACTIVE SHOOTER

Run. Hide. Fight

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messages or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT, as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvised weapons to distract and disarm the shooter.

BOMB THREAT

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
 - Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately and then the **Director of Student Development** at 325-998-6240.

4) Complete a [**Bomb Threat Checklist**](#) form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a [**Bomb Threat Checklist**](#) form handy, and follow it while receiving the threat.

BUILDING EVACUATION

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have Visual Impairment

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms. (i.e. "from where we're standing, the exit door leading to the main floor of the IMC, 10- 20 feet down the hall on the right past the kitchen. There is a stairwell leading to the side exit onto Wheelock Street. The stairwell has 28 steps and there are handrails on both sides, etc.")
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward", "this exit leads to the eastside of the Collis Center", etc.).

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.

- Offer visual instructions by pointing toward exits for evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 817-554-5950 ext. 103 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call Safety and Security at 817-554-5950 ext. 103 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

CYBER SECURITY

Cybersecurity involves preventing, detecting, and responding to cyberattacks that can have wide ranging effects on the individual, organizations, the community, and at the national level. Cyberattacks are malicious attempts to access or damage a computer system. Cyberattacks can lead to loss of money, theft of personal information, and damage to your reputation and safety. Cyberattacks are malicious attempts to access or damage a computer system.

CYBER ATTACKS

- Can use computers, mobile phones, gaming systems, and other devices;
- Can include identity theft;
- Can block your access or delete your personal documents and pictures;
- Can target children; and
- Can cause problems with business services, transportation, and power.
- Use strong passwords.
- Backup all your files.
- Watch for suspicious activity.

CYBER CRIMINALS

WHAT ARE FAKE JOB OR HIRING SCAMS?

Fake Job or Hiring Scams occur when criminal actors deceive victims into believing they have a job or a potential job. Criminals leverage their position as “employers” to persuade victims to provide them with personally identifiable information (PII) or to send them money.

THREAT

Fake Job Scams have existed for a long time but technology has made this scam easier and more lucrative. Cyber criminals now pose as legitimate employers by spoofing company websites and posting fake job openings on popular online job boards. They conduct false interviews with unsuspecting applicant victims, then request PII and/or money from these individuals. The PII can be used for any number of nefarious purposes, including taking over the victims’ accounts, opening new financial accounts, or using the victims’ identity for another deception scam (such as obtaining fake driver’s licenses or passports).

WARNING SIGNS

Cyber criminals executing this scam request the same information as legitimate employers, making it difficult to identify a hiring scam until it is too late. Some indications of this scam may include:

- Interviews are not conducted in-person or through a secure video call.
- Interviews are conducted via teleconference applications that use email addresses instead of phone numbers.

- Potential employers contact victims through non-company email domains and teleconference applications.
- Potential employers require employees to purchase start-up equipment from the company.
- Potential employers request credit card information.
- Job postings appear on job boards, but not on the companies' websites.
- Recruiters or managers do not have profiles on the job board, or the profiles do not seem to fit their roles.

WHAT TO DO IF YOU ARE A VICTIM

If you are a victim of a hiring scam, the FBI recommends taking the following actions:

- Report the activity to the Internet Crime Complaint Center at www.ic3.gov or your local FBI field office.
- Report the activity to the website in which the job posting was listed.
- Report the activity to the company the cyber criminals impersonated.
- Contact your financial institution immediately upon discovering any fraudulent or suspicious activity and direct them to stop or reverse the transactions.
- Ask your financial institution to contact the corresponding financial institution where the fraudulent or suspicious transfer was sent.

FIRE AND EVACUATION

In the Event of a Fire: Pull the **Fire Alarm** and Call **911**

IF YOU SEE SMOKE OR FLAMES...

- Use “**C.A.R.E.**”:
 - **Contain** the fire by closing all doors as you leave
 - **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
 - **Report** the fire by dialing 911
 - **Evacuate** or extinguish (In most cases, it is best to Evacuate)
- Use a **Fire Extinguisher** only if:
 - You have been trained.
 - You have your back to an unobstructed exit
 - The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
 - Everyone else has left the area
 - There is little smoke or flames
 - Never fight a fire if:
 - You lack a safe way to escape should your efforts fail
 - It has left its source of origin
 - You are unsure of the type of extinguisher you need or have
 - If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

IF TRAPPED IN SMOKE ...

- If you are able, drop to your knees and crawl toward an exit
- Hold your breath as much as possible
- Breathe slowly through your nose using a towel or shirt as a filter.

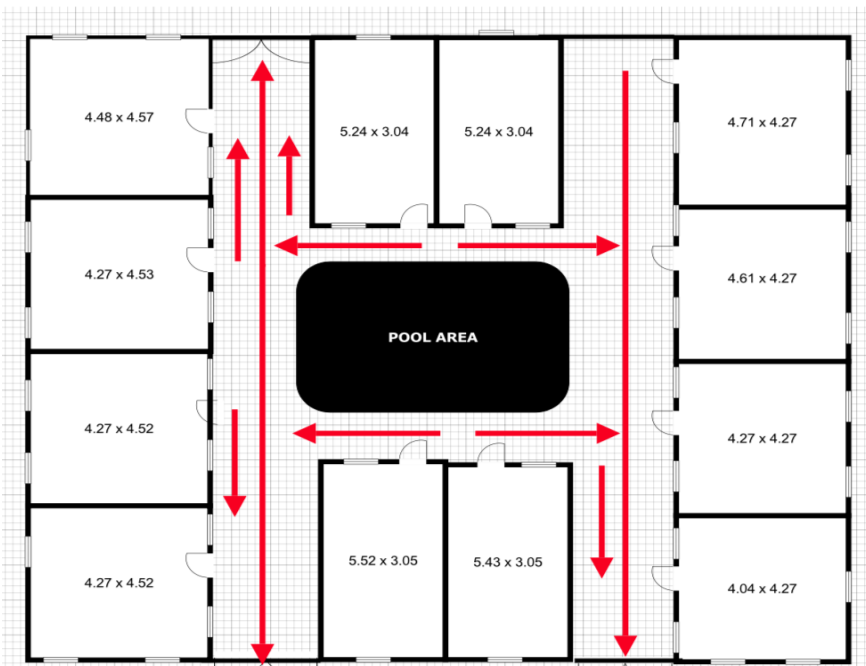
IF TRAPPED IN A ROOM...

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.

- Be prepared to signal from a window to someone outside or by shouting at regular intervals.
- Place an article of clothing outside a window as a marker for rescue crews.

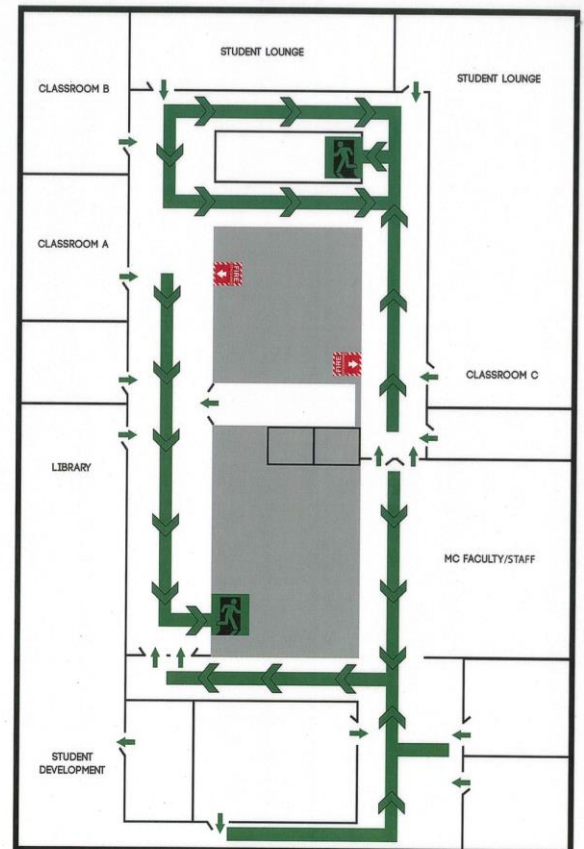
WHEN TO USE AN EXTINGUISHER

- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Only use an extinguisher to attempt to extinguish a small fire.
- Remember “**P.A.S.S**”, the four basic steps to operation a fire extinguisher:
 - P: Pull the pin
 - A: Aim the extinguisher hose at the base of the fire
 - S: Squeeze the lever
 - S: Sweep from side to side
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.



MC COMMONS RETREAT LOCATION –
Grassy Areas by Fire Station and Burger King
Parking Lot
MC LEARNING CENTER RETREAT
LOCATION - Grassy Areas in front of building
by road or Rear of Building – Large Football
Field

MC LEARNING CENTER FIRE EVACUATION PLAN



HOSTAGE SITUATIONS

IF YOU BECOME A HOSTAGE:

- Do not try to escape. Be Patient. Time is on your side.
- Follow instructions and be alert (license plate number, street names, try to get a good description of the hostage taker, noting approximate height, weight, age, sex, color, clothing, etc.)
- Avoid arguments and don't speak unless spoken to.
- Maintain eye contact with the captor and be as friendly as possible.
- Be observant and try to remember all distinguishing characteristics of your captor.
- Be prepared to talk to the police on the phone if a line is patched through to your location.

IF YOU BECOME AWARE OF A HOSTAGE SITUATION:

- DO NOT attempt to apprehend or interfere with the hostage taker except in case of self-protection.
- Building occupants in the immediate vicinity should evacuate the building if at all possible.
- If evacuation of the building will put occupants in harm's way, occupants should close and lock the doors and remain in place.
- **Immediately call 911** and tell the emergency operator about the situation in as much detail as possible. Try to get a good description of the hostage taker, noting approximate height, weight, age, sex, color, clothing, etc.
- If the person is using a vehicle, note the license number, make, model, and color of the vehicle, and the direction of travel.
- Also tell the dispatcher the approximate number of people taken hostage or in the vicinity.
- During normal business hours, call the Student Development Office at 817-554-5950 ext 103. Immediately to inform them of the situation.
- After regular hours and on weekends, call the RD on Duty.
- If applicable, RDs should direct their residents away from the hostage area and remind them not to interfere with law enforcement authorities who respond to the incident.

HOSTILE INTRUDER/ACTIVE SHOOTER

IF A HOSTILE INTRUDER/ACTIVE SHOOTER IS:

OUTSIDE YOUR BUILDING

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Staff.

INSIDE YOUR BUILDING

1. Exit (get out of) the building immediately

2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. **DO NOT** answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Staff member.

ENTERS YOUR OFFICE OR CLASSROOM

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or
 - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life);

Only you can decide if this is something you should do
4. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival.
Again, only you can decide if this is something you should do

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. **DO NOT** answer the door and stay in place behind cover
4. **DO NOT** respond to any voice commands until you are sure that they come from a Police Officer or staff member

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing

3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

MEDICAL EMERGENCY

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

SUICIDE PREVENTION

As a Christian institution, we are aware of the societal problem of suicide rising in our nation. Messenger College strives to be safe and inclusive environment for our members. MC provides many resources and systems of accountability to ensure our member's mental health is cared for during this pivotal time in a young adult's life.

Messenger College has laid out the following plan for suicide prevention and mental health awareness.

Procedures for identifying suicide concerns

Common warning signs exist that can indicate a person may be considering harming themselves or others. All members of the college should be aware of suicide warning signs, and be able to report concerns regarding students, faculty, or staff displaying these signs. Some, but not all suicide warning signs are:

- Depression
- Mood swings
- Erratic/unusual sleep (sleeping too much or too little)
- Reckless behavior or impulsivity
- Increased anger or rage
- Giving away personal possessions
- Feeling trapped, isolated, withdrawn, helpless, hopeless, or burdensome
- Previous suicide attempts
- Searching for ways to die (such as trying to obtain a weapon or researching ways to die on the internet)
- Experiencing significant loss (such as relationship break up, status/prestige or physical impairment)
- Abuse or increased use of alcohol or other drug(s)
- Talking about suicide, wanting to die or kill oneself
- Making a suicide plan

Concerned individuals should report these concerns to any of the national, local or campus resource indicated in this policy.

Procedures to identifying and addressing the needs of students exhibiting suicidal tendencies or behavior

The college community is encouraged to actively respond to students in distress, including those students exhibiting suicidal tendencies. The college advises students, faculty, and staff to:

See Something

Faculty, staff, and students may be the first person to see something distressing in a student. These individuals are encouraged to respond compassionately to a student that may be exhibiting symptoms of distress, including suicidal behaviors.

Say Something

Often, an initial discussion a student in distress can identify or alleviate concerning behaviors or distress in suicidal students. When engaging an individual exhibiting suicidal behavior, faculty, staff, or a student should:

- **Be direct:** do not be afraid to ask the student directly if they are having thoughts of harming themselves or others.
- **Listen sensitively and carefully:** Use a non-confrontational approach and a calm voice. Avoid threatening, humiliating and/or intimidating responses.
- **Follow through:** Direct the student to additional available resources such as the Student Development Department.
- **Report It:** Students should complete an incident report with details of their interactions to ensure the necessary staff is made aware to assist the students in gaining the necessary resources.

Do Something

Faculty, staff, and students are encouraged to contact 911 or local law enforcement if a student's conduct is clearly and imminently reckless, disorderly, dangerous, or threatening to themselves or others, or is exhibiting suicidal behavior.

The suicide hotline is available by dialing 988. The Suicide Hotline is a national resource available at any time with trained staff to assist the individual in resources and other support.

Post intervention plans to communicate effectively with students, parents, faculty, and staff after the loss of a student to suicide.

The college has developed a plan to communicate with individuals impacted by the death of a student. The plan involves the coordination of multiples members of the college to address a variety of issues, including but not limited to; the student's academic progress, mental health needs, and any other areas that might be alleviated by college intervention.

Availability of resources

Forums, informational emails, and orientation sessions will cover this topic and resources for members of the MC Community.

For any resources and questions pertaining to mental health or suicide prevention, please contact the Director of Student Development at 817-554-5950 ext. 103 or visit the office at the MC Learning Center.

NATURAL DISASTERS

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. MC Staff monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important paper
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to the local authorities and the MC Staff on call
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters

Tornadoes

A "**Tornado Watch**" means that tornadoes could potentially develop. A "**Tornado Warning**" means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- *MC Commons* – Head to Apartment 106 (the Nest), get to a lower, interior apartment.
- *MC Learning Center* – Evacuate to the basement without using the elevator.
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open
 - Cars- Do not wait out the storm in a car; cars are not safe in tornado
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Winter Storm

Although Texas gets cold weather often, it is not typical to have wintery weather or wintery storms with freezing temperatures for multiple days. Winter storms can bring extreme cold, freezing rain, ice, snow, high winds, or a combination of all of these conditions.

If a winter storm is expected there are a few things to take into consideration

For Preparation of incoming storm:

- Inform students, faculty, and staff of potential weather conditions and direct them to resources that will keep them updated during the storm
- Sign up for local alerts and warnings
- Create and test emergency communication plan(s)
- Stock up on emergency supplies

Tips for students and staff living at The Commons:

1. Turn The Heat On: Make sure the heat is on and kept no lower than 60 degrees. Heat can help prevent pipes from freezing, and if pipes freeze and burst, it can cause a lot of water damage to the property and to your possessions.
2. Allow the Faucet to Drip: Set the hot and cold faucet drip slightly. Allowing the faucet to be open like this relieves pressure in the system. If a pipe freezes, it is actually the pressure that is created between the blockage and the faucet that will cause the pipe to burst. Allowing the faucet to be open will prevent this pressure from building up and thus keep the pipe from bursting
3. Keep Interior Doors Open- Pipes are often located in the cabinets. When the temperature drops, it is a good idea to keep cabinet doors open so that the heat from the rest of the house can keep the pipes warm as well. This is especially important if the plumbing is located on an outside wall. You should also keep all interior doors open so that the heat can flow throughout the home.
4. Stay Warm- Bundling up with extra layers, using a space heater or an electric blanket is a great way to stay extra warm. Remember, students are allowed to use and own personal space heaters at The Commons as long as they have the safety hazard feature button underneath the unit. All fans and space heaters must be plugged directly into a wall or surge protector strips.

During and After Winter Storm

- Stay indoors and off the roads. If you must drive, keep emergency supplies in your car.
- Close off rooms to consolidate and retain heat
- Dress in layers, and use blankets to stay warm.
- Limit your time outdoors, and stay dry.
- Only drive if necessary. Remember that roads in Texas are not prepared for ice or snow conditions.
- Monitor local news and alerts for emergency information and instructions

Earthquakes

Earthquakes are more common in the western United States.

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform RD.
- If it is safe to do so, remain at your location and await further instructions from College personnel
- Do not evacuate until instructed by emergency personnel
- Laboratory personnel:
 - Exit the lab to the corridor
 - Duck and cover near an interior wall
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged

After an earthquake:

- Put on enclosed shoes to protect against broken glass
- If the power is out use a flashlight. Do not light a match or candle
- Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
- Check on others. If there are injuries or other urgent problems, report them to RD or Community Life Coordinator.
- Give or seek first aid. Assist any disabled persons in finding a safe place for them
- Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators
 - Unplug small electrical appliances
 - Bring keys, purses, wallets, warm clothing
- Be prepared for aftershocks
- Cooperate with emergency personnel, keep informed, and remain calm

Hurricanes

Hurricanes are a tropical cyclone that can hit along any U.S. coast or in any territory in the Atlantic or Pacific oceans. Hurricanes are dangerous and can cause major damage because of storm surge, wind damage, and flooding. Although Messenger College is not close to the gulf and at risk for a hurricane, it is possible that the residual effects of the storm could mildly affect the greater DFW area.

For Preparation of incoming storm:

- Inform students, faculty, and staff of potential weather conditions and direct them to resources that will keep them updated during the storm
- Sign up for local alerts and warnings
- Determine how best to protect yourself from high winds and flooding
- Declutter drains and gutters, bring in outside furniture, consider any special outdoor equipment (sand, hurricane shutters, car protection)
- Stock up on emergency supplies

PANDEMIC DISEASE

Before a Pandemic

- Store additional supplies of food and water.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them, for personal reference. Get help accessing electronic health records.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home

During a Pandemic

- Americans can continue to use and drink tap water as usual during the COVID-19 pandemic. Please be sure to follow public health guidance as the situation develops.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food

POWER OUTAGE/ BLACKOUT

Power outages are when electrical power goes out unexpectedly. They can often occur after a natural disaster and can pose a serious threat to public safety by disrupting communications, water, transportation throughout the city.

Types of Power Outages:

- **Partial power outage:** A partial power outage means that only a portion of the home is compromised, rather than the entire property or building. The cause of this issue might be something as simple as a circuit breaker flipping, a blown fuse, or a much deeper problem involving a wiring failure.
- **Planned power outage:** A planned power outage is when the electric company schedules a power outage in a specific area. This is typical when maintenance needs to be done on the power lines, so it's safest for crews to work while the power is shut off. In other scenarios, there may be planned power outages to prevent the possibility of disasters, like wildfire prevention and electrocution after a flood or hurricane.
- **Power surge:** A power surge is when there's a spike (high and quick increase) in the electrical current traveling from a power line to the socket in your home. A surge may occur during a thunderstorm if there's lightning, as well as during the moment when the power is restored after a power outage. A power surge has the potential to fry any appliance plugged in to a socket, so it's recommended to unplug all devices during a storm or power outage. Once the threat has passed, you can plug everything back in, one device at a time.
- **Blackout:** The term blackout is the same thing as a power outage. These terms are used interchangeably.

Power Outage preparation kit suggestions:

1. Water: One gallon of water per person per day is essential. You should store enough water to last you a minimum of 3 days, but if possible, much longer. If you can't do more than 3 days, buy a LifeStraw, iodine tablets, or your choice of a water purification and filtration system to maintain a constant supply of potable water.
2. Food: meals that use no electricity, freeze dried emergency food, or food that last 20+ years.
3. Battery-powered flashlight
4. Hand-cranked or battery-powered radio
5. Bug out kit
6. Toilet and sanitation kit: Since the plumbing system will not be working, you must have a back-up bathroom solution to maintain optimal hygiene. Properly disposing of waste should become one of your priorities.
7. Cooler/ice chest
8. Generator

In the event of a power outage:

- Keep freezers and refrigerators closed.
- Disconnect appliances and electronics to avoid damage from electrical surges.
- Have alternate plans for refrigerating medicines or using power-dependent medical devices.
- Check with local officials about heating and cooling locations open near you.

WATER OUTAGE

The loss of electric power can oftentimes have profound impacts on drinking water and wastewater utilities. In the instance that the MC Learning Center or The Commons please notify a staff member immediately. MC Cabinet members will communicate with staff, faculty, and students of any instructions concerning facilities.

Class Cancellations

The decision whether or not to cancel classes will be made by the President's Cabinet.

Students living in residential housing should notify Residential Life and Housing if they plan to evacuate from campus for any reason. This notification will assist with the accountability and planning efforts.

Communications

All decisions and instructions such as canceling classes, closing of buildings, releasing of employees, special instructions and the relocation of students rests with the President or the MC Cabinet. Information related to re-opening the campus and resumption of classes will be communicated through the emergency notification system (Populi email or text.)

Depending on the nature of the water outage any/all of the following should be communicated:

- Expect low/no water pressure.
- Expect rusty water.
- Conserve water.
- Do not use tap for drinking, cooking, or brushing teeth until further notice
- Boil water advisory recommendations
- Locations where safe drinking water is available.
- Anticipated duration of water outage.

- Water leaks/overflows may occur when water is restored. Please remove belongings from the floor. Monitor toilets/plumbing and immediately contact them.

BOIL WATER ADVISORY

In the event of a Boil Water advisory it is because the community water is, or could be, contaminated and not safe to drink. (CDC.gov) Water advisories are communicated from your health authorities and will give information about preparing food, beverages, or ice; dishwashing; and hygiene, such as brushing teeth and bathing. The Centers of Disease Center uses the following standard recommendations:

- Use bottled or boiled for drinking, preparing and cooking food, cleaning, and brushing teeth
- If bottled water is not available, bring water to a full rolling boil for 1 minute (at elevations above 6,500 feet, boil for 3 minutes), then allow it to cool before use.
- Boil tap water even if it is filtered.
- Do not use water from any appliance connected to your water line, such as ice and water from a refrigerator.

SHELTER IN PLACE / SAFE SHELTER

- Shelter in place is useful when evacuation is not an option.
- Refuge is sought in an interior room with few or no windows.
- It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment.
- Shelter in place may also be necessary in the event of a hostile intruder on campus.
- Shelter in place procedures will be initiated through the various notification systems used by approved personnel.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave.
- When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off the heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the Hostile Intruder/Active Shooter section.
- Remain calm and await further instructions. DO NOT leave the room until directed to do so by a public safety official.

LOCK DOWN

- Lock Down involves staying inside a secure location and NOT evacuating.
- Do NOT sound the fire alarm.
- Stay out of open areas and be as quiet as possible.
- Immediately secure yourself and others in your area by locking the doors to the room and barricading them with available objects.
- Turn off lights and audio equipment.
- Lock and cover windows, then stay away from them.
- Call 911 to report any information that might be helpful to emergency responders.
- Keep your place of refuge secure until police arrive and give you directions.

SUSPICIOUS MAIL OR PACKAGE

SUSPICIOUS MAIL OR PACKAGE ITEMS THAT MAY MAKE IT SUSPICIOUS

- Restricted marking such as “Personal” or “Special Delivery”
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size; Rigid, bulky, lopsided, odd shape,
- Strange odors, oily stains, crystallization, protruding wires, excessive tape or string.

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

- Do not try to open it.
- Isolate it by keeping others out of the area.
- Call the RD.
- If the demonstration is peaceful and non-obstructive, contact the Student Services and Ministries office at 817-554-5950 ext 103. to report the demonstration and to check if it has been authorized by the college.
- If the demonstration is hostile, get to a safe location immediately and dial 911.
- Do not argue with those demonstrating and keep your opinions to yourself.

SUSPICIOUS PERSONS AND CRIMINAL BEHAVIOR

- Do not physically confront a suspicious-looking person. Do NOT put yourself at risk.
- If you witness criminal or suspicious behavior, call 911 and provide information to the dispatcher:
- If a threat is imminent, vacate the area and notify others of the threat.
- If evacuation of the building will put occupants in harm’s way, occupants should close and lock the doors and remain in place.
- During normal business hours call the Student Development Office 817-554-5950 ext 103. Immediately to inform them of the situation. After regular hours, call the RD on Duty.

UTILITY FAILURE

- During regular business hours, immediately call the maintenance worker of a gas line break or smell of gas, water main break, electrical power failure, or heating system failure.
- After regular business hours or on weekends, call the RD on Duty, Samuel Kinnin at 325-998-6240
- Do not use candles for lighting. Emergency lighting for exit routes will activate in a power outage.
- Unplug electrical equipment including computers.
- If necessary, activate the building fire alarm to evacuate the building.
- Do not use elevators.
- Call 911 to report the location of any persons trapped in an elevator.

HAZARDOUS MATERIALS

IF YOU DISCOVER A HAZARDOUS MATERIAL SPILL:

- Leave the immediate area and warn others to evacuate and stay away.
- Try to stay upstream, uphill, and upwind of the accident.
- Call the RD on Duty.
- Report the following information:
 - Your name and phone number.
 - Location of the spill.
 - Name and amount of material spilled (if known).
 - Extent of any injuries.
- If the spilled material is flammable, turn off ignition and heat sources.

NOTIFICATION OF MISSING STUDENTS

Every Messenger College employee and student has a duty to report a person believed to be missing to the Messenger College Office of Student Development at 817-554-5950 Ext. 103 or 325-998-6240 in case of an emergency. The Office of Student Development immediately investigates any report of an individual missing from campus.

It is the policy of Messenger College to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the College in the event that the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester on the campus management software, *Populi*. The student will be advised that his or her "missing student" contact information will be registered confidentially, will be accessible only to authorized College officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should MC Student Development determine that the student has been missing for 24 hours, MC will notify EPD and the student's "missing student" contact no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the College is required to notify the student's custodial parent or legal guardian within 24 hours after the Messenger College Office of Student Development or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

ALCOHOL & DRUGS

Once each semester, a document that outlines the requirements of the College relating to the unlawful possession, use of, and/or distribution of illicit drugs and alcohol by any student and/or employee of Messenger College will be distributed to all students and employees. All Federal Regulations pertaining to Alcohol and Other Drug Abuse Prevention are covered in the aforementioned document, including Federal and State sanctions, drug and alcohol abuse assistance, health risks and standards of conduct.

This notice includes the following information:

- A link to the Messenger College Student Handbook
- A description of the applicable legal sanctions/disciplinary actions under federal, state, and local laws, and campus policy;
- A description of the health risks associated with alcohol and drug use; and
- A list of available treatment and support programs and services on and off campus

The Messenger College Student Development Department (MCSD) sends out an email notification and system notification feed to ensure all staff members and students are provided information about the Drug and Alcohol Abuse Prevention Program, Equal Opportunity Statement, and the Sexual Misconduct Policy.

ALCOHOL AND OTHER DRUG (AOD)

Policy, Enforcement, Compliance Inventory for Students and Employees

In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, Messenger College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Messenger College presents the following information for your knowledge and in promotion of healthy lifestyles:

- Student and Employee Policies and Codes of Conduct
- Health Risks Associated with Substance Abuse
- Legal Sanctions: Federal and State
- Drug/Alcohol Counseling and Treatment
- Institutional Disciplinary Sanctions

STUDENT STANDARDS AND CONDUCT:

Illegal Substance (Possession or Use) or Abuse of Illegal Drugs: Everyone in the Messenger College community (including employees, resident students and commuter students) while on or off College property, is expected to refrain from the manufacture, possession, use or distribution of illegal drugs.

Purchasing, attempting to purchase, or facilitating the purchase of illegal drugs is not prohibited.

Substances are likewise prohibited. Students are considered “in possession” and responsible for illegal substances found on their person or in their residence or vehicle. Possession of drug paraphernalia is prohibited. Students are allowed prescribed drugs on campus.

[Probation 2 (minimum), with random drug tests (paid by the student) and other possible sanctions, as well as a substance abuse evaluation prior to readmission. Parents or legal guardians will be notified.]

Alcoholic Beverages (Use, Possession, Purchase or Attempt to Purchase): Everyone in the Messenger College community (including employees, resident students, commuter students, and graduate/professional studies students), while on or off College property, is expected to refrain from the possession or use of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. “Use” includes consumption by any means. Students are considered “in possession” and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Texas Law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.

[Probation 2 (minimum), plus possible sanctions. Since underage drinking is illegal, parents or legal guardians of underage drinkers will be notified by Residence Director, and the minimum applicable disciplinary status for underage drinking or for providers of alcohol to underage drinkers will be Provisional Continuance.]

STUDENT AND EMPLOYEE STANDARDS AND CONDUCT:

It is Messenger College’s desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the premises of Messenger College, and while conducting business-related activities off the campus, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Messenger College of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions regarding this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Personnel Manager without fear of reprisal.

Violations of the Drug and Alcohol Use policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Any employee with a chemical dependency problem who admits the problem to the supervisor or Personnel Manager will be afforded the opportunity for treatment and will be given consideration for reinstatement upon successful completion of a chemical dependency rehabilitation program.

CAMPUS PARTNERS IN AOD POLICY ENFORCEMENT AND COMPLIANCE EFFORTS

The Student Development Department plays a key role in enforcing the alcohol and illegal drugs policy, as well as providing alcohol and drug awareness education and support efforts to the entire campus community. Each semester students are provided pamphlets, forums, webinars, and/or email notifications of drug and alcohol awareness education for Messenger College. For more information:

<https://www.messengercollege.edu/drug-and-alcohol-abuse-prevention>

The Office of Student Development

The Office of Student Development provides information on all Messenger College policies to resident students during the mandatory welcome orientations and residence hall floor meetings, held at the beginning of each academic year.

- Welcome Weekend Program is a collaborative inter-department initiative, on behalf of Student Development, for the purpose of introducing, orientating and integrating new and returning students into the Messenger College Community at the beginning of each semester. This program consists of a special orientation that covers housing safety, policies and procedures, handbook standards, and student activities to bring a positive and healthy student experience.
- Residence Life Program provides a safe, hospitable, and welcoming community to new and transferring students of Messenger College. This program is designed to help students make a healthy transition from high school into young adulthood by providing practical life skills, and alternative social opportunities to prevent drug and alcohol abuse. The Drug and Alcohol Abuse Prevention Program (DAAPP) is emailed to all staff and students each semester. Students are informed of the policies and handbook standards each semester such as the sexual misconduct policies, annual security report, and the annual fire report.
- Campus Ministries Program is available to assist students with spiritual growth and development and provide spiritual guidance. The Campus Ministries seeks to assist students in becoming involved in ministry and provide spiritual and personal wholeness. Through the Campus Ministries program, students put knowledge to action through practical training through church and community involvement. This program provides alternative social opportunities and assists in the spiritual formation and personal wholeness of the student.
- Student Activities Program: The Messenger College Student Activities Program plans, prepares and provides social/cultural functions for the students of Messenger College. It is the umbrella office for student involvement. Multiple programs and activities are provided to bring a positive experience for student participation. The Student Activities Program

organizes activities during Welcome Week to provide new students with opportunities to promote positive choices on and off-campus and to prevent the use of alcohol and illegal drugs.

- Student Outreach Program allows opportunities for students and staff to engage in professional networking and community involvement. This program brings awareness to the student body of the needs of the community, which includes poverty, positive role models, and drug and alcohol education to families.

- For more information regarding Federal and State Penalties, please see our Drug and Alcohol Abuse Prevention Program: <https://www.messengercollege.edu/drug-and-alcohol-abuse-prevention>

WEAPONS & FIREARMS POLICY

Messenger College provides rules and policies concerning the possession of weapons on college-owned property and all facilities in an effort to provide a safe and secure learning and working environment for the students, faculty, staff and visitors.

Firearms/Explosive Devices (Possession or Use): Messenger College has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus, including in automobiles. (This prohibition includes, but is not limited to, black powder, ammunition and chemical bombs). Upon verification that a student is storing or possessing a firearm or other explosive device on campus, the student will be removed immediately from the campus and subject to interim Suspension by administrative action pending Community Accountability Program review. In addition, a student in possession of explosive devices may be prosecuted for any violation of law. *[Immediate Suspension (minimum)]*

30.06 and 30.07 of the Texas Penal Code:

30.06 Specific Requirements (as laid out in the above statute): 1. Explicit Language Required: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun" 2. Must be in English and Spanish 3. Appears in contrasting colors with block letters at least one inch in height 4. Is displayed in a conspicuous manner clearly visible to the public

30.07 Specific Requirements (as laid out in the above statute): 1. Explicit Language Required: "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly" 2. Must be in English and Spanish 3. Appears in contrasting colors with block letters at least one inch in height 4. Is displayed in a conspicuous manner clearly visible to the public.

Weapons: Students may not possess or store weapons on College property. This includes vehicles parked on MC's property. Anyone aware of weapons on campus must immediately report it to Student Development. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paint ball guns, air soft guns, tattoo guns, knives with a blade of more than three inches, Taser guns, brass knuckles, crossbows, slingshots and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to disciplinary actions. *[Probation 1 (minimum), plus possible sanctions] For the policy regarding firearms and explosive devices, see "Firearms/Explosive Devices (Possession or Use)" above*

No student, faculty, staff, visitor, or affiliate shall carry, possess, maintain, or conceal (concealed handgun carry permits included) on any property owned by Messenger College.

SEXUAL MISCONDUCT POLICY

MESSENGER COLLEGE TITLE IX SEXUAL MISCONDUCT AND HARASSMENT POLICY

Messenger College is committed to maintaining an environment free from sexual misconduct, harassment and discrimination for our community. Messenger College strives to ensure the safety and a positive learning environment for all students and staff members. The Title IX Sexual Misconduct and Harassment Policy is meant to promote and ensure a safe living and learning environment for all members of our campuses.

The Messenger College Title IX Sexual Misconduct and Harassment Policy prohibits any sexual misconduct including sexual assault, sexual violence, sexual harassment, sexual discrimination, domestic or dating violence, stalking, sexual exploitation, retaliation, and sexual misconduct outlined in the Definitions section of this policy in order to promote a safe environment for all members of our campus community, but not limited to, Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Violence Against Women Reauthorization Act of 2013 (“VAWA”); the Title VII of the Civil Rights Act of 1964, and the Campus Sexual Violence Elimination (SaVE) Act.

The Title IX Sexual Misconduct and Harassment Policy applies to Messenger College on campus community or in a program or activity. This policy does not apply to sexual harassment that occurs off-campus, in a private setting, and is not part of the college’s education programs or activities. Our community is encouraged to report any sexual misconduct on or off campus. Messenger College implements internal policies and procedures that provide fairness and equality in all aspects of our educational program to ensure compliance with federal and state laws. The college implements and provides fair and an impartial process for those involved in an allegation of sexual misconduct or retaliation.

Messenger College does not discriminate on the basis of color, gender, ethnicity, nationality, race, disability, age, marital, or veteran status in any of its policies, procedures, or practices. The college prohibits any form of sexual harassment on the part of its students and employees.

Title IX Sexual Misconduct Offenses

This policy addresses Title IX Sexual Misconduct and Harassment, which encompasses all of the prohibited conduct described below that, occurs on the basis of sex and meets all of the following requirements:

- Occurs within the United States; and
- Occurs within Messenger College's education program or activity; and
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity of Messenger College.

Quid Pro Quo Sexual Harassment: Unwelcome conduct of an employee of the College, who conditions the provision of an aid, benefit, or service of the College (implicitly or explicitly), on an individual's participation in unwelcome sexual activity.

Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit;
- Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; and
- These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting):

- Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- Fondling: intentionally touching of the private body parts of another person without consent. Fondling may be over or under clothing, and may include the Respondent touching the Complainant, the Respondent making the Complainant touch the Respondent or another person, or the Respondent making the Complainant touch the Complainant's own body.

- **Incest**: occurs between persons who are related to each other within the degrees wherein marriage is prohibited by law. It includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.
- **Sexual Assault**: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting):
- **Statutory Rape**: sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence**: This may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional or economic in nature.
- **Dating Violence** can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.
- **Stalking** is unwanted or obsessive attention by an individual or group toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.

Retaliation

Retaliation is a person's adverse action against another person because they have filed a complaint or participated in providing relevant information in an investigation. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. All appropriate and available steps will be taken to protect individuals who fear they may be subjected to retaliation.

Online Sexual Harassment and/or Retaliation: Messenger College's policies are written and interpreted to include online behaviors prohibited in this policy, when those behaviors occur in or have an effect on the college's education program and activities or use college networks, technology, or equipment. Although we may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported, we will engage in a variety of means to address and mitigate the effects.

Members of the community are to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Messenger College Community.

Reporting a Sexual Misconduct Offense

Messenger College encourages individuals to report sexual harassment offenses to the Title IX Coordinator and/or appropriate law enforcement Officials. Messenger College will act on any formal or informal notice of a sexual harassment violation that is received by the Title IX Coordinator by applying the procedures outlined in the section. If it is determined that the complaint falls under Title IX jurisdiction, the coordinator will apply procedures outlined in this policy.

To file a formal complaint please fill out this form: <https://impactpcg.forms-db.com/view.php?id=62436>

If the alleged sexual harassment falls outside of Messenger College property or a college function, other disciplinary procedures can be implemented.

There are three ways that reports of sexual misconduct and sexual harassment can be made: 1) reporting to Confidential Sources; 2) reporting to Mandatory Reporters; and 3) reporting directly to the Title IX Coordinator or another official listed below as having authority to institute corrective measures.

Confidential Sources: If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Lynnea Martinez, Campus Pastor- lmartinez@messengercollege.edu
- Meredith Ivey, LPC (Counseling Chair) – mivey@messengercollege.edu
- Off-Campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Local or state assistance agencies
 - Clergy/Chaplains

Messenger College employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

Mandatory Reporters: All Messenger College employees listed in 4.1 of the Title IX Policy (available under Consumer Information tab of MC website) are mandatory reporters required to immediately report actual or suspected sexual misconduct. Any report of sexual misconduct made to any of the Mandatory Reporters listed in section 4.1 must then be reported by that Mandatory Reporter under Texas law to one of the officials with authority to institute corrective measures. These “mandatory reporters” include all faculty, adjunct faculty, full-time staff members, non-student worker part-time staff members, and student workers employed by Messenger College, resident assistants, and resident directors. State law requires mandatory reporting and violations could carry a criminal penalty.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual misconduct of which they become aware is a violation of Messenger College policy and will be subject to disciplinary action for failure to comply with the colleges policies.

Emergency Reporting: In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, employees must immediately contact the police department by dialing 911.

Supportive Measures: The Title IX Coordinator will offer and implement reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive services offered as appropriate, reasonably available to the parties to respond or preserve access to Messenger College’s education program or activity and/or deter sexual harassment. These measures, may include, but not limited to:

- Additional education for the campus community.
- Referral to counseling
- Altering work arrangements for students or employees (on campus)
- Increase security measures
- Providing campus escorts
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines and schedules, chapel attendances, etc.
- Timely warnings, if required.

When a Complainant Does not Wish to Proceed: If a Complainant does not wish for their name to be shared, an investigation to take place, or want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator. The coordinator will evaluate the request in light of the duty to ensure the safety of the campus and to comply with state or federal law. The Title IX Coordinator has ultimate discretion over whether the college proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of a violence risk assessment.

Supplemental/Alternative Avenues for Complaints In addition to, or in lieu of, the Messenger College procedures, individuals may pursue remedies, as appropriate, through the Office for Civil Rights of the U.S. Department of Education. We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Title IX Coordinator office if the crime occurs on Messenger College property, regardless of the status of the complainant. For crimes occurring away from Messenger College's property, victims may contact the local law enforcement in the appropriate jurisdiction.

Responsible Employee Reporting

Responsible employees include all Messenger College officials who have authority to institute corrective measures in response to a report of Title IX Sexual Misconduct and Sexual Harassment. A responsible employee who receives notice of behavior that might reasonably be construed, as constituting Title IX Sexual Misconduct and Sexual Harassment must promptly report the alleged behavior to the Title IX Coordinator. A responsible employee who receives notice of an alleged Title IX Sexual Misconduct and Sexual Harassment and fails to report it to the Title IX Coordinator may be subject to discipline up to and including termination.

Responsible employees under this section include college administrators, supervisors, employees with instructional responsibilities (for their respective teaching obligation), academic advisors, and other college employees who have significant responsibility for student and campus activities or implementing the college's policies related to employee and student discipline. Messenger College has designated several offices on campus as confidential resources.

To file a formal complaint please fill out this form: <https://impactpcg.forms-db.com/view.php?id=62436>

Procedures of Title IX Cases

Messenger College prohibits Title IX Sexual Misconduct and Harassment as defined by the federal regulations of the United States Department of Education. In compliance with the Department of Education's regulations, Messenger College has implemented a grievance procedure for the resolution of formal complaints that includes notice to all parties, prompt and impartial investigations, and live hearings that include an opportunity for cross-examination by advisors. The college also requires those designated as official of authority to promptly report any violation or alleged violation of this policy.

This policy applies to all levels and areas of Messenger College operations and programs, to undergraduate students, administrators, faculty, staff, volunteers, and contractors. Complainants who are participating in, or attempting to participate in, Messenger College's programs and activities may file a formal complaint alleging conduct prohibited under this policy by undergraduate students, administrators, faculty, staff, volunteers, and contractors. The procedures for investigating and resolving formal complaints depend on the Respondent's relationship to the college, and specifically whether the Respondent is a student or an employee. Both sets of procedures follow the same general guiding principles. At the minimum, the procedures:

Investigation

Upon receiving notice from the Title IX Coordinator, Messenger College will commence an investigation into the allegations involved. During this investigation process, Messenger College will attempt to interview both the complainant and respondent and any witnesses who may have information about the incident(s) in question. The responsible parties will have a reasonable time period before their interview to prepare; in most cases, this time period will be a two-day notice, unless the party requests additional time to prepare, which Messenger College will take into consideration in scheduling interviews. Each party may select an advisor of his/her choice who may accompany him/her to any investigative meeting, but the advisor will not participate in such meeting.

The conclusion of the investigation will include the written report from the college's investigators. This report will include all evidence directly related to the allegations in the case to the Title IX Coordinator, the complainant, the respondent, and their respective Advisors (if any). The Title IX Coordinator will provide the parties with a notice of the time, date, and location of the hearing in the case. Either party may provide a written response to the report by contacting the Title IX Coordinator within 10 days of receiving the report. Any written response received by a party will be considered by the college's investigators, who may alter the Report and/or append the response(s), the college's investigator(s) will provide the Final Report to the Title IX Coordinator, the parties, and their Advisors.

Right to an Advisor

Each party may have an Advisor of their choice present with them for all meetings, interviews, and hearings. Parties may select whomever they wish as their Advisor as long as the Advisor is eligible and available. The law permits one advisor for a complainant and one for the respondent.

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Parties also have the right to choose not to have an Advisor in the initial stages

of the resolution process, however during a hearing, they will need an advisor for the hearing.

Hearing

A formal hearing will be scheduled as soon as the college's investigation report is received, and all parties have had the requisite time to review this Report and provide additional written comments.

For Standard cases, the following individuals will make up the hearing panel, and will serve as adjudicators for these cases:

- Cases where the Respondent is a Student:
 - o A Student Development staff representative, a member from the President's Cabinet, and a deputy Title IX Coordinator for Students
- Cases where the Respondent is an Employee:
 - o Title IX Coordinator, a member from the President's Cabinet, and VP of Academic Affairs

Hearings will be held in-person unless under extenuating circumstances a virtual hearing will take place. Both parties will be given the opportunity to make an opening statement and their advisors will be given the opportunity to present witnesses and cross-examine all opposing parties or witnesses. A party may not be present in the same room while the other party is presenting his/her testimony. Hearing Panel members will also be given the opportunity to ask questions of all witnesses. As mandated by Title IX regulations, the statements of any party who is not willing to submit to a cross-examination will not be considered by the hearing panel when making its decision on responsibility. However, the Hearing Panel will not draw any adverse inference based on the mere fact that an individual refused to submit to cross-examination.

At the conclusion of the hearing, the Hearing Panel will deliberate and make a ruling as to whether, under clear and convincing evidence standard, the respondent violated this policy. If a violation is deemed to have occurred, Messenger College will also issue appropriate remedies and sanctions against the respondent.

After making these rulings, the Title IX Coordinator will, within five (5) business days, prepare a written determination that details: a) the allegations at issue; b) a description of the procedural steps taken throughout the case; c) findings of fact supporting the determination; d) conclusions regarding application of the MC Sexual Misconduct and Harassment policy; e) a statement as to the determination for each allegation; f) a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant; and g) a description of the procedures and permission grounds for appeal. This written determination will be given by email to both parties and will also be provided to, the parties' Advisors (if any), any additional consultants for the parties, and the President of Messenger College.

The recording of the hearing will be transcribed within a reasonable time and made available to the parties and their Advisors. The investigation and hearing procedures will be completed within a reasonable time, unless extenuating circumstances require additional time in which all parties will be notified.

Appeal

Within ten (10 days) of the issuance of the written determination, either party may request an appeal in writing to the Title IX Coordinator based on one or more of the following reasons: a) procedural irregularity; b) new evidence exists which was not available at the hearing; or c) conflict of interest/bias. Additionally, the President of the college may choose to institute an appeal after additional findings and review of the hearing proceedings. If an appeal is requested by the complainant, respondent or the President of the College, all parties will receive written notification of the appeal and be given opportunity to respond in writing. Both the complainant and respondent will be given written notice at least three (3) business days before the hearing of the date, time, and location of the appeals hearing. Using a clear and convincing evidence standard, Messenger College will after hearing all evidence, make a ruling as to whether a violation of this policy occurred and, if applicable, issue sanctions. In making this ruling and issuing sanctions may sustain the ruling and/or sanctions set forth by the President of the college, but will also have the discretion to overturn such ruling and/or sanctions and issue his/her own ruling or sanctions.

After the decisions of these rulings, the Title IX Coordinator will, within five (5) business days, prepare a written determination that details: a) the allegations at issue; b) a descriptions of the procedural steps taken throughout the case; c) findings of fact supporting the determination; d) conclusions regarding application of the Title IX Sexual Misconduct and Harassment Policy; e) a statement and rationale as the determination for each allegation; and f) a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant. This written determination will be given to the complainant, respondent, the parties' Advisors (if any), and the President of the college. This ruling and sanctions, if applicable, will be final and will not be appealable.

Reporting

The President of Messenger College may provide the Board of Governors with a report on any proceedings involving a formal complaint as outlined in this Section. The report will be kept strictly confidential by all Board members and is meant to give the Board broad oversight of Messenger College's Title IX procedures to ensure that this policy is in compliance to local, state, and federal regulations and laws and to ensure procedures are handled in a way that promotes a safe and Christ-like atmosphere.

Messenger College must also statistically report the occurrence of on campus major violent crimes, including certain sexual misconduct offenses, in the “Annual Security and Fire Safety Report” of campus crime statistics. This report does not include personal identifiable information. The state law requires that the Title IX Coordinator provide the President with a report every three months on Title IX case information and to the Board of Governors. These reports will be posted on the college’s website.

As mandated by state law, Messenger College will, on request by another postsecondary educational institution, provide to the requesting institution information relating to the determination by Messenger College that a student enrolled at MC violated the Title IX Sexual Misconduct Policy by committing sexual harassment, sexual assault, dating violence, or stalking.

If Messenger College becomes aware of a serious and continuing threat to the campus community, a timely notification to protect the safety of the community will be issued. The college may be required to disclose a reported incident of sexual misconduct in the daily crime log, annual security and fire safety report, or as otherwise required under state or federal law.

Procedures for Texas Law Cases can be outlined in section 5.0 and will be used in cases in which the alleged conduct, geography of the incident, and parties meet the scope requirements outlined in section 1.0 for Texas Law Cases.

Procedures in cases where the Complainant does not file a formal complaint or wishes to remain Anonymous

If the complainant alleges sexual misconduct but does not wish to pursue a formal complaint and/or requests that his or her complaint remain anonymous, federal and state laws may nevertheless require the college to investigate and take reasonable action in response to the complainant’s request. The Title IX Coordinator will inform the complainant that the college’s ability to respond may be limited if the complainant is not a participant in the investigation. Federal and state law requires the college to evaluate the complainant’s request that the complaint not be subject to a formal hearing or remain anonymous in the context of the college’s commitment to provide a safe and healthy environment for all students.

In order to protect and ensure the safety of Messenger College’s campus community, the Title IX Coordinator may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. After reviewing the alleged incident(s), the Title IX Coordinator and the President’s cabinet will meet to determine if the allegations involve such a significant risk to the safety of the overall community that they feel it is necessary to initiate formal complaint procedures on their own motion to protect the community at large.

The seriousness of the alleged incident, regardless if the institution has received other reports of sexual misconduct by the Respondent, or if the alleged incident poses a risk of harm to others. The risk of Messenger College's campus community will be present in cases indicating pattern, predation, threat, weapons, and/or violence.

If it is decided that the allegations involve such a significant risk to the safety of the community that it is necessary to initiate formal complaint procedures, then the Title IX Coordinator will institute the formal complaint procedures outline in section 3.0, 4.0, and 5.0 of this policy as deemed necessary. If it is determined that the allegation does not involve a significant risk to the safety and the overall community, the Title IX Coordinator may close the case, and will create a record for the college's Title IX files detailing why this decision was made and how it was not clearly unreasonable under Title IX standards.

Definitions

- Actual Knowledge: Information given to or notice of any sexual misconduct or allegations to the Title IX Coordinator or staff member.
- Coercion: Coercion is the use of an unreasonable amount of pressure, intimidation, manipulation, unwanted contact, threats of physical, emotional, or other harm to compel someone to engage in sexual conduct.
- Complainant: This term refers to the individual(s) who has been the subject of prohibited conduct regardless of whether that individual makes a complaint or seeks disciplinary action.
- Confidential Resource: Messenger College employees who are professional licensed counselors or pastoral counselors, acting within their license and role, are not required to report any information disclosed about an incident to the Title IX Coordinator without permission.
- Consent: This term requires words or actions that show voluntary willingness or agreement to engage in a mutually agreed upon sexual activity. Consent is voluntary and sober. Consent is not present when one is incapable of consent due to reasons of intoxication due to drugs or alcohol, sleep, mental or physical helplessness, unconsciousness, incapacitation, or lack of awareness that sexual activity is taking place. Submission to conduct does not mean the conduct was welcome or consensual; in other words, the absence of "no" does not mean, "yes." An individual who has consented to certain sexual activities in the past does not mean that that person is consenting to sexual activity at the present.
- Dating Violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

- Domestic Violence: This may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional or economic in nature.
- Force is the use or threat of physical violence or intimidation to impose upon an individual's freedom of will to choose to participate or not in sexual contact or using one's strength to gain sexual access.
- Formal Complaint: A document filed by a complainant (document or electronic submission) that contains a complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint alleging Title IX Sexual Misconduct/Harassment against a respondent and requesting that Messenger College investigate the allegations of Title IX Sexual Harassment. A formal complaint must be filed with the college's Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy.
- Incapacitation: The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. An individual is incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but not limited to, lack of control over physical movements, lack of awareness or circumstances or surroundings, or the inability to communicate for any reason. It is important that anyone engaging in sexual activity be likewise, inducing incapacitation for sexual purposes is a violation of this policy. Inducing incapacitation for sexual purpose including using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this Policy) to sexual contact.
- Non-Violent Sexual Contact: Any sexual touching that occurs without consent and which does not fall within the definition of sexual violence. Examples of other non-consensual sexual contact may include the following: genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.
- Official with Authority: Messenger College administrators who have the authority to institute corrective measures on behalf of the college.
- Party or Parties: Referring to the complainant(s) and the respondent(s).
- Preserving Evidence An individual who experiences any form of sexual assault is *strongly encouraged* to seek immediate medical care at a hospital or other

medical facility that provides services for victims of sexual assault. Individuals can undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police's involvement. It is important to preserve forensic and other physical evidence that may assist in proving the alleged criminal offense occurred and such evidence may be helpful in obtaining a protection order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. With the individual's consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation.

- **Respondent:** The individual(s) who has been alleged to be the perpetrator of conduct that could constitute Title IX Sexual Misconduct/Harassment.
- **Retaliation:** Retaliation is a person's adverse action against another person because they have filed a complaint or participated in providing relevant information an investigation. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. All appropriate and available steps will be taken to protect individuals who fear they may be subjected to retaliation.
- **Sex Discrimination:** Sex discrimination is adverse treatment of an individual based on biological sex, rather than individual merit. Examples of conduct that can constitute sex discrimination because of sex include, but are not limited to:
 - Singling out or targeting an individual for different or adverse treatment (e.g., more severe discipline, lower salary increase);
 - Failing or refusing to hire or allow participation by an individual in a college activity;
 - Terminating or removing an individual from employment or an educational program; or
 - Verbally harassing, abusing, or demeaning a targeted individual with conduct designed to impact that individual adversely.
- **Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
 - Visual (e.g., video, photograph) or audio-recording of sexual activity;
 - Producing, obtaining and/or distributing photos, videos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness;
 - Exceeding the boundaries of consent;
 - Engaging in non-consensual voyeurism;
 - Knowingly transmitting a sexually transmitted infection (STI), such as HIV, to another without disclosing your STI status;
 - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and

- Distributing or forcing others to view pornography.
- Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any college activity or benefit;
 - Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; and
 - These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.
- Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature, is also prohibited under this policy. Examples include, but are not limited to, lewdness and obscene or sexually offensive gestures and comments.
- Sexual Violence The following behaviors constitute sexual violence and are prohibited under this policy. All forms of sexual violence are serious offenses and will result in College discipline. Sexual violence involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The consumption of alcohol or use of illegal substances will not ordinarily constitute a mitigating factor or circumstance when it contributes to, or is involved in, an alleged act of sexual violence.
 - Non-Consensual Sexual Penetration: Any act of vaginal or anal penetration by a person's penis, finger, other body part, or an object, or oral penetration by a penis, without consent.
 - Forceful Non-Consensual Sexual Contact: Any sexual touching other than non-consensual sexual penetration that occurs without consent and is the result of coercion, force, or incapacitation. Examples of forceful non-consensual sexual contact may include the following when it is a result of coercion, force, or incapacitation: genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.
- Stalking is unwanted or obsessive attention by an individual or group toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.

- Third Party: Any individual who is not a college student or employee of the college.

Additional definitions regarding state and federal laws can be found here:

- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688 and its implementing regulations, 34 C.F.R. Part 106
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2000e-17 and its implementing regulations 29 C.F.R. §1604 11.
- Clery Act, 20 U.S.C. 1092(f) and its implementing regulations 34 C.F.R. Part 668

Messenger College prohibits Title IX Sexual Misconduct and Harassment as defined by the federal regulations of the United States Department of Education. In compliance with the Department of Education's regulations, Messenger College has implemented a grievance procedure for the resolution of formal complaints that includes notice to all parties, prompt and impartial investigations, and live hearings that include an opportunity for cross-examination by advisors. The college also requires those designated as official of authority to promptly report any violation or alleged violation of this policy.

This policy applies to all levels and areas of Messenger College operations and programs, to undergraduate students, administrators, faculty, staff, volunteers, and contractors.

Title IX Training, Prevention, and Awareness

The Title IX Coordinator and the Student Development department is responsible for educating the campus community on how to prevent sexual misconduct. The following are some of the many activities that happen on campus in the continuing effort to educate faculty, staff, and students on this important issue:

- Provide Title IX training videos for faculty, staff, and students regarding their rights and policies through Populi email and dashboard, Welcome Weekend Orientation, and on college's website. Occurrence – annually.
- Mandatory floor meeting for all residential students living in residence housing concerning Title IX and sexual misconduct offense reporting. Occurrence – annually.
- Email to all students, faculty, staff, and board members regarding Title IX Policies (including a copy and/or link of the Policy) – Occurrence: Annually
- Presentation on sexual assault awareness and prevention information at all student and staff orientations. Occurrence: Annually
- Provides additional resources through email, Populi's news feed, and in semester orientation sessions to students, faculty, staff, administration, and Board members.
 - U.S Department of Education and Title IX (<http://sites.ed.gov/titleix/>)
 - Crisis Counseling Assistance: Staff members shall encourage the student to access support services from those specially trained to assist victims of sexual assault, domestic violence, dating violence or stalking.
 - On Campus – Campus Ministries Office, 817-554-5950
 - Off Campus – Metroplex Counseling 817-571-4110; Compassion Counseling 817-723-1210

RESOURCE DIRECTORY

RESOURCE DIRECTORY

The College provides any complainant (student or employee who reports an incident involving sexual misconduct and/or interpersonal violence either on or off-campus) with a copy of the Notice of Complainant's Rights. The following information and resources written in this notice along with procedures, options and available assistance from this policy.

Contact and Emergency Information

Administrative Office Phone 817.554.5950 Ext 100 Email info@messengercollege.edu

Office of Academic Affairs (Faculty, Curriculum, Instruction, Classroom, Library, Academic Support, Institutional Effectiveness) Phone 817.554.5950 Ext 108 Email cscaff@messengercollege.edu

Office of Business Affairs (Bursar, Accounts Payable, Scholarships) Phone 817.554.5950 Ext 102 Email ahppner@messengercollege.edu

Office of Enrollment Services (Admissions, Registrar, Advising, Records) Phone 817.554.5950 Ext 165 Email enrollment@messengercollege.edu

Office of Financial Aid (Federal Aid, Cost of Attendance, Tuition Planning) Phone 817.554.5950 Ext 104 Email finaid@messengercollege.edu

Office of Student Development (Residence Life, Campus Ministries, Campus) Phone 817.554.5950 Ext 103 Email studentdevelopment@messengercollege.edu

Emergency Hotlines and Resources

Bedford Police Department 817.952.2430

Eules Police Department: 817.685.1500

Student Housing Maintenance: 940.531.2044

Student Housing Concerns: 573.338.2069

Texas Health HEB: 817.848.4000

Poison Control: 1.800.222.1222

Suicide Hotline: 1.800.273.8255 Emergency: (988)

Missing and Exploited Children Hotline: 1.800.843.5678

Sexual Assault Hotline: 1.800.656.4673

Drug and Alcohol Treatment: 1.800.662.4357

Mid-Cities Pregnancy Center: 817.577.4387

Metroplex Counseling Center 817.571.4110

Eating Disorder Hotline 1.888.236.1188

Medical, Fire, or Safety Emergency Dial 911

In the event of a personal medical emergency please dial 911

Sex Offender Registry: In accordance with the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the *Family Educational Rights and Privacy Act of 1974*, the Messenger College Office of Student Development provides a link to publicly accessible Internet web sites containing the *Texas Sex Offender Registry* and the *Tarrant County Sex Offender List*. This law also requires sex offenders, who already are required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed or enrolled as a student.

Individuals included on the web sites are included solely by virtue of their conviction record and Texas state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Follow the link below to access the *Texas Sex Offender Registry* website. The Texas Department of Public Safety is responsible for maintaining this registry:

<https://publicsite.dps.texas.gov/SexOffenderRegistry>

Follow the link below to access the *Tarrant County Sex Offender List* website. The Tarrant County Sheriff's Department is responsible for maintaining this registry:

<https://www.tarrantcounty.com/en/sheriff/operations-bureau/criminal-investigations/sex-offender-registration.html>

CLERY ACT REPORTING OVERVIEW

Messenger College is committed to assisting all members of the community in providing for their own safety and security. As required by the federal Clery Act, Messenger College Annual Security & Fire Safety Report contains information regarding campus security, personal safety and fire policies and procedures, and other matters of importance related to security on campus, including fire statistics in Messenger College's residential facilities, as well as crime statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.

Messenger College Annual Security & Fire Safety Report is available at [Consumer Information | messenger-college \(messengercollege.edu\)](https://messengercollege.edu/consumer-information) under Safety and Security.

Messenger College Title IX Sexual Misconduct and Harassment Policy is available at [Consumer Information | messenger-college \(messengercollege.edu\)](https://messengercollege.edu/consumer-information) under Title IX.

A copy is available upon request by contacting the Student Development Department (817-554-5950 ext. 103).

GEOGRAPHY

The Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings and residence. Messenger College must include statistics for crimes that occurs in any of these geographic areas:

- On-campus (anywhere)
- On-campus student housing
- Public Property within campus bounds
- Public property immediately adjacent to the campus
- Non-campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not part of the core campus, or those owned or controlled by a student organization officially recognized by the institution.

Wherever crimes occur, Messenger College and local law enforcements must maintain a daily crime log of all reported crimes that fall within their jurisdiction. This crime log must be made available to the public during daily business hours (CleryCenter.org).

The Clery Act defines each institution's specific geography for the purposes of reporting its crime statistics. It includes the following properties in the following categories:

- MC's Residential Housing Property (MC Commons)- 150 S Main Street Euless, TX 76040
- MC Learning Center (Bedford, TX)- 2705 Brown Trail Bedford, TX 76021- 4th floor

On- campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

NOTE: Statistics for campus residential facilities are recorded in BOTH the on-campus category and the on-campus residential category.

Public – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non campus – Any building or property owned or controlled by a student organization that is officially-recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

CRIMES

The Clery Act requires that institutions disclose crime statistics separately for four general categories of crime statistics – criminal offenses, hate crimes, VAWA offenses, and arrests and referrals for disciplinary action – using the FBI’s Uniform Crime Reporting Handbook (UCR) and for sex offenses, the FBI’s National Incident-Based Reporting System (NIBRS). Institutions are required to disclose reported offenses for these categories, not the findings of a court, coroner or jury, or the decision of a prosecutor.

The specific Clery Act-defined reportable crimes include:

Criminal offenses (in hierarchy order):

Murder & Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence – The killing of another person through gross negligence. *This category was formerly Negligent Manslaughter.*

Rape -- *The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

Fondling-- *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*

Incest- *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

Statutory Rape - *Sexual intercourse with a person who is under the statutory age of consent.*

Robbery- *The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*

Aggravated Assault- *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*

Burglary- *The unlawful entry of a structure to commit a felony or a theft.*

Motor Vehicle Theft (do not include theft from a motor vehicle)- *The theft or attempted theft of a motor vehicle.*

Arson- *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling*

house, public building, motor vehicle or aircraft, personal property of another, etc.

Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Intimidation- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/vandalism of property- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Quid Pro Quo Sexual Harassment: Unwelcome conduct of an employee of the college, who conditions the provision of an aid, benefit, or service of the college (implicitly or explicitly), on an individual's participation in unwelcome sexual activity- VAWA Offense.

Sexual Harassment: Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when- VAWA Offense:

- Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit;
- Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; and
- These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Title IX regulations have adopted the following types of sexual assault (consistent with Clery Act reporting)- VAWA Offense:

- Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed (VAWA Offense)—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition (VAWA Offense)—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Hate Crimes – A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Simple Assault -- An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Arrests & referrals for disciplinary action:

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above. (*Drunkenness and driving under the influence are not included in this definition.*)

Drug Law Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc, of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Unfounded Crimes-- Institutions are also required to include statistics for Unfounded Criminal Incidents.

Unfounded crimes are a reported crime that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfind a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. *If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfind a crime.*

Criminal Offenses	On Campus			Residential facilities*			Non-Campus			Public Property		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder/ Non-negligent manslaughter	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
Rape	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
Statutory Rape	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
Robbery	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
Burglary	0	1	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	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
Liquor law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Drug law Arrests	0	0	0	0	0	0	0	0	0	2	0	0
Drug Law violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	0	0	1	0	0	0	0	2	0	0

*Crimes reported in the residential facilities are included in the on-campus column.

Campus Safety and Security web-based data collection system.

Crime statistics for 2019-2021 were processed using the Handbook for Campus Safety & Security Reporting and the 2022 Campus Safety and Security Survey from the US Department of Education

Occurrence of Hate Crimes (On Campus, On-Campus Student Housing Facilities, and Public Property)											
Criminal Offense	Totals by year			Category of Bias for crimes reported in 2019-2021							
	2019	2020	2021	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	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
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

VAWA	Totals by year			Category of Bias for crimes reported in 2019-2021 (On Campus, On-campus Student Housing, Public property)							
	2019	2020	2021	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act, Messenger College provides this Fire Safety Report, which outlines fire safety practices and standards for campus student residential facilities.

Messenger College continues to evaluate residential fire safety equipment and systems. Future improvements and upgrades will be made as needed as part of the ongoing assessment process and as funding is available.

This report is made available as part of the Annual Security & Fire Safety Report. It may be accessed at www.messengercollege.edu/consumerinformation or a copy may be requested by calling 817-554-5950.

Fire Log

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. The Student Development Office maintains a fire log, which is available to the public during regular business hours at the Administration Building, located at 2701 Brown Trail, Bedford, TX. This log contains information about fires that occur in campus residential facilities including the nature, date reported, occurred date and time, and general location of the fire.

Fire Reporting & Evacuation Procedures

If a fire occurs in or near any Messenger College facility, individuals should leave the facility and the local authorities should be notified immediately by calling 911. The caller should provide as much information about the incident as possible, including location, date, time and cause of the fire. In the event that a member of the campus community finds evidence that a fire has occurred/has already been extinguished and is unsure whether the Student Development office has already responded, please contact the Student Development office immediately to investigate.

Fire evacuation procedures are posted on each floor of each campus residential facility. Additionally, an Emergency Reference Quick Guide is given to each resident upon check in and a fire escape route is posted on the inside of the door of each residential apartment. It highlights policies and procedures, outlines emergency procedures (including campus notifications, fire, severe weather, and lockdown/shelter in place protocols), and provides a health & safety checklist, campus telephone directory, and a smoke detector/fire extinguisher check sheet (where applicable). The fire evacuation information instructs individuals to:

- Upon discovering a fire, exit and close the door to the room where the fire is located and immediately sound the building fire alarm. Pull stations are located near exits and stairwells.

- Dial 911 and state the problem and where in the building the fire exists. Do not hang up until the operator tells you to do so, or you are in danger and must leave the vicinity of the phone.
- If in a student housing, call the RD on Duty at 573-338-2069 and give your name and the location of the fire.
- Alert people in your area of the danger and of the need to evacuate, assisting those with disabilities.
- Walk (do not run) to the nearest stairway exit. Do NOT use elevators!
- Exit the building, closing doors between you and the fire.
- If in a student housing, go to your gathering place (Burger King & Fire Department).
- Stay out of the way of emergency response personnel. However, notify firefighters or other public safety personnel if you suspect someone may be trapped in the building.
- Do not return to the building until instructed to do so by the fire scene Incident Commander or other public safety official.

IF TRAPPED IN SMOKE

- If you are able, drop to your knees and crawl toward an exit
- Hold your breath as much as possible
- Breathe slowly through nose using a towel or shirt as a filter.

IF TRAPPED IN A ROOM

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal from a window to someone outside or by shouting at regular intervals.
- Place an article of clothing outside a window as a marker for rescue crews.

WHEN TO USE AN EXTINGUISHER

- An extinguisher can be used to suppress a fire that blocks your exit from the building.
- Only use an extinguisher to attempt to extinguish a small fire.
- Remember PASS, the four basic steps to operation a fire extinguisher: P: Pull the pin A: Aim the extinguisher hose at the base of the fire S: Squeeze the lever S: Sweep from side to side
If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.

BUILDING EVACUATION

- When the fire alarm is activated, immediately evacuate the building.
- Take personal belongings only.
- Assist people with disabilities.
- Walk (do not run) to the nearest stairway exit. Do NOT use elevators!
- If in a student housing, go to your gathering place (Burger King Parking Lot/Fire Station)

Fire Safety Education

Fire safety education programs for all student and professional staff living in campus residential facilities are held at the beginning of each semester. Unannounced fire and evacuation drills are conducted each semester to inform individuals on proper evacuation procedures. These programs and drills are designed to familiarize everyone with fire safety systems and procedures to be followed in the event of a fire.

Fire Safety Policies and Procedures

Description of fire safety systems in on-campus housing facilities: The student apartments at Messenger College are continuously monitored by a fire detection system. Smoke detectors are located in each apartment. Manual pull stations are located at each exit point.

Fire Alarms

Fire alarms and extinguishers are located on each floor of the apartments. There are many dangers and risks to students, fire fighters and RL staff associated with false fire alarms, intentionally set fires, and vandalizing or tampering with fire equipment. Any of these actions or tampering with smoke detectors, including removal of batteries, will result in student conduct action.

Every semester, the smoke alarms are tested by the Euless Fire Marshall. Once a year, the Euless Fire Department inspects the apartments by checking the smoke detectors, fire extinguishers, fire alarms, exterior hazards, and interior hazards.

Fire drills: Fire drills are held to familiarize residents with evacuation procedures for their apartment. Fire drills are conducted in the Fall and Spring of each year.

Policies or rules on portable electrical appliances, smoking, and open flames:

Cooking and Appliances: Each student apartment is equipped with a refrigerator, stove and oven. All appliances must be kept clean, and are inspected regularly. Any maintenance issue regarding a kitchen appliance should be reported to the RD immediately.

Open Flames: Open flames or objects capable of producing a flame (anything creating smoke) are prohibited in the student residences. This includes burning/burnt candles, incense, oil lamps, matches, and cigarette lighters. In the event of a power failure, use a flashlight, not candles. [*Official Warning* (minimum), plus \$20 fine]

Smoking: The use of smoking tobacco products including and not limited to e-cigarettes, vapors; hookahs are prohibited on all campuses at Messenger College. MC is a 100% smoke-free environment.

Procedures for student housing evacuation in the case of a fire alarm: In the event of a fire alarm students should evacuate using the primary route and assemble with other residents of their floor at the predetermined assembly point in a safe area away from the apartments.

Policies regarding fire safety education and training program provided to the students and employees: The Residence Director conducts a floor meeting at the beginning of the semester to provide information on fire safety and the appropriate action to take during a fire alarm or fire emergency. The Residence Director covers evacuation routes and assembly points in these meetings.

The following fire safety education information is provided in the current *Student Handbook*:

Failure to Respond Promptly to a Fire Alarm: All students MUST leave the Apartment immediately when a fire alarm sounds. [*Official Warning* (minimum), plus \$50 fine]

Fire Safety Systems Misuse or Pranks: Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/smoke alarms, fire extinguishers and electrical panels) is prohibited [*Probation 2 up to and including Dismissal*]. Students violating this standard may be prosecuted also by the City of Euless, as this is a violation of Euless city ordinances.

Student residence Room Smoke Detectors: Tampering with room smoke detectors, which includes removing the batteries or disabling them in any way, is prohibited, [Official Warning (minimum) plus \$50 fine]

Fires, regardless of size or damage, must be reported immediately to the Department of Student Development at 817-554-5950 ext 103, or 911. If it is an emergency call 911.

Please refer to the MC Student Handbook for more information regarding Housekeeping items at www.messengercollege.edu/consumerinformation.

Please refer to the Emergency Action Plan Guide for more information at www.messengercollege.edu/consumerinformation

Messenger College Facilities Fire Statistics

Facility	Address	# of fires in 2019	# of fires in 2020	# of fires in 2021	Category of fire	Cause of fire	Fire-related injuries	Fire-related deaths	Property damage
MC Commons	150 S. Main Euless, TX 76040	0	0	0	N/A	N/A	0	0	0
MC Learning Center	2705 Brown Trail. Bedford, TX 76021	0	0	0	N/A	N/A	0	0	0