

Security Information

September 26, 2017

How to get help or report a crime

- Report emergencies by calling 518-494-1444
- Report non-emergency crime or suspicious behavior by calling 518-494-6200 or email security@wol.org or by speaking with a security officer
- For non-emergency injuries and illnesses, contact the Health Center
- For non-emergency maintenance concerns, enter a work order or contact your supervisor
- For non-emergency IT concerns, enter a helpdesk ticket or contact your supervisor
- To report child abuse, sexual abuse or violations of the Child Protection Policy call 518-494-6300, email abuse@wol.org, or speak with a counselor, unit leader, resident assistant, discipleship coordinator or dean.

Security Officers

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

- Patrolling properties to deter and detect criminal or suspicious activity
- Enforcing vehicle and parking rules
- Locking buildings
- Controlling access to properties or buildings (varies seasonally)
- Writing reports for incidents
- Responding to emergencies
- Assisting visitors
- Liaison with law enforcement and emergency responders

Campus Security Authorities and Mandatory Reporters

Federal and state laws dictate that certain staff members are obligated to report crimes to the Security department, law enforcement, or social services. These staff members include counselors, unit leaders, resident assistants, discipleship coordinators, deans, HR staff, Security officers, SIC and Camp Crew coordinators, camp directors, and childcare staff.

Confidential Reporting

All victims or witnesses of a crime are encouraged to report it immediately to Security. They also have the option of reporting it to local enforcement, or a counselor, unit leader, resident assistant, discipleship coordinator or dean. These individuals are required to report certain crimes (crimes against minors, or crimes that pose a threat to others) but the victim may choose not to share this information with Security or law enforcement. In that case, the counselor will only report to Security that a crime occurred and the nature of the crime for statistical purposes.

Crime and Fire Log

The Security department maintains a daily log of crimes, fires, and other activity reported to Security. It is available on the intranet for staff and students. Additionally, the Security department and local law enforcement agencies compile statistics for crimes that occurred on our property.

See the Annual Crime and Fire Statistics for more information.

Emergency Alerts

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

Access Control

Our BI campus is generally open during the day and visitors are requested to sign-in at the Welcome Center. Access to youth and family camps is limited to staff, registered guests, and approved vendors. Camp visitors must sign in at the front gate upon arrival. Members of the opposite gender are not permitted in housing units for campers, students, or single staff. Students and staff should keep housing doors locked at all times and report unauthorized persons. On occasion, Property Services, Housekeeping, Security, or Student Life may enter housing units to make necessary repairs or inspections. Classroom doors should be locked during class or other meetings. Security officers patrol during the day to detect unauthorized access and lock all buildings at night.

Training Activities

The Security department conducts security and emergency training at the following times each year. While the training is tailored for certain audiences, it includes emergency procedures, crime prevention and crime reporting.

- Beginning of Fall Semester - students, DCs, RAs, and BI staff
- Beginning of Summer Camp - counselors, camp crew, students, Camp staff, volunteers
- Spring and Summer Missions trips - Missions Reality and Student Fusion trip leaders and participants
- Winter - Cross Cultural Interns (CCI) before departing for two-year international deployments
- Fire Evacuation Drills - twice each year at the BI and Headquarters and once each Summer at the beginning of camp
- Occasionally we partner with local first responders to train in active shooter or mass casualty scenarios.

Standard Response Protocol

In the event of an emergency, you will be directed to do one of these four actions: lockout, lockdown, evacuate, or shelter.

Lockout

- Lock outside doors
- Increase situational awareness
- Carry on with indoor activities as planned

Lockdown

- Retreat to an inner room and lock interior doors
- Turn off lights, remain quiet, and remain out of sight
- Prepare to resist or evade an attacker

Evacuate

- Move in an orderly fashion toward the designated staging area
- Take your phone
- Leave other belongings behind

Shelter

- Move indoors and prepare for severe weather or other threats

See the Emergency Procedures for more information.

Alcohol, Drugs, and Tobacco

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

Firearms and Weapons

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

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

See the Firearms and Weapons policy for more information.

Student Sexual Discrimination or Sexual Violence (Title IX)

If an individual believes that they have been denied admission, employment, or participation in a BI program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately.

If any student, staff member, or other member of the BI community is a victim of, or is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately.

The Title IX Coordinator will conduct an investigation that is independent of the Security department or local law enforcement agencies, to determine if sexual discrimination or sexual violence occurred.

See the Title IX policy for more information.

Sexual Misconduct

WOL believes that all sexual acts outside of a biblically defined marriage between one man and one woman are sinful. WOL also takes seriously our responsibility to care for those attending our camps, BI, or serving as staff or volunteers. Staff are not permitted to be alone with someone below the age of 18. Staff and students are also prohibited from being alone in vehicles with people of the opposite gender if one of them is married. Students and campers are not permitted to have physical contact with the

opposite gender, and dating or courting must include a third party. Instances of dating violence, domestic violence, sexual assault, sexual harassment, or stalking should be reported to Security or a Dean immediately. Any criminal acts will be referred to law enforcement.

Registered Sex Offenders

Background checks are performed on all staff, students, volunteers, and many of our vendors. We follow up on any records of criminal activity. Those who have been convicted for child abuse may not be employed at WOL and may not work with or near children at any WOL property or activity.

You may obtain a listing of registered convicted sex offenders living in our area by visiting the NY State Division of Criminal Justice website at <http://www.criminaljustice.ny.gov/nsor/>. The zip code for Pottersville is 12860 and the zip code for Schroon Lake is 12870. Additionally, the site <https://users.nyalert.gov/> will allow you to enroll to receive alerts when sex offenders relocate into our area. The Security department includes nearby registered sex offenders in our security watch list.

Missing Person Notification

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