

Ozarka College
Emergency Preparedness, Response, and Notification

The authority to declare a campus state of emergency rests with the President or his designee as follows:

During a time of campus emergency, the employee discovering the emergency shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. Said employee shall immediately consult with the president of the college. If the President is unavailable, said employee shall contact the Vice President of Administration. During evening classes, said employee shall contact the night supervisor on campus. The contacted administrator shall determine whether to declare a state of emergency.

Communication is a high priority in an emergency situation and Ozarka College has multiple layers of communications to notify the campus community of emergency situations.

Ozarka College Alert - A text message and email alert system that allows students, faculty, and staff to register a mobile phone number.

Computer Notification System – A notification message is sent to all Ozarka maintained computers.

Ozarka College Email – Emergency notifications are sent to Ozarka College email addresses. All students, faculty and staff are issued an email address.

Web Site – All emergency notifications are posted to the Ozarka College web site home page.

Evacuation

Buildings on campus have an emergency notification system in place. The fire alarm system serves as the evacuation signal. Whenever the alarm system sounds, everyone must leave the building and move to a safe location.

Testing and Evaluation

Ozarka College will test the fire alarm systems and campus notification systems at least once per calendar year. These events will be publicized and the time and date will be documented.

Crime Prevention Activities

Students and employees are encouraged to report all crimes and suspicious activities to the Vice President of Administration at 870-368-2058.

Maintenance of Campus Facilities

Ozarka College physical plant maintains the College buildings with a concern for safety and security. In order to provide a safe environment, please report broken or flickering lights, dimly lit corridors, doors and windows that are broken or do not close or lock properly. Inspections of campus facilities are conducted regularly and repairs are made in a timely manner. All members of the campus community are encouraged to report any safety and security hazards to the office of the Vice President of Administration.

Alcohol and Drug Policy

Ozarka College is committed to maintaining a drug and alcohol free campus for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior. The users of drugs may impair the well-being of all employees and the public at large, as well as result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited.

The illegal use of drugs and/or alcohol is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of, or found distributing illegal drugs and/or alcohol is subject to disciplinary action and/or state and/or federal law.

Drug and Alcohol Abuse Education

Referrals to drug and alcohol abuse education providers are available from the office of the Vice President of Administration or the office of the Vice President of Student Services.

Ozarka College Policy for Discrimination, Harassment, Retaliation and Sexual Misconduct Complaints

Title IX protects the Ozarka College community from sexual discrimination, harassment and misconduct in a school's educational programs and activities. Title IX protects the Ozarka College community in connection with all academic, educational, extracurricular and athletic programs.

All Complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator:

Jason Lawrence, Vice President of Administration
Ozarka College Administration Building
P.O. Box 10, Melbourne, AR 72556
870-368-2058 or 870-368-2358
Jason.lawrence@ozarka.edu

A report may also be submitted to the Title IX Deputies:

DeEdra Steed (For employees)
Human Resources
Administration Building
P.O. Box 10, Melbourne, AR 72556
870-368-2002
dsteed@ozarka.edu

Candace Jeffery
Director of Distance Learning
Administration Building
P.O. Box 10, Melbourne, AR 72556
870-368-2003
cblevins@ozarka.edu

Kim Lovelace
Director of Career Pathways
Administration Building
P.O. Box 10, Melbourne, AR 72556
870-368-2038
klovelace@ozarka.edu