

Ox-Bow Policies and Procedures Handbook



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OX-BOW RULES OF CONDUCT:

Ox-Bow reserves the right to dismiss any participant, without refund, for behavior considered unacceptable, including but not limited to, the following:

- A. Possession/use of alcohol while underage or providing alcohol to anyone under 21.
- B. Use, possession, or sale of illegal drugs, drug paraphernalia, or controlled substances.
- C. Verbal abuse and/or harassment.
- D. Hazing, physical abuse, physical violence or threat of physical harm.
- E. Sexual assault, abuse, harassment, or indecent exposure.
- F. Discriminatory conduct directed at a particular person based on race, gender, religion, sexual preference, age, national origin or disability.
- G. Possession, open or concealed, of a weapon on Ox-Bow premises.
- H. Disruption of the normal functioning of the Ox-Bow community, breaching of the peace, disrupting the work of others, violating the rights of others.
- I. Refusing to participate in class.
- J. Damage to, destruction, theft, or other misuse of Ox-Bow property or the property of others.
- K. Unauthorized use of Ox-Bow studios, housing, or other property.
- L. Behavior which violates local, state, or federal laws.
- M. Behavior which jeopardizes the safety of self or others.
- N. Being under the influence of alcohol or controlled substances when working or while using power tools or operating machinery.
- O. The use of fireworks or any other incendiaries, either commercial or homemade.

Ox-Bow reserves the right to deny admission to or impose sanctions, including suspension and expulsion, upon any individual who has demonstrated a history of behavior which, in the judgment of Ox-Bow, contributes in any way to the disruption of the educational processes or residential life at Ox-Bow. (SAIC students will be subject to the SAIC rules of conduct and disciplinary procedures and sanctions as outlined in The School of the Art Institute of Chicago's Student Handbook.)

Additionally, Ox-Bow reserves the right to deny a Work Scholarship to any individual who has demonstrated the inability to satisfactorily or safely complete the work assignments given as part of the Work Scholarship program.

SAIC RULES OF CONDUCT:

Certain classes of misconduct are universally recognized as being disruptive to the educational process. Committing one or more of the following acts of misconduct may subject the student to SAIC's Student Conduct Procedures:

- A. Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism), or knowingly furnishing false information to SAIC.
- B. Forgery, unauthorized alteration, or misuse of SAIC documents, records, or identification.
- C. Obstruction or disruption of teaching, research, administration, security, student conduct procedures, or other SAIC activities on or off campus, and fire, police or emergency services.
- D. Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any member of the SAIC community or any other conduct that threatens or endangers the health, safety, or well-being of any such person.
- E. Failure to comply with direction of SAIC officials acting in the performance of their duties, and/or failure to identify oneself to these persons or to security staff when requested to do so.
- F. Attempted or actual theft of and/or damage to SAIC property or services, including but not limited to: graffiti; destruction of SAIC publications; theft or other abuse of computer facilities/resources; theft or damage to the property (including artwork) of a member of the SAIC community on or off campus; and/ or knowingly possessing stolen property.
- G. Unauthorized entry to or use of School of the Art Institute facilities, equipment, or resources; or unauthorized possession, duplication, or use of keys/key cards to any SAIC premises.
- H. Use, possession, manufacturing, or distribution of alcoholic beverages while on SAIC property or at SAIC- sponsored activities (except as expressly permitted by SAIC's Alcohol Policy and by law), or public intoxication. Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- I. Use, manufacture, distribution, or possession of illegal drugs or drug paraphernalia.
- J. Misuse or abuse of over-the-counter or prescription medications.
- K. Possession of any weapons or weapon facsimiles contrary to the weapons policy.
- L. Behavior that is self-destructive, threatening the safety of the individual.
- M. Sexual assault as defined in the Sexual Assault Policy.
- N. Discrimination, harassment, or retaliation as defined in the Discrimination, Harassment, and Retaliation Policy.
- O. Selling or soliciting on SAIC property except through an officially sponsored and approved event or activity.
- P. Violating the terms of any student conduct sanction imposed in accordance with this handbook.
- Q. Violating any other SAIC policy, rule, or regulation published in hard copy or available electronically, including on SAIC's website or other locations.
- R. Violating any federal, state, or local law.

PARENTAL NOTIFICATION POLICY:

Ox-Bow reserves the right to notify a student's parent, guardian, or emergency contact, regardless of the student's age, status, or conduct, in health or safety emergencies, including hospitalizations or when, in Ox-Bow's judgment, the health or well-being of the student or others may be at risk. In accordance with federal legislation, Ox-Bow may also contact parents or guardians of students under the age of 21 who violate any federal, state, or local law and/or Ox-Bow's policies that govern the use or possession of alcohol or controlled substances.

PARTICIPANT CONDUCT PROCEDURES

The Participant Conduct process is educational in nature and is not a criminal proceeding. Conduct Procedures can take place before, during, or after criminal and/or civil proceedings relating to the same incident, should such a situation occur.

1. INITIATION OF PARTICIPANT CONDUCT PROCEEDINGS

Definition of Participant—Any student, fellowship student, faculty, teaching assistant, staff, artist resident, visiting artist, administrator.

Any participant may file a complaint, either written or oral, against any other participant at Ox-Bow for misconduct. The complaint should be made to the Campus Director. If a complaint is against the Campus Director, participants may file the complaint with the Executive Director.

a. Reviewing the complaint—After receiving notification of a complaint, the Campus Director will meet with the Executive Director and together they will review that complaint to determine how to proceed. The extent of any review of the complaint is left to the discretion of the Executive Director, the possible actions include:

- Informal Resolution—the Executive Director may determine that an administrative resolution is most appropriate for the circumstances. An Informal Resolution is one that does not involve use of a Conduct Meeting. Informal Resolution (even on a voluntary basis) is not appropriate if there is an allegation of sexual assault.
- Convene a Participant Conduct Meeting—see below.
- Dismissal of the Complaint—after reviewing the complaint, the Executive Director may determine, at any time, that the information presented is insufficient to state a violation of the Rules of Conduct or other school policies, rules or regulations. The Executive Director may seek to interview anyone, including the student accused of misconduct. Any student who provides information to the Executive Director must provide truthful information. Providing information that is not truthful may constitute a violation of the Rules of Conduct.

b. Participant status—Pending action on the complaint, the status of a participant should not be altered, or his/ her right to be present on the premises or attend classes suspended, except for reasons relating to his/ her physical or emotional safety, the physical or emotional safety of the accuser, the well-being of members of the Ox-Bow community, or preservation of Ox-Bow property.

c. Notice Meeting of alleged misconduct—If the Executive Director determines that the alleged misconduct requires the institution of Participant Conduct Procedures, he/she shall have a Meeting with the accused to communicate the Alleged Misconduct. The meeting shall identify the Rules of Conduct or other policies under review, and state the date, time, and place for a meeting to resolve the complaint. This meeting can be either an Administrative Meeting or a Participant Conduct Meeting. The accused will also be sent written notification in the form of an email all of the information shared during the Notice Meeting.

d. Participant response to notice of alleged misconduct—During the Notice Meeting the participant accused of misconduct has the opportunity to respond to the Executive Director if he/she wishes to oppose the accusation of misconduct and/or provide additional information. If the participant does not respond, the Executive Director will decide on an appropriate resolution based on the available information.

e. If the Executive Director determines that the alleged misconduct requires further conduct procedures, he/ she will collect written documentation by the complainant and the accused of their versions of the reported conduct.

2. PARTICIPANT CONDUCT MEETINGS

The Conduct Meeting is intended to be educational in nature, and could immediately follow or be a continuation of the Notice Meeting. It allows the accused an opportunity to respond to the complaint through a Participant Conduct Meeting. The meetings shall be private and shall not require application of the legal rules of information or formal/ technical rules of evidence applicable to civil and criminal cases, or courtroom procedures.

- A Participant Conduct Meeting could consist of representatives from Ox-Bow's administration, faculty, and student body. The Executive Director may determine, in her/his reasonable discretion that the Participant Conduct Meeting shall proceed in the absence of a representative from one of those three groups.

a. Attendance at the Participant conduct meeting

- A Participant Conduct Meeting may be conducted in the absence of either the individual making the complaint (complainant) and/or the participant accused of misconduct, if either or both fail to appear at the Conduct Meeting.
- Admission of any person to the Conduct Meeting shall be at the discretion of the Executive Director. In all matters, including those involving an alleged sexual assault or harassment, both the complainant and the student accused of misconduct are entitled to the same opportunities to have others present during the meeting and the Executive Director shall exercise her/his discretion accordingly.

b. Information reviewed

- A participant's act(s) of misconduct will be reviewed during the Participant Conduct Meeting, and prior acts of misconduct may also be reviewed.
- Information at the Conduct Meeting shall be presented at the discretion of the Executive Director.

c. Determination of responsibility

- The determination of whether the participant is found responsible for any violation shall be made on the basis of whether it is more likely than not that the person accused of misconduct violated the Rules of Conduct or other Ox-Bow or SAIC policies, rules, or regulations.

d. Advisor

- Both the complainant and the person accused of misconduct may have one advisor with them at the Participant Conduct Meeting. In advance of the Conduct Meeting, the participant must verbally notify the Executive Director to whether he/she intends to bring an advisor to the meeting and, if so, who the advisor is.
- The advisor may be a student, a member of the faculty or staff, or an individual from outside Ox-Bow. However, the complainant and the participant accused of misconduct are responsible for presenting his/ her own case. He/she may consult with his/her advisor before, during, and after the hearing, but the advisor may not present information, question witnesses, or make statements or arguments during the Conduct Meeting.
- The advisor may only be present during the Participant Conduct Meeting when the person that he/she is advising is permitted to be present. Given the limited role of an advisor and the compelling interest of Ox-Bow or SAIC in concluding the matter expeditiously, the Conduct Meeting will not, as a general practice, be delayed due to the unavailability of an advisor.
- An advisor may not be permitted to attend a Conduct Meeting if the student accused of misconduct does not notify Ox-Bow, in advance of the Conduct Meeting, who the advisor is.

e. Deliberations of the Participant Conduct Meeting

- Deliberations will proceed with Executive Director and any other Ox-Bow Administrators (Conduct Administrators), including but not limited to Campus Director, Academic Advisor, and Program Director. The complainant and the person accused of misconduct and their advisors shall not be present during deliberations. At any time during the proceedings, including during the deliberations, the administrators have the discretion to ask for additional information from any person, including persons who have previously appeared before the Participant Conduct Administrators and those who have not.

f. Resolution

- Participant Conduct Administrative Meeting Recommendation and Resolution—the Conduct Administrators shall make a final report either written or oral, of its recommendation, including any proposed sanctions, and the reasons therefore, for review by the Executive Director.
- If a participant is asked to leave campus due to the Conduct Administrators recommendation, it will be up to the participant to find transportation off of campus immediately. A list of local transportation, accommodations, and contacts will be provided by Ox-Bow. Ox-Bow reserves the right to find transportation for the participant and send a bill to cover the cost.
- If a faculty person has complaints about student behavior after a course, faculty must complete a list of grievances within 90 days of the completion of the course. Upon receipt of the complaint, the Executive Director will determine the action, which may result in the banning of that student from enrolling at Ox-Bow in the future. If that is the case, the student will be informed and they will have the right to appeal. The Executive Director shall have final discretion as to the disposition of the case and any sanctions.

Executive Director shall notify the participant accused of misconduct of the decision and sanctions (if any). In a matter regarding an alleged violation of sexual assault or sexual harassment, the complainant will also

be notified of the decision and any sanction that is imposed on the participant accused of misconduct. Upon written request, Ox-Bow will disclose to the alleged victim of any crime of violence the decision and any sanction that is imposed on the participant accused of misconduct or, if the alleged victim is deceased as a result of the crime, the next of kin of such victim may request such disclosure.

g. Appeal

- Either the complainant or the person accused of misconduct may appeal the decision made in the Participant Conduct Meeting within five business days after receiving notice of the decision. An appeal must be made in writing, must be submitted to the Executive Director and must state the basis for the appeal. Appeals are only permitted to proceed if the written notice of the appeal indicates that there is new information that was not available at the time of the Participant Conduct Meeting. If the notice indicates that there is such new information, the Executive Director will notify the complainant and the participant accused of misconduct of the date, time, and place for the follow-up to the Participant Conduct Meeting. The new information will be considered using the procedures set forth above and will be used to reach a recommendation. The Executive Director shall have final discretion to determine the disposition of the appeal.

h. Record of the Proceedings

- The Executive Director shall make a written record summarizing the Participant Conduct Meeting; on occasion, at Ox-Bow's discretion, tapes/digital recordings may be used. All minutes and tapes/digital recordings are confidential and remain in the custody of the Executive Director.

DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

Ox-Bow has a policy of nondiscrimination toward its participants. It will not tolerate unlawful acts or harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, disability, military or former military status, sexual orientation, including gender-related identity, or any other status protected by local, state, or federal laws.

DEFINITIONS

Discrimination is defined as unequal, adverse treatment of an individual because of his/her protected legal status. Harassment is one form of discrimination and is defined as unwelcome, hostile, or inappropriate conduct directed toward an individual because of his/her protected legal status. The determination of what constitutes illegal harassment varies with the particular circumstances, but it must be so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or creates a hostile or abusive educational or working environment. It must include something beyond mere expression of opinions, views, words, symbols, or thoughts that someone finds offensive. Harassment may occur between students, between students and members of the faculty and staff, or between faculty and staff.

Sexual harassment is a form of harassment, and is prohibited by Ox-Bow. It includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
- Submission to or rejection of such conduct by an individual is used as a factor in affecting that individual's education or employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's education or employment, or of creating an intimidating, demoralizing, threatening or hostile living, educational, or employment environment.

Reprisal, retaliation, or false accusations against anyone reporting, participating, or thought to have reported or participated in discrimination or harassment allegation(s) or investigation(s) is also prohibited and will be treated as a violation of this policy, regardless of whether any discrimination or harassment is substantiated. Retaliation is defined as adverse or negative action against an individual because that individual has:

- Complained about alleged discrimination, harassment, or retaliation; or
- Participated as a party or witness in an investigation relating to such allegations; or participated as a party or witness in a proceeding relating to such allegations.

False accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of discrimination or harassment will not affect the complainant's or reporter's future employment, grades, or educational, living, or working environment.

PROCEDURES FOR RESOLUTION OF DISCRIMINATION, HARASSMENT, OR RETALIATION

1. HOW TO REPORT DISCRIMINATION, HARASSMENT, OR RETALIATION

Any participant who believes that he/she has been subjected to discrimination, harassment, or retaliation, as defined above, is urged to report the incident as soon as possible to the Campus Director or Executive Director. Prompt reporting is strongly encouraged, as it is often difficult to trace the facts of an incident(s) long after it has occurred.

2. MEET WITH THE INTAKE PERSON (Campus Director)

MAKE AN APPOINTMENT WITH THE EXECUTIVE DIRECTOR (OR HER DESIGNEE) WHO WILL:

- a. meet with the participant to review his/her concerns;
- b. ask the participant why he/she believe Ox-Bow's policy on discrimination, harassment, and retaliation was violated; and
- c. provide a Complaint Form if requested.

3. SUBMIT THE COMPLAINT FORM

After reviewing Ox-Bow's policy, the participant may wish to pursue a complaint, by submitting the Complaint Form in writing, including specific information about the incident(s) and how the specific behavior of the offending individual violates policy on discrimination, harassment, and retaliation. The participant filing the complaint should sign and date the Complaint Form and submit it to the Executive Director. If a participant believes that the above administrator(s) is/are responsible for a violation of this policy, the participant should

report the incident to the Academic Director or Associate Director.

4. REVIEW OF COMPLAINT

Complaints of discrimination, harassment, and retaliation are taken seriously and will be handled as quickly as possible. The administrator responsible for the prompt investigation and appropriate resolution will be the Campus Director, Executive Director, or the Academic Director.

5. RESOLUTION

A complaint of discrimination, harassment and retaliation can be resolved in one of the following ways, as determined by the administrator responsible for the investigation and resolution:

A. Informal Resolution—In many cases the complaint may be resolved by arranging a meeting between the two parties to facilitate an informal discussion. After reviewing the completed written complaint form, the administrator responsible for the investigation and resolution will make a determination if an informal resolution is possible. Informal Resolution (even on a voluntary basis) is not appropriate if there are allegations of sexual assault. If all parties agree, an Informal Resolution will be attempted. The administrator responsible for resolving the complaint or other administrator will facilitate the process. If the complainant and the administrator responsible for resolving the complaint are satisfied the issue has been resolved, no further action will be taken. Either party or the administrator may end the Informal Resolution process at any time. In such an event, the Formal Resolution process will be initiated.

B. Formal Resolution—If an Informal Resolution is not possible, a formal investigation/resolution will be initiated. While every effort will be made to promptly investigate and resolve the complaint, a thorough review may take some time. Ox-Bow administrators may coordinate the investigation/resolution of the complaint. Ox-Bow administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented. The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution.

C. Dismissal of complaint—It is also possible that after reviewing the Complaint Form, the administrator will use his/her professional judgment to make a determination if the complaint is insufficient to state a violation of the Discrimination, harassment and Retaliation policy. In such cases, the complaint will be dismissed and the complainant and alleged offender will be informed.

6. Confidentiality—Ox-Bow will seek to maintain the confidentiality of complaints of discrimination, harassment, or retaliation made through these processes. Disclosure of this information will be made to administrators or participants in an investigation only as necessary to properly investigate and resolve the matter. Although Ox-Bow seeks to maintain confidentiality, it is not possible to guarantee complete confidentiality.

7. Title IX

Title IX of the education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The title IX Coordinator is responsible for coordinating SAIC's efforts to comply with its obligations under title IX and the title IX regulations.

SEXUAL ASSAULT POLICY

Sexual assault is unacceptable and is not tolerated at Ox-Bow. Participants who violate this policy are subject to the Participant Conduct Procedures and may also be the subject of a criminal prosecution and/or a civil lawsuit. Ox-Bow encourages anyone who has been subjected to a sexual assault to seek appropriate treatment and to report the incident promptly to the police and/or an Ox-Bow official. Methods for reporting and for seeking treatment are described below.

In accord with the federal law entitled Campus Sexual Violence Elimination Act, or Campus SaVE Act, enacted as part of the Violence Against Women Reauthorization Act of 2013, SAIC adopts the following policy. Sexual Assault, Relationship Violence (including Domestic Violence and Dating Violence) and Stalking are unacceptable and are not tolerated at Ox-Bow. Retaliation, as defined below, is also prohibited. Ox-Bow encourages anyone who has been subjected to Sexual Assault, Relationship Violence and/or Stalking to seek appropriate treatment and to report the incident promptly to the police and/or Ox-Bow officials. Ox-Bow has professional staff who will assist participant victims in obtaining help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting and seeking treatment, and resources are described below.

If the alleged offender is also a member of the Ox-Bow community, Ox-Bow will take prompt action to investigate and, where appropriate, to impose sanctions. Students who violate school policy are subject to the Student Conduct Procedures and may also be the subject of a criminal prosecution and/or a civil lawsuit.

I. Definitions

Sexual Assault is any touching, fondling, or penetration by the accused, either directly or through the clothing, of the person's breasts, anal or genital areas, or other intimate parts, without Affirmative Consent, as defined below. Sexual Assault is an extreme form of sexual harassment. Affirmative Consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual interactions. Consent to sexual activities must be freely given and must be clearly and unambiguously expressed, by word or actions. Silence, lack of protest, or an existing or prior relationship between the individuals does not necessarily indicate that consent has been given. Intoxication of the alleged offender is not a defense to sexual assault.

A person cannot give consent if they are underage (in Michigan, the age of consent is 16, unless one is an authority figure in which case the age of consent is 18), intoxicated by drugs or alcohol, or temporarily or permanently mentally or physically unable to do so. If a person is asleep, drunk, or under the influence of drugs, that person cannot give consent and a sexual act with that person would constitute sexual assault.

REPORTING

Victims of sexual assault are encouraged to report these incidents to campus officials. An Ox-Bow staff member will accompany a participant to a medical facility or to speak to the police, if the participant so desires. Participants are encouraged to make reports to the police, Ox-Bow, or both, as promptly as possible after the incident occurs. All complaints must be filed with Ox-Bow within one year from the date of the alleged violation. In rare and extraordinary circumstances, the Executive Director (or designee), at her/his discretion, may permit the consideration of a complaint after this time period. See Participant Conduct Procedures in this handbook.

While Ox-Bow personnel are available to assist participants, participants may also get assistance by calling the police themselves (by dialing 911) and/or by going to a local emergency room. Another non-school resource is the Rape Victim emergency Assistance hotline at 888.293.2080.

If you have reported the incident to the police or might want to do so, it will help the investigation if you take the following steps:

- If the assault has just occurred, do not shower, douche, or bathe before the medical exam.
- Save all clothing and personal items from the incident.
- Document any injury you suffered either by photograph or by showing someone you trust.
- Until the police have dusted for finger prints, try not to touch any smooth surfaces that the assailant may have touched.
- After the assault, let your telephone calls go to voicemail. Save any messages that are suspicious.
- Do not try to confront your assailant. Let the police know if there is further contact with the assailant.

Adapted from the National Center for Victims of Crime: victimsofcrime.org

COMPLAINT PROCESS

Victims of Sexual Assault, Relationship Violence, and/or Stalking are encouraged to report these incidents to the police by dialing 911 or to seek immediate assistance by going to a local emergency room. Another Non-school resource is the Rape Crisis Hotline 888.293.2080. An Ox-Bow staff member will offer to accompany a student to a medical facility or to speak to the police. Although Ox-Bow encourages all members of its community to report any incidents of Sexual Assault, Relationship Violence, and/or Stalking to the police, it is the victim's choice whether to make a report and victims can decline involvement with the police.

This section of the policy sets forth an internal administrative policy to address Sexual Assault, Relationship Violence, and/or Stalking alleged to have been committed by a member of the Ox-Bow community. It is not a legal proceeding. This process can take place before, during, or after criminal and/or civil proceedings related to the same incident. As noted above in "Reporting," members of the Ox-Bow community are urged to promptly report Sexual Assault, Relationship Violence, and/or Stalking. If the alleged offender is a member of the Ox-Bow community, the victim will be informed of Ox-Bow's policy prohibiting such behavior and of their right to pursue a complaint pursuant to this Ox-Bow policy. Under some circumstances, Ox-Bow may decide to pursue an investigation into the reported conduct if it decides the safety of the community is at risk. Ox-Bow will inform the victim should it make that decision. If the victim does not inform Ox-Bow of the name of the alleged offender, the school's ability to investigate and take appropriate action will be limited.

CONFIDENTIALITY

Ox-Bow will seek to maintain the confidentiality of complaints of Sexual Assault, Relationship Violence, and Stalking made through these processes. Disclosure of this information will be made to administrators or participants in an investigation only as necessary to properly investigate and resolve the matter. Although Ox-Bow seeks to maintain confidentiality, it is not possible to guarantee complete confidentiality.

EMERGENCY PROTOCOLS: FIRE

In case of fire, heat and smoke alarms will sound

1. IMMEDIATELY EVACUATE THE BUILDING.
2. If the fire alarm has not been activated, then pull the manual fire alarm pull station
3. Before opening doors, check for heat:
 - a. IF THE DOOR IS COOL:
 - i. Open the door carefully and proceed to the nearest exit.
 - ii. Close doors behind you and leave the lights on.
 - iii. If there is light smoke, stay low and cover your face with a cloth to filter out particulates.
 - b. IF THE DOOR IS HOT, DO NOT OPEN IT!
 - i. Seek another exit.
 - ii. If you are on a ground floor, try to exit through a window.
4. If you are trapped in a room on an upper floor:
 - a. Call 911 to report your location: Ox-Bow 3435 Rupprecht Way, Saugatuck, MI Building, floor, room number, and the number of people with you.
 - b. Prevent smoke from entering the room. If accessible, place wet towels or cloth material at the bottom of the door and cover any vents.
 - c. If the room begins to fill with smoke, you can open the window slightly. Never break the window because this might cause a chimney effect and help spread the fire.
5. Assist the physically impaired as you evacuate the building.
 - a. Offer to guide the visually impaired.
 - b. Instruct the hearing impaired to evacuate with you. If you encounter a wheelchair-bound person, assist them to a refuge point and instruct them to wait for Fire Department assistance.
 - i. The first choice for a refuge point would be a widened stairway landing that will accommodate a wheelchair without impeding patrons as they exit.
 - ii. If no stairway refuge exists, then have them remain in a room with a window.
 - iii. Make every attempt to ensure they have a phone or cell phone available.
 - iv. Make note of their exact location and continue to evacuate the building.
6. After you safely evacuate from the building, report to the front of the Inn
7. Report to a staff member and tell them:
 - a. The location of anyone who could not be evacuated.
 - b. the location and phone number of any mobility impaired person you helped.
 - c. about any problems you witnessed while exiting the building, such as hallways/stairs filling with smoke or blocked by fire.
8. DO NOT go back into the building until the Fire Department or emergency personnel give the All Clear.

WEATHER EVENTS-Severe thunderstorms/tornadoes

In the event of a severe thunderstorm, sighted tornado, or local tornado warning, or if you hear the city sirens sound, go immediately to the basement of the Burke Inn Addition or Janie. If there is no time to reach either, go to the nearest building.

Once you are indoors:

1. Alert building occupants of the impending weather.
2. Move quickly to a safe area indoors such as an interior hallway or an interior room away from windows.
 - a. Move to basement
 - b. Stay away from windows, doors and exterior walls.
 - c. Close all doors leading to exterior rooms.
3. If you are in a studio, dorm room, or Inn:

Shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Go to the nearest interior hallways and interior rooms away from windows
- Move to basement if possible
- Await further instructions from emergency personnel or Ox-Bow staff
- DO NOT evacuate the building until you receive an All Clear from emergency personnel or Ox-Bow staff.

Once you are indoors, stay indoors until the threat has passed. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions.

POWER OUTAGE

- Do not touch any electrical power lines and keep away from them. Report downed power lines to the utility company. Ox-Bow has a back-up generator that provides emergency lights in the Old and New Inn, Janie, and Marshall.

ACTIVE SHOOTER

In the event of an active shooter it is important to remain calm and quiet.

Procedures

- If you and the shooter are both outside, run, hide, and call 911 if possible.
- If the shooter is in your building, exit the building immediately and call 911 if possible.
- If you can not exit: Clear the hallway immediately; remain behind closed doors in a locked or barricaded room; stay away from all windows; remain calm and quietly call 911; silence all phones and radios.
- DO NOT: Leave or unlock the door to see what is happening
- DO NOT: Attempt to confront or apprehend the shooter, unless this is a last resort
- DO NOT: Assume someone else has called 911, YOU make the call
- Evacuate the room only when emergency personnel have arrived and given the All Clear

HEALTH-RELATED EMERGENCY PROTOCOLS:

All accidents must be reported to the office staff immediately. If a student is injured on the Ox-Bow campus, the Campus Director should be notified and an incident report should be completed. Staff members can administer CPR or first aid if necessary. If the injury requires a trip to the hospital, a member of the staff will assist the student in arranging transportation. The student's emergency contact should be notified if the student wishes. If the student is under 21 and the injury is serious, the student's parents or guardian will be notified. 911 should be called if a serious injury occurs.

Calling 911:

1. Provide the following information
 - a. Ox-Bow: 3435 Rupprecht Way, Saugatuck, MI

- b. Building name, floor and room number
 - c. Caller's name and phone number
 - d. Nature of injury and severity of the injury
 - e. Location of injured person
 - f. Age of injured person
 - g. Sex of injured person
 - h. Current condition
 - i. Any known medical history
2. Remain with the person with the medical injury. DO NOT move them unless they are in immediate danger of further injury.
 3. If possible, send someone to meet the responding emergency personnel at the location designated by the dispatcher.