Student and Dorm HANDBOOK
2014-2015
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STUDENT HANDBOOK

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Welcome to Heritage Christian University! The Department of Student Affairs (DSA) has prepared this handbook to orient you to HCU. It is an official policy statement of regulations for HCU. You are required to read this handbook, to respect its regulations, and to sign and submit the “Agreement” found on page 33 at the beginning of the fall semester each year. You need to know what to expect from HCU (your rights) and what HCU expects from you (your responsibilities). We believe these rules are not only reasonable, but also beneficial to your welfare. We appreciate the cooperation we receive from each student. HCU’s regulations – both academic and social – are intended to enhance and enforce that cooperation.

The university is a special-purpose undergraduate and graduate institution. Our goal is to recruit, educate, and motivate faithful men and women for evangelistic ministry as servants and leaders in the church. The Association for Biblical Higher Education accredits HCU as an academic institution. HCU has a pattern of stability in enrollment, administration, and faculty; HCU has demonstrated its commitment to an ongoing pursuit of excellence. HCU is receptive to any student who has the personal, spiritual, and academic qualities required to pursue higher education. Those who desire to become effective workers in God’s kingdom and who are willing to expend the effort can attain a quality education at HCU.

We want your college experience to be both enjoyable and challenging. During your educational experience, there will be many extracurricular activities to enjoy in addition to academic pursuits. Each of us, as well as all the faculty and administration, are always willing to assist you. Feel free to come in and talk with us about any educational or personal matter. We want you to share the satisfaction that comes from being associated with our university. We are here to serve you!

Dr. Bill Bagents  
Vice President of Academic Affairs

Mr. Brad McKinnon  
Dean of Students

Dr. Ed Gallagher  
Dean of Men

Dr. Rosemary Snodgrass  
Dean of Women
THE DEPARTMENT OF STUDENT AFFAIRS (DSA)

The DSA assists each student in areas such as:

1. Personal, Marital, and Family Counseling: with Dr. Rosemary Snodgrass, Dr. Bill Bagents, Dr. Betty Hamblen, or Ms. Monica Ross at the Alpha Center. Phone 256-765-7111 to set up an appointment. DL students may come to campus for counseling as needed. They may also phone the Alpha Center regarding counseling needs and possible referrals to local counselors where they live.

2. Career Counseling: with Mr. Brad McKinnon, Dr. Ed Gallagher, or Dr. Rosemary Snodgrass. Mr. McKinnon's office is in the southwest corner of the Bible Building. Church-related openings are also posted on the HCU website. DL students may also email or phone those listed above to ask career-related questions.

3. Extra-curricular Activities: use of the gymnasium, Dr. Kerr Student Center, theater, and soccer field; devotional, dinners, off-campus outings; events held in conjunction with the Student Government Association (SGA) (see below). DL students are welcome to participate in all such activities whenever they are able.

4. Chapel attendance and involvement. See below for chapel requirements. DL students may access chapel through the HCU YouTube channel at [http://www.youtube.com/heritagechristianal](http://www.youtube.com/heritagechristianal).

5. Dormitory life for campus residents. Our Campus Life Assistant (CLA) is Mr. David Harris (859-240-3973). DL students are encouraged to stay in the dorms for a nominal charge when taking classes on campus.

6. Health services: locating and scheduling medical appointments. DL students may also use this service when taking classes on campus.

7. Discipline: in areas related to items covered in this handbook (see below). DL students are expected to abide by these policies as well.

THE STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association of Heritage Christian University exists to promote the welfare of the student body and of the university as a whole. It acts (1) in an advisory capacity, promoting effective communication between each student and the administration, (2) in a relational capacity, promoting constructive student-to-student interaction, and (3) in a motivational capacity, promoting student-led service to the kingdom and to the university.

On behalf of the Student Government Association, may we welcome you to one of the most rewarding experiences of your life! We want you to be among those who can truthfully say, “I'm glad I made the decision to come to HCU!” Jesus taught that greatness comes by serving. It is the hope of the SGA that you will learn the joy of serving through your involvement with our school.
The SGA officers for the 2014-2015 academic year are:

Lucas Suddreth – President
Paul Wisdom – Treasurer
Collin Little – Secretary

Class representatives will be selected at the beginning of the Fall semester. Bring us your suggestions for improving unity and spirituality among students. If you need help adjusting to your new environment, feel free to come and talk with us. We encourage you to take part in the many activities here, so that you may profit both socially and spiritually.

The primary mechanism for student involvement in institutional decision-making is participation in the Student Government Association. The secondary means is through participation in regularly scheduled campus-wide opinion surveys. The SGA president, in particular, will be consulted when changes that affect student life are considered. SGA officers and class representatives are asked to be proactive in bringing student concerns before administration and faculty.

MISSION AND POLICY STATEMENTS

MISSION STATEMENT

Heritage Christian University exists for the advancement of churches of Christ by equipping servants through undergraduate and graduate programs and continuing education. HCU produces effective communicators, preachers, teachers and missionaries for real-world ministry with a focus on evangelism and a commitment to scripture.

INSTITUTIONAL GOALS

To ensure a preeminent biblical education, Heritage Christian University will:

1. Provide general education courses that parallel the lower division offerings of other four-year colleges and universities;
2. Provide degree offerings in Biblical Studies to give students the skills necessary to meet the needs of the church.
3. Offer a comprehensive, quality library to assist students, faculty, alumni, and the community in research, ministry, and personal development;
4. Assist students in achieving their educational goals by making available student and educational support services;
5. Operate with a systematic, broad-based research, planning, and evaluation process, for the ongoing pursuit of institutional effectiveness, and continuous improvement;
6. Utilize a qualified, competent faculty, staff, and administration dedicated to carrying out the role, scope, and mission of the institution as adopted by the Board of Directors;
7. Operate with adequate physical, financial, and relational resources to accomplish the role, scope, and mission of the institution.

PROGRAM OBJECTIVES

Program objectives for General Education, Biblical and Theological Studies, and Professional Studies may be found in the 2014-2015 Undergraduate Catalog.

STATEMENT OF NONDISCRIMINATION

Heritage Christian University admits qualified students of any race, age, sex, religion, disability, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. Heritage Christian University does not discriminate on the basis of age, sex, religion, disability, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Based upon this commitment, Heritage Christian University follows the principle of non-discrimination and operates within applicable federal and state laws. As a recipient of federal financial assistance, Heritage Christian University is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of sex in its admission policies, treatment of students, employment practice or educational programs, except as required by religious tenets of the churches of Christ. The following individual has been designated to handle inquiries regarding the non-discrimination policy:

Mechelle Thompson
PO Box HCU (Campus Box 51)
Florence, AL 35630
256–766–6610

Inquiries may be sent directly to the Office for Civil Rights at the U.S. Department of Education.

AMERICANS WITH DISABILITIES (ADA) PROVISION

Heritage Christian University seeks to make this university as accessible as possible to each qualified student with or without disabilities. If you have any special needs in order to successfully pursue your chosen course of study, please make an appointment with DSA personnel.
GRIEVANCE POLICY: SEXUAL DISCRIMINATION AND/OR HARASSMENT

Questions regarding HCU's policy regarding sexual discrimination and/or harassment and how to file a grievance should be directed to the Title IX Coordinator, Mechelle Thompson, who will provide information immediately upon request.

POLICY STATEMENT RE: FREEDOM OF OPINION AND EXPRESSION

It is not the purpose of this university to dictate to each student what they must believe about every question or issue that faces a faithful Christian. The university, however, reserves the right to counsel and, as necessary, to discipline each student regarding conduct. This conduct includes any overt or covert activity that distracts, divides, or otherwise aggravates either the student body or a local congregation.

PART 1: GENERAL GUIDELINES

STUDENT CODE OF CONDUCT

This university strives to be a Christian university. One of its principal purposes is to provide the training and discipline that will best serve the student. What one learns from books is not the whole of one's education. One also learns much in life's situations. Each student develops spiritually and socially, when they can discipline themselves in a way that will enable them to face more effectively the realities of life. Therefore, in a Christian school each student is challenged to do his or her very best and to be the kind of person and student who pleases Christ.

Since the conduct and appearance of each student reflect the public image of the university, the administration has determined that the following rules are reasonable and in keeping with the purpose of the university.

Each DL student is expected to abide by these rules as long as he or she is a student of Heritage Christian University. Any DL student known to have violated these rules will face the same consequences as a student who is on campus.

Alcohol

No HCU student is permitted to drink wine, beer, whiskey, or other such intoxicants on or off campus. Attempting to purchase, purchasing, or possession of such intoxicants or their containers is also forbidden.

Penalties for purchase, attempt to purchase, consumption of alcoholic beverages, or the possession of their containers:

   First violation: one-week suspension
   Second violation: one-semester suspension
Third violation: expulsion from the university

Drugs

No HCU student is permitted to purchase, possess, or use illegal narcotics, depressants, stimulants, hallucinogens, solvents or drug paraphernalia. Prescription drugs are for the exclusive use of the person for whom the doctor prescribed the medication.

PENALTIES FOR DRUG VIOLATIONS

This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES -

(1) IN GENERAL - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:

Ineligibility period is:
   First offense: 1 year
   Second offense: 2 years
   Third offense: indefinite

The sale of a controlled substance:

Ineligibility period is:
   First offense: 2 years
   Second offense: indefinite

(2) REHABILITATION- A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if—
(A) the student satisfactorily completes a drug rehabilitation program that—

(i) complies with such criteria as the Dean of Students shall prescribe in regulations for purposes of this paragraph; and

(ii) includes two unannounced drug tests; or

(B) the conviction is reversed, set aside, or otherwise rendered nugatory.

Sexual Immorality

Any form of sexual immorality is prohibited, on or off campus. Each student is prohibited from staying overnight with members of the opposite sex, except with members of their own family. Each student is also prohibited from purchasing or possessing any form of pornography, or accessing pornographic materials through the Internet, email, telephone or any other form of electronic media.

Participation in sexual immorality:

First violation: suspension
Second violation: semester suspension
Third violation: expulsion

Possession or use of pornographic materials:

First violation: probation
Second violation: suspension
Third violation: semester suspension

Having an abortion or providing financial support for an abortion as a method of birth control will subject one to suspension.

Inappropriate Media

Each HCU student is expected to exercise Christian judgment in their choice and use of various forms of media for either entertainment or educational purposes. This is especially true when the use of that media occurs in a public setting, or when media is imposed upon the presence, sight, or hearing of others without their consent. By media, HCU means any form of audio, visual, or written communication, including messages or images placed upon clothing or the body.

HCU prohibits the use or possession of pornographic materials and the use of obscene or inappropriate language. Any student who uses, displays, or broadcasts a form of media on campus or within the sight or hearing of campus, which is deemed to contain or promote pornography
and/or obscenity, is subject to discipline under those provisions of HCU’s code of Student Conduct. In addition, if a student uses, displays or broadcasts media on campus or within sight or hearing of campus that is deemed to be obscene or pornographic, such media are subject to confiscation by DSA personnel. Use of university computers is monitored. This includes web pages visited and email content.

Heritage Christian University does not promote or approve the use, display, or broadcast of media that promotes or encourages violence, hatred, prejudice, discrimination or violation of the law. Any student who uses, displays, or broadcasts such media on campus or within sight or hearing of campus is subject to having that media confiscated and held by DSA personnel. In addition, the student may be subject to further disciplinary measures, as deemed appropriate by the DSA.

HCU reserves the right to exercise prior approval of the use of any form of media in all college related meetings and public gatherings, on and off-campus, including official functions, chapel, club and student organization meetings, social events, athletic events, and dramatic, choral and instrumental performances. Should media that is deemed inappropriate be used, displayed or broadcast in any college related meeting, function or public gathering, HCU reserves the right to stop, remove, or confiscate the offensive material and institute any further disciplinary action that the DSA deems appropriate.

Tobacco

For reasons of fire safety and health, Heritage Christian University is a smoke-free campus. The use of tobacco, in all forms, is forbidden on the grounds or in the buildings of this school. Violations of residence hall regulations are handled through the residential disciplinary system. Violations of this provision by any off-campus student will be handled by the Dean of Students, who will discuss the first violation with the student, and in case of repeated violations, take whatever disciplinary measures he deems appropriate.

Differences

HCU expects each student to discipline himself or herself to live and work in peace with other students, employees of the university and members of the community. HCU expects each student to learn to value and respect differences between people rather than to be critical, closed-minded or prejudicial. Differences may include, but are not limited to, gender, race or ethnic background, disability, speech or language, and religion. A student may disagree with the ideas, convictions or actions of another student, but such disagreement is never considered a cause for rude, improper, prejudicial or threatening behavior. A student may choose to personally try to influence another's beliefs, religious or otherwise. However, a kind, loving and non-combative attitude must be present at all times, and each student is expected to cease personal attempts at influencing others when those others request it. HCU does not promote intolerance or rigidity in thought or behavior, and the college reserves the right to undertake whatever actions it may deem necessary
to counsel and/or discipline any student who exhibits consistently intolerant or prejudicial attitude or actions.

Fireworks, Firearms and Weaponry

In order to protect lives and property from accidental or deliberate harm, the use or possession of fireworks, firearms (including BB guns, pellet guns and/or other projectile devices), weapons, ammunition, and explosives on campus is prohibited. If a student has a question whether a specific item is permitted, he or she is responsible for obtaining the necessary permission from the DSA.

Possession or use of fireworks on campus:

First violation: probation
Second violation: suspension
Third violation: semester suspension

Possession of firearms, weapons, ammunition or explosives on campus:

First violation: suspension
Second violation: semester suspension
Third violation: expulsion

Use of firearms, weapons, ammunition or explosives on campus:

First violation: expulsion

Use of Violence, Threats or Intimidation

No HCU student is permitted to use violence or the threat of violence to resolve personal disagreements or problems, or for any other purpose, on or off campus. No HCU student is permitted to use verbal or psychological threats or intimidation, on or off campus. Any student will be disciplined for conduct that constitutes a hazard to the physical, emotional, or mental health, safety, or well being of students, faculty, staff or citizens of the community, whether such conduct occurs on or off campus. Sexual harassment will be treated with the same seriousness as any other threat or act of intimidation.

Using or threatening the use of violence; using verbal, physical or psychological threats or intimidation; abusing the emotional, mental, or physical health and well-being of students, faculty, staff or citizens of the community:

First violation: semester suspension
Second violation: expulsion
Inappropriate Language

The use of inappropriate, offensive, or hurtful language (vulgarity, profanity, deliberate insults, etc.) is prohibited. Each student is expected to control their speech in all situations.

Use of inappropriate language:

First violation: probation
Second violation: suspension
Third violation: semester suspension

Theft and Dishonesty

Any student who has stolen university property or the personal property of others will be subject to immediate and automatic dismissal.

Theft would also include sharing music and movies illegally. This means if a student downloads music or movies from sources that do not own the copyright of the music, the student is stealing that music or movie. If a student copies and shares music with other people, that, too, is theft on their part and on the part of those who copy the music or movies from that student. If a student is discovered to be engaged in such activity while at Heritage Christian University, especially if he/she uses HCU resources to accomplish this, it will be considered theft. Students violating copyright laws will be reported to the office of the Dean of Students where disciplinary action may be taken including, but not limited to, loss of network usage. The full HCU policy regarding computer use and file sharing is available at the following link:

http://www.hcu.edu/share/pdf/StudentITAcceptableUsePolicy.pdf

A Christian community is built upon a respect for the truth. A student is expected to be truthful under all circumstances. Any student who knowingly lies, falsifies, or is party to the falsification of any official record will be subject to disciplinary action.

Respect for the property rights of others is essential in any community. No student is to remove, destroy, or in any way deface the property of others (including university property) and is required to bear the full financial responsibility for the repair or replacement of those items. Failure to do so will result in the expulsion of the student from HCU. Misuse of fire extinguishers and fire alarm systems will also subject the student to strict disciplinary measures.

Any student who is financially responsible for repairing or replacing school property and who is either expelled or voluntarily leaves the school without discharging that responsibility, will have the appropriate cost for repair or replacement (which includes any supplies, labor and incidental expenses necessary to repair or replace the damaged item or items) plus a fee of 25% of that cost charged to their bill.
Removing, destroying, or in any way defacing the property of others:

First violation: suspension
Second violation: semester suspension
Third violation: expulsion

Academic Dishonesty

Each student is expected to have read and understood the contents of the document, “Academic Honesty at Heritage Christian University,” available in the Registrar’s Office. Each student must sign and submit the “Student Commitment to Academic Honesty” which is included in that document.

Public Display of Affection

Administrators, faculty, and staff members may correct, counsel, and report couples who participate in excessive public displays of affection that in the mind of any onlooker can be considered embarrassing, offensive, or suggestive of an improper sexual relationship. Individuals who are challenged in this way are expected to respond in good faith, and refrain from whatever activity is causing discomfort to others. Failure to do so may result in the student being called before the Dean of Students for counseling.

Christian Conduct

Any conduct which is not consistent with the moral standards of a Christian institution, such as dancing, hazing, possessing obscene literature and pictures, using profanity, dressing improperly, cheating, plagiarizing, or gambling, is specifically forbidden and subjects the student to immediate disciplinary action.

Financial Responsibility

Failure to meet financial obligations in the community or writing bad checks will subject a student to disciplinary action. Each student is expected to assume their portion of shared financial obligations such as telephone bills, rent, etc.

Unauthorized Solicitation

Unauthorized solicitation, advertising, promoting, selling or distribution of goods or information on campus is not permitted. No student may place any advertisements in campus mail without approval from the Dean of Students. In general, representatives of commercial enterprises are not permitted to make presentations for their product or company on campus. Any request for an exception to this rule must be submitted to the Dean of Students for a decision.
Duty to Report

Each Heritage Christian University student has a duty to intervene upon observing conduct that is potentially detrimental to the physical, academic, or spiritual health of a fellow student. Each student has a duty to report to DSA any conduct that lies outside the behavioral expectations described in this Student Handbook.

Whom to Call

If you hear disturbing noises or observe questionable activity during normal school hours, first notify any DSA representative, Travis Harmon (Director of Campus Security), or the Business Office. If a vehicle is involved, record the tag number. If you observe questionable activity outside normal school hours, first notify Mr. David Harris (859-240-3973). If Mr. Harris is not available, call Mr. Brad McKinnon (256-412-2539).

Guidelines for Use of Social Media

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational, professional, and/or ministry opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and Heritage Christian University. Be aware not only of the content you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.

- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Potential employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.

- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.

- If you post content concerning HCU, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
• Make sure the content you post is in harmony with the HCU Student Code of Conduct.

• Realize that you may be subject to action by HCU for posting or promoting content that substantially disrupts University activities or that might lead HCU officials to reasonably foresee substantial disruption with University activities. This action may be taken based on behavioral, academic, or professional misconduct, and may range from a reprimand or failing grade to dismissal from the University.

CAMPUS MAILBOX

Each student is to register for a campus mailbox through the Business Office. Mail to the student may then be addressed to (Student Name), PO Box HCU, Florence, AL 35630.

DORMITORY RESIDENCE

Each dormitory resident is to read carefully the enclosed Dormitory Handbook. Each single international student who receives scholarships from HCU is required to live on campus. In addition, each single freshman or sophomore under age 21 is required to live on campus with the following exceptions: (1) a student living with relatives; (2) a student granted free room and board in a family situation for the purpose of helping the student through school; (3) a student taking less than nine semester hours; and (4) a student who secures the written permission of their parents and the Dean of Students to live off campus.

GYMNASIUM, STUDENT CENTER, THEATER, SOCCER FIELD, AND OTHER FACILITIES

Heritage Christian University is committed to providing facilities that allow the student to have ample rest and relaxation. The Student Center and gymnasium are being maintained in order to provide an environment that is conducive to the accomplishment of this goal. Children under the age of 14 must have adult supervision at all times when in these facilities. Each HCU student must eliminate any unnecessary clutter from these facilities. In addition to these guidelines, each must observe all additional rules that may be posted within these facilities.

Specifically, no student is permitted to:

1. Do any type of auto repair, including oil changes, anywhere on campus. Bring any car or truck parts or automotive tools on campus, unless they are locked in a vehicle at all times.
2. Bring or leave any non-operating vehicle on campus.
3. Do any type of electrical or mechanical work anywhere on campus.
4. Bring any electrical or mechanical parts or tools on campus, unless they are locked in a vehicle at all times.
5. Bring any items related to hunting on campus, unless they are locked in a vehicle at all times.
6. Enter the electrical or utility closets in the dormitory buildings.
7. Enter any campus building (except the dormitory) after 10:00 p.m.
8. Interfere with any wiring, electrical equipment, or Internet equipment that belongs to HCU.
9. Store personal items in the gym, student center, or elsewhere on campus.
10. Copy any keys that belong to HCU.
11. Use the maintenance shop on campus for any purpose without prior written permission signed by both a representative of the Business Office and the DSA.

Any student who violates any of these prohibitions may be suspended.

Reservation of Campus Facilities

From time to time campus facilities are made available to off-campus groups. In order to ensure that specific campus facilities, such as the soccer field or gymnasium, are available at particular times, a student must reserve these facilities in advance. The Public Relations Office at HCU maintains the university's calendar. All requests are to be directed to that office.

University Supervision over Student Activities

The DSA is responsible for the University social calendar, the coordination and supervision of student activities and the oversight of the dorms. School-sponsored clubs, organizations, and student groups may schedule activities and go on outings, provided a faculty sponsor or other approved person accompanies them. The sponsor should receive clearance from the Dean of Students prior to the event.

The university does not have an organized intramural athletic program. Therefore, any student participating in such campus-related activities does so at his/her own risk. The university does not assume responsibility for accidents or injuries incurred during these activities.

Health Services

First aid and nonprescription drugs for minor illnesses such as headaches and colds are available to each student without charge through the Business Office. When there is serious illness, personnel from the DSA will assist each student in contacting a local doctor, clinic, and/or hospital. The university cannot be responsible for the medical expenses of students. Each student is strongly urged to carry health insurance. Several health insurance plans are made available to each student through the Enrollment Services Office. Such insurance can be purchased at the time of registration or at any time thereafter.

Those lacking health insurance may contact the Community Health Center and schedule an appointment. The cost of services there is based on the income of the recipient. The Lauderdale County Health Department also provides various health services. Note the following contact information.
SPIRITUAL LIFE

Church Involvement

Because Heritage Christian University is committed to the spiritual development of each student, each student is expected to be actively involved in a local congregation while studying at HCU. This includes not only attendance at all church services but also active participation in the life of the congregation. The university may require documentation, signed by the leadership of that congregation, to verify the student’s level of involvement in the local church.

Chapel

Chapel is an integral part of community life at Heritage Christian University. It offers opportunities for honoring God, learning, and fellowship. Chapel attendance is not only a privilege for each HCU student, but it is a requirement. Chapel is conducted Tuesday through Thursday, from 11:00 – 11:30 a.m., during the weeks that class lectures are in session.

Conduct in chapel is expected to be appropriate for the worship setting. Cell phones are to be turned off or silenced. No food or drink is to be brought into the auditorium during chapel assemblies.

A student who helps lead chapel devotionals is to arrive as early as possible and come to the front. They are not to wear clothing that might distract others as they seek to worship God.

Chapel Attendance Policy:

• Chapel attendance is required every day (Tuesday through Thursday) for each student living on campus, both undergraduate and graduate.

<table>
<thead>
<tr>
<th>Hospital/Center</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM (Eliza Coffee Memorial Hospital)</td>
<td>205 Marengo St. Florence, AL 35630</td>
<td>256-768-9191</td>
</tr>
<tr>
<td>Helen Keller Hospital</td>
<td>1300 S. Montgomery Sheffield, AL 35661</td>
<td>256-386-4196</td>
</tr>
<tr>
<td>Community Health Center</td>
<td>309-B Handy Homes Florence, AL 35630</td>
<td>256-760-4713</td>
</tr>
<tr>
<td>Family Practice Associates (Dr. Tim Ashley)</td>
<td>727 North Cox Creek Parkway Florence, AL 35630</td>
<td>256-764-9613</td>
</tr>
<tr>
<td>Dr. Philip Wakefield, OBGYN</td>
<td>2407 Helton Dr. Florence, AL 35630</td>
<td>256-718-5900</td>
</tr>
<tr>
<td>Emergency</td>
<td>Fire, Police, Ambulance</td>
<td>911 or 9-911 from school phones</td>
</tr>
</tbody>
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• Attendance is required for every student who is taking morning classes on the days those classes meet, whether that student lives on campus or not.
• Roll will be taken each day in chapel, beginning the first day chapel meets.
• Each student who is required to attend chapel for two or fewer days per week is allowed four (4) unexcused absences for the semester. Each student who is required to attend chapel for more than two days per week is allowed six (6) unexcused absences for the semester.
• A student who is tardy up to five (5) minutes will receive half an absence; a student who is tardy more than ten (10) minutes will be counted absent.
• Each absence beyond those allowed will result in a $25 penalty. Excessive absences (see below) will also result in a three-day suspension.

Excused Absences:

• A student may request to have a periodic chapel absence recognized as an excused absence. Grounds for an excused absence include the following: personal or close family illness, a specific ministry responsibility which cannot be performed at another time, i.e., an evangelistic Bible study, being with a family during surgery, attending a funeral, or attending a school-related function. Whatever forces a student to miss class may be considered.
• To have an absence recognized as an excused absence, a REQUEST FOR EXCUSED CHAPEL ABSENCE form must be completed by the student and submitted to the Dean of Women within two weeks of the absence. It is preferred that such requests be submitted in advance whenever possible. Each student is honor-bound to submit only legitimate and fully truthful requests.

Chapel Exemption:

In the case of a regularly scheduled conflict (e.g., work or childcare demands) with chapel attendance, a CHAPEL EXEMPTION FORM can be obtained from the Dean of Students. No exemption can be obtained without properly completing an exemption form and having that form accepted by the Dean of Students. No request for exemption is granted automatically.

Appeal Procedure:

If the Dean of Students denies a request for chapel exemption or excused chapel absence, that decision can be appealed to the Chapel Committee. This committee is made up of staff, faculty, and student representatives. If the Chapel Committee denies the request, it can be appealed to the President of the university. The President’s decision will be final.
Consequences:

Any student exceeding the number of chapel absences listed above during a semester will be assessed a fine of $25 per excess chapel absence. In lieu of this fine, the student may choose to attend a non-required chapel service (i.e., to attend a regularly scheduled chapel service on a day that the student is not required to attend). Such attendance will be viewed as “replacing” a chapel absence. The student must ask the Dean of Women to allow and record this substitution.

At the end of the semester, any financial obligation resulting from chapel fines will be reported to the Business Office. No student can take final exams, receive grade reports, graduate or request/receive transcripts until all fines are paid.

Any student, whose chapel attendance falls below 80% of what is required, at any time during the semester, will be subject to a three-day suspension. During this suspension the student will be prohibited from being on campus, attending classes, taking exams, or submitting assignments. The work missed may not be made up.

If the problem persists after the three-day suspension, any student who is habitually absent from chapel without excuse will be subject to further penalties. These may include a lengthier suspension, the loss of on-campus housing, and/or the loss of full-time status for the next semester.

**DISCIPLINARY PROCEDURES**

Appropriate Procedures

In cases of minor violations the DSA will take direct action. When such action is taken, the student will be offered an opportunity for appeal by scheduling a hearing before the Discipline Committee. In the case of major and/or repeated violations, the Discipline Committee will take action. In the case of any matter to be brought before the Discipline Committee, the Dean of Students will describe the case in writing after the proper conferences with the student and other individuals who may be involved. The chairman of the Discipline Committee will schedule a time for a meeting at which the case will be heard.

The DSA reserves the right to initiate and conduct an investigation and interrogation of any student charged with violation of school regulations without the student having his parents or legal counsel present. The student may bring his own witnesses to testify on his behalf.

Check Part 2 of this handbook to see the Grievance Procedures that a student must follow.

Types of Discipline

- **Reprimand:** A written or oral reprimand constitutes a severe reproof and a warning that the university will not tolerate the student’s behavior. It cautions him/her that repetition of the behavior may result in a more severe penalty.
- **Unrecorded Disciplinary Probation:** Such action is not recorded in the student’s personal record. Specific restrictions may be imposed when a student goes on unrecorded...
probation. Assignments of community service will be considered in the category of unrecorded disciplinary probation.

- Recorded Probation: Probation from the Discipline Committee is recorded and becomes a part of the student’s permanent record. Probation is a method of permitting a student a second opportunity. It has been devised to give a student the most serious warning possible short of suspension or dismissal. Failure to keep stipulations of disciplinary probation will result in either suspension or dismissal. At the discretion of the Dean of Students, parents of a dependent student will be notified. It is also at the dean’s discretion concerning the feasibility of notifying the student’s supporting congregation(s) if the student has signed a statement that would allow this process.

- Suspension: The student is dismissed from the university for a specified period of time designated by the DSA or as the result of an appeal to the Discipline Committee. In such cases, unused payments for dormitory and tuition will not be refunded. Any student who has been suspended must leave the campus within a time period set by the DSA or the Discipline Committee, and may not return to the campus for any reason without written permission from the DSA. When a student is suspended, that suspension becomes a part of the student’s permanent record. Parents may be notified as listed under Part 2 of this handbook. Re-application must be made in order for the student to be re-admitted.

- Expulsion: The student is permanently dismissed and may not reapply at any future time.

PROBATION

Types of Probation

- Academic
- Behavioral

What Probation Means:

A student placed on probation:

- May not participate in extracurricular activities.
- May not hold office in campus clubs and/or organizations. A club officer on probation must relinquish the post.
- Immediately forfeits the pro rata share of any scholarship held beginning at the time the student goes on recorded probation.
- May be further restricted by action of the DSA.
NOTIFICATION OF PARENTS

Whenever a dependent student receives a disciplinary response, probation, suspension, or expulsion, the parents of the dependent student may be notified. A copy of the disciplinary response may be sent with a letter of explanation.

DRESS REGULATIONS

Each student is expected to observe the dress regulations when they are on campus. This is especially important when participating in school functions both on and off campus. Neatness, modesty and appropriateness must be the guide for all clothing since each student reflects the public image of the university. The following rules are deemed reasonable and in keeping with the purpose of this school.

General Guidelines

- Shoes (broadly construed) are required at all times in public areas on campus. Proper shoes should be worn in recreational activities.
- Clothing must be modest in style and length. Appropriate shorts may be worn on campus in recreational/athletic settings, but NOT during chapel or class. As a rule, wearing shorts is discouraged in the main campus buildings (Bible Building and Overton Memorial Library).
- One must wear a shirt at all times in public areas. Tank tops, sleeveless shirts or half-shirts should not be worn on campus, except in student dormitory rooms.
- No hat is to be worn in class, chapel or the cafeteria.
- Apparel with provocative/suggestive language or advertising that is inconsistent with the mission of the university is prohibited.
- Hairstyles, jewelry, body-piercings, or tattoos that bring undo attention should be avoided.
- The Dean of Men or the Dean of Women will counsel any student failing to observe the personal appearance codes. Persistent failure to cooperate will be brought to the attention of the Dean of Students and may lead to probation or dismissal. If uncertain about the rules in a particular situation, one may ask any of the deans.
- Any student failing to abide by dress codes will be asked to leave class and will be counted absent.

PART 2: STUDENT RIGHTS

Family Educational Rights and Privacy Act (FERPA)

This act affords each student certain rights with respect to their education records. These rights are:
1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Each student should submit to the university registrar written requests that identify the record(s) they wish to inspect. The university registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the university registrar does not maintain the records, the registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Each student may ask the university to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow a student to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic or support staff position (including law enforcement until and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs.
- To accrediting organizations to carry out their functions.
• To organizations conducting certain studies for or on behalf of the university.
• The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Additional Matters Related to FERPA

1. The university designates the following as public or “Directory Information”: The student’s name, permanent and local addresses, email addresses, telephone listing, date and place of birth, major fields of study, dates of attendance, degrees and awards received, most recent previous school attended, participation in officially recognized organizations, activities and sports, class schedule/roster, full- or part-time status, weight and height of members of athletic teams, photographs and digital imaging.

2. A student may restrict the release of “Directory Information,” except to school officials with legitimate education interests and others as indicated in #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Heritage Christian University, P O Box HCU, Florence AL 35630. Once filed, this request becomes a permanent part of the student's record until the student instructs the university, in writing, to have the request removed.

3. For purposes of compliance with FERPA, the university considers each student independent.

GRIEVANCE PROCESS

If a student has a grievance, he or she may observe the following procedure:

• The student needs to go to the person(s) against whom he or she has a grievance.
• If not satisfied, the student may then talk to the Dean of Men or the Dean of Women.
• If still not appeased, he or she may take the grievance in writing to the Dean of Students.
• The student may next request to go before a Hearing Committee consisting of a member of the faculty or staff, the Dean of the University, a representative from the Student Government Association and a representative of the DSA.
• Finally, the student may take the grievance before the President of the university. The President's decision is final.
DORMITORY HANDBOOK

WELCOME TO HERITAGE CHRISTIAN UNIVERSITY
DORMITORIES

Heritage Christian University's residential program seeks to help each student resident to enhance his/her spiritual, academic, physical, social, and emotional development within the dormitory environment. It offers an opportunity for you to become a more responsible person. Living in the dormitory provides a time for learning, commitment, and decision-making.

The DSA hopes to help you make your college stay rewarding and fulfilling. Our staff is ready to help you meet the challenges you will face. We want your time at Heritage Christian University to be among the most rewarding experiences of your life.

PHILOSOPHICAL ASSUMPTIONS

While having an individual bedroom, each student shares living space with other students, including kitchens and bathrooms. This closeness requires a working relationship among the students. The university helps each student through this process by providing a Campus Life Assistant, Resident Assistants (as needed), and counseling. The Alpha Center, a Christian counseling center located on campus, is available to each student and their family for a nominal cost. Each student needs to develop the ability to help others, to care for others, to get along with others, and to be flexible.

Dormitory rooms should be appealing places to live, where single students feel comfortable and at home. The physical facilities should be well-maintained and attractive. The dormitory should be as free as possible from:

- Offensive odors.
- Noises from other residents' dormitory rooms.
- Practical jokes.
- General disruptions.

Dormitory rooms are not hotels or motels. They exist for an educational purpose; they are part of the “learning environment.” Each student deserves a safe environment. Therefore, there are to be no open flames in the dormitories, whether candles or other flammable objects.

Each student residing in the dormitories must agree in writing to abide by all rules listed in this Student Handbook.

The cost of living in an HCU dormitory is payable to the Business Office in advance, unless other arrangements are made. There is a damage deposit required, payable in advance. No deferments are permitted.
1. Responsibilities of Dormitory Residents

a. Each resident is responsible for the following forms.
   i. Check in/check out form. The resident is responsible for:
      (1) picking up form from the CLA immediately upon arrival.
      (2) filling out and returning form to the CLA quickly.
      (3) reviewing and completing form near the end of the semester.
   ii. Maintenance form. When the need arises the student may obtain form from the office of the Dean of Students.

b. Each resident will see to the following.
   i. Every day:
      (1) Dishes washed
      (2) Beds made
   ii. Every week:
      (1) All carpeted areas (including stairwell if assigned) vacuumed.
      (2) Kitchen and bath swept and mopped.
      (3) Trash emptied (as often as needed).
      (4) Bathroom cleaned:
          (a) Tub/shower walls and doors
          (b) Mirror
          (c) Toilet
          (d) Sink/sink top
      (5) Kitchen cleaned:
          (a) Sink
          (b) Sink top and cabinets
          (c) Stove top and outside of stove
          (d) Outside of refrigerator
      (6) Furniture dusted and kept in a good state of repair.
   iii. Every month:
      (1) Inside of refrigerator cleaned.
      (2) Inside of stovetop cleaned.
      (3) Trash outside of dormitory room picked up.
   iv. Every semester:
      (1) Inside of oven cleaned.
      (2) Trash outside of dormitory room picked up.

c. The CLA will not be responsible to do all of the work, but to coordinate with all dormitory residents to insure compliance. Each resident is expected to cooperate. Any lack of cooperation will be considered misconduct and will be reported immediately to the CLA.

d. One room per month will be responsible for the cleanliness of the outside area around each building and the cleanliness of the central stairway. The residents of the other dormitory rooms will be required to assist and cooperate.

e. Staff inspections will be conducted at least bi-weekly. The CLA may accompany
the staff supervisors on each visit. The appropriate resident will correct discrepancies noted on each visit. Corrective disciplinary action will follow these general guidelines but may extend beyond them (See Dorm Inspection Form on p. 31).

i. Three violations of a minor nature within a set time will bring the resident before the Dean of Students.

ii. Any one violation of a major nature will be grounds to have the room vacated and to apply any other disciplinary action as deemed appropriate by the Dean of Students.

iii. The inspection will survey for inadequate cleaning, improper storage, abuse of the room and its furnishings, etc.

iv. Purposeful damage to school or other property and disregard for residence regulations will be grounds for requiring the student to vacate the dormitory. It will also subject that student to suspension from the university.

f. University Liability.

i. The university does not assume responsibility for personal property that is lost, damaged, or stolen.

ii. **Students are advised to keep their doors locked.** Students are cautioned to leave any valuable property at home or in a suitable storage place, because the university is not liable for the loss of any property.

iii. Students are requested to make use of checking accounts and not keep large sums of money in their rooms. **Students are encouraged to purchase insurance, if they are not covered under their parents’ homeowners’ policies.**

2. Rules for Dormitory Residents

a. On-campus living requirements:

i. The University requires residence on campus of all single freshmen and sophomores under 21 years of age who are living away from family and relatives. Exceptions will be those who will be granted free room and board in a family situation for the purpose of helping the student through school. A part-time student with fewer than nine semester hours, or one securing written parental permission to live off campus, might also be granted permission.

ii. The university also requires residence on campus for each single international student who is receiving a full-tuition scholarship.

iii. A student taking fewer than 12 semester hours must have special permission from the Dean of Students in order to live in the dorm. An exception to this will be a student who is taking summer classes. Such a student will be permitted to move into the dormitory on the Saturday prior to the beginning of their classes and is expected to vacate the
dormitory by noon on the Saturday following the completion of their last class.

iv. No student is allowed to make room changes without the approval of the CLA.

v. The CLA also has the authority to make room assignments and to make changes when it is apparent that two residents are not compatible.

vi. A student who wishes to remain in their dormitory room during holiday periods must make arrangements with both the CLA and the Dean of Students.

vii. As a general rule the student center will be open 6.5 days per week, but not on Sunday mornings. Campus buildings will be locked around 10 p.m. each evening. If the CLA needs to lock up earlier, each student should cooperate. Any laundering should be finished by 10 p.m.

b. Off-campus living requirements:

i. Permission to live off campus will be granted for one semester at a time and will normally not be granted once the semester has begun.

ii. Permission to live off campus must be obtained from the Dean of Students before an agreement is made which would bind the student financially, morally, or legally.

iii. If permission is not obtained, the student will be given the alternative of moving onto campus or withdrawing from school.

c. Curfew and weekend check-out:

i. Sunday through Thursday, each student must be in the dormitory area by 11:00 p.m. and in the student's dormitory room by 11:30 p.m. Friday and Saturday each student is required to be in his/her dormitory room by 12:30 a.m.

   (1) If a student is unable to meet this schedule because of work or unforeseen circumstances, he must check with the CLA well in advance.

   (2) Written permission must be obtained from the Dean of Students by those working later than the curfew hours.

   (3) A student may be given special curfew consideration by the CLA for special occasions, but habitual late hours are not permitted.

   (4) Each instance of unexcused curfew violation will subject the student to a $50 penalty.

ii. Any student who will be away from the dormitory for a night or for the weekend must leave with the CLA the name, address, and phone number of the residence where he or she will be staying in case of an emergency.

iii. No student may leave campus at night after curfew without express prior permission from the CLA. No student may take another resident off campus at night after curfew.
iv. Persistent violation of curfew will result in the student's having to appear before the Discipline Committee.

d. Personal items:
i. Each student must furnish and use his/her own towels, bed linens, and personal items.

ii. Short-wave radio, TV, and other antennas are allowed only with the permission of and the supervision of the CLA.

e. Dormitory access:
i. The university reserves the right for personnel from DSA to enter any dormitory room or suite at any time.

ii. The university reserves the right for other persons to enter any dormitory room or suite with the approval of DSA, e.g. pest control workers, maintenance workers, city building/fire inspectors, or any university personnel.

iii. No locks may be added, changed, or re-keyed by residents without prior approval of DSA. If such approval is given, the student will furnish DSA with a functional key on the same day that any lock is added or changed. Any expense will be borne by the resident in effect. Residents of each dormitory room will be responsible for the condition of the room and will be assessed equally for the amount necessary to cover repairs if a responsible person cannot be determined.

f. Room care:
i. Furniture in each dormitory room and its condition should be checked and recorded along with the condition of the room on an inspection form when moving into the room. Missing or damaged furniture will be charged to the person responsible by deducting the cost from the person's damage deposit. No furniture should be moved from the room where it is placed.

ii. A policy of common assessment for "anonymous" damage will be in effect. Residents of each dormitory room will be responsible for the condition of the room and will be assessed equally for the amount necessary to cover repairs if a responsible person cannot be determined. Room occupants are responsible for all incidents in that room, including damage done by another student or by visitors.

iii. No pets, except fish and specially approved service animals, are permitted in the HCU dorm. Fish tanks larger than 15 gallons are not permitted in the dorm. A certified service animal is permitted for a resident with approved medical documentation. Service animals that are found to be aggressive, create a nuisance or sanitation concern, or threaten the safety of others will not be allowed to remain in the dorm. Guests are not permitted to bring pets into the dorm at any time. Please note that failure in the timely removal of the pet from the dorm (as determined by the CLA) may result
in the enlisting of animal control services.

iv. Each student is responsible for his or her own share of general cleanliness in the living room, bathroom, kitchen, and grounds around the dormitory.

v. Each student will be responsible for damage to rooms and furniture caused by horseplay, willful negligence, and such like.

vi. Pictures must be hung by a standard hook-and-nail hanger. No tape or thumbtacks are permitted. One or two posters are permitted in each bedroom, but not in the living rooms. Special adhesive must be used to affix to the walls; therefore, see the CLA before hanging any items.

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Conduct of residents

i. No man is allowed in the women's dormitory area; no woman is allowed in the men's dormitory area at any time.

ii. Each student is expected to be considerate of other. Therefore, loud or inappropriate music (see the Student Handbook) or other loud noise is not permitted.

iii. Special devotional times for dormitory residents will be scheduled periodically. Attendance is strongly encouraged.

iv. Telephones and cable TV are allowed in the dorms at the student's expense.

v. Lack of common courtesy will be considered a rule violation.

vi. The dormitory rooms may not be used as a headquarters of any private business. Salespersons and solicitors are not permitted in the rooms.

vii. No student should purchase anything from salespersons in the dormitory.

viii. Activities such as boxing, wrestling, ball playing, golf putting, weight lifting, scuffling, engaging in water fights, and other disturbances are prohibited.

ix. Before entering a dormitory room that is not their own, each student is to be considerate and knock.

Visitors:

i. Weekend guests must have advance permission from the CLA and the Dean of Men. Guests must register with the Business Office and pay a $20 fee per person per night upon arrival. Guests must also register with the CLA upon arrival. Guests must supply their own linens.
ii. Extended visits and weeknight visits are not permitted. Small children are not permitted as guests in the dormitory rooms.

iii. Babysitting is not permitted in the dormitory rooms.

3. Dormitory Room Reservation Procedures
   a. Each student must pay a $300.00 reservation deposit that is applicable to the damage/cleaning deposit on registration. Priority for room reservation and assignment will be made early in the spring semester according to the following criteria:
      i. A student who wants to maintain the same dormitory room for next fall semester.
      ii. A student who has agreed with another student to be roommates for the next fall and spring semesters.
      iii. A student who will be a senior in the fall semester.
      iv. A student who will be a junior in the fall semester.
      v. A student who will be a sophomore in the fall semester.

   b. Each summer session dormitory room is temporary since it may be the permanent room of a student listed above.

   c. A reservation is canceled when a student stops attending classes or is dropped from school for any reason. Such a student must reapply for admission before making reservations.

   d. Dormitory rooms are primarily intended for student use, while classes are in session. However, the university may make an exception and grant a student permission to rent dormitory room space at other times, such as during the time between summer sessions. Summer room rental is a privilege, subject to other university needs.

   e. Dormitory rooms may also be used to house non-students, at the discretion of the university. Specifically, all available dormitory rooms may be needed for TITUS Camp for one week in July, when no university classes are in session.

4. Procedures for Vacating Dormitory Rooms
   a. Each student who does NOT plan to continue residence the next semester:
      i. The last day for checkout is the Saturday following finals. No exceptions will be made without prior approval from the DSA.
      ii. Unless prior permission is secured from the DSA, all belongings must be removed from the dormitory during checkout.
      iii. All dormitory keys must be returned to the CLA as part of checkout.

   b. Each student must secure permission from the Dean of Students to move out of a room during the semester. Each student leaving for the summer break must reserve a room for the fall semester.

   c. A student may leave possessions in their dormitory rooms over the Christmas break, but not over the summer. At the end of the spring semester, each student must remove all possessions.

   d. Each student must submit their keys and check out after each semester. The CLA
will conduct a checkout inspection of each dormitory room and living area. When the CLA signs the Dormitory Check-Out Form, that form is to be forwarded to the Business Office. If the CLA confirms that the dormitory is undamaged and is clean according to standards, half of the damage deposit can be refunded.

e. Each student may ask the Business Office for a paid-in-full receipt for all rental charges.

f. Each student must remove all belongings, since the university cannot be responsible for items left behind.

g. Each student must return the check-in / checkout form with the appropriate request for housing the next semester.

5. Utility failure:
   a. A utility failure is not an emergency situation.
   b. In the event of a utility failure, notify the CLA.
   c. If the failure involves danger (for example, a gas leak or a downed power line), warn those in your area and call 911.

6. Media Relations:
   a. In the event of any campus crisis or emergency, only the Director of Public Relations or his/her designee will meet or talk with the media.
   b. The University wants to present factual details in a calm manner that respects the privacy of people and invites no negative publicity.

7. Missing Student Notification:
   a. Each student living on campus, age 18 and over, has the option to identify contact person(s) to be notified if the student is determined missing (within 24 hours of officially missing). However, if a student has registered confidentially, choosing not to disclose any personal information to anyone, this notification option is not available.
   b. Parents or guardians of any student living on campus, under age 18 and not emancipated, must be notified if the student is determined missing (within 24 hours of officially missing).
   c. Local police will be notified if any student living on campus is determined missing (within 24 hours of officially missing).
   d. University personnel, including DSA staff, CLAs, Vice President of Academic Affairs, and Vice President of Administration, will be notified if any student living on campus is determined missing (within 24 hours of officially missing).
2014–2015 Check-in and Check-out Dates

In cases of special need, permission for early check-in or late checkout may be granted by the DSA in consultation with the Enrollment Services Department. Special requests must be made in advance and in written form. Special requests will receive prompt consideration on a case-by-case basis. See the HCU website for additional and updated items in the current academic calendar.

**Fall 2014**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 30–Aug. 11</td>
<td>Pre-registration for Fall 2014</td>
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<tr>
<td>August 4</td>
<td>Dormitory Check-in Begins</td>
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<tr>
<td>August 7</td>
<td>Heritage Connect</td>
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<tr>
<td>August 11</td>
<td>Classes Begin</td>
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<tr>
<td>August 22</td>
<td>Last Day for Drop/Add</td>
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<tr>
<td>December 5</td>
<td>Last Day of Lecture</td>
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<tr>
<td>December 8–10</td>
<td>Final Exams</td>
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<tr>
<td>December 13</td>
<td>Last Day for Dormitory Checkout</td>
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Each student will be charged $20 for each day that checkout is delayed.
Each student may leave personal items in their rooms, if clean, during the break.
Each student will be charged for any cleaning that must be done after checkout.

**Spring 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Nov. 24–Jan. 5</td>
<td>Pre-registration for Spring 2015</td>
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<tr>
<td>January 3</td>
<td>Dormitory Check-In Begins</td>
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<tr>
<td>January 5</td>
<td>Classes Begin</td>
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<tr>
<td>January 16</td>
<td>Last Day for Drop/Add</td>
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<tr>
<td>May 1</td>
<td>Last Day of Lecture</td>
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<tr>
<td>May 4–6</td>
<td>Final Exams</td>
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<tr>
<td>May 9</td>
<td>Graduation; Last Day for Dormitory Checkout</td>
</tr>
</tbody>
</table>

Each student will be charged $20 for each day that checkout is delayed.
No student may leave personal items in their rooms after checkout. Items left in rooms will be removed by HCU staff. Each student will be charged for any cleaning that must be done after checkout.

**Summer 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 30-May 18</td>
<td>Pre-registration for Summer 2015</td>
</tr>
<tr>
<td>May 18–29</td>
<td>First Session</td>
</tr>
<tr>
<td>June 1-12</td>
<td>Second Session</td>
</tr>
</tbody>
</table>
June 15-26  Third Session
Jun. 29-Jul. 3  Summer Recess
July 12-19  TITUS Camp

NOTE: Checkout is not complete, and $150 of the dormitory deposit is not refundable, until the CLA has signed the Dormitory Check-Out form and indicated approval of checkout conditions.
### HCU Dorm Inspection Form

<table>
<thead>
<tr>
<th>Room</th>
<th>Mild</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry on floor</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Bed Made</td>
<td>$1</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Trash</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Bathroom Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Laundry on floor</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Dirty sink/mirror</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Dirty toilet</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Dirty shower</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Disconnected Fan</td>
<td>$20</td>
<td>$40</td>
</tr>
<tr>
<td>Living Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Dirty floor</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Dining Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Dirty floor</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Laundry room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Laundry Pile</td>
<td>$1</td>
<td>$3</td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microwave clean</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Stove clean</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Refrigerator clean</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Dirty dishes</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Walls clean</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Counters clean</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Tampered electronics</td>
<td>$20</td>
<td>$40</td>
</tr>
</tbody>
</table>

If a student has more than $50 in unpaid fines, the parent or responsible adult in charge of them will be notified.

If a student reaches $100 in unpaid fines, student will have to live off campus for the rest of the semester, and the next, with the possibility to reapply for reinstatement after a full semester out.

Any stay past move out deadline (e.g. summer/Titus Camp) - $20 cash/day. If unpaid no opportunity to return the next semester.
EMERGENCY RESPONSE PLAN

HERITAGE CHRISTIAN UNIVERSITY
Policy and Organizational Statements

Identify the goals and objectives for the emergency response plan.

Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.)

Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)
Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

| Employees will be warned to evacuate the building using the following system: | 1. Dial 111 on phone to page. 2. Fire alarm.
| Persons in charge: Main building - Director of Campus Security
| Bible Building - Librarian, Dorms - CLA

| Employees should assemble at the following location for accounting by the evacuation team: | Sidewalk in front of Kerr Student Center

(Post a map showing the location(s) in a conspicuous location for all employees to see.)

| Person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured. | Vice President for Operations

<table>
<thead>
<tr>
<th>Evacuation Team</th>
<th>Name / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Team Leader</td>
<td>Travis Harmon, Director of Campus Security</td>
</tr>
<tr>
<td>Floor Wardens (one for each floor)</td>
<td>N/A</td>
</tr>
<tr>
<td>Searchers (one per floor)</td>
<td>N/A</td>
</tr>
<tr>
<td>Stairwell and Elevator Monitors</td>
<td>N/A</td>
</tr>
<tr>
<td>Aides for Persons with Disabilities</td>
<td>Brad McKinnon, Dean of Students</td>
</tr>
<tr>
<td>Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)</td>
<td>Travis Harmon and Pat Moon</td>
</tr>
</tbody>
</table>

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Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

<table>
<thead>
<tr>
<th>Shelter-In-Place Team Assignments</th>
<th>Name / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Bill Bagents, Pat Moon</td>
</tr>
<tr>
<td>Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services</td>
<td>Bill Bagents</td>
</tr>
<tr>
<td>Persons to direct personnel outside to enter the building</td>
<td>Travis Harmon</td>
</tr>
<tr>
<td>Persons to direct employees to designated tornado shelter(s)</td>
<td>Travis Harmon</td>
</tr>
</tbody>
</table>

Tornado Warning System & Tornado Shelter Locations

<table>
<thead>
<tr>
<th>Location of tornado warning system controls</th>
<th>1. Dial 111 on phone to page. 2. HCU Alert text. 3. Contact CLA and library.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of tornado shelters</td>
<td>Main building - Teachers' Workroom. Library - Study rooms against left wall. Dorms - D Dorm.</td>
</tr>
</tbody>
</table>

Shelter-In-Place Plan

If warned to "shelter-in-place" from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

<table>
<thead>
<tr>
<th>Shelter-In-Place Team Assignments</th>
<th>Name / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Pat Moon</td>
</tr>
<tr>
<td>Direct personnel outside to enter the building; then close exterior doors</td>
<td>Pat Moon</td>
</tr>
<tr>
<td>Shutdown ventilation system and close air intakes</td>
<td>James Nichols</td>
</tr>
<tr>
<td>Move employees to interior spaces above the first floor (if possible)</td>
<td>Pat Moon</td>
</tr>
<tr>
<td>Person to monitor news sources for updated emergency instructions</td>
<td>Lori Eastep</td>
</tr>
<tr>
<td>Assembly Area Monitors (to account for evacuees at the assembly area)</td>
<td>Pat Moon</td>
</tr>
</tbody>
</table>

Shelter-In-Place Shutdown of Ventilation System

<table>
<thead>
<tr>
<th>Location of controls to shutdown ventilation system:</th>
<th>Business Office closet; Donor Services closet; Maintenance closet;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of air handling units, fan rooms, or air intakes:</td>
<td>Storage closet.</td>
</tr>
</tbody>
</table>

ready.gov/business
Lockdown Plan

Persons trained to use the warning system to warn persons to “lockdown”

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those who can initiate a page</td>
<td>Those who can initiate an HCU Alert text:</td>
</tr>
<tr>
<td>ALL staff (Dial 111 to page)</td>
<td>Bill Bagents; Pat Moon; Philip Goad</td>
</tr>
<tr>
<td></td>
<td>Brad McKinnon; Shawn Maggard; Travis Harmon</td>
</tr>
<tr>
<td></td>
<td>Lori Eastep; Brittany McGuire</td>
</tr>
</tbody>
</table>

Instructions for Broadcasting Warnings

Where to Access the Warning System
(e.g., telephone, public address system, etc.)

1. Dial 111 on phone. 2. HCU Text Alert.

Instructions for using the system

For persons observing suspicious behavior:

1. Dial 111 on phone. State, "Initiate lockdown procedure" and give relevant information (location of intruder, etc.)
2. Call 911.
3. Anyone authorized to initiate an HCU Alert should do so along with any relevant information.
4. Evacuate if possible, putting as much distance between you and the threat as possible.
5. If evacuation is not possible, lock and barricade door. Turn off lights.
6. If confronted by a violent threat, attempt to either flee (evacuate) or fight (subdue threat).
Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim's location and bring a first aid kit or AED.

**Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location / Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Cooper Trained EMT; no longer certified</td>
<td>Business Office, Ext. 306</td>
</tr>
<tr>
<td>Alana Marks</td>
<td>Distance Learning, Ext. 324</td>
</tr>
<tr>
<td>James Nichols</td>
<td>256-577-1526</td>
</tr>
</tbody>
</table>

**Locations of First Aid Kits and Automated External Defibrillator(s)**

<table>
<thead>
<tr>
<th>Locations of First Aid Kits and &quot;Universal Precautions&quot; kit (used to prevent exposure to body fluids)</th>
<th>Business Office, Cafeteria, Library, CLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locations of Automated External Defibrillator(s) (AEDs)</td>
<td>Front hallway outside business office.</td>
</tr>
</tbody>
</table>

**Procedures**

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).
Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor or)
- Type of fire alarm (detector, pull station, sprinkler workflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

Evacuation team to direct evacuation of employees and visitors.

Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Property Conservation

Identify preparations before a forecast event such as severe weather.

Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.

Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.
# Public Emergency Services & Contractors

<table>
<thead>
<tr>
<th>Emergency Service</th>
<th>Name</th>
<th>Emergency Telephone</th>
<th>Business Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>Charles Cochran, Chief</td>
<td>911</td>
<td>256-760-6480</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Shoals Ambulance</td>
<td>911</td>
<td>256-381-7900</td>
</tr>
<tr>
<td>Police Department</td>
<td>Lt. Ken Lester</td>
<td>911</td>
<td>256-760-6582</td>
</tr>
<tr>
<td>Emergency Management Agency</td>
<td>Lauderdale County EMA</td>
<td></td>
<td>256-760-6363</td>
</tr>
<tr>
<td>Hospital</td>
<td>ECM</td>
<td></td>
<td>256-788-9888</td>
</tr>
<tr>
<td>Public Health Department</td>
<td>Lauderdale Co. Health Dept.</td>
<td></td>
<td>256-784-7453</td>
</tr>
<tr>
<td>State Environmental Authority</td>
<td>Alabama Dept of Environmental</td>
<td></td>
<td>33-271-7700</td>
</tr>
<tr>
<td>National Response Center (EPA)</td>
<td>Chemical, radiation emergencies</td>
<td></td>
<td>1-800-424-8802</td>
</tr>
<tr>
<td>Electrician</td>
<td>James Nichols</td>
<td></td>
<td>256-577-1526</td>
</tr>
<tr>
<td>Plumber</td>
<td>James Nichols</td>
<td></td>
<td>256-577-1526</td>
</tr>
<tr>
<td>Fire Protection Contractor</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Elevator Service</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hazardous Materials Cleanup</td>
<td>Crime Trauma, Death Scene, and Bio-Terrorism Clean Up</td>
<td></td>
<td>1-888-979-2272</td>
</tr>
<tr>
<td>Cleanup / Disaster Restoration</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Warning, Notification & Communications Systems

The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of our emergency team to communicate with each other and others.

<table>
<thead>
<tr>
<th>Warning System</th>
<th>Fire Alarm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public Address</td>
</tr>
<tr>
<td></td>
<td>Other (describe)</td>
</tr>
<tr>
<td></td>
<td>Dial 111 to reach all phones on campus</td>
</tr>
<tr>
<td></td>
<td>HCU Text Alert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification System</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telephone call tree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications Capabilities</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two-way radio</td>
</tr>
</tbody>
</table>
Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

<table>
<thead>
<tr>
<th>System Type</th>
<th>Location</th>
<th>Access Point / Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinkler System</td>
<td>Control Valve</td>
<td>Dorms only</td>
</tr>
<tr>
<td></td>
<td>Control Valve</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Control Valve</td>
<td></td>
</tr>
<tr>
<td>Fire Pump</td>
<td></td>
<td>In front of dorms</td>
</tr>
<tr>
<td>Special Extinguishing Systems</td>
<td>Computer Room</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Kitchen</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Manufacturing Area</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Revision History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1/7/13</td>
<td>ERP Initiated</td>
<td>Administrative Council</td>
</tr>
</tbody>
</table>

Plan Distribution & Access

The Plan will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees.

Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this Plan should be stored on a secure and accessible website that would allow team member access if company servers are down.

Electronic copies should also be stored on a secured USB flash drive for printing on demand.

ready.gov/business
Inclement Weather Policy

In case of inclement weather, Heritage Christian University will make its own independent weather closure decisions. In consultation with the Vice President of Operations, the Vice President of Academics will make the decision. Weather closure information will be communicated to students, faculty, and staff through email, via the Text Alert system, and through notification of Huntsville television stations.

If questionable weather conditions occur and HCU remains open, students, faculty, and staff are urged to use best judgment as to safety. No negative consequences will result from absences due to legitimate weather concerns.

To implement a weather closure or delay:
- Vice President Bagents will relay closure or delay information to the Director of Public Relations.
- Director of Public Relations will send email, HCU Alert text, and notify Huntsville television stations.
UNIVERSAL PRECAUTIONS

1. Use Barrier Protection to prevent skin and mucous membrane contact with blood or other body fluids.

2. Wear gloves to prevent contact with blood, infectious materials, or other potentially contaminated surfaces or items.

3. Wear face protection if blood or bodily fluid droplets may be generated during a procedure.

4. Wear protective clothing if blood or bodily fluid may be splashed during a procedure.

5. Wash hands and skin immediately and thoroughly if contaminated with blood or bodily fluids.

6. Wash hands immediately after gloves are removed.

7. Use care when using or handling sharp instruments and needles. Place used sharps in labeled, puncture resistance containers.

8. If you have sustained an exposure or puncture wound, immediately flush the exposed area and notify your supervisor.
Text Alert System

For all Faculty, Staff, and Students:

The SMS/TXT keywords HCUALERT and INFOHCU allow subscribers to receive either urgent/emergency alerts, or less important campus information, or both. This service is provided at no cost. Standard SMS/TXT rates apply. An SMS capable carrier and phone are required. It is recommended that at minimum the HCUALERT keyword be subscribed to, as this will be the main source of notification for school closings and dangerous campus conditions. Once you subscribe, you will receive all notifications until you unsubscribe.

To subscribe to HCUALERT, text HCUALERT to 41411

To subscribe to INFOHCU, text INFOHCU to 41411

To unsubscribe, text STOP to 41411 or send a message to the IT Department requesting that your number be removed from a keyword.

For those initiating alerts:

To initiate an alert, you must be a member of the managers group for that keyword. You will be contacted if you have been selected to be a manager. You must use the same phone and number that your manager account is registered under. It is important that only urgent alerts are sent via HCUALERT in order to keep the importance factor high. INFOHCU should be used to send basic updates, daily messages, etc. Remember, everyone that is subscribed to the keyword you are using will receive the message/alert.

To send an alert to all HCUALERT subscribers (used for extremely important information), text this message to 41411:

    alert HCUALERT message

    (example:  alert HCUALERT School will be closing early today (10/26/2010) due to severe weather.)

To send an alert to all INFOHCU subscribers (used for less important information), text this message to 41411:

    alert INFOHCU message

    (example:  alert INFOHCU This week's chapel speakers will be....)