

Timely Warning /Notification System

The New Life Business Institute has a system in place for notifying the campus community when there is a matter of urgency that requires immediate attention. The Institution has the capability to send a text message to the cell phones of members of the campus community who have registered an emergency contact number. The Campus email system allows for the dispatch of messages by the Institution to New Life Business Institute e-mail address of every student and employee. The Institution's internal website is also utilized for posting messages of importance. The Institution also has in place an emergency telephone for notifying departments and buildings of matters of importance such as severe weather alerts. Messages deemed important to an external audience are posted on the Institution's website. www.nlbi1.com.

Daily Crime Log

New Life Business Institute's Campus Safety office provides a detailed accounting of incidents investigated by the Institution's Department of Campus Safety, including those in accordance with the federal "Student Right-to-Know" and "Campus Security Act" of 1990.

Emergency Notification

In the event of an emergency, the Office of Public Relations will immediately post a notification to the campus on the NLBI web page and if necessary send a campus wide email notification or enact the emergency text messaging system.

Emergency Response and Evacuation Procedures

Bomb Threat

In the event there is a bomb threat, The New Life Business Institute Campus Safety will initiate a professional, systematic response to the incident and will coordinate the response with other agencies, as necessary, to ensure the safety of all persons affected by the threat.

Telephoned Bomb Threats

- Employees that receive a telephoned bomb threat should obtain as much information as possible from the caller, recording the information requested on the Bomb Threat Checklist. Attempt to determine the origin of the call (caller ID on the phone display or ask them where they are calling from).
- If possible, the employee receiving the bomb threat should signal neighboring employees that a bomb threat is taking place, and to notify New Life Business Institute Campus Safety.

- Immediately upon hanging up, the employee who received the threat should complete to the fullest extent possible the Bomb Threat Checklist and provide the completed form to New Life Business Institute Campus Safety. This should be done alone.

Evacuation Decisions

- The Emergency Response Team will determine if evacuation is necessary.
- Doors to all areas will be left open upon exiting the area.

Transfer credit policies

New Life Business Institute does not have a set list of transferable courses from other colleges. We prefer to look at all incoming transfer credit on an individual basis. New Life Business Institute accepts most coursework from accredited institutions. Speak with a representative in Student Services for additional information concerning the Transfer Credit Policy.